

COCKBURN SCHOOL

Specialist status in the Performing Arts



Exams Policy

Learning for Life

Reviewed by: Governors

Date of Policy: September 2018

To be reviewed: September 2019

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The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the head of centre, the Exams manager and Assistant Headteacher with responsibility for exams.

1. Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.

Assistant Headteacher responsible for exams/Exams manager

Manages the administration of public and internal exams:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies

- Oversees the production and distribution to staff and candidates of exam calendars for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms data on estimated entries
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- Identifies and manages exam timetable clashes
- Submits candidates' non-exam assessment marks, tracks despatch and stores returned non-exam assessment and any other material required by the appropriate awarding bodies correctly and on schedule
- In consultation with the SLT, arranges for dissemination of exam results and certificates to candidates and forwards, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Preparation of rooms for examinations as per JCQ requirements
- Secure filing of exam certificates upon receipt in centre.

Assistant Headteacher – Curriculum

- Will be responsible for students based off site – their courses, exam entries and results. A copy of all entries and results must be forwarded to the exams office as soon as possible after completion.
- Organisation of teaching and learning.
- External validation of courses followed at key stage 4.

Curriculum Zone Leaders/Subject Leaders

- Guidance and pastoral oversight of candidates about subject area entries.
- Involvement in post-results procedures.
- Accurate completion of non-exam assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams manager.

Guidance, aspirations and wellbeing Co-ordinator

- Guidance and careers information.

Teachers

- Notification to SENCO and exams office of access arrangements.
- Submission of names of candidates requiring access arrangements to subject leaders/head of faculty

SENCO/EAL Co-ordinator

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Lead Exam Invigilator

- Announcement of information to candidates including rules and regulations
- Completion of attendance and seating plans together with other related paperwork.
- Collection of all exam papers in the correct order at the end of the exam and their return to office if necessary.

Invigilators (non-teaching staff)

- Maintenance of exam integrity and security as an exam progresses.
- Understanding of the rules and regulations according to JCQ and other bodies.

Candidates

- Confirmation of entries.
- Understanding non-exam assessments and examination regulations and signing a declaration that authenticates the non-exam assessments as their own.
- Must attend all exams and be punctual.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the SLT.

The statutory tests and qualifications offered are GCSE, BTEC, OCR Nationals, NCFE VCerts and TLM courses in ICT. Vocational course listed are offered at levels 1 & 2.

Decisions on whether a candidate should not be entered for a qualification will be taken in consultation with Subject Leaders and SLT.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Exam seasons and timetables

Exams are scheduled at various points throughout the year.

All internal exams are held under appropriate exam conditions.

The Exams manager in consultation with Assistant Head (Organisation) will be responsible for internal and external exam timetables.

Once confirmed, the exam timetables will be shared with staff and then with candidates along with details of results and post-results.

4. Recognition of Prior Learning (RPL)

Recognition of Prior Learning is the process which collects evidence of a candidates previous non-certificated achievements which can be used to demonstrate competence or achievement within a unit or qualification.

Any prior assessment information when a candidate transfers to Cockburn will be sent via the CTF (Common transfer file) or directly from their previous School via the appropriate Head of Year. This information is then passed on to the Data/Examinations team.

Any transfer of credits or non-certificated examinations information is processed with advice from the appropriate examinations board. The transfer of candidates or learners is done in accordance with JCQ or other examination board regulations.

5. Entries, entry details and late entries

5.1 Entries

Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal. Please see appendix four for a flow chart of the entries process.

The centre does not accept entries from external candidates

5.2 Late entries

Entry deadlines are circulated to Subject Leaders via email.

Late entries are authorised by the Head of Centre.

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by the centre. However, should departments fail to meet entry deadlines or submit incorrect information, a written statement of explanation may be requested by the Head of Centre and a decision about costs incurred.

Candidates or departments will be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

6. Conflict of Interest

It is not possible to provide a comprehensive definition of circumstances which may lead to a conflict of interest, however the following are examples of the most likely situations that will lead to perceived conflicts of interest.

- A close relation, spouse or partner within the centre who is either a student or another member of staff.
- A close relation, spouse or partner within the centre acting as a standards verifier or other external or internal quality assurance role.

A formal log of potential and actual conflicts of interest will be kept up to date within the centre and made available on request by an examination awarding body (see appendix six). Staff members must always disclose an activity if there is any doubt about whether it represents a conflict of interest. For internal conflicts involving any external qualifications or examinations advice and/or permission from the awarding body will be requested.

7. The Equality Act 2010, Access Arrangements and Reasonable Adjustments

7.1 The Equality Act 2010

The Equality Act 2010 provides a single, consolidated source of discrimination law. The Equality Act 2010 replaced all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act.

7.2 Special needs

A candidate's special needs requirements are determined by the SENCO/EAL and educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

7.3 Access arrangements and Reasonable Adjustments

The Head of Centre will ensure that the SENCO (or specialist assessor) will have the required qualifications to assess for access arrangements and/or reasonable adjustments.

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams manager. This should be done in compliance with the appropriate examination awarding body policy (e.g. JCQ and BCS).

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams manager.

Rooming for access arrangement candidates will be arranged by the SENCO with the Assistant Head (Organisation).

Invigilation and support for access arrangement candidates will be organised by the SENCO in consultation with the Assistant Head (Organisation).

The appropriate data protection notice must be completed by the candidate in question before an application is processed on the online system.

7.4 The use of word processors in examinations.

On advice from the SENCO a candidate may be provided with a laptop with word processor (with spelling and grammar check/predictive text disabled) provided it is their normal way of working within the centre and is appropriate for their needs. The SENCO will ensure the necessary testing and evidence are collected and the Exams Officer will ensure a word processor cover sheet (Form 4) is completed for each Examination.

For more details please see the word processor policy.

8. Invigilators and exam days

8.1 Rooms and invigilators are timetabled by the Assistant Head (Organisation) and Exams manager. Invigilators will have completed appropriate training.

8.2 Security of examination material

All examination material is logged on receipt at the centre and stored securely until the appropriate time. When a packet of question papers is to be split to make up sets for a number of rooms/sites, this will be done within the secure storage room and within 60 minutes of the published starting time for the examination.

8.3 Verifying the identity of candidates

The School MIS System (SIMS) alongside the Head/Director of Year and the Attendance team will work with the Exams Officer to ensure there are adequate checks on the identity of all candidates.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate is taken by a member of staff of the same gender to a private room where they are politely asked to remove the religious clothing for identification purposes.

Once identification has been established, the candidate should replace the clothing and proceed as normal to sit the exam.

8.4 Exam days

The Exams Manager will make the question papers, other exam stationery and materials available for the invigilator.

The Site Management Team are responsible for setting up the allocated rooms as directed by the Exams Manager.

The lead invigilator will start all exams in accordance with JCQ guidelines.

All invigilators will follow the invigilation protocols as outlined in appendix two

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders at the end of the exam session.

A relevant subject teacher may be available to read out instructions on the front of the Exam paper.

8.5 Prohibited materials

No revision materials are to be brought into the examination rooms. No mobile phones, or any other communication devices that allow access to the internet or storage of material are allowed into the examination room. The use of all watches is also prohibited from the examination rooms (at the discretion of the head of centre).

8.6 Food and drink in exam rooms

Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers.

8.7 Late/Very Late Candidates

The attendance register will be completed by either the Exams Officer or the Head/Director of Year and work together with the Attendance Team to contact the candidate. In the case of very late arrivals the parents/carers of the candidate in question must be briefed that they may have to complete a statement of required supervision arrangements following the candidate's arrival.

If a candidate arrives after 9:30am for a morning exam and after 2pm for an afternoon exam, they are classed as a late arrival. The candidate will receive a briefing on the exam and then will be admitted into the exam and given the full exam time duration where possible. The exams officer and assistant Headteacher with

responsibility will mark/amend the attendance register and/or seating plan as necessary to reflect any changes made.

Where a candidate arrives after 10am for a morning exam and after 2:30pm for an afternoon exam the candidate is classed as very late. The candidate must be warned that they may sit the examination in question but the awarding body may not accept their script for marking. The exams officer will complete form JCQ/VLA and send to the awarding body following completion of the examination.

9. Maladministration & Malpractice

9.1 Maladministration

Maladministration is any activity or practice that results in a non-compliance with administrative regulations and requirements and includes persistent mistakes or poor administration.

Anyone who identifies or is made aware of suspected or actual cases of maladministration must immediately follow the Centre complaints procedure.

9.2 Malpractice

Malpractice is any activity or practice which deliberately contravenes regulations and compromises the integrity of the internal or external assessment process and/or the validity of certificates. It covers any deliberate actions, neglect, default or other practice that compromises, or could compromise:

- The assessment process;
- The integrity of a regulated qualification;
- The validity of a result or certificate;
- The reputation and credibility of Cockburn School; or,
- The qualification or the wider qualifications community.

Anyone who identifies or is made aware of suspected cases of malpractice during an examination must immediately complete an exam room incident log (see appendix three). This is then passed to the Examinations Manager who will decide whether the case is actual malpractice and pass to the head of centre. An incident that is not malpractice could be a student with a nosebleed or an uncontrollable noise occurring. The Head of Centre is responsible for immediately reporting all suspicions or actual incidents of malpractice. Refer to the relevant awarding body's documentation (e.g. JCQ, BCS).

For JCQ Examinations, form JCQ M1 must be completed and sent to the appropriate awarding body immediately. For more information see JCQ's Policy and Procedures on suspected malpractice in examinations and assessments.

The candidate is then given a notification form as seen in appendix seven.

10. Candidates, clash candidates and special consideration

10.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' non-use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Heads of Year and associated staff will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

10.2 Clash candidates

The Exams Manager will be responsible in consultation with Assistant Head (Organisation) as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

10.3 Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Manager, or the exam invigilator, to that effect.

Heads of Year are responsible for passing any information or evidence that could disadvantage a candidate to the Exams Manager within two working days.

The candidate must support any special consideration claim with appropriate evidence within two days of the exam, for example a letter from the candidate's doctor.

The exams manager will then forward a completed special consideration form to the relevant awarding body within two working days of the exam.

11. Non-exam assessments and appeals against internal assessments

11.1 Non-exam assessments

Candidates who have to prepare non-exam assessments should do so by the end of the course.

Subject Leaders will ensure all non-exam assessments are ready for despatch at the correct time. The exams manager will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the Exams Manager by the Subject Leaders.

11.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Manager or on the Schools website.

The main points are:

- Candidates may appeal if they feel their non-exam assessments has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Head of Centre's findings will be notified in writing, copied to the exams manager and recorded for awarding body inspection.

12. Results, Reviews of Results (RoRs) and access to scripts (ATS)

12.1 Results

Candidates will receive individual results slips of their provisional results on results days either in person at the centre or by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the Head of Centre.

12.2 Certification

Certificates will be distributed to candidates in the second week of November following the students leaving the School. This is to allow any enquiries about results to be processed.

Certificates will be securely kept in the School office during distribution and Examinations Office after March of the following year.

All Certification processes will adhere to JCQ and awarding body guidance.

12.3 Reviews of Results (RoR)

RoRs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking or if a candidates mark is very close to the next grade boundary up.

If a result is queried, the SLT investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold a RoR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged for the cost of the RoR.

12.3 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Scripts must be anonymised if to be used for teaching and learning purposes.

GCSE re-marks cannot be applied for once an original script has been returned.

(See also section 5: Exam fees)

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for one year.

Head of Centre: _____

Exams manager: _____

12.4 Lockdown during examinations

Should the school face a lockdown situation during an examination it will follow its Lockdown Policy (Exams).

Appendix One

Appeals Procedure for BTEC Assessments

The appeals procedure is designed to give you a formal avenue for appeal against an assessment decision.

Phase 1:

When an assessor is unable to recommend to the candidate that the evidence provided meets the standard or grade, the candidate may request that the work be subject to Internal Verification process.

The assessor will arrange for Internal Verification of the work as normal, and this will be without prejudice to the candidate i.e. the assessor will advise the candidate that the work does not meet the criteria but will arrange for the verification process to go ahead as requested.

Phase 2:

The Internal Lead Verifier will then decide if the candidate's work can be assessed as meeting the criteria. If so, the new grade will stand.

In all cases where the Internal Lead Verifier is unable to verify that the work meets the standard, candidates will be given feedback in writing by the Internal Lead Verifier concerned, with the reasons given for the decision and with advice given as to how the work can be brought to the required standard. The assessor can then give further advice where the candidate requires this. Our aim is to assist candidates to achieve the required standard, not to confirm failure.

Phase 3:

If a candidate disagrees with the decision of the Internal Lead Verifier, the candidate may wish to appeal about the decision and the procedure is:

a) Within 5 working days of receiving written comments from the Internal Verifier, the candidate should inform his/her personal tutor that he/she is not satisfied with the decision and should give the reasons for this. The tutor will then explain the appeals procedure to the candidate.

b) Within 10 working days of receiving the written assessment, the candidate should make a request to the Subject Leader that the evidence be re-assessed. The request should be in writing with the reasons given for dissatisfaction with the assessment decision and should be accompanied by the evidence concerned.

c) The Subject Leader will call for written comments from the assessor and Internal Lead Verifier concerned and within 5 working days of receiving the candidate's request, will refer the assessment, together with the evidence and the candidate's, Internal Verifier's and tutor's comments to a further Internal Lead Verifier (hereafter known as the "appeal verifier"). The appeal verifier may wish to interview the candidate, the Internal Verifier and the tutor to gain further information on the assessment.

The appeal verifier will make a further assessment of the evidence and will give his/her decision, the reasons for the decision, and recommendations for further action in writing, to the Subject Leader within 10 working days of the assessment being referred to him/her. A copy of the Appeal Verifier's report and recommendations will be given to the candidate, the tutor and Internal Lead Verifier.

Appendix Two

Invigilation Protocols

- Prior to the start of the exam, meet the candidates in the Theatre and support by ensuring candidates remain in silence.
- Just before candidates are dismissed to the Exam Hall, invigilators are to move to either the Exam Hall or to spread themselves along the corridors leading to the Exam Hall. This will ensure a calm transition between rooms.
- Bags, Mobile Phones and Watches are not allowed in the Exam Hall.
- Once all candidates are in the Exam Hall, invigilators are to spread themselves evenly throughout the room.
- Invigilators are required to move around the assessment area quietly and at frequent intervals.
- Invigilators should not talk to colleagues as this can be a distraction for candidates.
- If a candidate asks a question about the exam that you are not certain you are allowed to answer, please see a member of the Exams Team (Radio channel 3).
- If the exam takes place over two units, invigilators should not leave to teach their class until a colleague has arrived to replace you.
- At the end of the exam please will invigilators help collect the exam papers in the manner described by a member of the Examinations Team.
- Candidates are not allowed to visit the toilet in either the first or final ten minutes of the exam. Should a candidate request to go between these times invigilators should use their professional judgement accordingly (it is preferred that they do not go).
- Any candidate that needs to leave the exam hall must be supervised and the appropriate log completed.
- In the unusual situation that an exam runs into break or dinner time, it is critical that invigilators stay in the exam hall until the exam has finished.

- Invigilators can only be dismissed from the Exam Hall by either a member of the Exams Team or a member of SLT.
- ***Anyone who identifies or is made aware of suspected cases of malpractice during an examination must complete an exam room incident log (in the exam sign folder at the front of the room). This is then passed to the Examinations Team who will decide whether the case is actual malpractice and pass to the head of centre.***

Appendix Three

Exam room Incident Log

Date:

Time:

Examination:

Venue:

| Exam | Start | Finish |
|------|-------|--------|
| | | |
| | | |
| | | |
| | | |

Invigilator(s):

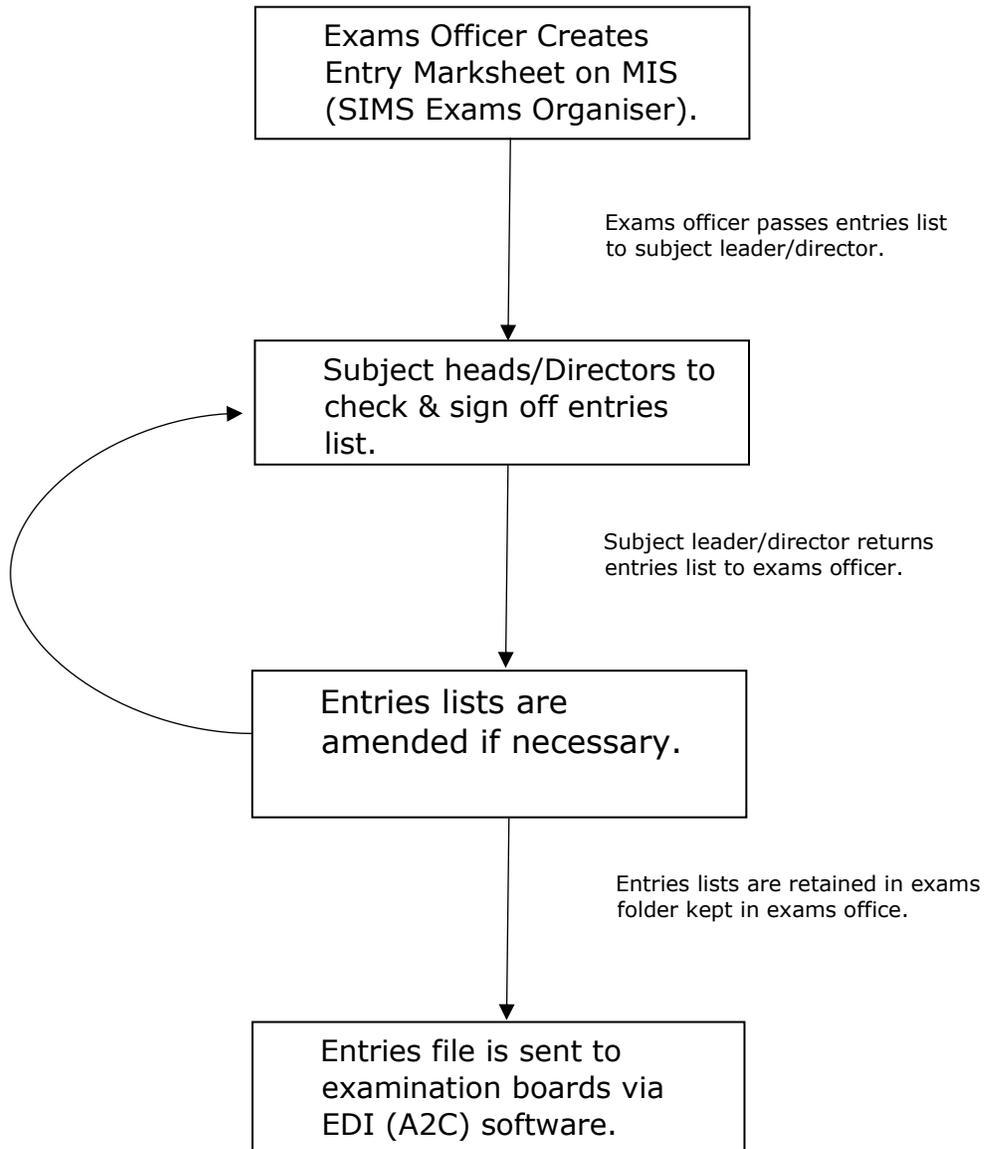
| Name | Time in | Time out |
|------|---------|----------|
| | | |
| | | |
| | | |
| | | |
| | | |

Record of incident:

| Time | Incident |
|------|----------|
| | |

Appendix Four

Student/Candidate/Learner Registration Process

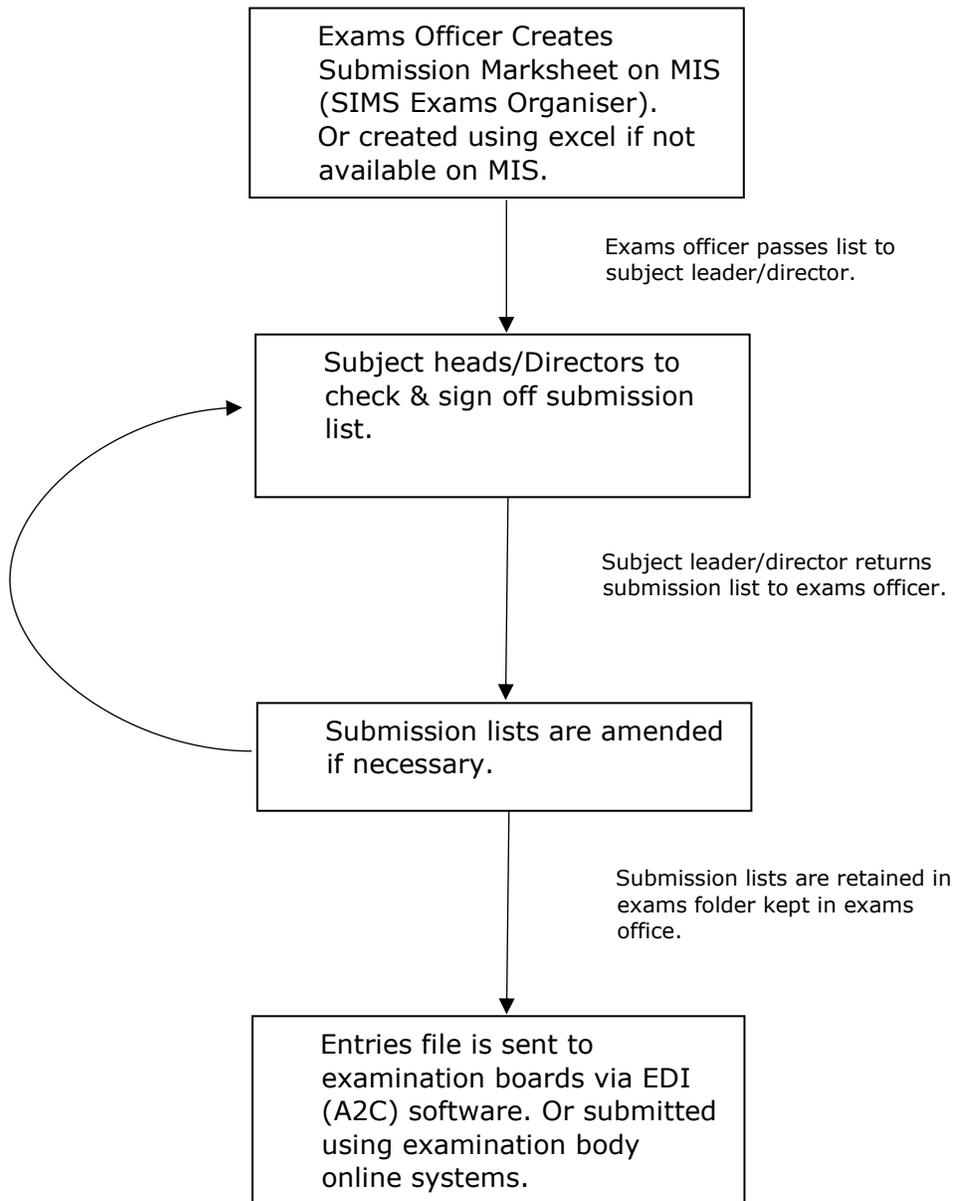


For **BTEC**, mark sheets should pass to QN to disseminate to course leaders.

For all other qualifications mark sheets are passed to subject leader/director.

Appendix Five

Student/Candidate/Learner Unit/Result/Certification Submission Process



For **BTEC**, mark sheets should pass to QN to disseminate to course leaders.

For all other qualifications mark sheets are passed to subject leader/director.

Appendix Six

Conflict of Interest Log

| Name | Position in School | Conflict details | Actions after disclosure |
|-------------|---------------------------|-------------------------|---------------------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Appendix Seven

Suspected malpractice: candidate notification form

| | | | |
|------|--|----------------|--|
| Date | | Candidate Name | |
|------|--|----------------|--|

This notification is to inform you that an alleged, suspected or actual report of malpractice has been made against you.

Details of the allegation / incident

Type of offence

As an approved examination centre, Cockburn School is required to follow the policies and procedures in the JCQ document [Suspected Malpractice in Examinations and Assessments](#) available on the JCQ website www.jcq.org.uk/exams-office/malpractice.

As stated in this document [section 2.5], the head of centre **must** *notify the appropriate awarding body at the earliest opportunity of all alleged, suspected or actual incidents of malpractice*. The awarding body will not communicate with you directly, unless particular circumstances warrant this.

As recommended by the awarding body, enclosed you have been provided with:

- ▶ a completed copy of the form **JCQ/M1** used to notify the awarding body of the allegation/incident and copies of relevant supporting evidence
- ▶ a copy of **section 6.14** *Rights of the accused individuals* from the JCQ document referenced above

You may also wish to consult **Appendix 5** *Table of offences graded according to levels of seriousness and showing appropriate ranges of penalties applied to candidates* in the JCQ document.

As further stated in the JCQ document, the awarding body *will determine the application of a sanction or penalty according to the evidence presented, the nature and circumstances of the malpractice, and the type of qualification involved* [**section 12.1**]. Once a decision

has been made, it will be communicated in writing to the head of centre as soon as possible [section 13.1].

At this point, the head of` centre will inform you of the decision and any penalties imposed, together with information on the process for submitting an appeal, where relevant.

It should be noted that awarding bodies may share information about individuals found guilty of malpractice *in accordance with paragraphs 13.2, 13.3 and 13.4* of the JCQ document.

Please read through all the information provided to you. If anything is unclear, please contact Mr P. Cooke (Data and Exams Manager) on 0113 271 9962 or info@cockburnschool.org

Enclosures:

Copy form **JCQ/M1**

6.14 *Rights of the accused individuals*

The information below is taken directly from the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* available on the JCQ website www.jcq.org.uk/exams-office/malpractice.

Rights of the accused individuals

6.14 When, 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) accused of malpractice **must**:

- be informed (preferably in writing) of the allegation made against him or her;
- be advised that a copy of the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* can be found on the JCQ website - <http://www.jcq.org.uk/exams-office/malpractice>
- know what evidence there is to support that allegation;
- know the possible consequences should malpractice be proven;
- have the opportunity to consider their response to the allegations (if required);
- have an opportunity to submit a written statement;
- be informed that he/she will have the opportunity to read the submission and make an additional statement in response, should the case be put to the Malpractice Committee;
- have an opportunity to seek advice (as necessary) and to provide a supplementary statement (if required);
- be informed of the applicable appeals procedure, (see paragraph 14.1) should a decision be made against him or her;
- be informed of the possibility that information relating to a serious case of malpractice may be shared with other awarding bodies, the regulators and other appropriate authorities.