



EXAMINATIONS POLICY – CENTRE 17632

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The Exams Policy

The purpose of this exams policy is to ensure:

- the planning and management of exams is conducted efficiently and in the best interests of candidates
- the operation of an efficient exams system with clear guidelines for all relevant staff
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring “*the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute*” [JCQ general regulations for approved centres]
- exam candidates understand the exams process and what is expected of them

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

The exams policy will be reviewed every year by the Head of Examinations and approved by the Deputy Head (Academic).

This policy, together with all other examination related policies will be made available on the school website; this will allow candidates and staff to access these documents.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Roles and Responsibilities

The Head of Centre:

- has overall responsibility for the school as an exams centre and advises on appeals and remarks
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document: *Suspected malpractice in examinations and assessments*
- “Is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualifications issued by the awarding bodies” [JCQ general regulations for approved centres]
- The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2021 to 31 August 2022*.
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The Head of Centre will ensure:

- the National Centre Number Register (NCNR) annual update is responded to
- the Head of Examinations and the Examinations Team attend appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- centre staff are supported and appropriately trained to undertake key tasks within the exams process
- risks to the exam process are assessed and appropriate risk management processes and contingency plans are in place. The policies relating to this can be found on the school website
- an internal appeals procedure and controlled assessment policy are in place. These policies can be found on the school website
- 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 - Policies and Procedures](#) (SM)
 - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
 - [A guide to the special consideration process](#) (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent. This policy can be found on the school website.
- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO

- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination
- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
 - the secure room only contains exam-related material
 - there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times
 - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*
- Ensures irregularities are investigated and 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 allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where
 - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
 - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with close relationship to the candidate
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where

- a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
- a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- a member of centre staff is taking a qualification at another centre
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel
- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and **must** be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility
- The following policies can be found on the school website:
 - Exam Risk Assessment and Contingency Plan (this includes Conflict of Interest)
 - Complaints and Appeal Procedure and Form
 - Equalities Policy
 - Escalation Policy
 - Data Protection Policy
 - Policy for Identifying candidates
 - Emergency Evacuation Procedure
 - Controlled Assessment Risk Assessment
 - Controlled Assessment and NEA Policy
 - Access Arrangements Policy
 - Laptop and Word Processor Policy

The following documents can be found in the shared drive:

- Lockdown Policy
- Safeguarding Policy (including Child Protection Procedures)
- Data Protection Policy
- Incident Management Plan
- Accessibility plan

The Head of Examinations:

“This is the person appointed by a Head of Centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.” [JCQ general regulations for approved centres]

The Head of Examinations will:

- be familiar with the contents of annually updated JCQ and awarding body publications
 - advise the Senior Leadership Team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies
 - manage the administration of internal and external exams
 - oversee the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved
 - communicate regularly with staff concerning imminent deadlines and events
 - ensure that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them
 - ensure centre staff who undertake key tasks within the exams process meet internal deadlines set by the Head of Examinations
 - inform relevant centre staff of JCQ and awarding body documentation updates relating to the exam process
 - signpost relevant centre staff towards information that should be provided to candidates
 - as the centre administrator, approve relevant access rights for centre staff using awarding body secure extranet sites
 - provide and confirm detailed data on estimated entries
 - maintain systems and processes to support the timely entry of candidates for their exams
 - ensure candidates' coursework / controlled assessment/NEA marks are submitted, and any other material required by the appropriate awarding bodies, correctly and on schedule
 - check with teaching staff that the necessary coursework, controlled assessments and/or NEAs are completed on time and in accordance with JCQ and awarding body guidelines
 - track, dispatch, and store returned coursework / controlled assessments/NEAs
 - receive, check and store securely all exam papers and completed scripts and ensure that scripts are dispatched as per the guidelines
 - manage security within the examination process as per JCQ and awarding body regulations, guidance and instructions
 - gather signed data protection notices from candidates where required
 - administer access arrangements and make applications for special consideration following the regulations in the JCQ and awarding body publications for access arrangements, reasonable adjustments and special consideration
 - identify and manage exam timetable clashes
 - account for income and expenditures relating to all exam costs/charges
 - organise the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
 - arrange for dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any post results service requests
 - organise and co-ordinate the internal exams for the whole school
 - Contact all members of staff to identify possible conflicts of interest. The exams team will keep a log of the potential conflicts and notify the exams boards where applicable.
 - Conflicts of interest will be managed by the Head of Examinations, unless they are involved in the conflict. In this case, the Deputy Head Academic will manage this conflict of interest.
- A Conflicts of Interest log will be maintained to record any potential conflicts of interest declared by centre staff. The log will record the nature of potential conflict and, where

applicable, appropriate additional controls put in place to mitigate any potential risk to the integrity of the centre's assessments and to ensure fairness in later process reviews and appeals.

The Exams Officers and Exams Administrators will:

- assist the Head of Examinations with the above
- be aware of the JCQ and awarding body rules and regulations as well as updates

Invigilators will:

- attend training, update, briefing and review sessions as required
- sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- assist the Head of Examinations in the efficient running of exams according to JCQ, awarding body and MTS regulations
- collect exam papers and other material from the exams office before the start of the exam
- collect all exam papers in the correct order at the end of the exam and ensure their return to the exams office
- maintain the integrity of the exam throughout the process
- provide the best possible atmosphere and environment for the candidates to achieve their potential

Senior Leadership Team (SLT) will:

- be familiar with the contents of, refer to and direct relevant centre staff towards annually updated JCQ and awarding body publications
- assist the exams team with the start of exams; ensuring the candidates are silent and listening to instructions given
- assist the exams team in ensuring the exam regulations are maintained before, during and after the examination and deal with any misconduct as per the internal disciplinary procedure
- support the SENCO in determining and implementing appropriate access arrangements

The Learning Support Department will:

- be familiar with the contents of, refer to and direct relevant centre staff to annually updated JCQ and awarding body publications
- identify and test candidates' requirements to provide core evidence based on specialist assessor reports for appropriate access arrangements
- gather the required evidence to support access arrangements through the department monitoring program
- apply for approval through Access Arrangements Online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- keep relevant evidence on file for inspection purposes
- work with the Examinations Team to provide the access arrangements required by candidates in exams rooms
- liaise with the Examinations Team regarding exam time arrangements for access arrangement candidates
- ensure staff appointed to facilitate specific access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s)

- provide and annually review a centre policy on the use of word processors in exams and assessments. This policy can be found in the shared drive and on the school website.

Heads of Department will:

- ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- ensure teaching staff attend relevant awarding body training and update events
- guide candidates who are unsure about exams entries or amendments to entries
- accurately complete entries and all other mark sheets and adhere to deadlines as set by the Head of Examinations
- accurately complete coursework / controlled assessment/NEA mark sheets and declaration sheets
- support the SENCO in determining and implementing appropriate access arrangements
- guide candidates and assist with decisions on post-results procedures

Teachers will:

- supply information on entries, coursework and controlled assessments as required by the head of department and/or exams office
- support the SENCO in determining and implementing appropriate access arrangements
- keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- attend relevant awarding body training and update events

Candidates will:

- sign a declaration to confirm their entry details are correct, that they have received and understood the information inside their Examination pack, are aware of any clash arrangements.
- understand coursework / controlled assessment/NEA /Social Media regulations and, where applicable, sign a declaration that authenticates the coursework as their own
- ensure they conduct themselves in all exams according to the JCQ, awarding body and centre regulations

Support staff will:

- support the Examinations Team in dealing with exam-related matters

Qualifications

The qualifications offered at this centre are decided by the Head of Centre.

The types of qualifications presently offered are STEP, university admissions tests, Pre-U, GCE, EPQ, HPQ, FSMQ, GCSE and IGCSE.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year.

If there is to be a change of specification for the next year, the Head of Examinations must be informed by 1st September at the start of the academic year. Informing the Head of Examinations of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Heads of Department in consultation with the Deputy Head (Academic).

Exam Series and Timetables

Internal examinations and assessments are scheduled throughout the year depending on year group and are held under external exam conditions. Internal examinations will not be seated in the same exam room as external examinations.

External exams and assessments are scheduled in the June series.

The Head of Centre decides which exam series are used in the centre.

Once confirmed, the Head of Examinations will circulate the exam timetables for internal and external exams at a specified date before each series begins.

Exam Administration

Planning:

The **Head of Examinations** will:

- direct relevant centre staff to annually updated JCQ publications and signpost relevant centre staff to information that should be provided to candidates
- approve relevant access rights for centre staff using awarding body secure extranet sites
- undertake an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered are up-to-date and correct
- research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications
- produce an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; inform key centre staff of internal deadlines
- collect information on internal exams to enable preparation for and conduct of trial exams

Heads of Department will:

- respond (or ensure teaching staff respond) to requests from the Examinations Office on information gathering
- meet the internal deadline for the return of information
- inform the Head of Examinations of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred from an awarding body
- familiarise themselves and their staff with the annual exams plan of internal deadlines

The **Learning Support Department** will:

- inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams. Records are monitored and updated regularly and accessible to all teaching staff

- once a candidate's access arrangement requirements have been decided by the SENCO, they will be administered by the Examinations Office
- ensure there is appropriate evidence for each candidate's access arrangement(s)
- work together with the Examinations Team to submit completed access arrangement applications to the awarding bodies

Rooming for access arrangement candidates will be arranged by the Examinations Office.

Invigilation and support for access arrangement candidates, as defined in the JCQ and awarding body access arrangements regulations, will be organised by the Examinations Office.

Sufficient evidence must be shown in order for the Head of Examinations together with the SENCO to decide that separate invigilation is required for a candidate.

Invigilation:

External staff will be used to invigilate all external examinations. These invigilators will be used for internal exams where possible.

Recruitment of invigilators is the responsibility of the Head of Examinations, but securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resources Manager together with the Bursar's Office. DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the Head of Examinations.

Invigilators are timetabled, trained, and briefed by the Head of Examinations.

The Head of Examinations is responsible for ensuring the allocation of invigilators per room is as per the JCQ and awarding body regulations and that the invigilators are provided with a relief break when the duration of the exam exceeds 1 hour 30 minutes.

The Learning Support team will liaise with the Examinations Team regarding facilitation and invigilation of access arrangement candidates.

Entries:

Candidates can request a subject entry, change of level or withdrawal, but this is subject to the approval of the Head of Department and Deputy Head (Academic).

The centre only accepts entries from private candidates who are OMTs and does not act as an exams centre for other organisations. Managing private candidates is the responsibility of the Head of Examinations.

Entry deadlines are circulated to Heads of Department via email.

Heads of Department will provide final entry information to the Head of Examinations to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding body's deadline (i.e. late) require the authorisation, in writing, of the Head of Department.

GCSE /IGCSE retakes are allowed exceptionally and only with the agreement of the Head of Department and the Deputy Head (Academic). AS and A2 retakes are allowed but again, only for current students or OMTs.

Re-sit decisions will be made by the Head of Department in consultation with the Deputy Head (Academic).

Once entries have been finalised, the Head of Examinations will issue every candidate with an Examination Pack including the candidates Statement of Entries and their personalised timetable. Candidates will be expected to sign a document to confirm their entry details are correct.

Entry Fees:

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.

The Head of Examinations will publish the deadline for action well in advance for each exams series.

All external exam entry fees (including retakes) are paid by the candidates. Late entry or amendment fees are also paid by the candidates.

Estimated grades:

Heads of Department are responsible for submitting estimated grades to the Head of Examinations when requested.

Briefing candidates:

In addition to an information session, every candidate will be issued with an Examinations Pack; this will be sent home and will provide every candidate with the following information:

- a copy of their statements of entry
- details of any exam clashes they may have
- the relevant JCQ and awarding body information to candidates/notice to candidates
- the procedures for absence, late arrival and illness before/during an exam
- details of what materials are prohibited in the exam room
- details about when results and certificates will be issued
- the centre's published rules on acceptable dress and behaviour

Candidates and their parent/carer will be expected to sign the declaration form (found at the beginning of the booklet) to say they have read and understood the contents of the booklet and that their entries and details are correct.

Candidates with access arrangements, extra time and/or laptop users in particular, will have a brief meeting with a member of the Examinations Team in order to discuss their requirements for each examination. Candidates with extra time will be made aware that if they choose to use their extra time, they must stay in the exam room for the entire duration. They may opt out of their extra time or decline their laptop for certain examinations if they wish to; these arrangements will be agreed during the meeting and can be adjusted at any time before the examination begins. Provisional arrangements will be put into place for trial exams and then reviewed for the final examinations. Parents will be notified of their child's decisions before the exam season begins so they can discuss and make amendments if need be.

Internal Assessment:

Heads of Department will ensure:

- teaching staff provide marks for internally assessed components of qualifications to the exams office by the internal deadline

- teaching staff authenticate candidates' work as per awarding body requirements
- teaching staff provide required samples of work for moderation to the Examinations Office by the internal deadline

The **Examinations Office** will:

- submit marks and samples to awarding bodies/moderators to meet the external deadline
- keep a record to track what has been sent
- log moderated work returned to the centre
- ensure teaching staff are aware of the guidelines in terms of retention and subsequent disposal of candidates' work
- inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Examinations Appeals Procedure (EAP) document. This can be found on the school website

Candidates will:

- authenticate their work as required by the awarding body

Exam Paper Storage:

When exam papers are delivered to the school, a member of the site management team will make a note in the examinations delivery log book and then deliver it to the exams office immediately. They must contact a member of the exams team to ensure someone is available to receive the boxes.

The Head of Examinations, together with another member of the team, will open, check and store the papers within 24 hours of them arriving.

The same procedure applies to exam stationery.

Exam papers will be stored in date order and erratum notices will be attached to the relevant exam packets. Attendance registers will be collated in exam date order and stored separately.

For listening and oral exams, the Head of Examinations and teaching staff will adhere to the recording system to track confidential materials taken from, or returned to, secure storage throughout the time the material is confidential.

Seating plans, Timing and Rooming:

The **Head of Examinations** will:

- produce a master centre exam timetable for each exam series
- identify and resolve candidate exam clashes
- identify exam rooms and specialist equipment requirements
- liaise with various members of the support staff in order to ensure they are aware of what is required, and that exam rooms are set up as per JCQ and awarding body requirements
- liaise with the SENCO regarding rooming of access arrangement candidates
- allocate invigilators to exam rooms as per the required ratios
- create seating plans for each exam and identify access arrangements and clash candidates
- prepare invigilation sheets
- create laptop coversheets for each exam and candidate
- update exam room documents and prepare folders for each exam room

- ensure that a member of the Examinations Team book all exam rooms after liaison with other users
- ensure IT and/or other support staff will be advised of requirements well in advance where necessary.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements well in advance.

Exam Days

The lead invigilator will arrive at the Examinations Office by 8:30 for a morning exam and 13:00 for an afternoon exam. They will collect the exam room folder containing the seating plan and invigilation sheet. They may also take the attendance registers, exam papers and any other material needed for the session. At this point they will also be notified of any important information required for that session.

Morning exams start at 9:00 and afternoon exams start at 13:30, hence candidates are expected to be outside the exam venue by 8:45 for a morning exams and 13:15 for an afternoon exam. They should know their candidate number and seat number and be lined up and wait to be registered by these times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Candidates will be registered outside the exam room and enter in silence; members of SLT may be required to assist when there are large number of candidates.

Lead invigilators and members of the Examinations Team will start and finish all exams in accordance with JCQ and awarding body guidelines.

Once the candidates are seated, the lead invigilator will read the examination script and then begin the exam.

Subject staff will not be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ and awarding bodies concerning who is allowed and what they can do.

In practical and listening exams, subject teachers' availability will be in accordance with JCQ and awarding body guidelines.

Exam papers must not be read by any members of staff, including the invigilators. Security of exam papers and stationery must be maintained at all times; hence nothing should be removed from the exam room before the end of a session.

Every candidate will have an ID label on their desk at the start of each exam; these will be laid out by the invigilators before the candidates enter.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Clash candidates must not have access to any electronic devices when being chaperoned.

If a candidate is late or absent the lead invigilator will be informed immediately. The exam will still begin on time and provided the candidate arrives within the key time and has been kept incommunicado they will be allowed to sit the examination and be given the full amount of time. If

a candidate arrives outside the key time, then the Head of Examinations will ring the awarding body to seek advice. The Head of Examinations is responsible for handling late or absent candidates on exam day.

The lead invigilator should make a note of absent/late candidates in the incident log and note their start and end times on the invigilation sheet.

Other than a small clear water bottle, no food or drink will be allowed into the exam room. This rule also applies to invigilators.

Disruptive candidates are dealt with in accordance with JCQ, awarding body and centre guidelines.

Candidates are expected to stay for the full exam time; this means candidates entitled to extra time must also stay in the exam room for the full length of their extra time.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The lead invigilator should log any incidents or irregularities on the incident log sheet in the exam room folder and make a member of the Examinations Team aware of the incident as soon as possible and certainly by the end of the exam session. The Head of Examinations will follow up on any incidents and inform the awarding body if need be.

Exam papers will be distributed to Heads of Department in accordance with JCQ's and awarding body recommendations and hence will be held for 24 hours after the key time for that session.

After an exam, the Head of Examinations will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Examinations Team.

A record of all seating plans, invigilation sheets and logs as well as dispatch tracking notes will be kept until after certificates are issued.

The Head of Examinations will accompany the inspector throughout their visit at the school, ensuring they show them all live examination rooms, the relevant policy documents and secure storage facility. Once the inspection is complete, the Head of Examinations will feed back to the Deputy Head (Academic) and the Head of Centre.

Emergency Evacuation Procedure

The emergency evacuation policy will be in every exam room folder and will comply with JCQ and awarding body regulations.

The emergency evacuation policy will also be discussed during the invigilator training session and candidate briefing.

This document can be found on the school website.

Exam Contingency Procedure

Contingency planning for exams administration is the responsibility of the Head of Examinations. Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations. This document can be found on the school website.

Clash Candidates

The Head of Examinations, together with the Examinations Team, will be responsible for supervising escorting and identifying a secure venue for clash candidates and overnight stays.

Special Consideration

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 Head of Examinations to that effect.

Where possible the awarding bodies encourage the candidate to attempt the exam and apply for special consideration rather than missing an exam.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The Examinations Team will make a special consideration application to the relevant awarding body within seven days of the exam.

Malpractice

Merchant Taylors' School manages malpractice, in accordance with the JCQ [General Regulations for Approved Centres](#) (section 5.11). In accordance with the regulations, we will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the determination of grades process
- inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation, including:
 - the [JCQ M1 form](#) in a case of suspected candidate malpractice
 - the [JCQ M2 form](#) in a case of suspected malpractice/maladministration involving a member of centre staff
- as required by an awarding body, investigate any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication JCQ Suspected Malpractice: Policies and Procedures and provide such information and advice as the awarding body may reasonably require

Reporting malpractice

Candidates (or an individual acting on their behalf)

In accordance with JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer each candidate will be made aware of the evidence that is going to be used and understand that the range of evidence used to determine a grade is not negotiable.

Where a candidate might attempt to gain an unfair advantage during the centre's process on the determination of grades by, for example, submitting fabricated evidence or plagiarised work, or any other act deemed as malpractice in the JCQ Suspected Malpractice: Policies and Procedures, we will submit a report of suspected candidate malpractice to the relevant awarding body.

Where a candidate, or an individual acting their behalf such as a parent/carer, might try to influence grade decisions by applying pressure to the centre or any of its staff, we will keep and retain clear and reliable records of the circumstances and the steps taken, and make the candidate aware of the outcome. This will include a record that confirms the candidate had been made aware of the evidence

that was going to be used and understand that the range of evidence used to determine a grade was not negotiable.

However, if a candidate or an individual acting on their behalf continues to inappropriately attempt to pressure centre staff, a report of suspected candidate malpractice will be submitted to the relevant awarding body.

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M1 Report of suspected candidate malpractice](#).

- This form must be used by the head of the centre to notify the appropriate awarding body of an instance of suspected candidate malpractice in the conduct of examinations or assessments
- It can also be used to provide a report on investigations into instances of suspected malpractice
- In order to prevent the issue of erroneous results and certificates, it is essential that the awarding body concerned is notified immediately of instances of suspected candidate malpractice

Centre staff

Merchant Taylors' School will report any instances of potential malpractice (which includes maladministration) where any centre staff fail to follow the published requirements for determining grades.

Examples of potential malpractice taken from the JCQ Guidance on the determination of grades for A/AS Levels and GCSEs for Summer includes but is not limited to:

- Exam entries are created for students who had not studied the course of entry or had not intended to enter for the Summer series
- Grades created for students who have not been taught sufficient content to provide the basis for that grade
- A teacher deliberately and inappropriately disregarding the centre's published policy when determining grades
- A teacher fabricating evidence of candidate performance to support an inflated grade
- A teacher deliberately providing inappropriate levels of support before or during an assessment, including deliberate disclosure of mark schemes and assessment materials, to support an inflated grade
- A teacher intentionally submitting inflated grades
- A failure to retain evidence used in the determination of grades in accordance with the JCQ Grading guidance
- A systemic failure to follow the centre's policy in relation to the application of Access Arrangements or Special Consideration arrangements for students in relation to assessments used to determine grades
- A failure to take reasonable steps to authenticate student work
- A failure to appropriately manage Conflicts of Interest (COIs) within a centre
- A Head of Centre's failure to submit the required declaration when submitting their grades
- Grades being released to students (or their parents/carers) before the issue of results
- Failure to cooperate with an awarding body's quality assurance, appeal or investigation processes
- Failure to conduct a centre review or submit an appeal when requested to do so by a student

A report will be submitted by completing the appropriate documentation as guided by the individual awarding body concerned, including the form [JCQ M2 Notification of suspected malpractice / maladministration involving centre staff](#).

- This form must be completed by the head of centre before an investigation commences to notify an awarding body of an instance of alleged, suspected or actual malpractice or maladministration
- The form must be completed and submitted to the appropriate awarding body immediately a suspicion is raised or an allegation received

Results

Candidates will receive individual result slips on results days in person at the centre **or** if they are unable to attend then results will be posted (first class) after midday. Results are also available via the pupil portal from midday.

The results slip will be in the form of a centre produced document as well as the awarding body official statement of results.

Results will be issued in the Exam Hall and members of staff will be available to discuss and answer queries at that time.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Deputy Head (Academic).

Post-result Enquiries

No Enquiry about Result (EAR) will be processed without candidate authorisation. The candidate must fill in the EAR form and sign to give their consent; email consent will not be accepted.

The cost of post-result enquiries will be paid by the candidate unless stated by the relevant Head of Department.

All decisions on whether to make an application for an EAR must be made by the candidate in consultation with Heads of Department and, if necessary, the Deputy Head (Academic).

If a candidate's request for an EAR is not supported, the candidate may proceed without centre approval, but will take individual responsibility for the outcome.

Candidates will be made aware that results can go down as well as up.

All requests must be made by the centre deadline; requests made after this date will be refused.

All processing of EARs will be the responsibility of the Head of Examinations following the JCQ and awarding body guidelines.

If a candidate wishes to appeal a review of marking outcome, they need to follow the Examinations Appeals procedure and obtain consent from the relevant Head of Department as well as Head of Centre.

Once all EARs are complete, the Examination Team will update the centre results information and provide the relevant staff with an updated versions of results.

Following the publication of results, the Deputy Head (Academic) will provide analysis of results to appropriate centre staff and external organisations.

Certificates

Candidates will receive their certificates:

- in person at the centre **or**
- posted (recorded delivery) **or**
- collected and signed for

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 50 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.

Head of Examinations
September 2021
To be reviewed September 2022