



iBOS Exams Policies and Procedures

The aims of our school are

- A school where teachers, staff, and students are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at iBOS.
- iBOS aims to develop students to become well-rounded individuals. We aim to empower our students with the best tools and resources, making them capable in following and achieving their dreams, to become valued members of our global societies, and to allow them to make a positive difference to the world, wherever they choose to progress to.
- Students leave iBOS prepared for university. They are confident, contributing and caring members of the global community and they have embraced the challenge of our specialised education. They will have gained the values that equip them to make a positive contribution

Responsibility of: Head of Centre / Exams Officer

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Introduction

This document encompasses all of the iBOS' policies regarding the exam management.

Exams are the climax of a student's program of study and the grades obtained have a huge impact on their future. They can also be a stressful time for all involved. Our aims within the Exams Policy are to ensure:

- all aspects of the school's exam process are documented,
- all staff involved in the exams process clearly understand their roles and responsibilities,
- all exams are conducted according to JCQ and awarding body regulations, guidance and instructions, ensuring the integrity of the exams process at all times.
- Students and parents understand the exams process and what is expected of them.

Roles and Responsibilities

Responsibilities of Principal

As head of centre, the principal is responsible for the overall provision of education and is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments at all times. The principal is responsible for appointing the exams officer and ensuring they are supported in their role.

Responsibilities of Exams officer

The Exam officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body. It is the role of the exam officer to:

- ensures key tasks are undertaken and key dates and deadlines met
- enter students for exams with the awarding body, checking and amending details as necessary,
- co-ordinating arrangements with exams centres worldwide for students to sit exams in their home country,
- ensure students' access arrangements (including SEND) are provided for,
- Recruits, trains and manages invigilators for exams at the school,
- Receive and log all exam materials sent to the school and ensure they are kept securely.

Responsibilities of teachers

It is the role of teachers to ensure students are prepared for their exams and understand the content to be covered and the format of the exams.

Responsibilities of students

It is the responsibility of students to prepare for their exams and give their best effort.

Responsibilities of Parents/Carers

It is the responsibility of parents to co-ordinate with the Exams officer where students will sit their exams and arrange transport for students to and from the venue. iBOS will assist by providing contact details of centres we have worked with previously but it is the ultimate responsibility of parents to ensure that a suitable centre is located and to pay all fees charged by the centre.

iBOS Exam management procedures and responsibilities

Unlike traditional schools where all students will sit their exams in one site, as an online school iBOS has to manage exams differently. When a student joins iBOS in an exam year group they and their parents agree to abide by this policy and be entered for exams by the school. Students should not make their own exam arrangements without the agreement of the school in advance, and penalties can be imposed for breaching this agreement.

For every student taking external exams, iBOS will:

- Decide when students are ready to take exams (for modular courses),
- Enter the student with the exam board and send statements of entry to the parents,
- Assist in locating host centres where students can sit exams and provide these details to parents,
- Organise transfer arrangements for the student's exam papers to be sent to the host centre,
- Receive the results and publish these to students in August.

Students and parents agree to:

- take the exams when iBOS recommends,
- Pay all entry fees as invoiced by iBOS,
- Confirm arrangements with the host centre for sitting the exams and pay all centre fees they charge directly to them.
- If sitting exams in the iBOS site in London pay centre fees for holding/invigilating the exams at our school.
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External Candidates

As a registered exams centre iBOS is available to private candidates to sit GCSE, iGCSE, A-level and iALs from Pearson Edexcel at our site in Clapham, South London.

The price for private candidates would be as follows:

- For GCSEs and iGCSEs £120
- For A Levels £200 (For international A levels please contact us for a price)

These prices are per EXAM (not SUBJECT). This includes candidate entry, paper dispatch and invigilation services. If candidates require any access arrangements (Extra time, Live speakers, Prompter, Reading pen etc) please let us know and we can provide a quote for any extra fees to cover these costs).

To register interest private candidates should please complete the Exam Entry form on outline.

Access arrangements

The Head of centre is responsible to ensure there is an appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments

It is the responsibility of the SENCo to:

- Assess candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements/reasonable adjustments requirements,
- Gather evidence to support the need for access arrangements for a candidate,
- Liaises with teaching staff to gather evidence of the normal way of working of an affected candidate,
- Determine candidate eligibility for arrangements or adjustments that are centre-delegated.

It is the responsibility of the exams officer to:

- Ensure access arrangements are made for students, and that these are communicated to external centres where students sit their exams.

See Appendix 1 for a full summary of access arrangements

Word processor policy

The iBOS Word processor policy follows JCQ guidance for students requiring this and comes under the access arrangements.

Receipt and Dispatch of exam materials

It is the responsibility of the Exams Officer to:

- Receive, log and place in secure storage all exam materials sent to the school,
- Identifies and confirms arrangements for the dispatch of candidate exam scripts to the Awarding body in line with their procedures,
- Dispose of any unused materials after the exam has finished in line with JCQ guidance.

Late or absent candidate policy

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre. A candidate who arrives late, and is permitted by the centre to sit the examination, must be allowed the full time for the examination. (ICE 21) Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts. It is the responsibility of-

Invigilators:

- To ensure that they have been informed of the policy/process for dealing with late and /or absent candidates through their training,
- To ensure that relevant information for late candidates is recorded on the exam room incident log,
- To ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

Head of Centre / Exams Officer:

- To brief late candidates before seating them in the exam venue,
- To ensure that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidates admitted very late to the examination room through CAP in the required timescale,
- To warn very late candidates that their script may not be accepted by the awarding body,
- To ensure that absent candidates are clearly marked as such on the awarding body attendance register.

Food and Drink Policy

Food in an exam room is not permitted at iBOS, unless a candidate has a known and declared medical condition requiring such, and permission has been granted by the SENCo. Water bottles may be taken into the exam venue as long as there is no writing on the bottle and any labels have been removed. No other drinks may be allowed in the exam room.

Leaving the Exam Room Policy

Candidates that have allocated rest breaks may be permitted to leave the exam room if prescribed by the SENCo. Candidates **MUST** be supervised during this time either by an invigilator or a trained member of centre staff.

Candidates are only permitted to leave the exam room for emergency reasons. Where a toilet break is required this will be included within your full exam time.

Where a candidate is unwell, a supervised rest break may be granted, in which case when the candidate is able to resume their exam the full time will be given.

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question.

Those candidates may be allowed extra time at the discretion of the head of centre to compensate for their temporary absence. (ICE 23)

Managing Behaviour Policy (Exams)

iBOS has a zero-tolerance policy towards poor behaviour in examinations.

Any student causing disruption will be removed from the exam venue and either rehoused elsewhere if possible and appropriate, or if necessary, sent home or parent/carers contacted to collect the student.

Parents/carers will be informed of poor behaviour in both internal and external examinations and a follow up may be arranged with SLT. Where a candidate is being disruptive, the invigilator must warn the candidate that they may be removed from the examination room.

The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The invigilator must record what has happened. The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room (ICE 24). It is the responsibility of-

Head of Centre/Exams Office

- To ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms,
- To ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.

Exams Officer

- To provide an exam room incident log in all exam rooms for recording any incidents or irregularities,
- To action any required follow-ups, and reports to awarding bodies as soon as practically possible after the exam has taken place.

Invigilators

- To record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation).

Malpractice Policy

Malpractice', means any act, default or practice which is a breach of the Regulations or which: gives rise to prejudice to candidates; and/or compromises public confidence in qualifications; and/or compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

In accordance with the regulations International British Online School will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes 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 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) in accordance with the JCQ publication Suspected malpractice - Policies and procedures and provide such information and advice as the awarding body may reasonably require.

Candidate malpractice

'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper

Centre staff malpractice

'Centre staff malpractice' means malpractice committed by: a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe

Reporting and investigating malpractice

Where suspected malpractice is identified by the centre, the head of centre will submit full details of the case immediately to the relevant awarding body.

Form JCQ/M1 (Suspected candidate malpractice) or Form JCQ/M2 (Notification of suspected malpractice/maladministration involving centre staff) will be used to notify an awarding body of an incident of malpractice.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of

authentication need not be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

The head of centre/appointed information gatherer will gather evidence into allegations of malpractice and deal with the investigation in accordance with the deadlines and requirements set by the awarding body. If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of the accused individual.

After gathering evidence relating to a malpractice investigation, the head of centre will submit a full written report of the case accompanied by any appropriate documentation to the relevant awarding body Form JCQ/M1 or Form JCQ/M3 (Report into suspected malpractice/maladministration involving centre staff) will be used as the basis of the report

The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The head of centre will be informed accordingly Communicating malpractice decisions.

The awarding body will determine the application of a sanction according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved. Once a decision has been made by the awarding body, it will be communicated in writing to the head of centre as soon as possible.

The head of centre will communicate the decision to the individual concerned and to pass on details of any sanctions and action in cases where this is indicated.

Appeals against decisions made in cases of malpractice

Information on the process for submitting an appeal will be sent to all centres involved in malpractice decisions.

International British Online School will:

Provide the individual with information on the process for submitting an appeal, where relevant
Refer to further information and follow the process provided in the JCQ publication A guide to the awarding bodies' appeals processes.

Overnight Supervision Arrangements Policy

Where candidates have exam clashes such that three or more examinations are timetabled for the same day and the total duration for those papers is:

- a) more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks; or
- b) more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks;

iBOS will liaise with the candidate to see if whether they wish to sit all three, or more, exams on the same day at staged intervals or, as a last resort, undergo overnight supervision and take an examination the following morning, (including Saturday).

Whatever arrangement best suits the candidates' wellbeing will be arranged. If overnight supervision is preferred, the Exams Officer will discuss what this means with both the candidate and the designated supervisor. Please refer to the JCQ regulations.

Information on the consequences of failing to abide by such regulations will be provided to the candidate and supervisor and both parties will be asked to sign that they understand these. The EO will then complete an overnight supervision declaration via the JCQ portal, copies of which will be printed and stored until the relevant JCQ deadline.

The EO will make the necessary arrangements for the candidate to take their exam as soon as possible on the following day. The EO will inform/liase with the Vice-Principal (Academic) and SENCo where relevant. Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays (see ICE paragraph 8.5).

Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content.

This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations. The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence.

The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre. (ICE 8)

The SENCo must make their decision based on:

- whether the candidate has a substantial and long-term impairment that has an adverse effect; and the candidate's normal way of working within the centre.

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre (see Chapter 4, paragraph 4.1.4) and known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long-term medical condition or long term social, mental or emotional needs. (AA 5.16)

The SENCo, or an equivalent member of staff within iBOS, must ensure that the proposed access arrangement does not disadvantage or advantage the candidate. (AA 4.2.1)

A candidate may only take their examinations under separate invigilation within the centre where he/she has an established difficulty - see section 5.16 of the JCQ publication Access Arrangements and

Reasonable Adjustments. Where candidates are subject to separate invigilation within the centre, the regulations and guidance within this booklet must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12). (ICE 14)

Certificate Issue Procedure

The Exam Officer will inform internal candidates, via their iBOS emails, once their certificates are ready for collection. If candidates are unable to collect these in person, they may arrange for a nominated person to do so on their behalf or for the Exams Officer to post them out on confirmation of address.

Certificate collectors will be asked to sign and date the records log. Private candidates will have their certificates posted to the address supplied on registration.

Certificates will be posted using Royal Mail Signed For Service. The Exams Officer will keep a record of all certificate collection and posting details.

The centre will distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). A record should be kept of the certificates that are issued. (GR 5.14)

Exam and Certificate archiving Policy

Certificates will be kept for a minimum of 12 months from the date of issue, following this period iBOS may confidentially destroy any uncollected certificates. The Exams Officer will retain a log of all destroyed certificates for a minimum of four years.

Special Consideration Policy

It is the responsibility of the Exams Officer to:

- Provide signed evidence to support eligible applications for special consideration
- Processes eligible applications for special consideration to awarding bodies
- Gather evidence that may need to be provided by other staff in the centre or candidates
- Submit requests to awarding bodies by the external deadline
- Complete a special considerations form (parent/carers may also be asked to sign if they are substantiating the candidates' statement).
- Provide appropriate accompanying evidence to support special consideration applications, where required.

Lockdown Policy

This policy details the measures taken at iBOS in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

- an incident or civil disturbance in the local community which poses a risk,
- an intruder on the site with the potential to pose a risk,
- local risk of air pollution, such as a smoke plume or gas cloud,
- a major fire in the vicinity,
- a dangerous animal roaming loose,
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates,

iBOS has devised lockdown procedures after consulting GOV.UK's Developing Dynamic Lockdown Procedures guidance. With regard to conducting examinations, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of Examinations,
- maintaining the integrity and security of the examinations/assessments process,
- how to achieve an effective lockdown,
- how to let people know what's happening,
- training staff engaged/involved in the conducting of examinations.

STAY SAFE principles (Run, Hide, Tell)

Roles and responsibilities:

Head of centre:

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates,
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities,
- To arrange appropriate training for all exams-related staff in lockdown procedures,
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due it being locked down,
- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the room becomes unsafe,
- To provide written lockdown procedures for exam room/invigilator use,
- To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates.

Senior leadership team (SLT)

- To have accountability for all exams staff and candidates taking examinations during a Lockdown,
- To run training/drills for examination candidates on lockdown procedures,
- To inform parents/carers about the centre's Lockdown policy in relation to the conducting of examinations,

- To have a presence around exam room areas prior to the start of each exam session,
- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown.
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for.

Exams Officer

- To train invigilators in the centre's lockdown procedure,
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown,
- To assist with Lockdown training for staff and students, where applicable to the conducting of examinations.

Invigilators

- To be aware of the centre's lockdown procedure
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- Where safe/possible, communicate with the exams officer during a lockdown to confirm the situation in a particular exam room

Lockdown procedure

Before an examination if a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode)
- The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- Invigilators will lock all windows and close all curtains/blinds switch off all lights lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room and take an attendance register/headcount if possible (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.

Appendix 1: Access Arrangements

These allow candidates with specific needs to access the assessment and show what they know and can do without changing the demands of the assessment.

Reasonable adjustment:

The Equality Act 2010* requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled.

It's the duty of an awarding body to make a reasonable adjustment. A reasonable adjustment is agreed upon at the pre-assessment planning stage.

Reasonable adjustments must not affect the reliability or validity of assessment outcomes. The head of centre/Principal/CEO (or designated nominee) must ensure that a reasonable adjustment is implemented.

Principles

The SENCo, or an equivalent member of staff, must ensure that the proposed access arrangement does not disadvantage or advantage the candidate, and ensure that approved access arrangements are put in place for internal school tests, mock examinations and examinations.

The candidate must have had appropriate opportunities to practise using the access arrangement(s) before his/her first examination.

Candidates may not require the same access arrangements in each specification.

Access arrangements should be processed at the start of the course.

The arrangement(s) put in place must reflect the support given to the candidate in the centre.

Where a non-examination assessment is marked by teachers, credit must only be given for skills demonstrated by the candidate working independently.

When a person is appointed to facilitate an access arrangement, they are responsible to the head of centre and must be acceptable to the head of centre. The person can't be the subject teacher or family member, friend or peer of the candidate.

The JCQ and the awarding bodies can only enter into discussions over access arrangements with the candidate's centre and not with parents/carers.

Evidence of need:

The evidence of need will vary depending on the disability and the access arrangement(s) being applied for. Access arrangements online will provide prompts as to the evidence required.

Qualifications are covered by section 96 of the Equality Act 2010 in England and Wales include:

- Advanced Extension Awards
- Entry Level Certificate qualifications

- Essential Skills (Wales)
- Free Standing Mathematics Qualifications
- General Certificate of Education (Advanced and Advanced Subsidiary levels)
- General Certificate of Secondary Education
- Project qualifications (Extended, Foundation and Higher Projects)
- Welsh Baccalaureate Qualification, Core Certificate.

Applying reasonable adjustments to internal assessment:

Centres do not need to apply to the awarding body, while ensuring adjustments that are in line with the awarding body's policies. Must be recorded on Form VQ/IA and held on file within the centre for inspection by an awarding body.

Applying reasonable adjustments to external assessment:

Centres who wish to apply for a reasonable adjustment in a vocational qualification must make an application to the relevant awarding body at least six weeks before the date of the series in which the assessment is to be taken. Form VQ/EA must be used.

Adjustments for candidates with disabilities and learning difficulties:

Adjustment:	Cognition	Communication	Sensory & Physical	SME
Supervised Breaks	✓	✓	✓	✓
Extra time	✓	✓	✓	✓
Reader/Scribe	✓	✓	✓	✓
Live Speaker			✓	
Prompter	✓			✓
Communication Professional			✓	
Modified Language Paper	✓	✓		

Rest breaks: The timing of the examination should be paused and re-started when the candidate is ready to continue.

25% Extra time: An application for 25% extra time must be processed using Access arrangements online. Not available with EAL as the primary cause. Candidates with learning difficulties – SSEN or EHCP required. Substantial impairment: reading/writing speed, cognitive processing.

Up to 50% Extra time: Access arrangements are determined on an individual basis, based on the assessment evidence, the candidate's demonstrated needs within the centre and his/her normal way of working. An application for extra time of up to 50% must be processed using Access arrangements online. All 25%+ are rejected but the centre can refer to the awarding body.

A candidate working independently with a learning difficulty which has a very substantial and long term adverse effect on the speed of working. The candidate will have been assessed with current editions of nationally standardised tests being conducted within 26 months of the final examination.

A medical condition, a physical disability, a sensory or multi-sensory impairment: Very substantial impairment. SENCOs must have clear evidence that extra time of up to 50% is needed.

Extra time over 50%:

As above + Detailed information must be provided to the relevant awarding body, indicating the very substantial nature of the candidate's impairment and why 50% extra time is insufficient. SENCOs should note that extra time of over 100% is likely to be counter-productive in terms of fatigue. Other access arrangements, particularly supervised rest breaks, should be identified to make this arrangement unnecessary

Reader:

Computer software that accurately reads out text, but does not decode or interpret the paper, may be used as a computer reader. No other software is allowed. Paper can be open 90 minutes within the exam time to allow for the paper copy to be scanned into a PDF.

A reader is a responsible adult who reads the instructions of the question paper and the questions to the candidate. The person should not attempt to help in any other way.

Scribe:

An application for a scribe or speech recognition technology must be processed using Access arrangements online.

A scribe is a responsible adult who, in non-examination assessments and/or in an examination but not in a Speaking Test, writes or types a candidate's dictated answers to the questions.

A scribe will not be allowed in Modern Foreign Language papers unless the candidate can dictate foreign words letter by letter - see paragraph 5.7.6. A candidate who would normally be eligible for a scribe, but is not permitted this arrangement, may be granted up to a maximum of 50% extra time.

Communication Professional (for candidates using Sign Language)*

The SENCO is allowed to provide a Communication Professional to a candidate whose normal way of working within the centre is to use Sign Language. Due to the nature of the task 25% can be added to the exam time.

Alternative site for the conduct of examinations:

- a medical condition that prevents the candidate from taking examinations in the centre;
- Social, Mental and Emotional Needs;
- an impairment that has a substantial and long term adverse effect giving rise to persistent and significant difficulty;
 - a temporary illness or injury at the time of the examination(s).

Other arrangements for candidates with disabilities:

Amplification equipment, Brailers Closed-circuit television (CCTV), Colour naming by the invigilator for candidates who are Colour Blind, Coloured overlays (this would also include reading rulers, virtual overlays and virtual reading rulers), Examination on coloured/enlarged

paper, Low vision aid/magnifier, Optical Character Reader (OCR), scanners, Separate invigilation within the centre

Decisions on these are made by the SENCo.

Bilingual translation dictionaries with 10% extra time:

A bilingual translation dictionary and 10% extra time is only available to candidates entered for the following Entry Level, Level 1 and Level 2 qualifications, and who meet all of the published criteria in paragraph 5.18.6: • AQA Level 1 and Level 2 Technical qualifications; • BTEC Firsts; • BTEC Tech Awards; • Cambridge Nationals; • Cambridge Technicals (Level 2); • Entry Level Certificate (ELC); • GCSE; • WJEC Level 1 and Level 2 General qualifications; • WJEC Level 1 and Level 2 Vocational qualifications.

Exemptions:

An exemption is an agreement reached by an awarding body, before the examination, for a disabled candidate to miss a component or components – only granted as a last resort.

Appendix 2: Exams FAQ

FAQ – EXAMS

WHEN ARE IGCSE AND INTERNATIONAL A LEVEL EXAMS HELD?

iGCSE exams are typically held in May and June of the academic year for which the student is enrolled and January.

International A Level exams are spread throughout the course, with multiple examination opportunities in January, June and October in most subjects.

HOW MANY IGCSES CAN A STUDENT TAKE?

Generally, students take between 8 and 12 iGCSE's if sitting the full curriculum, this must consist of Mathematics, English and Biology, Chemistry and Physics.

HOW MANY INTERNATIONAL A LEVELS CAN A STUDENT TAKE?

Generally, students take between 3 and 4 international A Levels. There are no compulsory subjects at the international A Level stage, but it is advised that students align their international A Level choices with their desired, future career choices.

WHAT IS THE DIFFERENCE BETWEEN ENTRY FEES AND HOSTING FEES?

ENTRY FEES

Entry fees for official examinations are the cost for the administration of entering the students for their examinations through the exam board portal, and the fee charged by the exam board to enter the student for the examination. It is imperative that this is done accurately to ensure students are entered for the correct examinations at the right level.

HOSTING FEES

Hosting fees are the fees that are payable to the exam centre you are sitting your examinations at. These fees include but are not limited to host site fees, invigilator costs, exam equipment, admin fees etc

HOW ARE IGCSES GRADED?

iGCSEs are graded on a scale of 9 to 1, with 9 being the highest grade and 1 being the lowest.

HOW ARE INTERNATIONAL A LEVELS GRADED?

International A Levels are graded on a scale of A* to E, with A* being the highest grade and E being the lowest.

CAN STUDENTS RETAKE IGCSES AND INTERNATIONAL A LEVELS?

Yes, students can retake iGCSEs and international A Levels if they are not satisfied with their grades.

WHERE WILL MY CHILD TAKE THEIR EXAMINATIONS?

iBOS has links with exam centres around the world and can assist with this to find an appropriate exam centre close to you.

HOW DO I BOOK MY CHILD'S EXAMINATIONS?

If students are currently on roll at iBOS then teachers will have had independent discussions with students and have already provisionally entered them for the appropriate exams. Invoices will be sent out by the finance department. Entries will not be made until payment has been received.

WHAT DO I NEED TO DO BEFORE THE EXAMINATION

Prior to the examination we will provide you with a statement of entry, which details your candidate number, centre number and examinations you are entered for. You will need to take the statement of entry and photographic identification to the exam centre prior to the first exam, to allow all the necessary checks to take place and ensure a smooth running of the exam process.

WHAT TIME SHOULD I ARRIVE FOR MY EXAMINATION?

Most exam centres will start examinations at 09:00AM and 13:00PM local time, respectively although exams are allowed to commence 30 minutes before or after these times.

Students are advised to arrive at the exam centre 30 minutes prior to the exam start time.

WHAT SHOULD I WEAR FOR MY EXAMINATION?

Students are advised to wear comfortable clothing to ensure they feel able to perform at the required level in a comfortable environment, although it should be noted that modest dress is recommended dependent on the host exam centre.

HOW WILL I GET MY RESULTS?

iBOS will have an online results day where examination results will be shared with students at the same time via email. Official certificates will be posted out as soon as they are received by iBOS.

WHEN WILL I GET MY RESULTS?

IGCSE

Sitting	Results day
January 2023	02/03/2023
May, June, July 2023	24/08/2023

INTERNATIONAL A LEVELS

Sitting	Results day
October 2022	12/01/2023
January 2023	02/03/2023
May, June, July 2023	17/08/2023