Supporting Exams Officers to Navigate Exam Day with Confidence

Exams Integrity at AQA

Access Arrangements

Special consideration

Safeguarding

Candidate Malpractice

Centre/staff Malpractice

Special Requirements

Thinking ahead

Deadlines for Summer 2026 Applications, must be processed and approved before, **31 January 2026 (Modified Papers)** or **21 March 2026 (anything else).**

Access arrangements can be processed as the need arises. **Appropriate documentation (where required) must be held on file** to support any temporary access arrangement made.

Remote invigilation Approval will not be granted on the day of an examination

Special consideration requests should be submitted by **the end of term**

Are there any access arrangements that the centre is struggling to provide?

Have all timetable variations been planned and, where necessary, have appropriate supervision in place?

Are there any contingencies available in case invigilators/scribes/readers are absent?

On the day

A candidate arriving to an examination late, unwell or extremely distressed may be eligible for special consideration

Please note: Candidates arriving late still require all the normal announcements and checking they've not got their phone on them

Students will be eligible if they have been fully prepared and have covered the whole course but are absent due to circumstances beyond their control, such as:

- Temporary illness or accident/injury at the time of the assessment.
- Bereavement at the time of the assessment (where whole groups are affected, normally only those most closely involved will be eligible).
- Domestic crisis arising at the time of the assessment.
- Medical appointments that cannot be moved eg surgery & other medical procedures with long waiting lists, essential medical treatment that cannot be delayed eg dialysis.
- Accidental events at the time of the assessment such as being given the wrong examination paper, being given a defective examination paper or CD, failure of practical equipment.
- Failure of materials to arrive on time.
- Participation in sporting events, training camps at an international level or other events representing their club or country at the time of the assessment.

Contact the team: SpecialConsiderationQueries@aqa.org.uk

Safeguarding

Key safeguarding issues

Inappropriate NEA approval

- Especially EPQs but can occur in any topic with NEA

- Work can even include illegal material or artefacts (sexual images of children, depictions of drug use or other criminal acts, disclosure of abuse and weapons made)

- Support guides available on AQA website

Contacting centre DSLs in Summer

- Safeguarding have approx. 5,000 referrals annually

- We will contact your centre to pass on concerns to your DSL

- Please ensure that contact details are available on website and that receptionists and DSLs are briefed on this

- Please provide NCN emergency contacts for the summer break

Flag known safeguarding concerns

- If a child has disclosed abuse in coursework / speaking test please ensure that the fact this has been picked up and addressed is clearly labelled on the work when sent into us

- If you suspect a safeguarding disclosure in an exam script contact the safeguarding@aqa.org.uk team for advice

Malpractice and Maladministration

Prevention: Key points to consider

COMPLIANCE AND ACCOUNTABILITY

TRAINING AND PROFESSIONAL DEVELOPMENT

COMMUNICATION AND COLLABORATION

RESOURCES AND INFRASTRUCTURE

Managing Malpractice on the Day

You may be called to the following scenarios on the day:

- Disruptive candidates

- Candidates missing

- Getting late candidates where they need to be

Remembering who can and can't be in the exam room (eg subject teachers/leaders)

Reporting and investigating Malpractice

- **The malpractice investigation process is not an antagonistic/ adversarial relationship.**

- **Check with AO investigator prior to gathering any information**

- **Ensure the rights of the accused are properly read, explained and signed for**

- **Ensure evidence gathered is shared with the accused**

Questions?

AQA: Exams Integrity Questions and Feedback