



**CHAILEY SCHOOL**

# **Exams Policy**

## **2022/23**

This policy is reviewed annually to ensure compliance with current regulations.

Date of Approval: 14<sup>th</sup> October 2022

Head Teacher:

A handwritten signature in black ink that reads "Helen Key". The signature is written in a cursive style with a long, sweeping underline.

Date Due for Review: October 2023

Key staff involved in the policy

Role	Name(s)
Exams Officer	Janet Adams
Exams Officer line manager (Senior Leader)	Louise Poole
Head of centre	Helen Key
ALS lead/SENCo	Louise Thompson
Business Manager	Alison Pain
IT Manager	Sharon Durrant

Contents	
Key staff involved in the policy .....	2
Purpose of the policy .....	6
Roles and responsibilities overview .....	6
Head of centre responsibilities.....	6
Recruitment, selection and training of staff .....	7
Internal governance arrangements .....	7
Escalation Process .....	7
Delivery of qualifications.....	7
Public liability .....	8
Security of assessment materials .....	8
• Malpractice .....	8
Policies/procedures .....	8
Exam Contingency Plan .....	8
Lockdown Policy (Exams) .....	9
Internal Appeals Procedures.....	9
Equalities Policy .....	9
Complaints and appeals procedure (Exams).....	9
Child protection/safeguarding policy .....	9
Whistleblowing Policy (Exams).....	9
Access arrangements policy.....	9
Conflicts of interest .....	10
Conflicts of Interest Policy (Exams).....	10
National Centre Number Register .....	10
Centre inspections.....	10
The exam cycle .....	12
Planning: roles and responsibilities .....	12
Information sharing .....	12
Information gathering.....	12
Access arrangements.....	13
Word processor policy (exams) .....	13
Separate invigilation within the centre policy .....	13
Internal assessment and endorsements.....	14
Controlled assessments, coursework and non-examination assessments .....	14
Non-examination assessment policy .....	14
Invigilation .....	15
Entries: roles and responsibilities .....	15
Estimated entries .....	15
Estimated entries collection and submission procedure .....	15
Final entries .....	15
Final entries collection and submission procedure .....	16
Entry fees.....	16
Late entries.....	16
Re-sit entries .....	17
Private candidates.....	17

Candidate statements of entry .....	17
Pre-exams: roles and responsibilities .....	17
Access arrangements and reasonable adjustments .....	17
Briefing candidates .....	17
Access to scripts, reviews of results and appeals procedures .....	18
Dispatch of exam scripts.....	18
Estimated grades .....	18
Internal assessment and endorsements.....	19
Invigilation .....	19
JCQ inspection visit .....	20
Seating and identifying candidates in exam rooms .....	20
Verifying candidate identity procedure .....	20
Security of exam materials .....	20
Timetabling and rooming .....	21
Overnight supervision arrangements policy.....	21
Alternative site arrangements.....	21
Transferred candidate arrangements .....	22
Internal exams.....	22
Exam time: roles and responsibilities .....	22
Access arrangements.....	22
Candidate absence.....	22
Candidate absence policy .....	22
Candidate behaviour.....	23
Candidate belongings .....	23
Candidate late arrival.....	23
Candidate late arrival policy.....	23
Conducting exams.....	23
Dispatch of exam scripts.....	23
Exam papers and materials .....	24
Exam rooms.....	24
• Food and Drink Policy (Exams).....	24
Leaving the Examination Room Policy.....	24
Emergency evacuation policy .....	26
Irregularities .....	27
Managing Behaviour Policy (Exams).....	27
Malpractice.....	28
Special consideration .....	29
Unauthorised items .....	29
Arrangements for unauthorised materials taken into the exam room .....	29
Internal exams.....	29
Results and post-results: roles and responsibilities.....	29
Internal assessment .....	29
Managing results day(s).....	29
Results day programme .....	30

Accessing results .....30

Post-results services .....30

Analysis of results.....30

Certificates .....31

Certificate Issue Procedure .....31

- Certificate Retention Policy .....31

Exams review: roles and responsibilities.....31

Retention of records: roles and responsibilities .....31

Exams archiving policy .....31

## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

. This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

The policy will be published on the school website. Staff will be advised through staff meetings and e-mail where to locate the policy and it will be communicated to students and their parents/carers at an exam information evening.

## Roles and responsibilities overview

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments at all times.

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

**The head of centre may not appoint themselves as the examinations officer.** A head of centre and an examinations officer are two distinct and separate roles.

### Head of centre responsibilities

#### Head of centre responsibilities

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023*:

<https://www.jcq.org.uk/exams-office/malpractice>

#### Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - General regulations for approved centres (GR)**
  - Instructions for conducting examinations (ICE)**
  - Access Arrangements and Reasonable Adjustments (AA)**
  - Suspected Malpractice - Policies and Procedures (SM)**
  - Instructions for conducting non-examination assessments (NEA)** (and the instructions for conducting coursework)
  - A guide to the Special Consideration process (SC)**
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
  - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements

- has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
- ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous bullet point
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

#### **Recruitment, selection and training of staff**

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer and the ALS lead/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the ALS lead/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

#### **Internal governance arrangements**

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent

#### **Escalation Process**

Should the Head of Centre (Helen Key) or Deputy Head (Louise Poole), member of SLT responsible for examinations, be absent, if possible, (eg self-isolating) they will keep in contact with centre staff remotely. If working remotely is not possible, then Ruth Turner (Assistant Deputy Head) would assume oversight of examination administration. Contact would be made with Julie Harding, former Exams Office, for additional support.

- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination

#### **Delivery of qualifications**

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned

## Public liability

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

## Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  - the location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials
  - the secure room only contains exam-related material
  - there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
  - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff approved by the head of centre are accompanied by a keyholder at all times
  - appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
  - appropriate arrangements are in place for handling secure electronic materials
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that when it is permitted to remove question paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened  
(If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- **Malpractice**
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after assessments have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*
- Ensures irregularities are investigated and informs the awarding bodies ~~of any cases~~ immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require

## Policies/procedures

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

### Exam Contingency Plan

The Exam Contingency Plan is maintained as a separate document and can be requested from the Exams Officer.



### **Lockdown Policy (Exams)**

Details of the Chailey School Lockdown Procedure (Exams) are maintained in a separate document and also in the Annual Supplement to Chailey School Staff Handbook, updated annually, where reference to exams is included.

- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers

### **Internal Appeals Procedures**

The centre's Internal appeals procedures is produced as a separate document and draws the attention of candidates and their parents/carers, to the written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal the document. Access to the document can be requested from the Exams Officer.

### **Equalities Policy**

The centre recognises its duties towards disabled candidates as defined under the terms of current legislation and the Equality Act 2010<sup>†</sup> and its duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Access to the document can be requested from the school.

<sup>†</sup>or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect.

### **Complaints and appeals procedure (Exams)**

The centre has a separate Complaints and Appeals procedure which covers general complaints regarding the centre's delivery or administration of a qualification. Access to the document can be requested from the Exams Officer.

### **Child protection/safeguarding policy**

The Centre has a separate Child protection/safeguarding policy which satisfies current legislative requirements relating to Disclosure and Barring Service (DBS) clearance. Access to the document(s) can be requested from the school.

### **Data Protection Policy (Exams)**

The centre has a Data Protection Policy that complies with General Data Protection Regulation and Data Protection Act 2018 regulations, and is centre-wide, and includes information relating to the exam process and GDPR and the centre's policy on sharing candidates' results and other exams related information with third parties (including parents/carers). Access to the document can be requested from the Exams Officer.

### **Whistleblowing Policy (Exams)**

The centre has a separate Whistleblowing Policy (Exams) which can be requested from the Exams Office and is available for inspection.

### **Access arrangements policy**

The Centre has a separate Access Arrangements Policy. Access to the document can be requested from the Exams Officer.

## Conflicts of interest

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:
  - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
  - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
  - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
  - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
  - a member of centre staff is taking a qualification at another centre

### Conflicts of Interest Policy (Exams)

The Centre has a separate Conflicts of Interest Policy (Exams). Access to the document can be requested from the Exams Officer.

## National Centre Number Register

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre
- Ensures the National Centre Number Register annual update is responded to by the end of October
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
  - the centre status being suspended
  - the centre not being able to submit examination entries
  - the centre not receiving or being able to access question papersand ultimately, awarding bodies could withdraw their approval of the centre

## Centre inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

## Exams officer

- ▶ Understands the contents of annually updated JCQ publications including:
  - General regulations for approved centres**
  - Instructions for conducting examinations**
  - Suspected Malpractice – Policies and Procedures**
  - Post-results services (PRS)**
  - A guide to the special consideration process**
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
  - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register

- Informs the National Centre Number Register Team **immediately** (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
- (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
- Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre’s status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

#### Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - General regulations for approved centres**
  - Instructions for conducting examinations**
  - Access Arrangements and Reasonable Adjustments**
  - Suspected Malpractice – Policies and Procedures**
  - Instructions for conducting non-examination assessments** (and the instructions for conducting coursework)
  - A Guide to the Special Consideration process**
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and ALS lead/SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

#### Additional Learning Support (ALS) lead/Special educational needs co-ordinator (SENCo)

- Understands and is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - **Access Arrangements and Reasonable Adjustments**
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification

#### Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALS lead/SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

#### Invigilators

- Attend/undertake training (on the current regulations), annual update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate

- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

#### **Reception staff**

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

#### **Site staff**

- Support the EO in relevant matters relating to exam rooms and resources

#### **Candidates**

Where applicable in this policy, the term ‘candidates’ refers to candidates and/or their parents/carers.

#### **The exam cycle**

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

#### **Planning: roles and responsibilities**

##### **Information sharing**

#### **Head of centre**

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM and NEA (and the instructions for conducting coursework)

#### **Exams officer**

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

##### **Information gathering**

#### **Exams officer**

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of the internal trial exam

#### **Senior leaders**

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information

- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

### Access arrangements

#### Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments – refer to the Centre’s Access Arrangements Policy.
- Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

#### ALS lead/SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed
- Applies for **approval** through *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate’s e-folder must hold each of the required documents for inspection)
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Liaises with the relevant member of the senior leadership team on the centre’s policy on the use of word processors in examinations

#### Word processor policy (exams)

The centre’s Word process policy and statement details the criteria the centre uses to award and allocate word processors for exams. The document can be accessed by request to the school.

#### Separate invigilation within the centre policy

Separate invigilation, is organised for candidates with difficulties which have been established within the centre and are known to a Form Tutor, a Head of Year, the ALS lead/ SENCo or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate’s normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs.

## Senior Leaders, Teaching staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

## Internal assessment and endorsements

### Head of centre

#### Controlled assessments, coursework and non-examination assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre- assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** is in place for GCSE qualifications which include components of non-examination assessment.

#### Non-examination assessment policy

The centre has in place and available for inspection purposes, a written policy with regard to the management of GCSE non-examination assessments:

- to cover procedures for planning and managing non-examination assessments;
- to define staff roles and responsibilities with respect to non-examination assessments;
- to manage risks associated with non-examination assessments.

A copy of the document will be kept on file for inspection.

- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

### Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level) follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensures teaching staff delivering reformed GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place

- Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre’s marking before marks are submitted to the awarding body

**Exams officer**

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated

**Invigilation**

**Head of centre**

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

**Exams officer**

- Recruits additional invigilators where required to effectively cover all exam periods/series’ throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides training for new invigilators on the current instructions for conducting examinations and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

**Entries: roles and responsibilities**

**Estimated entries**

**Exams officer**

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

**Estimated entries collection and submission procedure**

Heads of Departments will be contacted via e-mail by the Exam Officer and asked to submit estimated or early information which will be sent to the awarding Bodies by their deadlines

- Makes candidates aware of the JCQ **Information for candidates – Privacy Notice** at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

**Senior Leaders**

- Provides entry information requested by the EO to the internal deadline
- Informs the EO immediately of any subsequent changes to entry information

**Final entries**

**Exams officer**

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

#### **Final entries collection and submission procedure**

- Candidates are selected for their exam entries by the Heads of subject, SENCO and subject teachers
- Candidate or parents/carers can request a subject entry, change of level or withdrawal
- The centre does not accept entries from external candidates
- The centre does not act as an exam centre for other organisations
- Entry deadlines are circulated to heads of department via leadership team meetings and e-mail
- Teaching staff will enter students on exam marksheets set up on SIMS entering students for the appropriate exam and level. From these entries, the Exam Officer will produce Element Entry listings which will be sent to the Curriculum Leaders who will ensure that each listing is checked and amended or signed off
- Amendments can only be made with written instruction
- Late entries are authorised by the Head of centre and Senior Leadership team exams lead
- GCSE re-sits are not allowed

#### **Senior Leaders**

- Provides information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
  - changes to candidate personal details
  - amendments to existing entries
  - withdrawals of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct

#### **Entry fees**

Candidates or departments will not 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

Exam fees are paid for by the centre

Late entry or amendment fees are paid by the Departments and Centre

Fee re-imbursments are sought from candidates who sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or other mitigating circumstances

The Centre does not pay for Post-Results Services, including Clerical re-checks, Reviews of Marking, Access to Scripts

#### **Late entries**

##### **Exams officer**

- Has clear entry procedures and a timely communication cycle in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

##### **Senior Leaders**

- Minimises the risk of late entries by
  - following procedures identified by the EO in relation to making final entries on time
  - meeting internal deadlines identified by the EO for making final entries



## Re-sit entries

Exam re-sits are not taken at the Centre

## Private candidates

The Centre does not accept private candidates.

## Candidate statements of entry

### Exams officer

- Provides candidates with statements of entry for checking that name, date of birth and entry details are all correct. Candidates must return the statement with any amendments by the deadline specified on the form so that details can be corrected and forwarded to the appropriate Board(s) via A2C.

### Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO

### Candidates

- Confirm entry information is correct or notify the EO of any discrepancies in writing

## Pre-exams: roles and responsibilities

### Access arrangements and reasonable adjustments

#### ALS Lead/SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates documents information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

### Briefing candidates

#### Exams officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms

- unauthorised items in exam rooms
- when and how results will be issued and the staff that will be available
- post-results services information and how the centre will deal with requests from candidates
- when and how certificates will be issued

### **Access to scripts, reviews of results and appeals procedures**

Candidates will be made aware of Review of Results services (Clerical Re-checks, Reviews of Marking and Access to Scripts) at the Y11 Exam Information Evening usually held in March. Details will be included in documentation given to candidates and will be available on the school website.

Review of Results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any Review of Results service is requested.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking.

Members of the Senior Leadership Team will be available to speak to candidates and give advice on queries regarding their results immediately from the publication of results and details of staff availability will be included in the letter enclosed with the results slip

Where the Centre does not support a candidate's or parent's request for a Review of Results service, a candidate may apply to have a Review of Results service carried out and if a candidate requires this against the advice of subject staff the candidate will be charged.

Candidates will be made aware that their grade may go down, remain the same or go up. They must sign a declaration that they are aware that their grade may do down

A letter and form providing exam board fees and deadlines for requesting Reviews of Results and Access to Scripts (ATS) services will be given to candidates with their results slips and will be found on the school website

After the release of results, Centre staff may also request scripts for reviews of marking or for teaching purposes. The consent of candidates will be obtained after they have received and seen their results

GCSE review of markings cannot be applied for once a script has been returned

Once the outcome of a Review of Results has been received by the Centre, candidates will be informed by either e-mail or letter

The internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a review of results or an appeal is detailed in a separate document which can be requested from the Exams Officer.

### **Dispatch of exam scripts**

#### **Exams officer**

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

### **Estimated grades**

#### **Senior Leaders**

- Ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

#### **Exams officer**

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

## Internal assessment and endorsements

### Head of centre

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

### SENCo

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

### Teaching staff

- Support the ALS lead/SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies
- Submit marks to awarding bodies to meet external deadline

### Senior leaders

- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

### Exams officer

- Advises teaching staff of deadlines to submit marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

### Candidates

- Authenticate their work as required by the awarding body

## Invigilation

### Exams officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on an annual basis of any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the ALS lead/SENCo regarding the facilitation and invigilation of access arrangement candidates

### ALS lead/SENCo

- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

### Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series

## JCQ inspection visit

### Exams officer or Senior leader

- Will accompany the Inspector throughout the visit

### ALS lead/SENCo or relevant Senior leader (in the absence of the ALS lead/SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

## Seating and identifying candidates in exam rooms

### Exams officer

#### Verifying candidate identity procedure

A senior member of Centre staff will be present at the start of the exam to identify candidates.

The main exam rooms will have a document with candidate photographs and names.

The Centre does not accept private or external candidates.

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

The Centre will inform candidates in advance of this procedure and well before their first examination.

Invigilators will be informed of candidates with access arrangements and the particular access arrangements awarded through the Access Arrangements student listing available in each room. Access Arrangements will also be detailed on the candidate card.

- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

### Invigilators

#### Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO
- Produce the seating plan, indicating candidates with Access Arrangements

## Security of exam materials

### Exams officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre.
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check

- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)
- **Reception staff**
- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

#### **Teaching staff**

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

#### **Timetabling and rooming**

##### **Exams officer**

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort and once all other options have been exhausted)
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the ALS lead/SENCo regarding rooming of access arrangement candidates

##### **ALS lead/SENCo**

- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams
- **Site staff**
- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

#### **Overnight supervision arrangements policy**

- Candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.
- The overnight supervision arrangements will ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, Internet and social media. It also extends to television and radio, which could report key details of the day's examinations.
- The JCQ Overnight Supervision and Overnight Supervision Declaration forms will be completed before the overnight supervision is to commence. The JCQ Overnight Supervision form will be completed online using the Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form will be downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre.

#### **Alternative site arrangements**

##### **Exams officer**

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met

- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

### Transferred candidate arrangements

#### Exams officer

- Liaises with the host or entering centre, as required
- Processes requests for *Transferred Candidate arrangements* using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant informs the candidate of the arrangements that have been made for their transferred candidate arrangements

### Internal exams

#### Exams officer

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

#### ALS lead/SENCo

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

#### Teaching staff

- Provide exam papers and materials to the EO
- Support the ALS lead/SENCo in making appropriate arrangements for access arrangement candidates

### Exam time: roles and responsibilities

### Access arrangements

#### Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams
  - under the instruction of the SENCo, who will have organised all appropriate assessments and maintain all AA records, applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO.

### Candidate absence

#### Candidate absence policy

In the case of absence at the start of an exam, a member of the invigilation team will advise either the Exams Officer or Deputy Headteacher.

Absentees will receive a phone call home by the Exams Officer or Y11 Learning Support Manager, as soon as possible, after the start of the exam.

If the Candidate will be late, they and their parents/carers will be advised to keep the candidate under supervision at all times; until the candidate is handed over to a member of the centre staff. In these circumstances the parent/carer and the candidate will be asked to sign an appropriate statement to confirm the supervision arrangements which were put in place.

A candidate or their parent/carer must contact the school as early as possible, before the start of the exam, by either phone or e-mail to confirm if a candidate will be absent from an exam.

## **Invigilators**

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

## **Candidates**

- Are re-charged relevant entry fees for unauthorised absence from exams

## **Candidate behaviour**

See *Irregularities* below.

## **Candidate belongings**

See *Unauthorised Items* below.

## **Candidate late arrival**

### **Exams officer**

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale
- Warns candidates that their script may not be accepted by the awarding body

### **Invigilators**

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

### **Candidate late arrival policy**

If an absent candidate arrives within the first hour of the exam start time, they will then be given the full time to complete their exam, provided that adequate supervision arrangements are in place.

Students who arrive very late for the exam, namely after candidates may have been allowed to leave the examination room, may not be allowed to sit the exam.

A candidate will be considered very late if they arrive:

- More than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10.00 am for a morning examination or after 2.30 pm for an afternoon examination.

For an examination that lasts less than one hour, a candidate will be considered very late if they arrive:

- After the awarding body's published finishing time for the examination.

When a candidate arrives very late for an examination, the following will be undertaken:

- The script will be sent to the awarding body/examiner in the normal way.
- The Exams Officer will complete a Form JCQ/VL (Report on candidate admitted very late to examination room) within 7 days of the examination taking place.

The Exams Officer/Deputy Head Teacher/Y11 Student Support Manager will liaise with candidates and their parents/carers who persistently arrive late for examinations.

## **Conducting exams**

### **Head of centre**

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

### **Exams officer**

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an exam *day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

## **Dispatch of exam scripts**

### **Exams officer**

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

### Exam papers and materials

#### Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this additional/second check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

### Exam rooms

#### Head of centre

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates
- **Food and Drink Policy (Exams)**

Food is not allowed to be brought into any exam room.

Candidates are allowed to water into the exam room provided it is in a clear container, free from packaging and all labels are removed.

#### Leaving the Examination Room Policy

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates leaving for toilet breaks may not be allowed extra time to compensate for their temporary absence.

If appropriate, candidates temporarily leaving the room due to illness may be allowed extra time to compensate for their temporary absence. S

Staff involved in the exams process understand how this will be managed at the time of the exam

#### Exams officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams



- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates )
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept that this must be on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

#### **Senior leaders**

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

## Emergency evacuation policy

### Emergency Evacuation Procedure for Exams

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at Chailey School during exams in the **Sports Hall** the instruction is:

**Invigilators should await instructions from the Exams Officer or member of SLT whether the exam room should be evacuated.**

- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- When instructed, supervise the return of candidates to the exam room.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body.

### Fire Procedures

The signal for evacuation will be the continuous ringing of the fire bell. The Exams Officer or a member of SLT will confirm that the exam room needs to be evacuated. Candidates must never re-enter the building while the alarm is still sounding or before a senior member of staff has confirmed it is safe to do so.

On hearing the alarm, candidates, invigilators and Access support volunteers and staff are to leave the room in accordance with the above instructions to the nearest safe exit out of the building, switching off the lights, closing the doors and windows. Everyone must walk swiftly – not run – and take no belongings with them.

When outside the building assemble the candidates and invigilators at the assembly point.

### Assembly Points

- The Assembly point for exam candidates is the lower playground

The Lead Invigilator must take the candidate examination register(s) and report to the Attendance Officer.

The Exam Officer will obtain the Invigilator signing-in sheet from the Receptionist and will check the presence of Invigilators against this record confirming those present to the Receptionist (or in their absence another member of the office team).

Invigilators must know the correct route for evacuating the room in which the examination is taking place, evacuation notices are displayed in all classrooms, sports halls, the main hall and library. The Site Manager will ensure that these notices are displayed in a prominent position as part of the premises inspection. The Headteacher will have defined the route and informed all members of staff. Staff are responsible for maintaining clear access to escape routes at all times.

The Health and Safety Co-ordinator will organise practice fire evacuations as appropriate, but at least once every other term (i.e. three times per year). At the start of the autumn term all tutors will walk their tutor groups to their assembly positions. Year 11 students will also be told of the assembly position for examination candidates should an alarm be raised during an examination period and whilst they are sitting an examination.

Any pupil with special needs will have been given special consideration by their class teacher as to whether or not a Personal Emergency Evacuation Plan (PEEP) is required. This will have been devised with the Health and Safety Co-ordinator, if the class teacher or SENCO identify a particular problem. Such students will be highlighted to Invigilators by the LSU Manager.

A fire risk assessment has been completed for these premises and will be reviewed on an annual basis or when any changes occur.

Invigilators must ensure candidates follow the Emergencies instructions above and may only return to the examination room once the all clear has been given by the Head Teacher or a senior member of staff.

### **Bomb Incident Management**

Unlike fire evacuations it is difficult to define clear, mandatory guidelines that must be followed. Some decisions must be made at the time in question depending upon the actual circumstances. Therefore the Crisis Management Team will liaise with the Children's Services Department, Police and the Fire and Rescue Service and follow their advice on the evacuation procedure and assembly point. This will then be communicated to staff, pupils, visitors, etc. by an appropriate means.

Any member of staff who receives information regarding a bomb on-site must immediately inform the Headteacher or a member of senior management in their absence.

### **Site staff**

- Ensure exam rooms are available and set up as requested by the EO
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

### **Invigilators**

- Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

### **Candidates**

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

### **Irregularities**

#### **Head of centre**

- Ensures (as required by an awarding body) any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

#### **Managing Behaviour Policy (Exams)**

Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room.

The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.

The invigilator must record what has happened on the Exam Room Incident Log. The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

### Senior leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

### Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

### Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

### Malpractice

In an effort to avoid malpractice, the Centre will ensure that all staff and candidates are aware of the rules and regulations which must be followed in the running of public exams held at the centre, by sharing notices and information via:

- e-mail
- School website
- Invigilator Handbook
- Student Exams Handbook
- SharePoint
- Links provided to JCQ, Ofqual and the Awarding bodies.

The Head of Centre will:

- submit any required declarations to JCQ
- manage any Conflict of Interests within the Centre.
- notify the appropriate awarding body immediately of any alleged, suspected or actual incidents of malpractice, with the exception where candidate malpractice is discovered in non-examination assessments before the authentication form have been signed by the candidate. If staff malpractice is discovered in non-examination assessments, the Head of Centre will inform the awarding body immediately.
- Report malpractice using the appropriate forms as detailed by JCQ.
- Be accountable for ensuring staff comply with the awarding body's instructions regarding an investigation;
- Ensure staff and candidates are informed of their individual responsibilities and rights
- Comply with data protection law
- Pass on to the individual concerned any warnings or notifications of sanctions made by the awarding body as a result of a malpractice case
- Ensure the handling of malpractice complaints and allegations complies with the JCQ Suspected Malpractice Policies and Procedures document.

## Special consideration

### Senior leaders

- Provide signed evidence to support eligible applications for special consideration

### Exams officer

- Processes appropriate requests for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

### Candidates

- Provide appropriate evidence to support special consideration applications, where required

## Unauthorised items

### Arrangements for unauthorised materials taken into the exam room

Candidates will be reminded not to bring any unauthorised items into the Examination room.

Prior to the examination starting, the invigilator will remind candidates to hand in any unauthorised items before the examination starts.

Any unauthorised items that have been taken into the examination room will be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

### Invigilators

- Are informed of the arrangements through training

## Internal exams

### Exams officer

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

### Invigilators

- Conduct internal exams as briefed by the EO

## Results and post-results: roles and responsibilities

### Internal assessment

#### Head of department

- Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensures work is returned to candidates after the retention period or disposed of according to the requirements

### Managing results day(s)

#### Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensures senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

#### Exams officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

## Results day programme

Details of the Results day and the collection of results slips, will be given at the Y11 Exam Information Evening usually held in March. Documentation given out at the meeting will also be available on the school website.

### Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

### Accessing results

#### Head of centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

#### Exams officer

- Informs candidates in advance of when and how results will be released to them for each exam series
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

### Post-results services

#### Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that in the event of an awarding body initiating an extended review of marking, candidates' marks and subject grades may be lowered, confirmed or raised
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

#### Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above Briefing candidates and Access to scripts, enquiries about Reviews of Results and Appeals Procedures)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

#### Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

#### Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

### Analysis of results

#### Deputy Headteacher

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre)  
<https://tableschecking.education.gov.uk>

## **Certificates**

Certificates are provided to centres by awarding bodies after results have been confirmed.

### **Certificate Issue Procedure**

If possible, Exam Certificates are presented to candidates at a Presentation Evening held in November / early December. If candidates are unable to collect their certificates at the Presentation evening they will be retained and candidates must arrange to collect them during school hours. They may nominate a third person, who will have to bring suitable photo ID.

Candidates will be asked to sign a certificate collection log confirming receipt of their Exam Certificates.

## **Candidates**

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

- **Certificate Retention Policy**

Unclaimed or uncollected certificates will be retained for 12 months from date of issue.

The Centre will maintain a record of any unclaimed certificates which are destroyed after 12 months. The record will be retained for at least four years from the date of their destruction.

Candidates will be informed that some awarding bodies do not offer a replacement certificate service.

## **Exams review: roles and responsibilities**

### **Exams officer**

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

### **Senior leaders**

- Work with the EO to produce a plan to action any required improvements identified in the review

## **Retention of records: roles and responsibilities**

### **Exams officer**

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exams archiving policy that identifies information held, retention period and method of disposal

### **Exams archiving policy**

The centre's written Exams archiving policy is produced as a separate document and access to the document can be requested from the Exams Officer.