

# Exams policy

# 2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Mr C Catherall (Head Teacher)	
Signed:	
<b>Date of next review</b>	January 2019

## Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mr C Catherall</b>
Exams officer line manager (Senior Leader)	<b>Mr A Hammersley</b>
Exams officer	<b>Mrs B Monk</b>
SENCo	<b>Mrs L Wood</b>
SLT member(s)	<b>Mr C Catherall</b>
	<b>Mr A Hammersley</b>
	<b>Mrs L Wood</b>
	<b>Mr D Blackledge</b>
	<b>Mr S Porter</b>
	<b>Mr M Reed</b>



## Purpose of the policy

Academy@Worden is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- ▶ all aspects of the centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- ▶ all staff are 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 JCQ and awarding body regulations, guidance and instructions, thus ensuring that
- ▶ exam candidates understand the exams process and what is expected of them.

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

This policy will be communicated to all relevant centre staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

## Roles and responsibilities overview

The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.

**The head of centre may not appoint themselves as the examinations officer.**

### Head of centre

- ▶ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [\*General regulations for approved centres\*](#) (GR)
  - [\*Instructions for conducting examinations\*](#) (ICE)
  - [\*Access Arrangements and Reasonable Adjustments\*](#) (AA)
  - [\*Suspected Malpractice in Examinations and Assessments\*](#) (SMEA)
  - [\*Instructions for conducting non-examination assessments\*](#) (NEA) (and the instructions for conducting controlled assessment and coursework)
- ▶ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught
- ▶ Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration. A copy is placed in the exams policy
- ▶ Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered

- ▶ Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCO)
- ▶ 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 a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test
- ▶ Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
  - ▶ the location of the centre's secure storage unit is in an area solely assigned to examinations
  - ▶ the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - ▶ that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- ▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence)

### **Exam contingency plan**

A copy of the Academy's Contingency Plan is included in the Exam Policy Folder and also available on the school's T-drive and website.

- ▶ Ensures required internal appeals procedures are in place

### **Internal appeals procedures**

A copy of the Academy's Internal Appeals Procedure is included in the Exam Policy Folder and also available on the school's T-drive and website.

- ▶ Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place

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

A copy of the Academy's Disability policy is included in the Exam Policy Folder and also available on the school's T-drive and website.

- ▶ Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place

### **Complaints and appeals procedure**

A copy of the Academy's Complaints and Appeals Procedure is included in the Exam Policy Folder and also available on the school's T-drive and website.

- ▶ Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

## Child protection/safeguarding policy

A copy of the Academy's Child Protection/Safeguarding Policy is included in the Exam Policy Folder and also available on the school's T-drive and website.

- ▶ Ensures the centre has a data protection policy in place

## Data protection policy

A copy of the Academy's Data Protection policy is included in the Exam Policy Folder and also available on the school's T-drive and website.

- ▶ Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- ▶ Academy@Worden ensures staff who want to be entered for qualifications at the centre are treated as per any other candidate entered for examinations or assessments
- ▶ Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

Academy@Worden will inform the awarding bodies, before the associated entries are submitted, of any members of staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments. Awarding bodies should also be informed where children of exams office staff are being entered for examinations and assessments.

The head of centre will ensure that during the examination series the member of staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the head of centre must ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts.

If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations. (For example, any application for special consideration must be authorised by another member of staff other than the candidate's relative.)

- ▶ The HoC will ensure that all members of staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- ▶ The HoC will inform staff that they must **not** advise parents/candidates to contact awarding bodies/JCQ directly

The examinations officer is the person appointed by the HoC to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.

## Exams 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)

- ▶ Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- ▶ Ensures key tasks are undertaken and key dates and deadlines met
- ▶ Recruits, trains and deploys a team of internal/external invigilators and keeps a record of 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

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

- ▶ Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:  
[General regulations for approved centres](#)  
[Instructions for conducting examinations](#)  
[Access Arrangements and Reasonable Adjustments](#)  
[Suspected Malpractice in Examinations and Assessments](#)  
[Instructions for conducting non-examination assessments](#) (and the instructions for conducting controlled assessment and coursework)

### **Special educational needs co-ordinator (SENCo)**

- ▶ Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:  
[Access Arrangements and Reasonable Adjustments](#)
- ▶ Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- ▶ If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- ▶ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

### **Head of department (HoD)**

- ▶ Ensures 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 SENCo
- ▶ Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- ▶ Ensures teaching staff attend relevant awarding body training and update events

### **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 confirm effective delivery of qualifications
- ▶ Attend relevant awarding body training and update events

### **Invigilators**

- ▶ Attend training, update, briefing and review sessions as required
- ▶ Provide information as requested on their availability to invigilate
- ▶ Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

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

#### **Exams officer**

- ▶ Makes sure that the relevant staff are aware of any changes and updates to the JCQ publications and any awarding body documentation relating to the exams process
- ▶ to inform staff to any JCQ information that should be provided to candidates
- ▶ As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

### **Information gathering**

#### **Exams officer**

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



- ▶ Collects information on internal exams to enable preparation for the autumn, mocks and spring assessments

### **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 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 that the EO has informed them of

### **Access arrangements**

#### **Head of centre**

- ▶ Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- ▶ Ensures a written process 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 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, by the way of a proforma document emailed out to staff at the beginning of each new term
- ▶ Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- ▶ Makes sure the data protection notices are signed by candidates before access arrangements are submitted online
- ▶ 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 on file for JCQ inspection purposes
- ▶ Employs good practice in relation to the Equality Act 2010
- ▶ Liaises with the EO regarding exam time arrangements for access arrangement candidates
- ▶ Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided
- ▶ Provides and annually reviews the centre's policy on the use of word processors in exams and assessments

#### **Word processor policy (exams)**

A copy of the Academy's word processor policy is included in the Exam Policy folder and also available on the school's T-drive and website.

- ▶ Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

## Separate invigilation within the centre

Candidates with special educational needs, disabilities or temporary injuries to access the assessment without changing the demands of the assessment. For example, readers, scribes and braille or enlarged question papers. These candidates will have a separate examination room with an invigilator and teaching assistant.

## Senior Leaders, Head of department, Teaching staff

- ▶ Support the SENCo in identifying and implementing appropriate access arrangements
- ▶ Senior leaders 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 an internal appeals procedure relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking
- ▶ Ensures a policy for the management of controlled assessment is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment

### Controlled assessment policy

A copy of the Academy's Controlled Assessment Policy is included in the Exam Policy folder and also available on the school's T-drive and website

- ▶ Ensures a non-examination assessment policy is in place for new GCSE qualifications which include components of non-examination assessment

### Non-examination assessment policy

A copy of the Academy's Non-examination assessment Policy is included in the Exam Policy folder and also available on the school's T-drive and website

- ▶ Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

### Senior leaders

- ▶ Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- ▶ Ensure appropriate internal moderation, standardisation and verification processes are in place

### Head of department

- ▶ Ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ [\*Instructions for conducting controlled assessments\*](#) and the specification provided by the awarding body
- ▶ Ensures teaching staff delivering legacy GCSE qualifications and (which include elements of coursework) follow JCQ [\*Instructions for conducting coursework\*](#) and the specification provided by the awarding body

- ▶ Ensures teaching staff delivering new GCSE specifications (which include components of non-examination assessment) follow JCQ [\*Instructions for conducting non-examination assessments\*](#) and the specification provided by the awarding body
- ▶ For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- ▶ Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### **Teaching staff**

- ▶ Ensure appropriate instructions for conducting internal assessment are followed
- ▶ Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (controlled assessments, coursework, non-examination assessments, social media) prior to assessments taking place
- ▶ Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### **Exams officer**

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

### **Invigilation**

#### **Head of centre**

- ▶ Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- ▶ Ensures, if contracting supply staff to act as invigilators or to facilitate an 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 the 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 invigilators on the conduct of exams
- ▶ Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- ▶ Ensures invigilators are 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 HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

#### **Estimated entries collection**

The EO downloads the basedata from all exam boards, from the information given by the HODs from the intention to teach data. The EO will then set up the mark sheets with the relevant specification/unit codes and will print off the mark sheets for HODs and subject teachers to make their entries. The EO will give staff a deadline which must be kept too. From this information the EO will input the data and again will print out the mark sheets and ask the HOD's and subject teachers to check the information is correct and again is signed for confirmation.

#### **Head of department**

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

### **Final entries**

#### **Exams officer**

- ▶ Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- ▶ Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- ▶ Confirms with HoDs final entry information that has been submitted to awarding bodies
- ▶ Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies

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

On receipt of signature/confirmation of the entry mark sheets from HOD's, the EO will make any applicable changes and will then submit all entries to the applicable awarding bodies in Exams Organiser before the external deadline. This link will then be sent to all exam boards via the A2C provider.

#### **Head of department**

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

- ▶ Checks final entry submission information provided by the EO and confirms information is correct

## **Entry fees**

The centre will pay all exam fees on behalf of the candidates. The candidate is liable for the exam fee if an exam absence is not supported by a valid medical certificate or doctor's note. Candidates or departments will not be charged for changes to tier. HoD's will be informed by the exam officer deadline dates for amendments and withdrawals so school will not incur any unnecessary fees.

## **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**

Private candidates will still be entered in the same way as internal candidates. They will be made aware of the exam charges and invigilator expenses before the examinations are taken. The Business Manager will invoice the candidate and will inform the exam officer when payment has been received.

## **Candidate statements of entry**

### **Exams officer**

- ▶ Provides candidates with statements of entry for checking

### **Teaching staff**

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

### **Candidates**

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

## **Pre-exams: roles and responsibilities**

## **Access arrangements**

## **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 candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- ▶ Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- ▶ Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

## **Briefing candidates**

### **Exams officer**

- ▶ Issues individual exam timetable information to candidates
- ▶ Prior to exams issues relevant JCQ information for candidates documents
- ▶ Where relevant, issues relevant awarding body information to candidates
- ▶ Issues centre exam information to candidates including information on:
  - ▶ exam clashes
  - ▶ arriving late for an exam
  - ▶ absence or illness during exams
  - ▶ what equipment is/is not provided by the centre
  - ▶ food and drink in exam rooms
  - ▶ wrist watches, and other electronic devices in exam rooms
  - ▶ when and how results will be issued and the staff that will be available
  - ▶ the post-results services and how the centre deals with requests from candidates
  - ▶ when and how certificates will be issued
  - ▶ This will all be done in an assembly by the Exam Officer and a booklet so parents/carers are aware. Also a copy of the booklet will also be available on the school's website

## **Access to scripts, enquiries about results and appeals procedures**

Enquiries about results must be made within the enquiry period immediately following the publication of results. Applications cannot be submitted retrospectively for previous series. Awarding bodies offer the following services: Service 1 (clerical re-check) This service provides re-checks of all clerical procedures leading to the issue of a result. Service 2 (review of marking) This service provides a review of marking by a senior examiner. Please see the post results service information sheet that candidates receive in their GCSE information booklet. **Appendix 1**

## **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

## **Internal assessment and endorsements**

### **Head of centre**

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

### **SENCo**

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

### **Teaching staff**

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

### **Head of department**

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

### **Exams officer**

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

### **Candidates**

- ▶ Authenticate their work as required by the awarding body

## **Invigilation**

### **Exams officer**

- ▶ Provides an invigilation handbook and/or trains/updates invigilator annually
- ▶ Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)

- ▶ Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios

## **SENCo**

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

## **Invigilators**

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

## **JCQ inspection visit**

### **Exams officer or Senior leader**

- ▶ Will accompany the Inspector throughout the visit

## **Seating and identifying candidates in exam rooms**

### **Exams officer**

- ▶ Ensures a procedure is in place to verify candidate identity including private candidates

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

To verify a candidate's identity, photo id of all candidates will be included in all exam rooms. So that invigilators can easily identify any candidates who are absent or who are not sat in the correct seat according to the seating plan. A member of SLT and the EO will be around at the start of all exams to ensure all pupils are sat in the correct seat in order for the attendance register to be completed correctly. All invigilators and SLT are aware of the procedure.

- ▶ Ensures 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 and issued to authorised staff
- ▶ Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- ▶ Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

### **Reception staff**

- ▶ Follow the process to record confidential materials delivered to the centre and issued to authorised staff

### **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 exam timetable for each exam series
- ▶ Identifies and resolves candidate exam clashes
- ▶ 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 site where the published criteria for an alternative site arrangement has 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 to the awarding body deadline
- ▶ Ensures entries are made in the usual way
- ▶ Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

## **Internal exams**

### **Exams officer**

- ▶ Prepares for the conduct of internal exams under external conditions
- ▶ Provides a centre exam timetable of subjects and rooms
- ▶ Provides seating plans for exam rooms
- ▶ Requests internal exam papers from teaching staff
- ▶ Arranges invigilation (usually teaching staff only external invigilators for Year 11 mocks)

## **SENCo**

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

## **Teaching staff**

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

## **Exam time: roles and responsibilities**

### **Access arrangements**

#### **Exams officer**

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

### **Candidate absence**

#### **Candidate absence procedure**

Once the attendance register has been taken, the lead invigilator will notify the EO of the absence. The EO will check with the Attendance Officer who may have details as to why the candidate is absent. If school hasn't been notified of the candidate's absence, the EO will make contact with the candidate/parent to find out why the candidate is absent and whether they are able to attend for their GCSE examination. If the candidate is known to the Pastoral Team for consistent absences a home visit will be triggered. If the candidate is unwell, the EO will inform the candidate that for any special consideration to apply the candidate must have a doctor's/medical note stating that they are unfit to attend for their examination.

Where a candidate is taken ill during an exam, once the incident has been dealt with, details will be recorded on the exam log and the EO briefed at the end of the examination. Special consideration may be applied for – both for the candidate who is unwell and possibly for the other candidates in the room depending on the circumstances and amount of disruption. If the candidate is present for an exam but feels that their performance has been hindered, a medical note from their GP should be obtained as soon as possible. This must be passed to the EO so an application for special consideration may be considered if school feel that the candidate meets the JCQ criteria.

#### **Invigilators**

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

#### **Candidates**

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

## **Candidate behaviour**

See Irregularities below.

## **Candidate belongings**

See Unauthorised materials below.

## **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 procedure**

The EO will ensure that candidates who arrive very late for an examination are reported to the awarding body (defined as being after 10.00am for a morning exam or after 2.30pm for an afternoon examination or if the examination last less than one hour, after the awarding body's published finishing time for the examination). The EO will also warn candidates that their work may not be accepted by the awarding body. All candidates will be informed of the late arrival procedure in their GCSE booklet.

## **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 secure storage
- ▶ Attaches erratum notices received to relevant exam 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 an invigilator checks the time, date and paper details
- ▶ 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 exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- ▶ Ensures only authorised centre staff are present in exam rooms
- ▶ Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

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

A bottle of water may be allowed in the examination room. However, this is on the condition that any water brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers. The centre also stipulates that sports bottles with writing or any design on them are not allowed. Water is only permitted into the examination room.

Food is only allowed in the exam room if the candidate suffers from a medical condition, whereby if the candidate did not eat regularly they would become unwell. School will have medical documentation on file to verify this.

### **Exams officer**

- ▶ Ensures exam rooms are set up and conducted as required in the regulations
- ▶ Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates)
- ▶ 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

### **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**

A copy of the Academy's Emergency evacuation policy is included in the Exam Policy folder and also available on the school's T-drive and 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 as instructed in training/update events and briefing sessions

## Candidates

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

## Irregularities

### 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, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

### Managing behaviour

In a case of misbehaviour, the first step is for the invigilator to approach the student and quietly inform them of the exam regulations, school expectations regarding behaviour and remind the student of the repercussions of disturbing the examination, which can include disqualification.

If misbehaviour persists, invigilators should contact the Exams Officer who, along with a member of SLT, will speak to the student in question and remind them again of the above.

If misbehaviour still persists the Head of Centre should be informed and a decision made as to whether the candidate should be removed from the examination so as to maintain the security and integrity of the examination.

**All incidents should be logged and reported to the relevant exam board where necessary.**

*“The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.” [ICE17]*

### Senior leaders

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

### Exams officer

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

## **Invigilators**

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

## **Malpractice**

See Irregularities above.

## **Special consideration**

### **Exams officer**

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

### **Special consideration procedure**

Where eligible, special consideration is applied for in a specific examination where candidates *"have been fully prepared in the examination, or in the production of controlled assessment, coursework or NEA, is materially affected by adverse circumstances beyond their control"*

If a candidate is absent for acceptable reasons, and the centre can verify this, special consideration is applied for. Where a candidate or group of candidates are eligible for special consideration applications are submitted to the relevant awarding body. Evidence to support applications are kept on file.

## **Candidates**

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

## **Unauthorised materials**

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

Candidates are advised during an assembly and receive a copy of the GCSE booklet which informs the candidate on acceptable dress and behaviour apply at all times.

Candidates personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. All candidate belongings are to be left in large plastic boxes along the Sports Hall Corridor.

All pupils are informed that they will be screened (non contact) to detect any electronic devices that are prohibited from all exams rooms. All phones, Smartwatches, Ipods, MP3 players, headphones or any electronic devices are to be placed in their bags, SWITCHED OFF. Candidates will then leave their bags in the relevant boxes that are in the sports hall corridor. This is also the case for candidates in separate examination rooms. Candidates are advised after the examination to collect all of their belongings.

## **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. External invigilators are used for Year 11 mock exams. Teaching staff are used to invigilate other internal examinations

## **Results and post-results: roles and responsibilities**

### **Internal assessment**

#### **Head of department**

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

### **Managing results day(s)**

#### **Senior leaders**

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

#### **Exams officer**

- ▶ Works with senior leaders to ensure procedures for managing the main summer results day are in place

#### **Results day programme**

On results day the EO makes sure all the relevant paperwork is ready for centre staff to look over and to see if any candidates would be eligible for a review of marking. If this is the case the EO will make sure they have the documentation for the candidate to sign ready for the EO to make the EAR. The EO will also have ready all the grade boundaries and other relevant information for the awarding bodies websites.

The candidates are informed at their GCSE assembly regarding the programme for results day. Candidates are able to collect their results from 10am -12pm. Any candidate unable to attend must make sure they have given the EO a letter of permission or a SAE for the EO to post the results to the candidate if they are on holiday. The candidates will collect all results from the school's main hall. All senior leaders and heads of department will be available on hand if any candidate needs to discuss any results. The EO will hand out all results to candidates in envelopes which are marked in alphabetical order. Any results that are not handed out on the day will be locked away in the exam storage facility until the candidate can collect.

## **Site staff**

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

## **Accessing results**

### **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, where this is provided by the awarding body
- ▶ Resolves any missing or incomplete results with awarding bodies
- ▶ Issues statements of results to candidates on issue of results date
- ▶ Provides summaries of results for relevant centre staff on issue of results date

## **Post-results services**

### **Head of centre**

- ▶ Ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- ▶ Understands that in the event of an awarding body initiating an extended review of marking, candidates' marks and subject grades may be lowered, confirmed or raised

### **Exams officer**

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

### **Teaching staff**

- ▶ Staff must ensure all internal deadlines are met in order for the Exams Officer to request the relevant post result service

### **Candidates**

- ▶ Meet internal deadlines to request the post results service
- ▶ Provide informed consent and fees, where relevant to the Exam Officer

## **Analysis of results**

### **Deputy 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

## **Certificates**

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

### **Issue of certificates procedure**

Certificates are checked by the Exam Officer when they arrive in school. The certificates are normally given out at Presentation Evening where all the past Year 11 pupils are invited to. The Exams Officer makes sure all the relevant paperwork is in order for the pupils to sign when they receive their certificates. For any who do not attend the Presentation Evening they are kept in school in the secure exam cupboard. With the certificates the Exam Officer also keeps a record of the certificates still waiting to be collected. If a pupil is unable to collect their certificates they can sign a proforma nominating another person to collect their certificate on their behalf. As long as the nominated person brings relevant id, the Exam Officer will in this case ask the nominated person to sign the relevant documentation on the pupil's behalf. This document will be kept on file with the other signing sheets for the year group.

Please see in the appendix a copy of the nominated proforma. **Appendix 2**

## **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 procedure**

Certificates are kept securely for 12 months with the EO. After 12 months they are put into the archive storage within school.

## **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 review

### **Senior leaders**

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

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

### **Exams officer**

- ▶ Keeps records as required by JCQ and awarding bodies for the required period
- ▶ Keeps records as required by the centre's records management policy

- ▶ Provides an exams archiving policy that identifies information held, retention period and method of disposal

### **Exams archiving policy**

A copy of the Academy's Exam Archiving policy is included in the Exam Policy folder and also available on the school's T-drive and website