Leigh Academy Tonbridge

International Baccalaureate Career-related Programme

(IBCP) Exam Policy 2026-2027

Purpose of the Policy

Leigh Academy Tonbridge is committed to ensuring that the International Baccalaureate Career-related Programme (IBCP) examinations and core components are administered efficiently, securely, and in strict compliance with the IB Action centre rules and the current IB Diploma Programme Assessment procedures. Where International Baccalaureate Organization (IBO) regulations differ from Joint Council for Qualifications (JCQ) rules, IBO regulations take absolute precedence for all IB DP course examinations and IBCP core components.

Key Staff Involved in the IBCP Policy

Role	Name
Head of Centre	Michael Crow
IBCP Coordinator	Ben Racher
Exams Officer Line Manager (Senior Leader)	Jenny Gray
Exams Officer (EO)	Yue Xiu Wang
ALS Lead / SENCo	Victoria Sage
Senior Leader Team (Escalation)	Patrick Bidder, Alison Jolliffe

Roles and Responsibilities Overview

The Head of Centre (Michael Crow): Accountable to the IBO for ensuring the academy remains fully compliant with all IB assessment procedures and security frameworks. Ensures the centre has appropriate accommodation to support the size of the IBCP cohorts, including distinct spaces for candidates requiring inclusive access arrangements. Ensures that any potential or actual compromise of an IB examination (including cyber-attacks on IBIS or secure networks) is immediately reported to the IBO.

The IBCP Coordinator (Ben Racher): Acts as the primary liaison between the academy and the International Baccalaureate Organization (IBO) via the IB Information System (IBIS). Holds operational responsibility for the administration, tracking, and authentication of all IB DP course internal assessments (IA), the Reflective Project, Service Learning, Language Development, and Personal and Professional Skills (PPS) portfolios. Ensures that all teaching staff delivering IB course specifications are trained in IB academic honesty frameworks and understand the current year's assessment criteria.

The Examinations Officer (Yue Xiu Wang): Coordinates alongside the IBCP Coordinator to manage exam room setups, invigilator deployment, seating plans, and secure electronic downloads via IBIS. Conducts the strict 'second pair of eyes' check alongside an authorized witness when removing secure IB question paper packets from storage, recording the verification directly on the JCQ/IB Question Paper Packet Verification Log. Manages the secure packaging, tracking, and swift dispatch of candidate scripts to the IB examiners.

Strict Examination Security and Conduct Rules

1. The Mandatory 2-Hour Supervision Rule (Time-Zone Protection): To maintain the absolute integrity of global time zones and prevent the leakage of question content, all candidates must remain under formal centre supervision for a minimum of 2 hours from the scheduled start of the exam, regardless of the actual duration of the paper. Candidates who finish short papers early are not permitted to leave the room or access any communication/smart devices until this 2-hour window has officially closed.

2. Mandatory Reading Time: Most written IB examinations feature a 5-minute reading period before writing commences. During this time, candidates must not write, highlight, annotate their papers, or use calculators. Pens must remain on the desk. Invigilators will actively monitor candidates to ensure no writing or marking occurs.

3. Leaving the Examination Room Temporarily: Candidates are strictly prohibited from permanently leaving the exam room during the first hour and the final 15 minutes of any examination, except in cases of medical emergency. Any candidate allowed to leave the exam room temporarily must be accompanied at all times by a member of centre staff who is not the candidate’s subject teacher or a subject expert.

4. Calculator 'Exam Mode' Audits: For subjects where Graphic Display Calculators (GDCs) are permitted (e.g., specific Mathematics papers), the devices must be placed into official 'Exam Mode' with all memory cleared and flashes activated. The EO and invigilators

will formally audit and verify the status of every calculator before admitting candidates to their desks.

5. Post-Exam Academic Integrity: Candidates must not discuss the contents of any examination paper with anyone or post details on social media platforms for 24 hours after the exam session has concluded to satisfy global time-zone security constraints. Misuse of social media in this window constitutes malpractice.

Inclusive Access Arrangements (Assisted Learning Support)

IB Authorization Required: Unlike standard GCSE/GCE arrangements, inclusive access arrangements (such as 25% extra time, rest breaks, readers, or scribes) must be formally authorized directly by the IB via IBIS. The ALS Lead/SENCo (Victoria Sage) must gather evidence and submit applications to the IB timeline. Standard JCQ approvals cannot be self-delegated to IB assessments. The EO will ensure that invigilators supervising access arrangement candidates are fully briefed on what is and is not permissible in the room.

Quick Reference Guide for Invigilators (JCQ vs. IB)

Rule Category	JCQ Regulations (GCSE / GCE)	International Baccalaureate (IB)
Reading Time	None (unless specified on a rare paper).	Mandatory 5 minutes (No writing or calculator use allowed).
Leaving Early	Allowed after 1 hour (subject to academy policy).	Strictly banned in the first hour and final 15 minutes.
Short Exam Dismissal	Dismissed at the end of the printed paper time.	Must remain supervised for a minimum of 2 hours from start.
Calculator Prep	Basic memory clearing recommended.	Mandatory 'Exam Mode' check required before room entry.
Discussion Window	Allowed immediately after finishing.	Banned from social media/discussion for 24 hours.