



EXCELLENCE • LEARNING • LEADERSHIP

**ST JOHN'S**  
SCHOOL

# Exams Policy

## 2019/20

This procedure is reviewed annually to ensure compliance with current regulations

Approved/Reviewed by	
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## Purpose of the policy

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

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

This policy will be communicated to all relevant centre staff. 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 the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.*

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

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

### **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 coursework)**
  - **A guide to the special consideration process (SC)**
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- Takes responsibility for responding to the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes.
- Enables the relevant senior leader(s), the examinations officer and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre (as example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers).
- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo).
- Ensures centre staff undertakes key tasks within the exams process and meets internal deadlines set by the EO.
- Makes sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examination or on-screen test
- Ensures confidentiality and security within the examination process is compliant with and 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 solely assigned to examinations for the purpose of administering secure examination materials.
  - Appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - Access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders.

- 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.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before; during the course of and after examinations have taken place.
  - Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff are reported to the awarding body immediately.
  - Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the Head SLT to act immediately in the event of an emergency or staff absence).
  - Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.
  - Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements.
  - Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers.
  - Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
  - Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.
  - Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
  - Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate.
  - 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.

## **EXAMINATIONS OFFICER**

- Understands the contents of annually updated JCQ publications including:
  - **General regulations for approved centres (GR)**
  - **Instructions for conducting examinations (ICE)**
  - **Suspected Malpractice in Examinations and Assessments (SMEA)**
  - **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; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period.
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

### **SENIOR LEADERS (SLT)**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - **General regulations for approved centres (GR)**
  - **Instructions for conducting examinations (ICE)**
  - **Access Arrangements and Reasonable Adjustments ( AA)**
  - **Suspected Malpractice in Examinations and Assessments (SMEA)**
  - **Instructions for conducting non-examination assessments (NEA)** (and the instructions for conducting coursework).
  - **A guide to the special consideration process**

### **SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR (SENCo)**

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

### **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 subject and 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 subject and teacher-specific information to confirm effective delivery of qualifications.

- Attend relevant awarding body training and update events.

## **INVIGILATORS**

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

## **RECEPTION STAFF**

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

## **SITE STAFF**

- Support the EO in relevant matters relating to exam rooms.

## **CANDIDATES**

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

## **THE EXAM CYCLE**

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

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

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

## **PLANNING: ROLES AND RESPONSIBILITIES**

### **INFORMATION SHARING**

#### **Head of centre**

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

#### **Exams officer**

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

### **INFORMATION GATHERING**

#### **Exams officer**



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

#### **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 in the annual exams plan and directs teaching staff to meet these deadlines.

### **ACCESS ARRANGEMENTS**

#### **Head of centre**

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

#### **SEnCo**

- Assesses candidates (or works with appropriately qualified assessor as appointed by the head of centre) 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.
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (candidate personal data consent form) from candidates where required.
- Applies for **approval** with the Exams Officer through *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO.
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of an inspection is able to access this documentation in an alternative format)
- 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 is appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of content of the training provided to facilitators for the required period.
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room.

- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments.
- 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.

### **SENIOR LEADERS, HEAD OF DEPARTMENT, TEACHING STAFF**

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

### **INTERNAL ASSESSMENT AND ENDORSEMENTS**

#### **Head of centre**

- Provides fully qualified teachers to mark non-examination assessments.
- 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 (see Roles and responsibilities overview).
- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy).
- 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 (including where relevant, private candidates).
- Ensure appropriate internal moderation, standardisation and verification processes are in place.

#### **Head of department**

- Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications (which contain elements of controlled assessment) and Entry Level or Project qualifications follow **JCQ Instructions for conducting coursework** and the specification provided by the awarding body.
- Ensures teaching staff delivering GCE & GCSE specifications (which contain elements of controlled assessment) follow **JCQ Instructions for conducting non-examination assessments** and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body.
- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

#### **Teaching staff**

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

### **Exams officer**

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

### **INVIGILATION**

#### **Head of centre**

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

#### **Exams officer**

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

### **ENTRIES: ROLES AND RESPONSIBILITIES**

#### **ESTIMATED ENTRIES**

#### **Exams officer**

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoD's 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 qualification or when entries are being processed for a general qualification

#### **Head of department**

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

### **FINAL ENTRIES**

#### **Exams officer**

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

#### **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, LATE AND RE-SIT ENTRIES**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. Exam Fees are paid by the Centre. Late entry or amendment fees are paid by the Departments.

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

Re-sit fees are paid by the Centre.

#### **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**

The centre accepts limited numbers of Private Candidates at its discretion. External Candidates will be charged a fee which will incorporate the published examination entry fee along with the administration, invigilation and any other extra fees that might occur. Payment is requested in advance. A refund of fees will not be made once the entries have been submitted to the Exam Board.

#### **TRANSFER OF GCE AS CREDIT**

##### **Exams Officer**

- Provides information to relevant centre staff/candidates on transferring credit for a GCE AS award between specifications and/or awarding bodies.
- Meets the awarding body deadline for requesting transfer of credit.

##### **Teaching staff**

- Identify any affected candidates to the EO prior to the internal deadline set by the EO.

## **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**

#### **SENC<sub>o</sub>**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam).
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her.
- Ensures exam information (JCQ information for candidates 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 and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams.
- Prior to exams issues relevant JCQ information for candidates' documents.
- Where relevant, issues relevant awarding body information to candidates.
- Issues centre exam information to candidates including information on:
  - Exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - wrist watches in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

## **DISPATCH OF EXAM SCRIPTS**

### **Exams officer**

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with Royal Mail Special Delivery) 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 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 endorsements grades and samples to awarding bodies/moderators/monitors to meet the external deadline.
- Keeps a record to track what has been sent.
- Logs moderated samples returned to the centre.
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work.

## **Candidates**

- Authenticate their work as required by the awarding body.

## **INVIGILATION**

### **Exams officer**

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

### **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 CENTRE INSPECTIONS**

### **Exams officer or Senior Leader:**

Will accompany the Inspector throughout the 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 candidate is taking the exam(s)

## **SEATING AND IDENTIFYING CANDIDATES IN EXAM ROOMS**

### **Exams officer**

- Ensures a procedure is in place to verify candidate identity including private candidates.
  - SIMS student reports (Student full name, Candidate No, Year Group, UCI and Photo) are produced and kept in all exam rooms for easier identification from the invigilators.
  - Private candidates should present ID / Passport.
- Ensures invigilators are aware of the procedure.
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)

### **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 demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre.
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be placed in the secure storage facility.
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment).

### **Reception staff**

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

### **Teaching staff**

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

## **TIMETABLING AND ROOMING**

### **Exams officer**

- Produces a master centre exam timetable for each exam series.
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort).
- Identifies exam rooms and specialist equipment requirements.
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios.
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements.
- Liaises with the 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 have been met.
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification through CAP (or through the awarding body where a qualification may sit



outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

## **TRANSFERRED CANDIDATE ARRANGEMENTS**

### **Exams officer**

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

## **INTERNAL EXAMS (MOCK 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.
- Briefs invigilators on conducting internal exams.
- Returns candidate scripts to teaching staff for marking.

### **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**

#### **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**

- If a candidate experiences difficulties during the examination period (e.g. illness, injury, and personal problems) he/she should inform the Examinations Officer at the earliest possible point.

## **CANDIDATE LATE ARRIVAL**

### **Exams officer**

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

### **Invigilators**

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

### **Candidates**

- A candidate who arrives late will be allowed to sit the exam with the permission of the Head of Centre. When a candidate arrives very late (more than 1 hour after the published starting time for an examination which lasts one hour or more) the script will be sent to the awarding body with a report (JCQ/VLA Form). The candidate should be warned that the awarding body may not accept their work.

## **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.

## **STARTING TIMES FOR EXAMINATIONS**

- For general qualifications the published starting time of all morning examinations is 11.00am, and the published starting time of all afternoon examinations is 15.30pm. These are known as the morning and afternoon sessions.

## **DISPATCH OF EXAM SCRIPTS**

### **Exams officer**

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

## **EXAM PAPERS AND MATERIALS**

### **Exams officer**

- Organises exam question papers and associated confidential resources in date order in the secure storage facility.
- Attaches erratum notices received to relevant exam question paper packets.
- Collates attendance registers and examiner details in date order.
- Regularly checks mail or email inbox for updates from awarding bodies.

- In order to avoid potential breaches of security ensures prior to question paper packets being opened that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened.
- Ensures this additional/second check (which takes place in the secure room if a question paper packet has to be split or in the designated exam room if not) is recorded
- Papers will be distributed to Heads of Departments 24 hours after the exam has finished and after the scripts have been dispatched to the relevant Awarding body.

## **EXAM ROOMS**

### **Head of centre**

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room.
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams.
- Ensures only authorised centre staff are present in exam rooms.
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates.
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

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

- Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers.

### **Exams officer**

- Ensures exam rooms are set up and conducted as required in the regulations.
- Provides invigilators with appropriate resources to effectively conduct exams.
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates).
- Ensures sole invigilators have an appropriate means of summoning assistance.
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily.
- Provides authorised exam materials which candidates are not expected to provide themselves.
- Ensures invigilators and candidates are aware of the emergency evacuation procedure.
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated.

### **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.

### **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.

### **Senior leaders**

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

### **Exams officer**

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

### **Invigilators**

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

## **MALPRACTICE**

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.

### **Candidates**

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's exams manager to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.
- The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the end of the exam series

## **UNAUTHORISED MATERIALS**

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

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

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

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

### **Invigilators**

- Are informed of the arrangements through training

## **INTERNAL EXAMS**

### **Exams officer**

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

### **Invigilators**

- Conduct internal exams as briefed by the EO.

## **RESULTS AND POST-RESULTS: ROLES AND RESPONSIBILITIES**

### **INTERNAL ASSESSMENT**

#### **Head of department**

- Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies.
- Ensures work is returned to candidates 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 any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly.

#### **Exams officer**

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

#### **Site staff**

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

### **ACCESSING RESULTS**

#### **Head of centre**

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

## **Exams officer**

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

## **POST-RESULTS SERVICES (ATS – EAR)**

### **Head of Centre**

- Head of centre Ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised).

### **Exams officer**

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

### **Teaching staff**

- Meet internal deadlines to request the services and gain relevant candidate informed consent.

### **Candidates**

- Meet internal deadlines to request the services through the HoD's and Teaching Staff.
- Provide informed consent and fees, where relevant.

## **CERTIFICATES**

- Certificates are provided to centres by awarding bodies after results have been confirmed.
- Certificates are Posted (Recorded Delivery) and collected and signed for.
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so, and bring suitable identification with them that confirms who they are.
- The centre retains certificates for 5 years.
- A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred. The centre will not pay for replacement certificates that have been lost by the candidate

## **EXAMS REVIEW: ROLES AND RESPONSIBILITIES**

### **Exams officer**

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

### **Senior leaders**

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

## **RETENTION OF RECORDS: ROLES AND RESPONSIBILITIES**

### **Exams officer**

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