

Examinations and Assessment Policies: Summary of all changes 2025 - 2026

- Exams Policy as noted within our policies documentation is legacy since 2023 and replaced by suite of individual policies.
- Changes contained herein are largely drawn from JCQ guidance and AGS centre specific requirements.
- Notable addition/significant changes – Cyber Security Policy and Centre Assessor Qualification Policy
- Common changes to all: Adjustment to named persons

Policy specific updates

Access to Scripts, Reviews of Results and Appeals Procedures

- (Updated) Under heading Introduction wording updated in relation to the JCQ post-results services currently available.
- (Reformatted) Under heading The arrangements for post-results services insert fields reformatted and require updating on reviewing and updating this procedure.

Candidate Identification Procedure

- (Updated) Bullet points to reflect slight wording changes in ICE 16.5 with no change to practise

Conflicts of Interest

- In terms of JCQ regulations for 2025/2026, no changes are applicable to this policy.

(Updated) General principles

- ‘A process is in place to Collect any declarations of interest from all centre staff to identify and manage any potential conflicts of interest whereby the examinations officer requests declaration in January of an examination year.’

Complaints Policy

- (Removed/replaced) Under heading Access arrangements and special consideration removed reference to candidate personal data consent form/replaced with reference to complying with the UK GDPR and the Data

Emergency Evacuation Policy (Exams)

- (Added) New bullet point under Actions taken in the event of an emergency evacuation of the examination room to reflect the arrangements for on-screen assessments (Page 3)

Escalation Process

- (Updated) Under heading Planning updated list of JCQ reference documents

Examination Contingency Plan

- (Changed) Under heading Contingency arrangements slight change of wording to reflect GR 3.17-19.
- (Changed) Under heading National Centre Number Register and other information requirements slight change of wording to reflect GR 5.3.
- (Changed) Heading Head of centre/senior leader(s) with oversight of examination and assessment administration absence at a critical stage of the exam cycle.
- (Changed) Heading 3. Teaching staff (or other key staff essential to the examination process) extended absence at a critical stage of the exam cycle
- (Changed) Heading 6. Cyber security and amended criteria for implementation of the plan.
- (Changed) Heading 11. Centre may not be able to open for examinations
- (Updated) Under heading below Further guidance to inform procedures and implement contingency planning, relevant links and information has been updated and outdated links/information removed.

Internal Appeals Procedure (Internal Assessment Decisions)

- (Changed/Added) Under heading Appeals against decisions to reject a candidate's work on the grounds of malpractice wording changed in bullet points and new bullet points added.

Internal Appeals Procedure (Reviews of Results and Appeals)

- (Added) Under heading **Reviews of Results** (RoRs): added to Priority Service 2 (Review of marking) - (For NCFE this service only applies to T-levels)
- (Changed/Added) Consent to be taken via email/letter (scanned to MIS)

Malpractice Policy (Exams)

- (Added) New heading **Centre malpractice** added.
- (Added) Under heading **Preventing malpractice** added to the list of JCQ documents.
- (Added/amended) Under heading **AI use in assessments**:
 - additional/amended text added in bullet points to reflect slight changes in SMPP
 - optional insert field added referencing the JCQ document **Information for candidates - AI (Artificial Intelligence and assessments)** or similar centre document.
- (Amended) Under heading **Reporting suspected malpractice to the awarding body** text amended to reflect wording changes/additions in SMPP.

Non-examination Assessment Policy

- (Added) Under heading Introduction added reference to the new JCQ document Instructions for conducting non-examination assessments (VTQs) (and added various signposts to this document throughout).
- (Reworded) Under heading Introduction reworded information about coursework.
- (Added) Under heading Purpose of the policy added reference that the policy includes how candidates' work will be authenticated.
- (Added) Under heading Resources (Subject teacher) added a new bullet point to reference ensuring candidates understand how all sources included in work that is submitted for assessment must be acknowledged.
- (Changed) Heading Authentication procedures title has been extended - and added subject teacher ensuring that candidates sign the declaration as soon as they have completed the assessment.
- (Changed) Heading Consortium arrangements title has been extended.
- (Changed) Under headings Procedures for planning and managing non-examination assessment identifying staff roles and responsibilities and Management of issues and potential risks associated with non-examination

assessment added reference that these procedures relate to all non-examination assessments.

Word Processor Policy

- (Added) To reflect the change in ICE (14.25), a new bullet point has been added - ensuring the word processor does not include AI tools