



2023
2024

Policy adopted: 1st September 2022

Last review date: 1st September 2023

Signed by: Mrs K. Phillips

Position: Senior Deputy Headteacher

A white rectangular box containing a handwritten signature in black ink that reads "K. Phillips".

EXAMINATIONS POLICY



Saint John Henry

Newman Catholic College

LOVE ONE ANOTHER

SERVICE TO LOVE YOUR NEIGHBOUR AS YOURSELF

COURAGE TO DO THE RIGHT THING

DIGNITY TO TREAT OTHERS AS YOU WOULD LIKE TO BE TREATED

EXCELLENCE THROUGH LEARNING

“We strive to have the courage to celebrate
and live our Christian Faith,
in love and service to all others,
to achieve dignity and excellence”

We monitor the impact of all policies on students, staff, parent and governors with particular reference to the impact on the attainment and wellbeing of students.

As a Roman Catholic College we believe that our policy should reflect our mission statement, which calls us to love and honour the dignity of every individual.

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Key staff involved in the policy:

Role	Name(s)
Head of Centre	G R Potts
Exams Officer	T Burlison
Exams Officer Line Manager (Senior Leader)	K Phillips
SENCo	A McDonald
SLT member(s)	K Phillips, R Singh, H McCardle, C Perkin, G White, S Gray, D Maxwell, N Foley, A Roebuck, S McNee, S Butler, A Walker, K Diveney

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

Purpose of the policy

Saint John Henry Newman Catholic College is committed to ensuring that the management and administration process is run effectively and efficiently. The exam policy will ensure that:

- all aspects of the Centre's exam process are documented, and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exam process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with 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
- candidates understand the exams process and what is expected of them

This policy will be communicated to all relevant centre staff in the following ways:

- All centre staff: via school website
- Invigilation staff: via annual training session and school website
- Parents/Carers/Candidates: available via school website or hard copy from Exams Officer upon request

Roles and Responsibilities overview

The Head of Centre (HOC) 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 all examinations/assessments. **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication

Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024.

The Examinations Officer (EO) 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 HOC and an EO are two very distinct and separate roles.

The HOC and/or EO may operate across more than one centre. In such cases the HOC must ensure there is suitable support in place, so they can meet their obligations across all centres for which they are responsible. HOC must ensure that these arrangements are covered by their examination contingency plan.

Head of Centre:

- Understands the contents, refers to and directs relevant staff to all annually updated JCQ publications

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous bullet point
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from the 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/carers/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel
- Ensures the EO attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exams process to be effectively managed and administered
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures that no teaching staff involved in the delivery of a qualification are used as an invigilator during a written timetabled examination in that subject
- Enables the relevant Senior Leader(s), the 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 ALS Lead/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the EO is line managed and actively supported by a member of the Senior Leadership Team who has a good working knowledge of the examination system
- Complies with health and safety rules which are in place and that the centre is adequately covered for public liability claims
- *Health & Safety Policy can be located in school files or via school website*
- Ensures security within the examinations process is managed according to JCQ and awarding body regulations, guidance and instructions including:
 - 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
 - Only exam related materials contained in secure room
 - Assigning between 2 and 6 keyholders only, each of whom must fully understand their responsibilities: K. Phillips, D. Maxwell, T. Burlison, C. Riley, J. Grogan, A. Scorer
 - Access to the secure storage facility is restricted to key holders and staff approved by the Head of Centre – these staff must be always accompanied by a key holder
 - 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)
- 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
 - * *JCQ Suspected malpractice – Policies and procedures: can be located via school website*
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place:
 - * *Examinations Contingency Plan can be located in school files or via school website*
 - * *Lockdown Policy (Exams) can be located in school files or via school website*
- Ensures required internal appeals procedures are in place:
 - * *Appeals, Complaints & EARs Policy can be located in school files or via school website*
- Ensures a Disability policy for exams showing the Centre's compliance with relevant legislation is in place:
 - * *Disability/Equality Policy (exams) can be located in school files or via school website*
- Ensures a complaints and appeals procedure covering general complaints regarding the Centre's delivery or administration of a qualification is in place:
 - * *Appeals, Complaints & EARs Policy can be located in school files or via school website*
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements including information relating to external invigilators involved in the exam process
 - * *Child Protection/Safeguarding Policy can be located in school files or via school website*
- Ensures the centre has a Data Protection Policy in place:
 - * *GDPR (General Data Protection Regulations) policy for can be located in school files or via school website*
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments:
 - * *Access Arrangements and Reasonable Adjustments Policy can be located in school files or via school website*
- Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- Ensures the appropriate steps are taken where a candidate is being entered for exams is related to a member of the centre staff: *Informing relevant awarding bodies before the published deadline for entries for each examination series*
- Ensures the centre has a whistleblowing policy in place
 - * *Whistleblowing Policy can be located in school files or via school website*

National Centre Number Register

Head of Centre and/or Examinations Officer:

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre
- Ensures the National Centre Number Register annual update is responded to by the end of October
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the Senior Leadership Team or the EO, 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

Head of Centre and/or Examinations Officer:

- 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 centres secure storage facility

Examinations Officer:

- Understands the contents of all annually updated JCQ publications
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies via OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
 - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
 - Informs the National Centre Number Register Team **immediately** (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
 - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
 - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centres status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines are met
- Recruits, trains and deploys a team of invigilators; appoints lead invigilators as required and keeps a record of all the training provided to invigilators for the required period
- Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments (**for each examination series**)
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

Senior Leaders (SLT):

- Are familiar with the contents, refer to and direct relevant centre staff to all annually updated JCQ publications
 - Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and ALS Lead/SENCo
 - Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to provide effective delivery of qualifications
 - Ensure teaching staff attend relevant awarding body training and update events

Special Educational Needs Coordinator (SENCo):

- Is familiar with the contents, refers to and directs relevant centre staff to all annually updated JCQ publications
- Leads on the Access Arrangements and Reasonable Adjustments process
- If not the qualified assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Presents when requested by a JCQ 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 teacher-specific information to provide effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators:

- Attend/undertake training (on the current regulations), the annual update, briefings 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
- Sign the Conflict of Interest form

Reception staff:

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

Site Staff:

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

Candidates:

- Where applicable in this policy the term 'candidates' refers to candidates and/or their parents/carers

The Exam Cycle

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

- Planning
- Entries
- Pre-exams
- Exam time
- Results and post-results

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

Planning: roles and responsibilities

Information sharing

Head of Centre:

- Directs relevant centre staff to all annually updated JCQ publications

Exams Officer:

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

Information gathering

Exams Officer:

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Research 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 the conduct of all Mocks

Head of Department:

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of the information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the Annual Exams Plan and directs teaching staff to meet these

Access Arrangements

Head of Centre:

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- Ensures a written statement is in place to not only check the qualification(s) of their Assessor(s) but that the assessment process is administered correctly
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo:

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements/reasonable adjustments requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of “normal way of working” of an affected candidate
- Determines candidate eligibility for arrangements that are centre delegated
- Gathers signed **Personal data consent**, forms from candidates where required and ensures **Data protection confirmation(s)** by the EO or SENCo are completed

- Applies for approval through Access Arrangements Online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence in file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period
- Liaises with the relevant member of the Senior Leadership Team on the centre's policy on the use of word processors in examinations
 - * *Word Processing Policy/Statement can be located in school files or via school website*
- provides a statement detailing the criteria used for the allocation of Word Processors for examinations and assessments (included in the Word Processing Policy)
- Ensures criteria for candidates granted **alternative rooming within the centre** (sitting the examination outside of the main examination hall/room e.g. a room for a smaller group of candidates) is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

The SENCO will assess the candidate and all necessary evidence before making a decision whether or not to grant separate invigilation within the centre. They will consider:

Whether the candidate has a substantial and long-term impairment which has an adverse effect; and whether this fulfils the candidate's normal way of working in all internal tests/mock exams.

Alternative rooming will only be awarded in cases where the candidate's difficulties are established within the centre and are known to a member of staff with pastoral responsibilities. This could be due to a long-term medical condition or long-term social, emotional and mental health needs. All relevant documentation will be stored on file.

If a candidate requires support based in an office, the college will deploy a 'Roving' invigilator who will have a clear route and schedule to adhere to, to ensure we are fully compliant.

SLT, Head of Department, Teaching staff:

- Support the SENCO in identifying and implementing appropriate access arrangements/reasonable adjustments
- SLT to provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

Internal Assessment and Endorsements

Head of Centre:

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre assessed components
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the centre assessed components
- Ensures 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 centre's marking
- Ensures a policy for the management of controlled assessment is in place for legacy GCSE specifications still being delivered which include elements of controlled assessment
 - * *Controlled Assessment Policy can be located in school files or via school website*
- Ensures a non-examination assessment policy is in place for new GCE and GCSE qualifications which include components of non-examination assessments
 - * *Non-Exam Assessment (NEA) Policy can be located in school files or via school website*
- Ensures irregularities are investigated and any cases of suspected malpractice are reported to the

relevant awarding body, as required

SLT:

- 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
- Ensure teaching staff delivering OCR Cambridge Nationals, ELC and BTECs follow *JCQ Instructions for conducting coursework*
- Ensure teaching staff delivering reformed specifications which include components of non-exam assessments follow *JCQ Instruction for conducting non-examination assessments*
- Ensure teaching staff follow appropriate instructions issued by the awarding body

Head of Department:

- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the Centre's marking before marks are submitted to the awarding body

Teaching staff:

- Ensure appropriate instructions for conducting internal assessments are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed prior to assessments taking place
- Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the Centre's marking before marks are submitted to the awarding body

Exams Officer:

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signpost teaching staff to relevant JCQ documentation, which is annually updated: *JCQ Information for candidates' documents*

Invigilation

Head of Centre:

- Ensures relevant support is provided to the EO in recruiting, training, and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators or to facilitate and access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determines if additional invigilators will be deployed in timed Art exams in addition to their subject teacher

Exams Officer:

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides an annual training event for new invigilators and an update event for existing invigilators on the current instructions for conducting exams
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of the facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and are made aware of the access arrangements awarded, confirming invigilators understand what is and what is not permissible
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

Entries: roles and responsibilities

Estimated Entries

Exams Officer:

- Requests estimated or early entry information, where this may be required by awarding bodies, from SLs in a timely manner to ensure awarding body external deadlines for submission can be met
- Makes candidates aware of the JCQ Information for Candidates – Privacy notice at the start of a vocational course or when entries are submitted to awarding bodies

Estimated entries collection and submission procedure:

EO will liaise with SLs to issue/collate a specification spreadsheet in June/July for the next academic year of examination entries. This information (including estimated entries) will be shared with relevant awarding bodies via their online systems as necessary.

Head of Department:

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

Final Entries

Exams Officer:

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

Final entries collection and submission procedure:

EO will liaise with SLs and issue entry marksheets for completion with an internal deadline. All mark-sheets are required to be signed and dated, by relevant subject staff once completed before being returned to the EO. Once all entries have been completed, they are submitted to the relevant awarding bodies via A2C data transfer. Reminder of deadline dates for any changes to be made without incurring fees is circulated from the EO via SLs.

Head of Department:

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

Entry Fees

All examination entry fees are covered by the exams budget; any late fees (which could have been avoided) are taken from the relevant department budget.

Late Entries

Exams Officer:

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

Head of Department minimises the risk of late entries by:

- Following procedures identified by the EO in relation to making final entries on time
- Meeting internal deadlines identified by the EO for making final entries

Private Candidates

Centre does not currently accept private candidates.

Candidates' statements of entry

Exams Officer:

- Provides candidates with statements of entry for checking

Teaching staff:

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

Candidates:

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

Pre-exams: roles and responsibilities

Access Arrangements and Reasonable Adjustments

SENCo:

- 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 (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidate documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangements)

Briefing Candidates

Exams Officer:

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day identified for the event of any local/national disruption to exams
- Prior to exams, issue the relevant JCQ information for candidates' documents
- Where relevant, issue relevant 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
- What equipment is/is not provided by the centre
- Food and drink in the exam rooms
- Unauthorised items in exam rooms (including watches)
- When and how results will be issued and the staff that will be available
- The post-results services information and how the centre will deal with requests from candidates
- When and how certificates will be issued

Dispatch of exam scripts

Exams Officer:

- 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

Estimated Grades

Head of Department:

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

Exams Officer:

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

Internal Assessments and Endorsements

Head of Centre:

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

SENCo:

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

Teaching staff:

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

Head of Department:

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

Exams Officer:

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

Candidates:

- Authenticate their work as required by the awarding body

Invigilation

Exams Officer:

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on an annual basis of any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series
- Allocates invigilators to exam rooms according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

SENCo:

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

Invigilators:

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

JCQ Inspection Visit

Exams Officer or Senior Leader:

- Will accompany the inspector throughout their visit

SENCo (or relevant Senior Leader in the absence of the SENCo):

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

Seating and identifying candidates in exam rooms

Exams Officer:

- Ensures a procedure is in place to verify a candidate identity

Verifying candidate identity procedure:

Year Leaders will help assemble all students before entering their exam room and assist in pupil identification. All students taking examinations are provided with individual photographic ID cards, which they are required to place on their desks during all examinations as an identification tool. EO will complete an attendance register in each room and identify student absences.

- Ensure invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators:

- 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

Security of exam materials

Exams Officer:

- Has a process in place to record confidential materials delivered to the centre ensuring that they are issued to authorised staff only
- Ensures access to the secure storage room is restricted and staff approved by Head of Centre are always supervised by a keyholder. These key holders must fully understand their responsibilities (between 2 and 6 keyholders only)
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Ensures a log is kept at the initial point of delivery recording all confidential materials received and signed for by authorised staff
- Carefully checks question paper packets when they are removed from the dispatch packaging and keeps a log of the check
- Appropriate arrangements are in place for confidential material to be transferred immediately to the secure storage facility until they can be unpacked, checked and returned to the secure storage facility in date order
- Ensures the secure storage facility contains only current and live confidential materials
- Ensures all exam stationery are stored in the secure storage room (in secure storage facility if space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (in a controlled area)

Reception staff:

- Follow the process to record confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transfer to the secure storage facility

Teaching staff:

- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

Exams Officer:

- Produces a master centre timetable for each exam series
- Identifies and resolves candidate exam clashes (only applying for overnight supervision arrangements in rare and exceptional circumstances and as a last resort)

Overnight Supervision Policy

Overnight supervision will only be applied for as a last resort once all other options have been exhausted.

Where this is deemed necessary the EO will appoint an invigilator to supervise the candidate at all times, whilst on the premises completing examinations. Overnight supervision and supervision on journeys to and from the centre will be provided by the parent/carer. Parents will be informed that any infringements to overnight supervision arrangements may lead to the awarding body being unable to accept the script and further sanctions/penalties may be applied. These arrangements must maintain the security and integrity of the examination. Parents/carers will be expected to adhere to the following:

- Remove all access to any form of electronic communication/storage device such as phones, email, social media etc. (also includes television and radio)

- Completion of JCQ overnight supervision form the night before (to be signed by both candidate and supervisor)
- Ensure the candidate has no contact with any other candidates

The awarding body will be notified should there be any known or suspected contravention of these arrangements. All completed forms will be stored by the EO (and be available for inspection if requested) until the deadline for reviews/appeals has passed.

Exams Officer:

- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

SEnCo:

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

Site staff:

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

Alternative site arrangements

Exams Officer:

- Ensures question papers will only be taken to an alternative where the published criteria for an alternative site arrangement have been met
- Will inform the JCQ Centre Inspection Service using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Transferred candidate arrangements

Exams Officer:

- Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements by the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements

Internal exams

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

SEnCo:

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

Teaching staff:

- Provide exam papers and material to the EO
- Support the SENCO in making appropriate arrangements for access arrangements candidates

Exam time: roles and responsibilities

Access Arrangements

Exams Officer:

- Provides cover sheets for access arrangements 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

SENCO:

- Applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence policy

The EO, with the support of invigilation staff and Year Teams, identify all candidate absences. Exam/year team will then make the necessary phone calls to locate the candidates whereabouts. EO is informed and relevant actions are taken i.e., staff member on hand to collect the candidate if needed to ensure the security of the examination is maintained at all times.

Once the candidate has arrived at the centre, the EO will escort them to their exam room. Invigilation staff are informed, and the full allocation of time is given.

All absences are clearly marked on the seating plan; this is valuable when marking the official registers – all absences are checked with the EO before being submitted on the final paperwork. Copies of the seating plan, attendance registers and log sheets are retained by the EO and can be produced in the event of an enquiry by the awarding body.

Where there is no valid reason for absence or where valid medical evidence cannot be provided, the centre will invoice the candidate for the costs of the examination.

Invigilators:

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

Candidates:

- Are re-charged relevant entry fees for unauthorised absence from exams
- Are charged the costs of the exam if no valid reason/medical evidence for their absence is provided

Candidate behaviour

All Invigilation staff are trained annually on how to manage candidate's behaviour. All incidents are to be recorded (no matter how minor) using the log sheets provided. Overall responsibility lies with the Lead invigilator who will determine if further intervention is required. A member of school staff is "on call" at all times to deal with any issues that cannot be managed by the invigilation team.

All candidates are informed that all incidents are reported to the relevant awarding body who may decide to take further action i.e., disqualification.

The Centre's Behaviour policy can be located in school files.

Candidate belongings

Exams Officer:

- Ensures that all candidates are aware that personal belongings are not permitted in any Examination Room

Invigilators:

- Warns candidates of the sanctions that may be applied against them should they be found to have personal items on them during an exam

Candidate late arrival

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
- Warns candidates that their work may not be accepted by the awarding body

Invigilators:

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

Candidate late arrival policy

All invigilation staff are trained/updated annually on the process for dealing with late arrivals.

The EO will escort candidates arriving late for examinations to their examination room where they will be given the full allocation of time. Start and finish times will be recorded by the invigilation team using the log sheets provided; the EO will retain these on file.

For any very late arrivals, the EO will determine the reason for the lateness and complete the relevant paperwork before submitting to the awarding body. The candidate will be given the opportunity to make a statement and will be made aware that their work may not be accepted by the awarding body.

Conducting exams

Head of Centre:

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

Exams Officer:

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

Dispatch of exam scripts

Exams Officer:

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

Exam papers and materials

Exams Officer:

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to the relevant sealed question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or 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 invigilator checks the time, date and paper details (the checks must be recorded)
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

Exam rooms

Head of Centre:

- Ensures that prior to formal exams commencing, internal exams, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- Ensures that when a room is 'designated' as an exam room it is not used for any other purpose other than conducting external exams
- Ensures only authorised centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures information relating to leaving the exam room is clearly communicated to candidates

Food and drink in exam rooms

Candidates/staff are permitted to take drinks into the examination room; however, this must only be water in a clear plastic bottle with all labels removed. Candidates are not permitted to take food into any examination room unless they have a valid medical reason/note e.g., Diabetic.

Leaving the Exam Room Policy

Candidates who are allowed to leave the room temporarily will be supervised by a member of centre staff at all times (in no circumstance should this be the candidate's subject teacher). Extra time may be added at the end of the examination to compensate for their temporary absence.

Candidates must remain in the exam hall under exam conditions until the 1-hour mark. Candidates who then leave the room early and have finished the exam must hand in their script, question paper and all other materials before leaving the room. Once they have left the room, they will not be allowed to re-enter.

Those candidates who leave the room without permission will not be allowed to re-enter and must remain supervised by a member of staff until the 1-hour mark is reached. All incidents will be recorded and reported to the relevant awarding bodies where necessary. This will constitute as malpractice and will not be tolerated.

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
- Ensures sole Invigilators have appropriate means of summoning assistance (if this is a mobile phone, instructs the Invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)

- Ensures Invigilators understand the need to be vigilant and remain aware of incidents/situations, looking out for malpractice and recording any issues/incident using the log sheets provided
- Ensures Invigilators understand how to deal with candidates who may need to leave the exam room temporarily and record as necessary
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensure Invigilators and candidates are aware of the Emergency Evacuation procedure
- Ensure Invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior Leaders:

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

Emergency Evacuation policy

- *The Centres Emergency Evacuation policy can be located in school files or via school website*

Site staff:

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

Invigilators:

- Conduct exams in every exam room according to JCQ guidance and as instructed in training/update events and briefing sessions

Candidates:

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

Irregularities/Malpractice

Head of Centre:

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

Malpractice/Maladministration Policy

- *The Centres Malpractice/Maladministration policy can be located in school files or via school website*

Senior Leaders

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

Exams Officer:

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities

- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators:

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrivals, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation, fire alarm)

Special Consideration

Senior Leaders:

- Provide signed evidence to support eligible applications for Special Consideration

Exams Officer:

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

Special Consideration Policy

The Centre's Special Consideration and Reasonable Adjustment policy can be located in school files or via school website.

Candidates:

- Provide appropriate evidence to support Special Consideration requests, where required

Unauthorised Materials

Candidates are not permitted to take any personal belongings into the examination rooms. They are to leave all personal belongings in either their personal lockers or the cages provided in advance of all examinations.

All candidates are provided with equipment and materials they may need for the exam – candidates can provide their own, but this MUST be in a clear pencil case.

Calculators will be provided – candidates can bring their own however, all hard cases/covers must be removed.

All candidates are reminded to put all unauthorised materials, including wrist watches into the invigilator boxes provided at the start of all examinations.

The centre will not be held responsible for any loss or damage to belongings left in the cages provided.

Invigilators:

- Are informed of the arrangements through training

Internal exams

Exams Officer:

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

Invigilators:

- Conduct internal exams as briefed by the EO

Results and post-results: roles and responsibilities

Internal assessment

Senior Leaders:

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

Managing Result Day(s)

Senior Leaders:

- Identify centre staff who will be involved in the main summer results day(s) and their role – K. Phillips, D. Maxwell, T. Burlison, C. Riley and Data Team.
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed, and decisions made on the submission of enquiries and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams Officer:

- Works with Senior Leaders to ensure procedures for managing the main summer results day(s) are in place

Results Day programme

All candidates are invited to collect their results from the centre between 10.00am and 12.00pm on results day. Members of SLT, teaching staff and support staff will be available. For those candidates who are unable to collect they can either:

- Allow someone else to collect on their behalf provided written consent has been given to the EO prior to the release of results – valid ID will be required upon collection.
- Candidates can leave a self-addressed envelope with the EO prior to the release of results for them to be posted home.

All results that are collected will require a signature from the candidate or person collecting on their behalf.

All candidates will be given a copy of the post-results services that are available and the associated fees and deadlines. The EO will be available on results day and the following day to discuss any EAR requests. The centre will cover the costs for any requests that have been agreed with subject staff or SLT; all other requests from candidates will require them to pay the relevant fees.

Access to scripts, enquiries about results and appeals procedure:

The Centres Appeals and Complaints procedure can be located in school files or via school website.

Any results not collected at this time will be left at reception for the candidate to collect at an alternative time.

Site staff:

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

Accessing Results

Head of Centre:

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

Exams Officer:

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

Post-results services

Head of Centre:

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

Exams Officer:

- Provides information to all 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 collects 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
- Provides a refund of fees to relevant candidates, where applicable

Teaching staff:

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

Candidates:

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

Analysis of results

Data Manager:

- Upload data to 4matrix
- 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 checking exercise*

Certificates

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

Issue of certificates procedure

All candidates are invited to attend an Annual Celebration Evening usually held in November. This evening will be organised by the EO with the support of SLT.

The Head of Centre formally recognises the candidate's achievements before they collect their certificates.

Any certificates not collected on this evening can be collected from the centre at an alternative time – candidates will be asked to sign a slip to confirm they have collected, and this is then retained by the EO.

Candidates:

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

Retention of certificates policy

The EO will retain all certificates in the centre for 2 years before disposing via confidential waste. During the retention period, all certificates are stored with the EO in the secure storage facility.

Review: roles and responsibilities

Exams Officer:

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

Senior Leaders:

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

Retention of records: roles and responsibilities

Exams Officer:

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

** Exams Archiving Policy can be located in school files or via school website*

Appendix 1: Internal Governance Arrangements

Escalation Process

Oversight of the examination administration is carried out by Deputy Headteacher who supports the EO throughout the year to ensure that the integrity and security of all examinations and assessments is maintained.


The EO has weekly line management meetings with the Senior Deputy Headteacher to discuss all examination requirements, updates and to forward plan as necessary.

All policies relating to exams are shared with the Headteacher, Deputies and Assistant Headteachers.

In the event of an absence of the Head of Centre, the Senior Deputy Headteacher will pick up this responsibility.

All JCQ regulations and associated documentation is provided at the start of each academic year to all members of the Senior Leadership Team who are to confirm in writing that they have read, understood and agree to adhere to all regulations and guidance relating to examinations.

In the event of an absence of the Senior Deputy Headteacher, the Assistant Headteacher will pick up this responsibility and work with the EO providing support where required.

<u>Signed by Head of Centre:</u>		<u>Date:</u> 22.09.23
<u>Signed by Examinations Officer:</u>	T. Burison	<u>Date:</u> 22.09.23

Renewal Date: September 2024



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