



Examinations Policy

Policy adopted by the Governing Body on 21st March 2024 to be reviewed annually.

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Policy Statement

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. Exams are an integral part of school life. *Whilst all procedures detailed below will be adopted, there may need to be some alterations subject to government and/or JCQ guidance.*

This exam policy will ensure that:

- all aspects of the centre exam process is documented supporting the exams contingency plan, and that other relevant exams-related policies, procedures and plans are signposted
- 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 in accordance with current JCQ and awarding body regulations, guidance and instructions, thus ensuring that the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute

- exam candidates understand the examinations¹ process and what is expected of them and are prepared as well as possible for any examinations which they undertake

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 communicated² to all relevant centre staff at the start of every academic year.

¹ The word 'examinations' is used here for formal assessment occasions, whether internal or external, and does not include class tests which teachers arrange at their own convenience.

² The Policy is accessible on the Staff Shared Drive

Roles and Responsibilities Overview

Head of Centre

- The Head of Centre is the individual 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. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.
- Heads of Centre must ensure that Senior Leadership Teams and exam office personnel familiarise themselves with the entire contents of JCQ *General Regulations for Approved Centres* booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.
- Heads of Centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. (GR, section 1)

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 Headteacher (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

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 the (*Instructions for conducting examinations*) booklet. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*:

<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

- 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 in Examinations and Assessments* (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

- o 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
- o 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 penalties (see National Centre Number Register and other information requirements section)
- 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, training and support

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resources, 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 (EO) 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 an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the 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 has sufficient time to perform their role and familiarise him/herself with relevant awarding bodies and JCQ documentation.
- 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

External and 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
- Has in place a member of the Senior Leadership Team who will provide effective and supervision support and of the Examinations Officer to 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
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the

conducting of examinations and assessments

- Makes sure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, 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 keyholder 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 (the exams officer must be one of the 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 the course of and after examinations 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 immediately informs the awarding body of any cases of 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

Head of Centre

- 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)
- Ensures any cases of suspected malpractice (by centre staff, candidates or invigilators) are investigated and reported to the awarding body as required

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

Examinations 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, disruption or disturbance in the exam room, emergency evacuation)
- Are informed of the arrangements for dealing with unauthorised materials through training

Candidates

- Read and comply with relevant JCQ regulations regarding exam behaviour

Malpractice Policy (Exams)

Also refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** (<http://www.jcq.org.uk/exams-office/malpractice>) to update the centre's malpractice/plagiarism policy to acknowledge the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged) – most simply by referencing this document

- Ensures risks to the exam process are assessed and appropriate risk management processes/**contingency plans**³ are in place (that allow the Senior Leadership Team to act immediately in the event of an emergency where the Head of Centre, the Examinations Officer or SENCo is absent at a critical stage of the examination cycle)
- The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.
- All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

Policies available for inspection GR (section 5.3)

All exam policies are accessible on the Staff Shared Drive

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

National Centre Number Register and other important information

- 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 every year
- 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 by completion of the Head of Centre Declaration

³ Exam Contingency Plan - accessible on the Staff Shared Drive

- 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 papers and 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

Examinations Officer

- 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*
- Completes/submits the National Centre Number Register annual update by the end of October every year
- 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 external 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 entries 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 Leadership Team

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

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams cycle and meet internal deadlines set by the **EO** and **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

Special Educational Needs Coordinator (SENCo)

- Understands 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 **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), 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

Office Staff

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

Site Staff

- Support the **EO** in relevant matters relating to setting up exam rooms, resources and exam-related deliveries

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, SMEA, NEA (and the instructions for conducting coursework) and SC

Examinations Officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to any exams process that has been updated
- Signposts students and parents to relevant JCQ information
- Informs the awarding bodies of any centre staff who are teaching or preparing members of their family or children of the Examinations Officer for examinations or assessments.
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information gathering

Examinations 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 (insert the titles these internal exams are referred to in the centre)

Heads of Faculty / Lead Practitioners

- Respond (or ensure teaching staff respond) to requests from the **EO** on information gathering
- Meet the internal deadline for the return of information
- Inform the **EO** immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, minimising the risk of late or other penalty fees being incurred. This includes changes to candidate personal details and amendments to existing entries
- Check final entry submission information provided by the **EO** and confirm information is correct

- Minimise the risk of late entries by following procedures and deadlines identified by the **EO** in relation to making final entries

Form Tutors

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

Candidate

- Notify the **EO** of intention to resit AS exams in good time for entries to be made
- Notify the **EO** in good time of any discrepancies or errors in their statement of entry

Access Arrangements/Reasonable Adjustments

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 in Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo

- Assesses candidates to identify and gathers **evidence** to support the need for access arrangements/reasonable adjustments
- Liaise 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, Privacy Notice (AAO) and Data Protection notices** from candidates where required
- 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 any documentation is kept 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)
- Liaises with the **EO** regarding facilitation and invigilation of access arrangement candidates
- Ensures staff appointed to facilitate access arrangements/reasonable adjustments for candidates are thoroughly trained and understand the rules of the particular arrangement(s)
- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act 2010 (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 JCQ and school exam information is adapted where this may be required for a disabled candidate to access it
- **Allocates appropriately trained centre staff to facilitate access arrangements/reasonable adjustments for candidates in exams and assessments**
- As Centre Assessor, meets JCQ requirements for hours of practice and provides the **EO** with evidence of their Level 7 qualification to be held on file

- As Centre Assessor, is subject to checks on their processes by Senior Leadership, to ensure consistency and validity
- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Senior Leaders, Heads of Faculty, Lead Practitioners, Teaching staff

- Support the **SENCo** in identifying and implementing appropriate access arrangements/reasonable adjustments as normal way of working
- Produce a word processor policy, specific to the centre, 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 appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed marks
- Ensures arrangements are in place to coordinate 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 GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)

Non-examination Assessment Policy

Also refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** (<http://www.jcq.org.uk/exams-office/malpractice>)

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 Leadership Team

- 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
- Ensure appropriate internal moderation, standardisation and verification processes are in place

SENCo

- Liaise with teaching staff to implement appropriate access arrangements/reasonable adjustments for candidates undertaking internal assessments

Heads of Faculty

- Ensure teaching staff submit marks for internally assessed components of qualifications to the awarding bodies by the deadline
- Ensure teaching staff authenticate candidates' work to the awarding body requirements
- Ensure teaching staff provide required samples of work for moderation to the **EO** promptly on request
- 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 qualifications) follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensure teaching staff delivering reformed GCE & 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

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 internal assessment decisions prior to marks being submitted to awarding bodies, in order that candidates have sufficient time to appeal the marks
- Submits marks and samples to awarding bodies/moderators to meet the external deadline
- Provide internal exam papers to the **EO** in good time

Examinations Officer

- Keeps a record to track when moderated samples of work have been sent
- Logs and securely stores moderated work returned to the centre until **1st November**
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
- Prepares for the conduct of relevant 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 and briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the **EO**

Candidates

- Authenticate their work as required by the awarding body
- Behave in internal exams according to JCQ and school expectation

Briefing Candidates

Examinations Officer

- Issues individual exam statement of entry and timetable information to candidates
- Issues relevant JCQ and awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - special consideration

- behaviour during exams and internal assessments
- what equipment is/is not provided by the centre
- candidate belongings and food and drink in exam rooms
- when and how the results will be issued and the staff that will be available
- post-results services and how the centre deals with requests from candidates
- when and how certificates will be issued
- resit opportunities and fees

Verifying the Identity of All Candidates

Internal candidates will be registered outside the exam venue, by senior members of staff who know them. They will have a photographic ID card on their exam desk at all times. Private candidates must bring photographic identification to all exams.

Private Candidates are accepted at the discretion of the **EO** and only for subjects without a coursework or controlled assessment component. An administration fee will be charged, in addition to entry and invigilation costs. Private candidates must provide photographic identification and are subject to the same JCQ regulations as school candidates. They will be made aware that relevant personal data will be transferred to the awarding bodies for the purpose of examining and awarding qualifications.

Exam Time: Roles And Responsibilities

Head of Centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies
- Ensures only approved centre staff are present in exam rooms
- Ensures that relevant hardware and software for delivering on screen and media based tests is available
- Ensures protection for hardware, software and network security of IT systems

Senior Leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place with identified roles and responsibilities (see appendix)
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Site Staff

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

SENCos

- 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

Examinations Officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Ensures that each exam session is fully prepared for, unplanned events can be dealt and associated follow-up is completed
- Organises exam question papers and associated confidential resources in date order in secure storage and attaches erratum notices received to relevant exam question paper packets

- Ensures exam rooms are set up as required in the regulations
- Regularly checks mail or inbox for updates from awarding bodies
- Ensures a procedure is in place to verify candidate identity including private candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements and retains these until after results are issued
- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency access arrangements/reasonable adjustments as they arise at the time of exams
- 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
- Warns very late candidates that their work may not be accepted by the awarding body
- Briefs invigilators daily and provides appropriate resources to effectively conduct exams
- 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
- The Examinations Officer or a Senior Leader accompanies the Inspector **throughout** the course of the JCQ centre inspection visit, including inspection of the centre's secure storage facility
- Ensures security of exam papers until all candidates at the centre have completed the exam
- Identifies 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
- Dispatches scripts as instructed by JCQ and awarding bodies and keeps records
- Collates attendance registers and examiner details in date order

Invigilators

- Conduct exams in every exam room as instructed in training events and briefing sessions
- Follow the procedure for verifying candidate identity provided by the **EO**
- Seat candidates in exam rooms as instructed by the **EO** in the seating plan
- Are informed of the 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 and that the **EO** is informed immediately
- Are informed of the process for dealing with late or very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log
- Ensure candidates use their legal given name on all exam scripts and note on the attendance register if this has not been done
- Maintain the security of the exam room and papers until all candidates have left the room

Candidates

- Are required to remain in the exam room for the full duration of the exam unless an emergency evacuation arises
- Are charged relevant entry fees for unauthorised absence from exams
- Follow instructions regarding absence from or illness during exams

Special consideration

Senior Leaders

- Verify evidence to support eligible application for special consideration

Examinations Officer

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

Candidates

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

Results And Post-Results: Roles And Responsibilities

Managing Results Days

Senior Leaders

- Identify centre staff who will be involved in the main summer results days and their role
- Ensure senior staff are available for candidates as results are issued
- Ensure candidates are aware before exam season of the times/dates when Senior Leaders will be available post results

Site Staff

- Ensure the centre is open and accessible to centre staff and candidates, as required

Examinations Officer

- Informs candidates in advance of when and how the results will be released to them
- Ensures candidates and parents understand data protection regulations regarding release of results
- Accesses results from awarding bodies under restricted release of results 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

Assistant Head Teacher

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the secondary school and college (key stage 4/16-18) performance tables September checking exercise

Post-Results

Head Of Centre

- Ensures **internal appeals procedures** are available where candidates disagree with the centre decision not to support an enquiry about results or not to appeal against the outcome of an enquiry about results

Examinations Officer

- Provides information to candidates and staff on the post results 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 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 once all post results services are complete
- 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 review
- 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 exam archiving policy that identifies information held, retention period and method of disposal

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

- Provide informed consent
- Meet internal deadlines and provide fees to request the services
- May arrange for certificates to be collected on their behalf by providing the **EO** with written authorisation; authorised persons must provide ID evidence on collection of certificates

Senior Leaders

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

Head of Faculty

- Ensures teaching staff keep candidates' internally assessed 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 or disposed of according to the requirements

Retention of Certificates and Archive of Results

Uncollected certificates will be retained by the centre for **5 years** and then securely destroyed. Written records will be kept of collected certificates. Certificates being collected from the school office must be signed for: a proxy must bring a signed authorisation letter from the candidate. Results are available from the centre's Management Information System from 2004. If ex-students require results from exams prior to this, they will need to contact the awarding body directly. Lost certificates can only be replaced via the awarding bodies.

Exams Emergency Procedures and Lockdown Policy

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat. In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents. In the event of an exam having to be abandoned, the centre contingency plan will be invoked.

Roles and responsibilities

Head of Centre

- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulations.

Facilities - Health and Safety Coordinator

- Is responsible for the centre-wide emergency evacuation procedure and ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required
- Ensures identified Fire Marshals are responsible for knowing which rooms are being used for exams who will advise invigilation staff directly in the event of an emergency

Special Educational Needs Co-ordinator

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Examinations Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed prior to exams taking place, on what will happen in the event of an emergency in the exam room
- Provides invigilators with a copy of the emergency evacuation procedures for each exam room
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room
- Liaises with the **SENC**o and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process

Invigilators

- By attending training, ensure they understand what to do in the event of an emergency in the exam room
- Follow the actions required in the emergency evacuation procedure issued to them for each exam room
- Confirm with the **EO** what different procedures or assistance may need to be provided for a disabled candidate they are invigilating

Other Centre Staff

- Support the Senior Leader, **SENC**o, Examinations Officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Emergency evacuation procedure
Actions to be taken (as detailed in the current JCQ <i>Instructions for conducting examinations chapter 18, Emergencies</i>)
Stop the candidates from writing and tell them that they remain under exam conditions
Evacuate the examination room in line with the instructions given by the appropriate authority
Collect the attendance register and seating plan, in order to ensure all candidates are present
Candidates will be dismissed in rows and should leave the room in silence via the nearest fire exit. Evacuation maps are provided in every exam room
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
Make a note of the time of the interruption and how long it lasted
Allow the candidates time to settle followed by 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
Additional centre-specific actions to be taken
The fire assembly point is on the school field. Exam candidates will assemble at the top of the field near the staff and not with their form groups.
If a decision is taken that the exam must be abandoned, the centre contingency plan will be invoked

Further exams information can be found in the **Information for Candidates** booklet produced annually. The following policies should be considered alongside the Exams Policy and are located on the Staff shared area or the website where appropriate:

Child Protection Policy

Data Protection Policy

Equalities Policy (Exams)

Examinations Complaints

Examinations Internal Appeals Policy

Non-Examination Assessment Policy

Exams Word Processor Policy

Exams Access Arrangements Policy

Exams Contingency Policy

Exams Emergency Procedures

Signed _____ (Chair of Governors)

Date _____