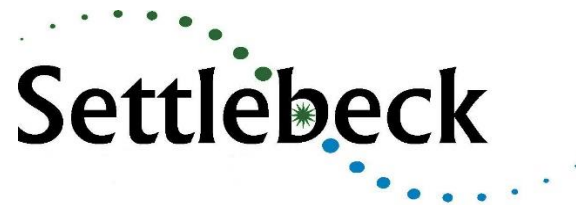



# Settlebeck School



## Exam Policy

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<b>Signed:</b>	
<b>Date:</b>	March 2023
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## **1 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 are 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.

This policy is held on the school intranet in the policy folder for all staff to access. They will be made aware of the policy at the beginning of each academic year. It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

## **2 Statutory tests and qualifications offered**

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre and Curriculum Leaders

At Key Stage 4 the statutory tests and qualifications offered are GCSE, OCR Cambridge Nationals, Functional Skills, ASDAN, Open Awards and Entry Level. The subjects offered for these qualifications in any academic year may be found on the school website

If there has been a change of syllabus or examination board from the previous year, the Exams Officer must be informed by the end of the academic year prior to implementation.

All candidates will be entitled and enabled to achieve an entry of qualifications from an external Awarding Body.

Any decision not to enter a candidate for any individual GCSE subject for which they have studied will be taken in consultation with the candidates, parents/carers, SENDCO and appropriate school staff.

### **3 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

In this centre, internal exams are scheduled in November and March (all candidates who are due to take external exams during the current academic year and June (Year 7-10). Exams are held under external exam conditions as set out by the JCQ. External exams are scheduled in January, May and June. The exam series to be used in the Centre are decided by the Head of Centre and the Curriculum Leaders.

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

### **4 Entries**

Candidates are selected for their exam entries by Heads of Department and Subject Teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal but this must be discussed and authorised by the Headteacher

The Exams Officer will liaise with Curriculum Leaders regarding entries and tiers of entry for individual candidates and will make the exam entries to the appropriate Awarding Body to meet the entry deadlines set by the Awarding Bodies.

If a candidate requests a change of entry tier, or to withdraw from an examination they must first discuss the matter with the relevant subject teacher and Curriculum Leader. This must then be authorised by the Headteacher. If the deadline for entries/registrations set by the Awarding Body has passed and the student has requested the amendment, then payment must be received before the amendment takes place.

### **5 Exam fees**

Registration and Entry fees are paid by the Centre.

Late entry or amendment fees are paid by either the department or the candidate (whoever initiated the entry)

The Centre will pay all normal exam fees on behalf of candidates including and re-sits for candidates whose absence was due to illness, providing a medical certificate or doctor's letter has been provided. Fees/ reimbursements are sought from candidates who decide to 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 evidence or other mitigating circumstances.

## **6 Roles and Responsibilities**

*“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 in order 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.”*

### **6.1 Head of Centre**

The Head of Centre will:

- Understand the JCQ regulations and 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 in Examinations and Assessments (SMEA)*
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)*
  - A guide to the special consideration process*
- Ensure the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- Ensure that the Exams Officer is line managed and actively supported by a member of SLT who has a working knowledge of the examination process.

### **National Centre Number Resister**

- Take responsibility, on an annual basis, to ensure that they are aware of and adhering to the latest version



of the JCQ regulations by responding to the head of centre declaration which is managed as part of the National Centre Number Register (NCNR) annual update.

- Understand 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 questions papers.

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

- Retain a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by the awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of the specification. The Head of Centre ensures fully qualified teachers mark non-examined assessments, and/or fully qualified assessors for the verification or centre-assessed components.
- Enable the examinations officer and other staff 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.
- Ensure that a suitably qualified educational psychologist is appointed to assess candidates for access arrangements and who will work with the SENDCo and Headteacher to determine appropriate access arrangements.

### **Internal governance arrangements**

- Ensure that an escalation policy is in place should the head of centre and/or the examinations officer be absent
- A member of the senior leadership team is available to provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments are maintained throughout an examination series.
- Ensure centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- Makes sure that a teacher, tutor or senior leader who teaches the subject being examined is not an invigilator during the examination.

### **Delivery of qualifications**

- Deliver 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.

### **Public Liability**

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

## Security of assessment materials

- Take 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 solely assigned to examinations for the purpose of administering secure examination material;
- appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff.
- access to the secure room and secure storage facility is restricted to authorised by the head of centre who fully understand their responsibilities as a key holder to the secure storage facility. Staff approved by the Head of Centre must be accompanied by a keyholder at all times
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions are put at risk.
- Arrangements are in place to check that correct question paper packets are opened by an authorised member of staff.
- Arrangements are in place to 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*'.
- Arrangements are in place 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 assessments and examinations.
- Candidates to access relevant pre-release material on, or as soon after, the date specified by awarding bodies.
- Written approval is obtained from the relevant awarding body before permitting a third party to deliver any part of a qualification including assessments.
- All reasonable steps are taken to prevent malpractice or maladministration before and during the course of and after examinations have taken place.
- Irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff are reported to the awarding body immediately.
- Risks to exams process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership to act immediately in the event of an emergency or staff absence

## Exams Contingency Plan

- Ensure required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.
- Ensure 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.
- Understand 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.
- Ensure that complaints and appeals procedure covering general complains regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers.

- Ensure there is a child protection/safeguarding policy in place and that all staff employed in the delivery of exams gave DBS clearance.
- Ensures that the centre as a data protection policy in place that complies with UK GDPR
- Risk assess the potential impact of a cyber-attack

### **Conflict of interest**

- Ensure the relevant awarding body are informed of any conflict of interest where
- a member of the centre staff is taking the qualification at the centre which includes internally assessed components.
- a candidate is being taught and prepared for a qualification which includes internally assessed components by a member of centre staff with a personal connection to the candidate.
- Maintain 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 the exams team has a personal connection to a candidate being entered for exams and assessments at the centre or other centre.
- a member of centre staff is taking a qualification at the centre which does not include internally assessed components.

### **Centre Inspections**

- Co-operate with the JCQ Inspection Service, an awarding body or 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 practicably possible.
- Allow all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.
- Understand the JCQ Centre Inspector will identify themselves with a photo ID card and must be accompanied throughout their tour, including the centre's secure storage facility.

## **6.2 Exams Officer**

*“The **examinations officer** is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”*

The Exams Officer will:

- Understands the contents of annually updated JCQ publications including:  
*General regulations for approved centres*  
*Instructions for conducting examinations*  
*Suspected Malpractice in Examinations and Assessments*  
*Post-results services (PRS)*  
*A guide to the special consideration process.*
- Familiarise themselves with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines

- Ensure key tasks are undertaken and key dates and deadlines met#
- Recruit, train and deploy 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
- Support the Head of Centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries
- Brief 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
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in an exam room.

### **6.3 Senior leaders (SLT)**

The Senior Leadership team will:

- Understand 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 in Examinations and Assessments*
  - Instructions for conducting non-examination assessments* (and the instructions for conducting coursework)
  - A guide to the special consideration process*

### **6.4 Special Educational Needs Co-ordinator (SENDCo)**

The SENDCo will:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - Access Arrangements and Reasonable Adjustments*
- Co-lead, with the Headteacher, on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- Liaise with the Educational Psychologist, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Comply with a JCQ Centre Inspector, providing evidence of the assessor's qualification

## **6.5 Heads of Department and Subject Leads**

Heads of Department and Subject Leads will:

- 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 SENDCo
- 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

## **6.6 Teaching staff**

Teaching staff will:

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and 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

## **6.7 Invigilators**

Invigilators will:

- Attend training, 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

## **6.8 Admin Staff**

Admin Staff will:

- 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

## **6.9 Site Staff**

Site Staff will:

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

# **7 Planning**

## **7.1 Information Sharing**

### **7.1.1 Head of Centre**

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

### **7.1.2 Exams Officer**

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ and Settlebeck School
- The centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

## **7.2 Information Gathering**

### **7.2.1 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
- Collect information on internal exams to enable preparation for and conduct of these Mock/Trial exams

### **7.2.2 Heads of Department and Subject Leads**

- Ensures that the Exams Office is notified by the end of September each year of any changes in the awarding body or syllabus for their subject
- 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

## **7.3 Access Arrangements**

### **7.3.1 Head of centre**

The Head of Centre will:

- Ensure appropriate accommodation is available for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensure 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
- Ensure the SENDCo has sufficient time to both manage the access arrangements process with the centre and familiarise themselves with JCQ Access Arrangements and Reasonable Adjustments
- Ensure the SENDCo is fully supported in effectively implementing access arrangements and

reasonable adjustments once approved.

- Ensure that the all documentation and relevant evidence is in place for processing applications.

### 7.3.2 Exams Officer

The Exams Officer will:

- Support the SENDCo/Headteacher in making applications for Access Arrangements on line and maintain relevant paperwork for inspection

### 7.3.3 Special Educational Needs Co-ordinator (SENDCo)

The Special Educational Needs Co-ordinator will:

- Assess candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements requirements thereby ensuring that regulations are followed
- Gather **evidence** to support the need for access arrangements for a candidate
- Liaise with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determine candidate eligibility for arrangements or adjustments that are centre-delegated
- Gather signed **data protection notices** from candidates where required
- Notify access arrangements to parents/guardians
- Assist the Headteacher in applying 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
- Keep relevant paperwork and evidence on file for JCQ inspection purposes
- Employ good practice in relation to the Equality Act 2010
- Liaise with the EO regarding exam time arrangements for access arrangement candidates
- Ensure 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
- Provide an annually reviews a centre policy on the **use of word processors** in exams and assessments
- Ensure criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

### 7.3.4 Senior Leaders (SLT), Heads of Department and Teaching Staff

Senior Leaders, Heads of Department and Teaching Staff will:

- Support the SENDCo in determining and implementing appropriate access arrangements
- Provide a statement for inspection purposes which details the criteria the centre uses to award

and allocate word processors for examinations

## **7.4 Internal Assessment and Endorsements**

### **7.4.1 Head of Centre**

The Head of Centre will:

- Provide fully qualified teachers to mark non-examination assessments
- Ensure an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensure a **non-examination assessment policy** is in place for GCSE qualifications which include components of non-examination assessment
- Ensure 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

### **7.4.2 Senior Leaders (SLT)**

Senior Leaders will:

- 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

### **7.4.3 Heads of Department/Subject Leads**

Heads of Department/Subject Leads will:

- Ensure teaching staff delivering GCSE, BTEC, OCR National, Functional Skills or Entry Level qualifications follow *JCQ Instructions for conducting coursework* and the specification provided by the awarding body
- Ensure teaching staff delivering 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, ensure teaching staff follow appropriate instructions issued by the awarding body
- Ensure 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



#### **7.4.4 Teaching staff**

Teaching staff will:

- 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

#### **7.4.5 Exams Officer**

The Exams Officer will:

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signpost teaching staff to relevant JCQ *information for candidate's* documents that are annually updated.

### **7.5 Invigilation**

#### **7.5.1 Head of Centre**

The Head of Centre will:

- Ensure relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensure if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determine 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

#### **7.5.2 Exams Officer**

The Exams Officer will:

- Recruit additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collect information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provide a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes.
- Ensure 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)

- Ensure invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Ensure invigilators are made aware of the Equality Act 2010 and are trained in disability issues

## **8 Entries**

### **8.1.1 Head of Centre**

The Head of Centre will:

- Ensure staff are only entered for qualifications through the centre where entry through another centre is not available
- Ensure the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

### **8.1.2 Exams Officer**

The Exams Officer will:

- Request estimated or early entry information, where this may be required by awarding bodies, from Heads of Department/Subject Leads in a timely manner to ensure awarding body external deadlines for submission can be met
- Make candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification
- Request final entry information from Heads of Department/Subject Leads in a timely manner to ensure awarding body external deadlines for submission can be met
- Inform Heads of Department/Subject Leads of subsequent deadlines for making changes to final entry information without charge
- Confirm with Heads of Department/Subject Leads final entry information that has been submitted to awarding bodies
- Ensure 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
- Have a clear entry procedure in place to minimise the risk of late entries
- Charge any late or other penalty fees to departmental budgets
- Provide candidates with statements of entry for checking

### **8.1.3 Heads of Department or Subject Leads**

Head of Departments/Subject Leads will:

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

- Inform 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, amendment to existing entries, withdrawals of existing entries
- Check final entry submission information provided by the EO and confirms information is correct
- Minimise 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
- 

#### **8.1.4 Teaching staff**

Teaching staff will:

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

#### **8.1.5 Candidates**

Candidates will:

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

## **9 Pre-Exams**

### **9.1 Access Arrangements**

#### **9.1.1 Special Educational Needs Co-ordinator (SENDCo)/Headteacher**

The Special Educational Needs Co-ordinator (SENDCo)/Headteacher will:

- Ensure 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)
- Ensure a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensure exam information (JCQ information for candidate's information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocate 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 particular access arrangement)
- Where relevant, ensure 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

## **9.2 Briefing Candidates**

### **9.2.1 Exams Officer**

The Exams Officer will:

- Issue individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams
- Prior to exams, issue relevant JCQ information for candidate's documents
- Issue 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 - wrist watches in exam rooms - when and how results will be issued and the staff that will be available - the post-results services and how the centre deals with requests from candidates - when and how certificates will be issued

## **9.3 Dispatch of Exam Scripts**

### **9.3.1 Exams Officer**

The Exams Officer will:

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

## **9.4 Internal Assessment and Endorsements**

### **9.4.1 Head of centre**

The Head of Centre will:

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

### **9.4.2 Special Educational Needs Co-ordinator (SENDCo)**

The Special Educational Needs Co-ordinator will:

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

### **9.4.3 Teaching staff**

Teaching Staff will:

- Support the SENDCo 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

#### **9.4.4 Heads of Departments/Subject Leads**

Head of Departments and Subject Leads will:

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

#### **9.4.5 Exams Officer**

The Exams Officer will:

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

#### **9.4.6 Candidates**

Candidates will:

- Authenticate their work as required by the awarding body.

### **9.5 Invigilation**

#### **9.5.1 Exams Officer**

The Exams Officer will:

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators annually. This includes testing the invigilators on their knowledge of the JCQ ICE.

- Deploy 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, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocate invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates
- 

### 9.5.2 Special Educational Needs Co-ordinator (SENDCo)

The SENDCo will:

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

### 9.5.3 Invigilators

Invigilators will:

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

## 9.6 JCQ Inspection Visit

### 9.6.1 Exams Officer or Senior Leader

- Will accompany “the Inspector **throughout** the visit

*“It is the responsibility of the head of centre to ensure that his/her centre.... allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection. (JCQ Centre Inspectors will identify themselves with a photo ID card.) The Inspector must be accompanied throughout his/her tour of the premises, including inspection of the centre’s secure storage facility” [ICE 5]*

### 9.6.2 SENCDco and Headteacher

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise

## 9.7 Seating and Identifying Candidates in the Exam Rooms

### 9.7.1 Exams Officer

The Exams Officer will:

- Ensure a procedure is in place to verify candidate identity including private candidates and ensures invigilators are aware of the procedure
- Provide seating plans for exam rooms according to JCQ and awarding body requirements (and

ensures candidates with access arrangements are identified on the seating plan)

### **9.7.2 Invigilators**

Invigilators will:

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

## **9.8 Security of Exam Materials**

### **9.8.1 Exams Officer**

- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Keeps a log 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 placed in the secure storage facility
- Carefully checks when question paper packets are removed from the despatch packaging and a log of the check kept. The question paper packets must be checked against the awarding body's despatch note and the centre timetable or entries
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment)

### **9.8.2 Admin staff**

- Must follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for placing in the secure storage facility

### **9.8.3 Teaching staff**

- Must 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

## **9.9 Timetabling and Rooming**

### **9.9.1 Exams Officer**

The Exams Officer will:

- Produce a master centre exam timetable for each exam series
- Identify 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)
- Identify exam rooms and specialist equipment requirements

- Allocate invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaise with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaise with the SENCo regarding rooming of access arrangement candidates

### **9.9.2 Special Educational Needs Co-ordinator (SENDCo)**

The Special Educational Needs Co-ordinator (SENDCo) will:

- Liaise with the EO regarding rooming of access arrangement candidates
- Liaise with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

### **9.9.3 Site Staff**

Site Staff will:

- Ensure exam rooms are available and set up as requested by the EO

## **9.10 Alternative site arrangements**

### **9.10.1 Exams Officer**

The Exams Officer will:

- Ensure question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Inform the JCQ Centre Inspection Service by submitting a JCQ *Alternative Site arrangement* notification through 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.

## **9.11 Centre Consortium arrangements**

### **9.11.1 Exams Officer**

The Exams Officer will:

- Process applications for *Centre Consortium arrangements* through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

### **9.11.2 Heads of Department/Subject Leads**

Heads of Department/Subject Leads

- Inform the EO of any joint teaching arrangements in place and where the centre is acting as the



consortium co-ordinator

## **9.12 Transferred candidate arrangements**

### **9.12.1 Exams Officer**

The Exams Officer will:

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

## **9.13 Internal exams**

### **9.13.1 Exams Officer**

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

### **9.13.2 Special Educational Needs Co-ordinator (SENDCo)**

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

### **9.13.2 Teaching staff**

- Provide exam papers and materials to the EO by set deadlines.
- Support the SENDCo in making appropriate arrangements for access arrangement candidates

## **9.14 Secure electronic materials**

- Must only be handled by members of staff authorised to do so by the Head of Centre
- Head of centre must ensure authorised staff are familiar with the most recent instructions issued by the relevant awarding body
- At least 2 and no more than 6 members of centre staff should be authorised to handle secure electronic materials. Other staff may assist with printing and collation provided they are under supervision

## **10 Exams Series**

### **10.1 Access Arrangements**

#### **10.1.1 Exams Officer**

The Exams Officer will:

- Provide cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams
- Applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

## **10.2 Candidate Absence**

### **10.2.1 Invigilators**

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

### **10.2.2 Candidates**

- Are required to inform the centre of any absence in good time before the start of each exam
- Must arrive promptly and on time to sit all exams and controlled assessments
- Will be re-charged relevant entry fees for unauthorised absence from exams

## **10.3 Candidate Late Arrival**

### **10.3.1 Exams Officer**

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place through CAP to timescale
- Warns candidates that their work may not be accepted by the awarding body

### **10.3.2 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

## **10.4 Conducting Exams**

### **10.4.1 Head of Centre**

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

### **10.4.2 Exams Officer**

- Ensures exams are conducted according to JCQ and awarding body instructions

## **10.5 Dispatch of Exam Scripts**

### **10.5.1 Exams Officer**

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

## **10.6 Exam Papers and Materials**

### **10.6.1 Exams Officer**

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant 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 prior to question paper packets being opened that another member of staff or an invigilator checks day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened. If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately.
- 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

## **10.7 Exam Rooms**

### **10.7.1 Head of Centre**

- Ensures that on the day of the exam, relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s)
- Ensures only authorised centre staff are present in exam rooms
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures that the JCQ regulations relating to unauthorised items being handed to the invigilator prior to the start of the exam are communicated to candidates, this includes mobile phones and watches.
- Liaises with Exams Officer regarding emergency evacuation of exam hall and cancellation of exam session following emergency evacuation of any exam room

### **10.7.2 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
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily 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
- Supervises emergency evacuation of exam hall, liaises with Head of Centre following emergency evacuation of any exam room and supervises actions following his/her decision.

### **10.7.3 Senior leaders (SLT)**

- 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

### **10.7.4 Site staff**

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements
- 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

### **10.7.5 Invigilators**

- Conduct exams in every exam room as instructed in training/update events and briefing sessions (Make the necessary announcements at the beginning and end of the exams, organisation and supervision of the exam rooms, supervision of candidates in the exam room, collection of all exam papers in the correct order at the end of the exam and their secure return to the exams office, assists with emergency evacuation of exam hall, carries out emergency evacuation of all other exam rooms when the alarm sounds and assists with recommencing or cancellation of the exam session following return to the exam room)

### **10.7.6 Candidates**

- Are required to remain in the exam room for the full duration of the exam

## **10.8 Irregularities & Malpractice**

### **10.8.1 Head of Centre**

- Ensures any cases of all edged, 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.

#### **10.8.2 Senior leaders (SLT)**

- 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

#### **10.8.3 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

#### **10.8.4 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, disruption or disturbance in the exam room, emergency evacuation)

### **10.9 Special Consideration**

#### **10.9.1 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

#### **10.9.2 Candidates**

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

### **10.10 Unauthorised Materials**

#### **10.10.1 Invigilators**

- Are informed of the arrangements through training

#### **10.10.2 Candidates**

- Must follow rules and regulations on unauthorised materials in the exam room

## **11 Results and Post Results**

### **11.1 Internal Assessment**

#### **11.1.1 Heads of Department/Subject Leads**

- Ensure 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.
- Ensure work is returned to candidates or disposed of according to the requirements.

### **11.2 Managing Results Day**

#### **11.2.1 Senior leaders (SLT)**

- 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 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

#### **11.2.2 Exams Officer**

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

#### **11.2.3 Site staff**

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

### **11.3 Accessing Results**

#### **11.3.1 Head of Centre**

- Ensure results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates

#### **11.3.2 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

## **11.4 Post-Results Services and Appeals**

### **11.4.1 Head of centre**

- Ensures that there is a clear process in place for accessing Post-Result Services and managing appeals.

### **11.4.2 Exams Officer**

- Provides information to candidates (including private candidates) and staff on the services provided by awarding bodies and the fees charged
- 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 collect candidate informed consent (after the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

### **11.4.3 Teaching staff**

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

### **11.4.4 Candidates**

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

## **11.5 Analysis of Results**

### **11.5.1 Exams Officer**

- Provides results to appropriate centre staff through liaison with the Senior Leader with responsibility for Data
- Provides results information to external organisations where required

### **11.5.2 Headteacher**

- Undertakes the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*
- Analyses results data and distributes to appropriate centre staff.

## **11.6 Certificates**

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

### **11.6.1 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 results.

## **12 Exams Review**

### **12.1 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

### **12.2 Senior leaders (SLT)**

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

## **13 Retention of Records**

### **13.1 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 schedule
- Provides an exam archiving policy that identifies information held, retention period and method of disposal.

## **14 Policies and Procedures**

### **14.1 Exam contingency plan**

This document is held in the school intranet in the policy folder

*"It is the responsibility of the head of centre to ensure that his/her centre: ...has in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle. (The examination contingency plan/examinations policy should also reinforce procedures in the event of the centre being unavailable for examinations or on results day owing to an unforeseen emergency.)"* [GR5]

### **14.2 Internal appeals procedures**



This procedure is held in the school intranet in the policy folder

*“The centre will ... have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates” .... The centre must inform candidates of their centre assessed marks. A candidate is allowed to request a review of the centre’s marking before marks are submitted to the awarding body.” [GR 5.7]*

*“The centre will .... have available for inspection purposes and draw to the attention of candidates and their parents/carers, a 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...” [GR 5.13]*

### **14.3 Disability policy (exams)**

This policy is held in the school intranet the policy folder

*“The General Regulations cover...obligations arising from current data protection, equality and freedom of information legislation. However, the general regulations are not intended to be relied upon to ensure compliance with the legislation (Section 6).*

*A centre will have confirmed its readiness to adhere to these regulations when first approved as a centre (see Section 3, page 4)”. [GR 1.2]*

*“The head of centre/senior leadership team will...recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010<sup>†</sup>. This must include a 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; <sup>†</sup>or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect...*

*The centre must comply with the obligation to identify the need for, request and implement access arrangements...” [GR 5.4]*

### **14.4 Complaints and appeals procedure**

This policy is held in the school staff portal in the policy folder

*“The centre will ... draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre’s delivery or administration of a qualification.” [GR 5.8]*

### **14.5 Safeguarding Policy**

This policy is held in the school intranet in the policy folder

*“It is the responsibility of the head of centre to ensure that his/her centre... has in place a written child*

*protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements...” [GR 5.3]*

#### **14.6 Data Protection Policy**

This policy is held in the school intranet in the policy folder

*“The General Regulations cover...obligations arising from current data protection, equality and freedom of information legislation. However, the general regulations are not intended to be relied upon to ensure compliance with the legislation (Section 6).*

*A centre will have confirmed its readiness to adhere to these regulations when first approved as a centre (see Section 3, page 4).” [GR 1.2]*

*“The centre will...ensure that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies (see section 6, page 23, for more information) ...” [GR 5.8]*

**Legislation on sharing information** Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13.

This suggests that candidate consent should be sought to share results or other exams-related information with a third party.

However other legislation and guidance may need to be considered regarding sharing information with parents, as example information from the DfE for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility  
[www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility](http://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility)
- School reports on pupil performance [www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers](http://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers)

**Publication of exam results** Refer to ICO (Information Commissioner’s Office) Education and Families information and the document Publishing exam results.

#### **14.7 Access Arrangements Policy**

This policy is held in the school intranet in the policy folder

The centre complies ...” *with the obligation to identify the need for, request and implement access arrangements.” [GR 5.4]*

*“The head of centre/senior leadership team will ... have a written process in place to not only check the*

*qualification(s) of their assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments...” [GR 5.4]*

#### **14.8 Word Processor Policy (exams)**

This policy is held in the school intranet in the policy folder

*“It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers. Principally, that a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.*

*The use of a word processor must reflect the candidate’s normal way of working within the centre. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates...*

*A member of the centre’s senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.” [AA 5.8]*

#### **14.9 Separate invigilation within the centre**

*“SENCo’s must note that candidates are only entitled to the above arrangement if they are disabled within the meaning of the Equality Act. The candidate is at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment and it would be reasonable in all circumstances to provide the arrangement. (The only exception to this would be a temporary illness, a temporary injury or other temporary indisposition which is clearly evidenced.)”*

*“...For example, in the case of separate invigilation, the candidate’s difficulties are established within the centre (see Chapter 4, paragraph 4.1.4, page 16) and known to a Form Tutor, a Head of Year, the 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.” [AA 5.16]*

#### **14.10 Non-examination assessment policy**

This policy is held in the school staff portal in the policy folder

*“The centre will ... have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a written controlled assessments policy.)” [GR 5.7]*

*“The JCQ requires each centre to have a non-examination assessment policy in place:*

- 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 JCQ Centre Inspector will ask the examinations officer to confirm that such a policy is in place. The guidance provided in this document will help the head of centre to ensure that the centre's policy is fit for purpose. The policy will need to cover all types of non-examination assessment.” [NEA 1]*

#### **14.11 Estimated entries collection and submission procedure**

The exams officer will liaise with teaching staff and Heads of Department to gather estimated entry information. Records are kept. This information is collated by the EO and submitted to the awarding bodies through EDI

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

The exams officer will liaise with teaching staff and Curriculum Leaders to gather final entry information. Records are kept. This information is collated by the EO and submitted to the awarding bodies through EDI

#### **14.13 Verifying candidate identity procedure**

Settlebeck School will provide desk labels with the candidate's name and exam number. As a small school the exams officer and senior leadership of the school know the identity of all individual candidates and can confirm identify.

*“The centre will ... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment;” [GR 5.9]*

*Invigilators must establish the identity of all candidates sitting examinations.*

*...A private/external or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...*

*...Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.*

*Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.” [ICE 16]*

#### **14.14 Candidate absence policy**

- If a candidate is ill and cannot attend an exam they are asked to contact the school (or have someone contact school for them) before 9.00am and speak to the Exams Officer. It is essential that medical or other appropriate evidence is obtained on the day of the absence. This should be given to the Exams Officer at the earliest opportunity as it will be required by the exam board.
- If a candidate arrives at school for their exam and finds they are unwell they must speak to the exams officer or a member of SLT immediately.
- In exceptional circumstances special consideration may be applied for. Not all applications for Special Consideration are granted and the criteria is very specific. It will only be applied if all the criteria are met and a very small percentage of marks (between 0% and 5% in exceptional circumstances) are awarded to compensate for the disruption. Like access arrangements it DOES NOT give one candidate an advantage over another.
- To be awarded a grade for a GCSE subject where a candidate misses all or part of an examination through illness or personal misfortune a total of 40% of the total assessment must be completed.
- Candidates must contact the exams officer if they are unable to attend an exam. Failure to do so will be classed as “unauthorised” and you may be charged for that exam paper. If less than 25% of the assessment has been completed they will not receive a grade.
- A member of centre staff (usually the receptionist) will follow up any absence.

#### **14.15 Candidate late arrival policy**

- If a candidate arrives late for an exam they are asked to report to the exams officer immediately. They may be allowed to sit their exam and if this is deemed appropriate by the head of centre and/or exams officer will be escorted to the exam room by the exams officer or a senior member of staff. They will be allowed the full time for the examination provided that adequate supervision arrangements can be put in place at short notice.
- If a candidate arrives very late or more than one hour after the published starting time for the exam, they may not be allowed to sit the exam

All late arrivals will be recorded and monitored

#### **14.16 Food and drink in exam rooms**

In this centre we do not allow food, with the exception of sweets, in exam rooms except under exceptional circumstances at the Head of Centres discretion. Candidates can take bottled water into the exam rooms so long as all labels are removed.

*“Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food brought into the examination room whether by the candidate or the centre is free from packaging and all labels are removed from drink containers.” [ICE 18]*

#### **14.17 Emergency evacuation policy**

This policy is held in the school intranet in the policy folder

*“...Reference should also be made to the following document -*

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats> .... *You must have a written centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.” [ICE25]*

#### **14.18 Managing behaviour**

All incidents of poor, disruptive and/or inappropriate behaviour will be recorded by the invigilators on an exam incident log and reported to the exams officer and dealt with in accordance with JCQ regulations.

Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or JCQ will be followed by the Centre.

Malpractice associated with external examination for the purposes of this policy can include the following:

- Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions
- The possession of mobile phones or other electronic devices in the exam room (whether switched off or not)
- The passing of information between students during an examination
- Taking unauthorised material into the examination room

*“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.” [ICE24]*

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

Candidates personal belongings will be stored outside the main exam hall Unauthorised materials such as mobile phones and watches may be stored in the candidate’s bags/lockers or in the reception in designated plastic pockets. Mobile phones and smart watches must be switched off Candidates sitting exams in other designated rooms may be asked to store their personal belongings at the back of the room

*“...In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject...”*

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

*...The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks.*

*...A head of centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their watches outside of the examination room”. [ICE 18]*

#### **14.21-Results day programme**

The centre will be open from 10am to 1pm on results day. Students must collect their results in person. If they wish any family members to collect their results on their behalf, they must bring your written

permission with them to school. Results will not be released without this authority and results will then be posted out to your home address on results day. Results will not be given out by telephone or fax under any circumstances. They will only be given out by email to the candidate's (not a family member's) email address under exceptional circumstances and in response to an email request to the Exams Officer made by the candidate.

Centre staff will be available on results day to discuss results with candidates.

#### **14.22 Post-Results Services and Appeals**

Candidates are informed of the post-results process before their exams. <https://www.jcq.org.uk/exams-office/post-results-services>

Reviews of Results (RoRs) may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

- If a result is queried by the Centre then the Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.
- If a result is queried by a candidate then the expense will be charged to the candidate. Cheques for the full amount must be received, together with the appropriate signed authority by the candidate before the Centre will make the Enquiry.

Access to scripts:

- Candidates may ask the Centre to request the return of papers within 3 days' scrutiny of the results. The cost of this service will be charged to the candidate.
- Centre staff may request the return of scripts for teaching purposes. The consent of the candidates must be obtained for this and the cost will be borne by the Centre from departmental budgets.

*"The centre will...have in place written procedures for how it will deal with candidates 'requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results..."* [GR 5.13]

*"The centre will...treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals."* [GR 5.6]

*"Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly."* [PRS 4.1]

#### **14.23 Issue of certificates procedure**

Year 11 students are invited to our Awards Evening when it is hoped that candidates and their families will

be able to attend to receive all the certificates they have received during their time at Settlebeck School. Candidates who are unable to attend the Evening may collect their certificates in person from school following the event. Certificates will not be given to anyone other than the candidate without the candidate's written permission. [GR 5.14]

#### **14.24 Retention of certificates policy**

Settlebeck School is obliged to keep certificates for a period of one year after issue. If they remain unclaimed after this time the school is advised to shred them securely and to notify the exam boards that this has been done.