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## 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 Director of Studies.

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](http://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 enquiries about results.
- Is responsible for reporting all suspected or actual incidents of malpractice to the relevant awarding body or JCQ.
- *“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].
- Must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current [General Regulations for Approved Centres](#) (GR) booklet. In particular, heads of centre must familiarise themselves with paragraphs 3.21, 5.1, 5.3 and 5.4.
- Must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.
- Must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- 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 document.** Failure to do so may constitute malpractice.

### The Head of Centre will ensure:

- The National Centre Number Register (NCNR) annual update is responded to and will not delegate this task to anyone else.
- 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.
- They understand 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](#) (AARA)
  - [Suspected Malpractice - Policies and Procedures](#) (SMPP)
  - [Instructions for conducting non-examination assessments](#) (NEA) **and the instructions for conducting coursework** (ICC)
  - [A guide to the special consideration process](#) (SC)
- 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.
- That the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack.

- The centre follows the DfE and Ofqual guidance to maintain the resilience of the examinations process. All Trial exam papers will be stored securely until the end of the exam cycle and may be used to determine grades in the unlikely event that external examinations cannot take place due to the national closure of schools or cancellation of exams.
- The centre 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.
- The centre has in place a member of the Senior Leadership Team who will provide support and guidance to the Head of Examinations and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series. This member of staff will also be available during the summer holidays should the Head of Centre and Head of Examinations not be available.
- Centre staff undertake key tasks within the exams process and meet internal deadlines set by the Head of Examinations.
- That a teacher, a private tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination.
- The centre 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.
- There are 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 and the Cambridge Handbook.
- There are 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.
- Candidates have 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.
- 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.
- Irregularities are investigated and inform the awarding bodies immediately of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff.
- As required by an awarding body, that evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered and provide such information and advice as the awarding body may reasonably require.

- 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).
  - Where applicable, 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.
- Clear records are maintained, 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.
- 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.
- 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.
- 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.
- They cooperate 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.
- They allow all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.
- Understand the JCQ Centre Inspector will identify themselves with a photo ID card and must be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility.
- That the Head of Learning Support has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments.
- That the Head of Examinations is line managed and actively supported by a member of the Senior Leadership Team who has a good working knowledge of the examination system.

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 Procedure
- Data Protection Policy
- Procedure for Identifying candidates
- Emergency Evacuation Procedure
- Controlled Assessment Risk Assessment
- Controlled Assessment and NEA Policy
- Access Arrangements Policy
- Laptop and Word Processor Policy
- Lockdown Policy

The following documents can be found within the School Policies and Handbook:

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

### **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.
- 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 to the awarding bodies.
- 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 assessment material, exam papers and completed scripts and ensure that scripts are dispatched as per the guidelines.
- Access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*.
- 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 process, in consultation with the Senior Leadership Team, any post results service requests.

- 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 Director of Studies will manage this conflict of interest.
- Ensure 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 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 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.
- When required, 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 Head of Learning Support in determining and implementing appropriate access arrangements.
- Take responsibility for IT related procedures and policies including:
  - Providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret.
  - Providing training for staff on awareness of all types of social engineering/phishing attempts
  - Enabling additional security settings wherever possible.
  - Updating any passwords that may have been exposed.
  - Setting up secure account recovery options.
  - Reviewing and managing connected applications.
  - Monitoring accounts and regularly reviewing account access, including removing access when no longer required.
  - Ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*.
  - Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
  - Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.

**The Learning Support Department will:**

- Be familiar with the contents of, refer to and direct relevant centre staff to annually updated relevant 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
- Liaise with the Examinations Team regarding 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 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.
- Ensure that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work.
- Have in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates).
- Submit in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date.
- Support the Head of Learning Support in determining and implementing appropriate access arrangements.
- Guide candidates and assist with decisions on post-results services.

**Teachers will:**

- Supply information on entries, coursework and controlled assessments as required by the Head of Department and/or Exams Office.
- Support the Head of Learning Support 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, GCE, International A-level, 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 1<sup>st</sup> October 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.



- Gather signed Personal data consent forms from candidates where required and ensure Data protection confirmation(s) by the Head of Learning Support are completed.
- Collect information on internal exams to enable preparation for and conduct of the internal 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 Head of Learning Support, these 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.
- Liaise with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations.

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 Learning Support to decide that alternate rooming is required for a candidate.

**Invigilation:**

Fully trained invigilators 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 re-sits are allowed exceptionally and only with the agreement of the Head of Department and the Deputy Head (Academic). AS and A2 re-sits 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 exam series.

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

**Briefing candidates:**

At the start of each academic year, students from year 10, 11, 12 and 13 are sent the *Information for Candidates* documents and infographics electronically.

During the Spring Term, the candidates attend an information session during which, they will be issued with an Examinations Pack; this will be distributed and will provide every candidate with the following information:

- A copy of their statements of entry
- A copy of their personalised timetable
- Details of any exam clash 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 results, post result services, and when certificates will be issued
- The centre's published rules on acceptable dress and behaviour

Candidates and their parent/guardian will be expected to complete the declaration form to confirm 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 word processor 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 word processor 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:

- They abide by the school's Controlled Assessment and NEA Policy; this can be found on the school website.
- 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 on the examinations delivery log 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.

Two members 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 regulations to track confidential materials taken from, or returned to, secure storage throughout the time the material is confidential.

### **Forecast/Estimated Grades:**

**Heads of Department will:**

- Ensure teaching staff provide estimated grade information to the Head of Examinations by the internal deadline (where this still may be required by the awarding body).

**The Exams office will:**

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

**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 Head of Learning Support 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 where required by awarding body.
- 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 8:15 for a morning exam and 12:45 for an afternoon exam. They will collect the exam room folder containing the seating plan and invigilation sheet. They will 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 and complete the second pair of eyes and ears check.

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 use the seating plan to identify their seat number and be lined up and wait to be registered by these times.

All candidates are expected to wear school uniform whilst in school; this includes when they have chosen to come into school during their study leave. 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 Senior Leadership Team may be required to assist when there are large number of candidates. A member of the Examinations team will always register the candidates and confirm their identity.

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.

Every candidate will have a photo ID label on their desk at the start of each exam; these will be laid out by the invigilators before the candidates enter. These will be used as a second identification check.

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 all 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 follow the JCQ and awarding body guidelines and submit the relevant forms.

The Head of Examinations is responsible for handling late or absent candidates on exam day. A member of the Examinations team will contact the candidate (or their parent/guardian) to ascertain their location. A member of the Examinations team will meet late candidates and ensure they have maintained the integrity of the exam and are ready to begin the exam before allowing them into the exam room. The lead invigilator will read them the script and ensure they have the same experience as all the other students. The lead invigilator will 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, except for those with a medical need. 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. The exception to this rule is candidates with 50% extra time; in this case, 25% is compulsory and then the remaining 25% is optional depending on their need.

Candidates who leave an exam room during an exam must be accompanied by an appropriate member of staff at all times. Time outside the exam room will not be reimbursed unless the candidate qualifies for rest breaks, i.e. if a candidate requests to go to the toilet during an exam, this time will not be added back on at the end.

At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

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 live examination rooms, the relevant policy documents and secure storage facility as requested. The Head of Learning Support or the designated member of the Senior Leadership Team will be responsible for showing them the relevant access arrangement files. Once the inspection is complete, the Head of Examinations will feed back to the Director of Studies and the Head of Centre.

### **Emergency Evacuation Procedure**

If the dedicated emergency alarm rings, all candidates are to remain seated and await further instructions. If it is safe to, a member of the Examinations team will go to the exam room and support the invigilators. If it is not safe, invigilators will be contacted by phone and given further instructions.

Where possible, we simply ask students to remain seated and wait for the alarm to stop. If in immediate danger, invigilators should evacuate the candidates from the room using the emergency evacuation procedure.

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

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

This document can be found on the school website.

### **Lockdown Procedure**

If the dedicated lockdown alarm rings, all candidates are to remain seated and await further instructions. If it is safe to, a member of the Examinations team will go to the exam room and support the invigilators. If it is not safe, invigilators will be contacted by phone and given further instructions.

Where possible, we simply ask students to sit under their desks and wait for the alarm to stop.

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

The lockdown 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.

### **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. These arrangements will be in line with the JCQ and awarding body guidelines and regulations and will take into consideration each candidate's individual circumstances and arrangements.

## **Special Consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma 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 be informed, in advance, of any special consideration application made on their behalf. Where applicable, appropriate evidence must be supplied to the Examinations Team within 7 days of the exam.

When evidence is provided within the timeframe, the Examinations Team will make a special consideration application to the relevant awarding body before the deadline.

## **Malpractice**

Please refer to Malpractice Policy.

## **Results**

The Head of Examinations will contact the students and their parents (including any private candidates) at the start of the relevant week to provide them with information about

- how and when results will be issued
- how to access results remotely if they are not coming into school
- which members of staff will be available on results day
- the post-results services available to them

The Head of Examinations will download and process the results on restricted release day. They will then be shared with key members of staff but will remain confidential until the official dates and times of release of results to candidates. The examinations team will work to resolve any missing or incomplete results with awarding bodies.

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.

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 Services**

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 services 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, up or stay the same.

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 version 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 on their behalf 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 they bring suitable photo identification with them that confirms who they are.

The centre will only retain certificates for 1 year; any uncollected certificates may be destroyed.

A replacement certificate will not be issued by awarding bodies. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

### **Archiving**

The Examinations department archive all paper-based material relating to access arrangements and special consideration in line with the school's archiving policy. All paperwork is filed into the candidates archive folder 3 years after they leave the school.

Candidate exam results will not be archived; these will be maintained on the school system and hardcopies will be stored in a secure locked cabinet for the purpose of reference request, statistical analysis and other school related admin.

All other paper-based exam related paperwork are destroyed before the relevant admin for the next cycle begins. This includes (but is not exhaustive):

- attendance registers
- dispatch and delivery logs
- awarding body exam material
- material stored for resilience
- paperwork relating to entries, exams and results
- paperwork relating to post review services
- conflicts of interest records
- exam room documents

**Head of Examinations**

*October 2024*

*To be reviewed October 2025*