



LEICESTER GRAMMAR SCHOOL TRUST
LGS STONEYGATE

POLICY WITH RESPECT TO STAFF INVOLVEMENT WITH PUBLIC EXAMINATIONS

In this policy the word 'School' is taken to mean any School which is a part of the Leicester Grammar School Trust. The word 'Trust' is taken to mean Leicester Grammar School Trust. This policy applies to all employees of the Trust, inclusive of Teaching and Non-Teaching staff.

The School has a duty, as a registered Examination Centre for one or more of the UK awarding bodies (exam boards), to uphold the integrity of public examinations. As with other instances of malpractice or maladministration, the sharing of confidential material relating to any current or future ("live") public examination series by a member of staff is likely to constitute gross misconduct.

The Trust also recognises that a number of current staff are engaged by awarding bodies in various capacities for the setting, marking and reviewing of public examinations and thereby contribute to the public good. However, those staff may be involved in delivering the same examination specifications to students within the Trust. Such staff owe duties to the Trust's School(s) in which they teach to prepare students properly for their public examinations but also to the relevant awarding body to preserve the integrity of public examinations. In fulfilling these potentially conflicting duties, staff must act with utmost integrity and take care to ensure that they manage the potential conflict of interest by ensuring that examination security is not breached in any way, whether deliberately or otherwise. Such staff must remain neutral at all times both with their colleagues and students.

All Staff within the Trust must treat as confidential the identity of colleagues involved in such work with awarding bodies and must not discuss or speculate on such topics with students or parents.

Members of staff who are concerned that examination malpractice or maladministration may have occurred must notify the School's Headmaster, as Head of Examination Centre, immediately.

The Trust currently permits a member of staff to be engaged by the awarding bodies only on the following basis.

- 1) Permission must be sought:
 - a) The member of staff must seek permission from the Head of Examination Centre (normally the Headmaster of the School) prior to undertaking any role for an awarding body.
 - b) Renewed permission must be sought for each examination series affected.
- 2) The member of staff must, if permission is granted, then complete the declaration form (see below):
 - a) The completed form must be returned to the School's Headmaster.

- b) A Register of Staff involved in public examinations will be maintained.
- 3) The member of staff must act with the utmost integrity:
 - a) Care must be taken to ensure that examination security is not compromised (deliberately or otherwise)
 - b) The member of staff must declare any training s/he has received from the awarding body concerned and must provide details of the awarding body's applicable Conflict of Interests (or other relevant) policy.

Protocol for Leicester Grammar School Trust staff privy to Confidential Information relating to the contents of any Public Examination sat by any student of any School in the Trust.

This Protocol is an integral part of the POLICY WITH RESPECT TO STAFF INVOLVEMENT WITH PUBLIC EXAMINATIONS.

The sharing of confidential material relating to any current or future ("live") public examination series by a member of staff is likely to constitute gross misconduct and is likely to result in dismissal. It is prohibited by awarding bodies.

It is incumbent on any member of staff privy to confidential information about public examinations to ensure that they maintain a position of complete neutrality and do not either advantage or disadvantage students. Those staff must ensure the examination specification is covered according to departmental schemes of work but must also ensure that specific material used in upcoming public examinations is not used in their teaching at any School within the Trust. Those staff must also ensure that such material is not provided to other colleagues within the Trust to guide their teaching.

The aim of this protocol is to put in place measures to prevent the accidental sharing of confidential public examination material within the Trust and thereby to protect both the staff member concerned and students from allegations of examination maladministration or malpractice.

When a member of staff knows in advance the content (in whole or in part) of any public examination which is to be sat by any student, that staff member must not:

1. set any internal exam or revision material for that public examination;
2. save any confidential public examination material on any computer which the staff member uses for teaching or for any other school activity without ensuring that that material is stored in a password protected area;
3. bring into public areas within the school paper-work relating to the public examination papers on which the staff member has worked, or use departmental printers or photocopiers for such materials;
4. use, in the creation of live public examination papers, specific content which the staff member or a colleague has created for students in current or previous years, or which might be used by colleagues;
5. adapt his or her teaching to fit the questions which the staff member knows are coming up in a live public examination (e.g. by spending extra time on a topic, or by covering a topic with a particular slant). The member of staff must adhere to agreed departmental schemes of work;
6. engage in "question spotting" or make any predictions about the contents of the public examination to any student or colleague;
7. invigilate any examination of which he or she has knowledge;
8. divulge to students or parents his or her role with the awarding body.

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DECLARATION FORM

For members of teaching staff involved in work for Awarding Bodies (exam boards).

Please complete a separate form for each role undertaken on behalf of an awarding body and return to the Headmaster(s) of the School(s) in which you teach the affected subjects.

Name:

Awarding Body (e.g. OCR):

Specification (e.g. A-level English):

Code (if known):

Component (if applicable):

Code (if known):

Role / Position (e.g. examiner / team-leader):

Is the course taught at any Trust School within which you currently teach?

Yes / No (delete as appropriate)

Has the consent to carry out the role been granted by the Head?

Yes / No (delete as appropriate)

Additional points applicable to the staff member concerned:

[e.g. – where the subject is a small one with only one or two teaching staff, the departmental scheme of work must be reviewed and approved by an appropriate person, e.g. Head of Department or Director of Studies] Continue on a separate sheet if necessary

I have read:

- The POLICY WITH RESPECT TO STAFF INVOLVEMENT WITH PUBLIC EXAMINATIONS; and
- The Protocol for Leicester Grammar School Trust staff privy to Confidential Information relating to the contents of any Public Examination sat by any student of any School in the Trust.

I agree to abide by the terms described.

Signature

Date
