



**British International School**  
of Ljubljana  
an Orbital Education School



# **Examinations Policy**

## **2024-25**



## 1. Rationale

At the British International School of Ljubljana, our mission is

*“to provide a high quality international education in English, balancing tradition and innovation. Our passion is creating a positive, challenging and nurturing learning environment in which we value everyone as individuals, empowering them to be versatile, motivated and caring people.”*

The final stage of the Secondary education culminates in the taking of external examinations. This includes **International General Certificate of Education (IGCSE)** and **Advanced subsidiary (AS) and Advanced level (A2 or the entire A-level)** examinations. This document aims to set out the step-by-step procedure of administration of the external examinations.

This Policy should be considered in conjunction with, and with reference to:

- Mission, Values and Vision;
- National Curriculum and examination board documents and publications;
- Subject Policies;
- Presentation, Marking, Homework and Academic Honesty Policies;
- EAL and SEN Policies;
- Positive Behaviour Policy and Code of Conduct;
- Crisis Management Policy and Handbook
- Exam Contingency Plan (Appendix 1 of this policy)
- Acceptable Use of IT Policy
- Student/Parent Handbook;
- Staff Handbook;
- Terms & Conditions.

## 2. Subjects offered for External examinations

As the British International School of Ljubljana is an approved examination centre for the examination boards of Cambridge Assessment International Education (CAIE), Edexcel and Assessment and Qualification Alliance (AQA), our students are able to take any of the examinations offered by both of these examination boards. Our school offers preparation courses for a limited number of subjects including the following:-

At IGCSE:

- English Language
- English Literature
- Mathematics
- Biology
- Chemistry
- Physics
- History
- Geography
- Music
- Art
- German
- French
- Computer Science
- Psychology
- Economics



At AS and A2 Level:

- English Language
- English Literature
- Mathematics
- Biology
- Chemistry
- Physics
- History
- Geography
- Music
- Art
- Business
- Economics
- Psychology

### **3. Procedure for making entries**

It is the norm that students take IGCSE examinations in May/June of their year 11 academic year, AS examinations in year 12 and A2 examinations in year 13.

Students make their choice of subjects to study towards the end of year 9 (for IGCSE examinations), year 11 (for AS level examinations) and year 12 (for A2 level examinations). Students take the final examinations in May/June of the relevant academic year of the completion of their course. In order for students to be correctly entered into the relevant examination, the following step-by-step process is followed.

- i) Relevant information about the student is uploaded to the intranet of the examination board by Ms. Claudia Strok (examinations officer). These details include the student's birth name, date of birth, gender, subjects the student will be examined on and the specific components (examination papers) they will take.
- ii) The students are provided with an initial statement of entry, displaying all the information the student provided. The student confirms that all the information is correct or if any information needs to be amended. The selection of examination is then checked with the subject teachers of the student.
- iii) By the end of the month of January, parents/guardians of the student are sent an invoice outlining the cost for the examinations. As stated in the BISL handbook, the cost of the examination is passed onto the parents/guardians of our students. The invoice outlines the total cost of the examinations, including the administration fees.
- iv) Once the invoice is paid, the students' entries will be officially submitted. The deadline for submitting entries for the May/June external examinations is the second Friday in February. Any entries made after this date are subject to a late fee as published by the relevant exam board.
- v) Once the entries are officially submitted, students will be provided with a statement of entry, outlining the subjects they will take examinations in and also the date of each examination.



#### 4. Procedures for Retakes

It is at the discretion of the school as to when an exam is retaken. Each case will be examined on a case-by-case basis. The school takes into account the individual students' academic ability and the availability of retake examinations and decisions are always made in the best interest of the student. The decision of the school as to when an exam is retaken is final.

#### 5. Cost of entries

All examinations are charged in Euros. There is an administration fee per component. A typical IGCSE examination has 2 to 3 components, meaning individual examination papers. A typical A Level examination has 2 to 3 components per year.

#### 6. Private/external candidates

It is possible for people who are not enrolled at BISL to be entered for examinations offered by CAIE and Edexcel but not AQA, such people are designated as private or external candidates. External candidates can take examinations in the May/June or November series. External candidates should contact the examinations officer and provide the following information: -

- Full name
- Date of birth
- A copy of a valid photo ID
- Which examination they wish to take including level (IGCSE, AS or A2 level), syllabus code and specific components
- Address to send invoice, statement of entry, information about results and post-results service  
- postal address or email

The examinations officer will communicate the deadline for payment to avoid incurring any late fees. Once the invoice has been paid, the candidate will receive their official statement of entry outlining which examination papers they have been entered for and when the examinations will take place.

External candidates must bring their photo ID on the day of the examination or they will not be allowed to sit the examination. The identity of both school candidates and private candidates is checked against their valid ID or passport prior to the exam start. A person presenting themselves with a false identity (impersonation) is considered as serious malpractice. It will be reported and dealt with in accordance with the procedures listed by the awarding body.

Depending on the exam board, external candidates may be given access to results in the form of a unique username and password for them to use to access their results on the relevant exam board website.

External candidates are able to take any IGCSE, AS and A2 examination.

The provision for the number of external students the centre can accommodate will be reviewed each year. Not all private applications can be accepted due to the limited amount of space and resources at school.

If there is space and resources available, private candidates may be considered and able to sit exams in our centre.



## 7. Conduct during the examination

Candidates taking examinations at our centre must follow the instructions given to them by the examinations officer and the invigilator. If candidates do not behave in the manner set out for them by the invigilator and written on the **notice to candidates** posters which will be prominently displayed in and outside the examination room, they risk being disqualified from one or even all of their examinations. Candidates must observe the following rules:

You **must**:-

- be on time for all exams and any periods of Full Centre Supervision
- follow the instructions of the invigilator
- leave all used and unused exam materials in the exam room.

You **must not**:

- have any unauthorised materials in your possession
- talk to, attempt to communicate with, or disturb other candidates once you have entered the exam room
- be involved in any unfair or dishonest practice before, during, or after the exam.

If you are in any doubt speak to an invigilator.

## 8. Malpractice

As per Cambridge's Handbook, malpractice is considered "*any action that breaks the regulations and potentially threatens the integrity of exams and the certificates.*" It can happen before, during or after the exams and on behalf of the students/candidates, staff and centre.

As per the Handbook, examples of student malpractice include bringing unauthorized items in the exam room, disruptive behaviour and/or not following instructions, copying from another candidate, plagiarism, accessing confidential exam material, impersonation and altering the papers or exam documents, e.g. certificate. Examples of centre and centre staff malpractice (according to the Handbook) include failing to store exam materials securely, inadequate supervision and/or invigilation, helping the candidates, not abiding by the rules and regulations, reporting/proposing changes or working against decisions of the exam board or any other actions that might compromise the integrity of the exams.

Steps are taken prior to the exam (outlined in the Exam Contingency Plan, Appendix 1) to eliminate factors of risk and ensure integrity of the examinations. Any suspected malpractice is (as per the rules and regulations of the awarding body) promptly reported to the awarding body.

## 9. Delivery of examination scripts

Once the students have completed an examination, their script is sealed inside an envelope and taken to a secure location, a safe, located on the premises of the school. It is then arranged that the courier company UPS, collects the scripts and delivers them for marking in the United Kingdom. The marks are collected, moderated and then awarded grades.

Examination papers are securely stored from the moment the students receive their scripts, until they are graded.



## 10. Receiving results

Students will be notified by email of their examination results by the examinations officer. Students may also have been given a username and password to access the relevant exam board website on results day.

## 11. Return of Art coursework

Art coursework produced and assessed during the IGCSE and A level course can be returned to the student at an additional cost which is set by the exam board. The costs are based on items being returned by courier and on work being a maximum size of A2. Additional postage may be charge if the maximum size is exceeded.

## 12. Enquiries about results (EAR)

Enquiries about results refer to the reexamination of a student's script, often to check that marks have been added correctly and that the mark scheme has been applied fairly.

EARs can occur if a student has a mark which is extremely close to the grade boundary, meaning that one or two marks will increase their grade. Students can ask for their work to be rechecked, regraded and students can also request to see a copy of their answered examination paper.

In order to make a request for an EAR, students and their parents must complete the EAR form, provided by the examinations officer, indicating specifically which component of which subject they are enquiring about. As per the requirements of the exam boards and a possibility of a grade being changed going both up and down, a signed statement confirming that the candidate allows the review of their paper is obtained (a part of the EAR form).

Once this form is submitted, an invoice detailing the cost of conducting the enquiry is sent out. Once the invoice is paid, the EAR is made on behalf of the student by the examinations officer. The deadline for submitting an EAR is the second Friday in September.

The examinations officer will then receive, in an electronic form, the outcome of the enquiry and this information will be passed on to the relevant student.

## 13. Retaking examinations

Students may retake examinations from the May/June series if they wish to improve on the grade they received. The retake of the May/June examinations take place in November.

Should a student wish to retake an examination, they must fill out a form detailing which subject they wish to retake. The form should be signed by a parent and returned to the examinations officer.

An invoice will then be sent to the parents/guardians of the student outlining the cost of the examination and the administration fee.

**PREPARED BY:** Jason Batson

27/1/2020

**UPDATED BY:** Claudia Štrok

August 2024

**APPROVED BY:** Mel Hitchcocks, Principal

August 2024

This Policy is to be reviewed annually and updated as and when changes occur.



## Appendix 1:

# Exam Contingency Plan

Policy/procedure Creator: Claudia Štok

Policy/procedure Created/Reviewed: August 2024

<b>Centre name and address</b>	British International School of Ljubljana Cesta 24. Junija 92 1231 Ljubljana - Črnuče Slovenia
<b>Centre Number</b>	CIE: SI008, AQA: 74566, Pearson Edexcel: 95294
<b>Date plan first created</b>	August 2024
<b>Current plan approved by</b>	SLT
<b>Current plan reviewed by</b>	SLT
<b>Date of next review</b>	August 2025

### Key staff Involved in Contingency Planning

<b>Role</b>	<b>Name</b>
Head of centre, Principal	Melanie Hitchcocks
Senior leaders	Alexandra Gordon (Director of Teaching and Learning) Jason Batson (Assistant Head)
Exams officer	Claudia Štok
SENCo	Katarina Železinger

The exam contingency plan is reviewed and updated (if needed) regularly and in accordance with guidance and regulations of the exam boards.

### Purpose of the plan

The main purpose of the plan is to identify the potential risks, threats and/or emergencies that may cause disruption in the process of preparation and execution of examinations in all stages of the cycle (preparation, making entries, acquiring coursework, setup of the examinations, examinations on exam day and receiving the results and certificates). The aim is to (upon identifying the risks and the possible impact of those) set procedures that would enable the examinations to run with the least disruptions possible.

Alongside the contingency plan the school also complies with and follows the Joint Contingency Plan by JCQ (<https://www.jcq.org.uk/exams-office/other-documents/>). The Joint Contingency Plan covers disruptions in the examinations centres (closure, crisis, etc.) and provides a general outline of steps to be taken by the centre to minimise disruption. These steps



are further described and tailored to the needs of British International School of Ljubljana in this document. The Joint Contingency plan covers and predicts the general steps in case of disruption on the side of the exam board as well.

The written contingency plan details how British International School of Ljubljana complies with the JCQ's **General Regulations for Approved Centres**, by having a written contingency plan that covers all aspects of examination administration. This will allow members of the senior leadership to act immediately in case of emergency or absence of a member of staff.

## **Possible Causes of Disruption to the Exam Process**

### **1. ABSENCE OF EXAMS OFFICER AT KEY POINTS IN THE EXAM CYCLE**

In case the Exams Officer is absent or delayed, this will be communicated immediately to the Principal via phone and email, with other members of senior leadership team copied in the message.

Key tasks required in the management and administration of the exam cycle that could be compromised and at risk in case of an emergency:

- Planning
  - o Data collection on potential entries (information on entries not collated – personal information and information regarding qualifications to be undertaken by students/candidates).
  - o Creation of annual plan of tasks leading up to the exam time and related key dates and deadlines.
  - o Recruitment of sufficient invigilators.
- Entries
  - o Creation of entries for the candidates. Determining the fees.
  - o Entering candidates for external examinations within the exam board's deadline (which may result in late fees and additional costs).
- Pre-exams
  - o Preparation of exam timetables, room allocations, invigilation staff allocations and schedule.
  - o Briefing candidates and awareness of the timetable arrangements, dates and times of examinations.
  - o Training and briefing invigilators and staff invigilating adequately and accurately, updating on any changes in exam invigilation and conduction of exams.
  - o Appropriate storing of the confidential exam materials (under required secure conditions).
  - o Submitting assessment marks and samples of candidates' work to the awarding body within deadlines and in format requested by the exam board.
  - o Access arrangements organisation





- Exam time
  - o Exams and assessments taken under the conditions as prescribed by the awarding bodies.
  - o Despatch of candidates' scripts for marking in a required format and within deadlines set by the awarding bodies.
  - o Submission of reports and requests (e.g. very late arrival, suspected malpractice) within deadlines.
- Results and post-results
  - o Access and distribution of examinations results.
  - o Facilitation of post-results services and handling that within the deadlines.

### **Centre Actions to Reduce the Impact of the Disruption Related to the Possible Unfulfillment of the Tasks Above**

The centre will:

- Designate a member of the senior leadership team with experience in running the examinations to oversee the administration and management of the examinations (ensure the tasks above take place within deadlines and to a good standard). They will make themselves aware of any updates and changes to the regulations and procedures that might have taken place for the new exam series. Mel Hitchcocks, Alex Gordon and Jason Batson (SLT) have all been exam officers in the recent past.
- Ensure a member of senior leadership team, as stated above, will have access to exam board online portals that would enable them to fulfil all administrative tasks (create entries, submit forecast grades, collect results and if need be distribute them to students etc.)
- A member of senior leadership covering the Exams Officer will collect the entries for the upcoming examination series in consultation and conjunction with the Heads of Departments. This will be done well before the final deadline, to ensure sufficient time and prevent potential late fees, as well as enough time for other administrative processes (e.g. invoicing) to take place well before the final deadline.
- A member of senior leadership covering the Exams Officer will consult with the SENCo regarding the students who might need access arrangements. They will also submit the necessary forms and applications within the deadline to the exam boards.
- A member of senior leadership covering the Exams Officer will ensure the examinations are correctly and appropriately timetabled, and the students and staff briefed and aware of the arrangements. They will ensure the running of the exams in a way that complies with rules and regulations of the exam boards (appropriate rooming, sitting plans, posters, bringing the scripts from the secure room etc.)
- As the school uses teaching and supporting school staff for invigilation, the member of senior leadership covering the Exams Officer will train the staff for invigilation before every examination season (as per the rules and regulations).
- A member of senior leadership covering the Exams Officer will receive a copy of the key to the door of the secure room and will be made aware of the process to access the



safe, containing the confidential materials (for the time covering the Exams Officer). They will hold the responsibility to handle the confidential materials in accordance with the rules and regulations of the awarding bodies. They will make themselves aware of the requested format and other necessary documentation to be despatched along with the work from the students. They will also keep a log on the despatches arriving at the centre and keep the receipts with the tracking number. They will collect the materials arriving personally from the courier, log it and keep it locked in the safe.

- In case two rooms are used for one examination, the split will be done in presence of the invigilator in the secure room (the contents of the bag split into two envelopes).
- A member of senior leadership covering the Exams Officer will keep track of the key dates and deadlines of the submission of coursework. They will communicate with the teachers to ensure the timely collection of the coursework and ensure safe and appropriate transport to the awarding body's address. The school will continue to use a reputable courier to dispatch the scripts from the students back to the awarding body.
- A member of senior leadership covering the Exams Officer will ensure the exam rooms are appropriately prepared for the examinations (sufficient space, spacings, light, noise levels at minimum, clean room, candidate cards, equipment, registers, posters, clocks, information about the examination on the board). They will check on the correctness of the bag with scripts with the invigilator, they will complete and sign the 'second-pair-of-eyes check'. A member of senior leadership covering the Exams Officer will be responsible for identifying the candidates (ID or passport).
- A member of senior leadership covering the Exams Officer will support the invigilator in case of any unusual absences of a candidate – this is communicated to the Admissions office (by the invigilator or member of senior leadership covering the Exams Officer), who will try to step in contact with the student or their parents. Their late arrival is dealt with in accordance with the rules and regulations of the awarding body.
- A member of senior leadership covering the Exams Officer will be present and available to check on the exam rooms when exams are running to ensure support to the invigilators and consequently students, as well ensure that the exams are run in manner compliant with rules and regulations (in a role of 'reserve invigilator'). They will also hold responsibility for dealing with and reporting situations such as 'very late arrivals' (form to be submitted to the awarding body), special consideration, etc. A member of senior leadership covering the Exams Officer will oversee timings, collection of scripts and registers and their return into the safe, where they are kept until the dispatch to the awarding body.
- A member of senior leadership covering the Exams Officer will oversee appropriate and timely dispatch of the exam scripts to the awarding body, as well as communicating the departure of those from school to the awarding body.
- A member of senior leadership covering the Exams Officer will be aware of the results, days and times of all exam boards whose exams were taken in the series. They will make themselves aware of the manner the results are communicated to the students (CIE offers access codes to the results portal for individual students), AQA and Pearson Edexcel results need to be emailed manually) and accordingly distribute the results on



time to both students, as well as teachers. They will also communicate the details on post-results services to parents and students, collect the forms requesting these services, request them with the exam board and communicate the outcome to the students, teachers and parents.

## **2. EXTENDED ABSENCE OF SENCO AT KEY POINTS IN THE EXAM CYCLE**

Key tasks required in the management and administration of the exam cycle that could be compromised and at risk in case of an emergency:

- Planning
  - o Review and collection of evidence of need used as a support for access arrangement.
  - o Collaboration and conversation with students, teachers and parents in consistent implementation of access arrangements the student is entitled to (as a consequence the student is unfamiliar with access arrangement and does not know how to use it or how to use it effectively).
  - o Teacher training regarding access arrangements, their aim and evaluation of effectiveness.
- Pre-exams
  - o Application for access arrangements to the awarding bodies (in collaboration with the Examinations Officer).
  - o Collaboration and conversation with students, teachers and parents in consistent implementation of access arrangements the student is entitled to.
  - o Timely submission for modified scripts.
- Exam time
  - o Access arrangement not arranged/applied in the exam.

### **Centre Actions to Reduce the Impact of the Disruption Related to the Possible Unfulfillment of the Tasks Above**

The centre will:

- Appoint SEN staff to work in collaboration with exams staff and senior leadership (the Principal, Assistant Heads, Directors of Teaching and Learning) to collate sufficient evidence. Sufficiency of evidence to be checked well before the final deadline with the awarding bodies.
- SEN staff to work with students, teachers and parents to facilitate conversations about the students' needs and appropriate arrangements. SEN staff to support and train teachers (CPD) in meaning of access arrangements, application of those and good judgement of what is effective.



- Exams Officer to submit the documentation and requests for modified papers to the exam boards. Final list of students and their access arrangements to be confirmed by the Principal, Director of Teaching and Learning, and Assistant Head.
- Exams Officer to oversee the organisation and application of access arrangements that the student was entitled to and were confirmed by the exam board. The access arrangements are taken into account in rooming arrangements, staffing arrangements, and made known in training for invigilators.

### **3. EXTENDED ABSENCE OF TEACHING STAFF AT KEY POINTS IN THE EXAM CYCLE**

Key tasks required in the management and administration of the exam cycle that could be compromised and at risk in case of an emergency:

- Final entry information to be collated and passed on to the Exams Officer (failure to do so resulting in entry for a candidate not being created or created late, which induces late fees).
- Non-examination tasks and coursework not set/issued/taken by the candidates as scheduled.
- Internal assessment marks and candidates' work not provided to meet deadlines.

#### **Centre Actions to Reduce the Impact of the Disruption Related to the Possible Unfulfillment of the Tasks Above**

The centre will:

- Aim to appoint a substitute/permanent cover teacher (within the subject field) that will carry out the assessments and guide students through coursework submissions. They will collaborate with the Exams Officer in terms of administration, deadlines and other examinations specific topics, as well as the Head of Department who will be able to support in the subject.
- Entries will be created in constant collaboration with Heads of Departments, who will be able to give information on the students taking qualifications in their subjects.
- Deadlines, tasks and equipment to be prepared discussed regularly with the teachers and Heads of Department to ensure the external work and coursework is completed and marked on time.

### **4. INVIGILATORS – LACK OF TRAINING OR EXTENSIVE ABSENCE**

Scenarios that would induce the steps to lessen the impact of the disruption:

- Insufficient number of invigilators available on exam day.
- Insufficient training of the invigilators.
- Absence of the scheduled invigilator on the day of the exam.



## **Centre Actions to Reduce the Impact of the Disruption**

The centre will:

- Use the available teaching and supporting staff. In order to make this a viable option, all staff (teaching staff and supporting staff) will be trained as per the rules and regulations (before every exam season).
- Appoint another member of staff to invigilate in case of absence of the initially scheduled invigilator. The substitution will be communicated to the substituting member of staff immediately in the morning.

### **5. LACK OF APPROPRIATE EXAM ROOMS**

Scenarios that would induce the steps to lessen the impact of the disruption:

- Not sufficient appropriate rooms available
- Main exam venue unavailable due to an unexpected incident at exam time.

## **Centre Actions to Reduce the Impact of the Disruption**

The centre will:

- Ensure thorough planning of the rooming arrangements during the timetabling of the examinations, considering the numbers of the students and the capacity of the rooms. In case a group will have to be split, it will be a priority to arrange the groups in neighbouring rooms (to ensure similar conditions, minimise delay, and allows the Exams Officer to quickly access all rooms). During the planning, arrangements are made in consultation with the teaching staff to permanently move regular ongoing lessons of other yeargroups to different classrooms, to ensure appropriate conditions in the section of the building where the exams take place.
- In case the usual rooms (in the school's Dragon building) are not available due to an emergency, the rooms in the Hibbins building will be used and vice-versa, in case exams are scheduled to take place in the Hibbins building (e.g. practical examinations). In case of unavailability of the school's main lab (for the practical examination), the 'small lab' will be used. In case of unavailability of both due to an emergency/hazard, the students will wait in full centre supervision if possible and reasonable. The disruption will be communicated to the exam board immediately and their guidance and instructions will be followed.
- Ensure any change in the rooming arrangements due to an emergency will be communicated as soon as possible to the students and the teachers, via the most appropriate channel – if the students are already in school, they will be informed personally, other than that, an email will be sent informing them of a change. The students are collected in their study rooms before the exam and taken to the exam room by the Exams Officer or an invigilator, which minimises disruption and a chance of



confusion in case of a change. In case of a change, next most appropriate room will be used.

## 6. SUSPECTED MALPRACTICE

### Centre Actions to Reduce the Impact of the Disruption

The term *malpractice* encompasses candidate malpractice and centre staff malpractice and is considered “any action that breaks the regulations and potentially threatens the integrity of the exams” (<https://www.cambridgeinternational.org/Images/700835-cambridge-handbook-2024.pdf>). It can happen before, during or after the exams.

The candidate malpractice is: bringing unauthorised items into the exam room, disruptive behaviour, copying from another candidate, plagiarism, getting and distributing confidential materials, not following invigilator’s instructions, stealing other people’s work, not following supervision rules, deliberately destroying someone else’s work, impersonation and lying about identity, altering results and certificates or behaving in any other way that compromises the integrity of the exam. Use of artificial intelligence (AI) in exams and assessment material is considered malpractice as well.

The centre malpractice is: failure to keep exam material confidential or storing material securely, not organising and/or keeping candidates in supervision, not invigilating properly, helping or prompting students, not keeping the students’ work confidential, changing the dates of the examinations without reporting it to the awarding body or working against their instructions, helping students extensively (beyond regulations) with coursework, not keeping student’s work on computers secure or any other behaviour or action that compromises the integrity of the exam.

The centre will:

- Ensure all staff members that are involved in the administration and management of the examinations are clear on their individual responsibilities.
- Ensure the students are made aware and only bring authorised items in the exam room. This is stressed again during the reading of the instructions and with posters. Equipment check is performed before entering the exam room.
- Organise the exam room in accordance to the rules and regulations of the exam boards in terms of the physical layout of the exam room (sufficient space between candidates in all directions, consistently ensuring exam conditions and strict following of the instructions of the invigilator – Exams Officer will be present outside the room to deal with any distractions).
- The students aware of the consequences in case of malpractice (bringing unauthorised items into the exam room, disruptive behaviour, copying from another candidate, plagiarism, looking for, getting and distributing confidential material etc.).
- Invigilators will strictly check to confirm identity of the candidates against a valid document, ID, passport.



- The confidential materials will be kept in the secure room with appropriate safety measures in place to prevent unauthorised access (e.g. from candidates or staff who could pass the information on to the students). The check of the intactness of the bag with scripts will be done by the Exams Officer and the invigilator. Second-pair-of-eyes check will be filled out. Any damage to the bag with the scripts will be reported to the exam board immediately.
- To prevent any mistakes in invigilation and to minimise disruption, invigilation staff will be trained adequately to navigate administration of exams in the exam room confidently, ensuring integrity of exams.
- Report any potential malpractice to the awarding body, through submitting the form within the deadline, attaching all the necessary evidence or other paperwork the exam board requires.
- Investigate any suspicions of plagiarism and use of AI in exams and other assessment evidence. Any suspicions that arise during the course will be dealt with internally. If the plagiarism is discovered in the process of submission of coursework, the coursework for that student will not be submitted (as per rules and regulations). A statement confirming that the candidates are the author of their work is submitted along with paperwork in coursework submission. In case any suspicions of use of AI in the coursework arise (sudden change of fluency, quantity of content that does not match the student's prior work, unusual vocabulary, long paragraph without clear citation, etc.), questions about the sources and process of writing will be asked – candidates should know whose ideas they cited and where does an idea come from. Candidate's progress will be checked regularly, as well as the understanding of the ideas they include in their work.
- Follow any instructions from the exam boards in relation to the investigation of malpractice. The Head of Centre oversees this process.

## **7. FAILURE OF IT SYSTEMS**

Scenarios that would induce the steps to lessen the impact of the disruption:

- System failure resulting in inability to access the awarding body's portal at final entry deadline.
- System failure resulting in inability to access the awarding body's portal at results release time.
- Computer malfunction during an exam (word processor used as access arrangement).

### **Centre Actions to Reduce the Impact of the Disruption**

The centre will:

- Ensure the entries are ready and submitted well before the final deadline day. In case urgent amendments will need to be made and the school's IT system will not be working, IT manager will be contacted immediately for possible solutions.





- Ensure the results, that need to be emailed manually will be accessed as soon as they are available and made ready for distribution at the appropriate time. The students who access the results over the results portal will be emailed with the login information well before the results day.
- Ensure that the students, who use word processor access arrangement, are provided with a computer that can be plugged into the electrical outlet (does not run on battery) and that they frequently save their work. Spare computers are available in the room in case the computer they are working with malfunctions. To enable a swift transfer to another computer in that case, the work is always being saved on an (before the exam) empty USB-key (they cannot retrieve any data from it).

## **8. FAILURE OF IT SYSTEMS IN CASE OF A CYBER ATTACK**

Scenarios that would induce the steps to lessen the impact of the disruption:

- Inability to access the files on the computer due to an unexplained issue (malware attack, e.g. locked personal information in exchange for money).
- Inability to access any online systems, crucial in exam administration and management, such as email, online storage of information etc.
- Inability to access information regarding examinations online or awarding body's portal at any point of the exam cycle.
- Sudden unusual activity in any system related to administration and management of the examinations, such as unknown, unexplained and unauthorised access to/addition/deletion of information.

### **Centre Actions to Reduce the Impact of the Disruption**

The centre will:

- Ensure safe handling and storing of the students' information and data both in hard copies and online (in accordance with the school's Protection of Personal Data Policy). The information will only be used and stored where and when necessary. The access information (usernames and passwords) to access crucial systems such as award body's portal, email, online storage will be set to ensure maximised safety (strong passwords, different for every account and not easily guessed or connected). They will not be shared with the teachers, other members of staff, students or others, nor left noted where the information could be recognised and abused. Passwords will not be saved in the device or linked to other accounts, as this could potentially become a gateway to access to other systems. This applies to all staff that hold the rights to access these systems. The systems to be accessed from a (work) device secured with a password to prevent unauthorised access.
- Any unusual activity will be reported to the exam boards immediately by a phone call. A description of the unusual activity will be provided along with any evidence. Their steps in that case will be followed (deactivation of account, new login details etc.).





- School's IT manager will be contacted immediately as well, seeking action to secure the information and recover the potentially lost information.
- Any crucial documents relating to the examinations will be kept in hard copy and stored in the safe in the secure room. These will be kept through the exam series, at least until the final exam results (after the period of inquiries and appeals).

## **9. EMERGENCY EVACUATION OF THE EXAM ROOM OR LOCKDOWN**

In case of a whole school evacuation or lockdown during a time of an exam due to a serious incident that would prevent the start, proceeding or completion of the exam, the centre will:

- Ensure health and safety of students and staff. Follow the health and safety procedures in case of emergencies to preserve life. The school's health and safety, fire safety policies and evacuation/lockdown procedures will be followed.
- Refer to policies and procedures of the exam boards in case of emergencies.
- Contact the exam boards with the report of the events and relevant forms if needed as soon as possible. The centre will follow any instructions given by the awarding bodies.
- In case any candidate has been severely affected by the event (inability to take the assessment or demonstrate the level of attainment), the centre will apply for special consideration.

## **10. CENTRE CLOSED FOR AN EXTENDED PERIOD - DISRUPTION OF TEACHING TIME IN THE WEEKS BEFORE THE EXAM**

In case of a disruption to teaching provision for an extended time, the centre will:

- Continue to work on preparation of the students for the examinations with to the best of its ability and with all means possible, with possible facilitation of alternative methods of teaching and learning. The school has a well-developed network that can be used to support teaching and learning (Canvas), as well as communication between teacher and students to ensure best learning results and good preparation for the exams.
- Communicate regularly regarding the information on the centre/school closure and related possibilities on how to lessen the disruption through alternative methods of teaching and learning.
- In case of a centre closure due to a wider emergency (e.g. epidemic) the state regulations to ensure safety will be followed, along with the instructions provided by the exam boards. The exam boards will be updated regularly on the status of the centre and the ability to host examinations. Alternative arrangements will be discussed with the exam boards. All decisions related to the exams will be communicated promptly to the relevant staff, students and their parents (if need be). Special consideration will be sought in case any of the alternative arrangements affect the student's performance in the examination and/or demonstration of the attainment.



It is a priority to hold a scheduled exam at the timetabled date, even if that needs to result in a changed venue. In the emergency and subsequent urgent need for the alternative venue, a member of senior leadership team will approach:

Ludus Sports Facilities\*  
Šlandrova ulica 11  
1231 Ljubljana - Črnuče

*\*The school uses the facilities already, and they can be suitably rearranged and made appropriate to host exams.*

Austria Trend Hotel Ljubljana – Conference Halls  
Dunajska cesta 154  
1000 Ljubljana

The change of venue will be communicated immediately to the students (and their parents, if need be), and the relevant staff by the Examinations Officer, via email or telephone (whichever would be more suitable). The Examinations Officer will oversee the safe transportation of confidential materials and other exam materials needed (posters etc.).

## **11. EMERGENCY ON THE CANDIDATE'S SIDE – UNABLE TO TAKE EXAMS**

In case the candidate cannot attend the examination because of an emergency, the centre will:

- Follow the guidance and advice from the exam boards on the options on how to proceed in case they could not take scheduled examinations. If the student has been severely affected due to the emergency, the centre will apply for special consideration.
- In case of any changes in time and venue, these will be communicated (via telephone, email) with the students and, if need be, the parents, as soon as possible. The Exams Officer will oversee the safe transportation of confidential materials.

## **12. DISRUPTION IN THE DISTRIBUTION OF THE SCRIPTS**

In case of the disruption in the distribution of the scripts to the centre before the examinations started, the centre will:

- Ensure (Exams Officer) a clear log of which scripts have successfully arrived and identify the missing ones. Exam board will be contacted immediately upon that with a message of any materials that might be missing from the despatch.
- If the instructions from the exam board instruct so, electronic access to examination papers will be used via secure external network. The copies of the papers will be made in secure conditions and in accordance with the instructions from the awarding body.



### **13. DISRUPTION TO THE TRANSPORTATION OF COMPLETED EXAMINATION SCRIPTS**

In case of the disruption to the transportation of the completed examination scripts to the awarding body and consequently delayed submission of the scripts or other assessment evidence, the centre will:

- Ensure the completed scripts, examinations materials and assessment evidence are kept in secure conditions until they are despatch to the provided exam board's address.
- Investigate the whereabouts of the package through the unique tracking number. If need be, the courier service will be contacted to investigate any possible issues of why the package was held at a certain location etc.
- A reputable courier service is used in transportation of exam scripts and other assessment evidence. Every despatch has its own tracking number. The service of notifications at delivery and other events with the package is used. With CIE, every tracking number is reported to their Script Return service, detailing which exams envelopes are in each despatch. All scripts are packed in bags provided by exam boards and appropriately labelled. Logs and all the receipts are kept, those include the tracking number and the address.

### **14. ASSESSMENT EVIDENCE NOT AVAILABLE TO BE MARKED**

If for any reason (e.g. irreparable damage to the despatch in transport) the scripts and other exam evidence could not reach the final address of the exam board, the centre will:

- Contact the awarding body immediately and submit any evidence the centre may have that the despatch was sent off and left the centre. In accordance with their guidance, further steps will be taken, such as gathering other appropriate evidence of candidate's achievement etc.

### **15. DISRUPTION IN DISTRIBUTION OF THE RESULTS AND ORGANISATION OF POST-RESULTS SERVICES**

If for any reason the distribution of results and/or the organisation of post-results services are disrupted, the centre will follow these steps:

- The results will be accessed in the restricted release time period by the Exams Officer and documentation prepared for the distribution on the results day at an appropriate time.
- In case the exam board's portal cannot be accessed (from the Exam Officer's or their cover's account), they will be contacted immediately to resolve the access issue.



In case of a disruptive event or circumstance despite the measures to prevent it, the relevant awarding bodies will be contacted and informed, their guidance and instructions will be followed. In case of larger-scale events, national guidelines will be followed, and any unforeseen events (sudden school closure) communicated to the awarding body. All changes in the examinations cycle will be communicated as soon as possible to the relevant parties, to minimise the disruptions.

After the exam that was disrupted for any reason, the centre will consider options of applications for special consideration, if the candidates' ability to show knowledge has been seriously affected by the disruption.

All school staff (teaching and supporting) will be made aware of the contingency plan and the steps in case of emergency detailed in it. The contingency plan will be reviewed annually, and it is considered a part of the mandatory invigilation training for all staff.

<b>Author/reviewer</b>	<b>Date</b>	<b>Next review date</b>
Claudia Štok	August 2024	August 2025