Merchant Taylors' School

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 Exams 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 enquiries about results.
- Is responsible for reporting all suspected and actual incidents of malpractice to the relevant awarding body or JCQ.
- Must ensure that Senior Leadership Team and Exams Office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet.
- 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 in a timely manner.
- The Head of Exams and the Exams 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.
- A Complaints and Appeals Procedure and NEA, Controlled Assessment and Coursework 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 and awarding body publications including:
    - A guide to the special consideration process (SC)
    - Access Arrangements and Reasonable Adjustments (AARA)
    - Cambridge Handbook
    - General Regulations for Approved Centres (GR)
    - Instructions for Conducting Examinations (ICE)
    - Instructions for conducting non-examination assessments (NEA) and the Instructions for conducting coursework (ICC)
    - Suspected Malpractice – Policies and Procedures (SMPP)

- 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 Examinations Escalation Policy 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 Exams 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 Exams not be available.
- Centre staff undertake key tasks within the exams process and meet internal deadlines set by the Head of Exams.
- 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 which will be shared with staff and candidates to 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, take 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.
    - For matters relating to conflict of interest, please refer to the *Examinations – Conflict of Interest Policy*
- 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 any awarding body 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 Director of Academic Inclusion 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 Exams 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 examination policies can be found on the school website:

- Access Arrangements Policy
- Complaints and Appeal Procedure and Form
- Conflict of Interest Policy
- Controlled Assessment Risk Assessment
- Cyber Security Policy
- Data Protection Policy
- Emergency Evacuation Policy
- Equality Policy
- Escalation Policy
- Exam Risk Assessment and Contingency Plan
- Laptop and Word Processor Policy
- Lockdown Policy
- Malpractice Policy
- NEA, Controlled Assessment and Coursework Policy
- Policy for Identifying candidates

The following documents can be found within the School Policies SharePoint:

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

The Head of Exams:

"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 Exams** will:

- Be familiar with the contents of annually updated JCQ and awarding body publications.
- Advise all members of staff on exam 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 exam timetable that will affect them.
- Ensure centre staff who undertake key tasks within the exams process meet internal deadlines set by the Head of Exams.
- 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. Ensure every member of staff who has access to an awarding body online system undertakes annual cyber security training. The Head of Exams will keep copies of the relevant training certificates on file for inspection.
- 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 JCQ Instructions for Conducting Examinations and awarding body regulations.
- Manage security within the examination process as per JCQ and awarding body regulations, guidance and instructions.
- 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. This will be in line with the Conflict of Interest Policy.
- Conflicts of interest will be managed by the Head of Exams, unless they are involved in the conflict. In this case, the Deputy Head (Academic) together with the Assistant Head of Exams will manage this conflict of interest.

The Exams Administrators will**:**

- Assist the Head of Exams with the tasks above
- Be aware of the JCQ and awarding body rules and regulations as well as updates

QUALIFICATIONS

The qualifications offered at this centre are decided by the Head of Centre together with the Deputy Head (Academic).

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, the Head of Exams must be informed by 1st October of that academic year. Informing the Head of Exams 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 at the same time as external examinations.

External examinations 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 Exams will circulate the exam timetables for internal and external exams before each series begins.

EXAM ADMINISTRATION

Planning:

The **Head of Exams** will:

- Direct relevant centre staff to annually updated JCQ and awarding body 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.
- Collect information on internal exams to enable preparation for and conduct of the internal exams.
- Ensure staff appointed to facilitate specific access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s

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 Director of Academic Inclusion 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 where appropriate.
    - 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 system immediately to the relevant awarding body.

Heads of Department will:

- Respond (or ensure teaching staff respond) to requests from the Exams Office on information gathering.
- Meet the internal deadline for the return of information.
- Inform the Head of Exams of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred from an awarding body.
- Ensure teaching staff keep themselves updated with awarding body teaching-specific information to effectively deliver 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 Exams.
- 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 Director of Academic Inclusion 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 relevant JCQ and awarding body publications
- Identify and test candidates' requirements and collate evidence to support the appropriate access arrangements

- Apply for approval through Access Arrangements Online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- 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.
- Keep relevant evidence on file for inspection purposes
- 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.

Once a candidate's access arrangement requirements have been decided by the Director of Academic Inclusion, these will be administered by the Exams Office.

Rooming, invigilation and support for access arrangement candidates during their exams and assessments will be organised by the Exams Office.

Teachers will:

- Supply information on entries, coursework and controlled assessments as required by the Head of Department and/or the Exams Team.
- Support the Director of Academic Inclusion 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.

Support staff will:

- Support the Exams Team in dealing with exam-related matters.

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 Exams, but securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resources Team. DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the Head of Exams with the support of the Bursar.

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

The Head of Exams 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.

Invigilators will:

- Attend training, update, briefing and review sessions as required.
- Sign a Confidentiality Agreement, declare any conflict of interest and confirm whether they have any current maladministration/malpractice sanctions applied to them.
- Assist the Head of Exams 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.

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).

Heads of Department will provide final entry information to the Head of Exams 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 on occasion for current L6th students and only with the agreement of the Head of Department and the Deputy Head (Academic). A Level re-sits are only accepted from private candidates who are OMTs. Merchant Taylors' School does not act as an exams centre for other organisations. Re-sit decisions will be made by the Head of Department in consultation with the Deputy Head (Academic). Managing private candidates is the responsibility of the Head of Exams.

Once entries have been finalised, the Head of Exams will issue every candidate with an Examination Pack, including the candidate's 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 Exams will publish the deadline for action well in advance for each exam series.

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

Briefing candidates:

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

During the Spring Term, candidates who are sitting external exams in that series are asked to attend an information session, during which they will be issued with an Examinations Folder. This provides every candidate with the following information:

- A copy of their statement of entry
- A copy of their personalised timetable
- Details of any exam clash they may have
- Confirmation of Access Arrangements (if applicable)
- 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
- Social Media regulations

Candidates and their parent or guardian will each be expected to complete a declaration form to confirm they have read and understood the contents of the Examinations Folder and that their entries and details are correct. By signing this, they also confirm that they understand the Coursework/Controlled Assessment/NEA/AI regulations, how their data is used, that they are aware that the examination policies, exam board regulations and school privacy notice are on the school website. In addition, the candidate is signing to confirm that for all their exams, they will conduct themselves in accordance with the JCQ, awarding body and centre regulations.

Candidates with exam access arrangements will have a brief meeting with a member of the Exams Team to discuss their requirements. 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 access arrangements for certain examinations if they wish to; these arrangements will be agreed during the meeting. The agreed arrangements will be put into place for trial exams and can be reviewed before the final examinations. Parents will be notified of their child's confirmed access arrangements before the exam season begins.

NEA, Controlled Assessment and Coursework:

Heads of Department will ensure:

- They abide by the school's NEA, Controlled Assessment and Coursework Policy; this can be found on the school website.
- Accurately complete coursework/controlled assessment/NEA mark sheets and authentication sheets. These will be submitted to the exams office by the internal deadline.
- Teaching staff authenticate candidates' work as per awarding body requirements. They will 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).
- They provide required samples of work for moderation to the Exams Office by the internal deadline.

The **Exams 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 Heads of Department are aware of the guidelines in terms of retention and subsequent disposal of candidates' work.
- Inform Heads of Department of the timeline and procedure for appeals against internal assessments. All appeals will be dealt with in accordance with the centre's Complaints and Appeals Procedure. This can be found on the school website and will be shared with Heads of Department at the start of each academic year.

Candidates will:

- Complete their assessment with integrity, following the guidelines and guidance.
- 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 Exams 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 Exams 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 Exams 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 of the submitted grades.

Seating plans, Timing and Rooming:

The **Head of Exams** will:

- Produce a master 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 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 Director of Academic Inclusion in order to facilitate access arrangements effectively.
- Allocate invigilators to exam rooms as per the required ratios.
- Create seating plans for each exam identifying access arrangements and clash candidates.
- Prepare invigilation sheets.
- Create word processor and scribe coversheets for each exam and candidate where required by awarding body.
- Update exam room documents and prepare folders for each exam room.
- Book exam rooms on the booking system and notify the relevant members of staff to avoid clashes.
- Ensure IT and/or other support staff are advised of requirements well in advance.

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 Exams Office by 8:00 for a morning exam and 12:30 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. Candidates are expected to be outside the exam venue 15 minutes before the scheduled start time of the 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. For all written exams, a member of the Exams Team will always register the candidates and confirm their identity as per the Policy for Identifying Candidates.

Lead invigilators and members of the Exams Team will start and finish all exams in accordance with JCQ and awarding body guidelines. Once the candidates are seated, the examination script will be read and then the exam will begin.

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. 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 Exams will follow the JCQ and awarding body guidelines and submit the relevant forms.

The Head of Exams is responsible for handling late or absent candidates on exam day. A member of the Exams Team will contact the candidate (or their parent/guardian) to ascertain their location. A member of the Exams 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 always accompanied by an appropriate member of staff. Time outside the exam room will not be reimbursed unless the candidate qualifies for

supervised 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. Unless there is a medical need, candidates will not be allowed to go to the toilet during the examination.
If a candidate asks to use the toilet, their pockets will be checked and they will be scanned using a mobile phone detector before being allowed to enter the toilet.

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 Exams Team aware of the incident as soon as possible and certainly by the end of the exam session. The Head of Exams 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 Exams will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Exams 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 to the Centre.

The Head of Exams 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 Director of Academic Inclusion, 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 Exams will feed back to the Deputy Head (Academic) 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 Exams 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 policy will be in every exam room 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.

The Emergency Evacuation Policy 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 Exams 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.

The Lockdown Policy can be found on the school website.

Exam Contingency Procedure

Contingency planning for exams administration is the responsibility of the Head of Exams; please refer to the Examinations – Risk Assessment and Contingency Plan which can be found on the school website.
Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Clash Candidates

The Head of Exams, together with the Exams 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 examination due to illness, suffer a bereavement or other trauma, or otherwise be disadvantaged or disturbed during an examination, it is the candidate's responsibility to inform the Head of Exams accordingly.

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 Exams Team within 7 days of the exam.

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

Malpractice

Please refer to the Malpractice Policy for further information regarding malpractice.

Results

The Head of Exams 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 Exams 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 Exams 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 by midday.

Arrangements for the centre to be open on results days are made by the Head of Exams. 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, with the exception of a whole cohort re-moderation. The candidate must fill in the EAR form and sign to give their consent; consent in an email will not be accepted; the form must be signed (electronic signature is acceptable).

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 Exams following the JCQ and awarding body guidelines.

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

Whilst EARs are ongoing, the Exams Team will provide weekly updates on grade changes and update spreadsheets and statistics. Once all EARs are complete, the Exams Team will update the centre results information and provide the relevant staff with a final version of results information.

Following the publication of results, the Deputy Head (Academic) and Head of Centre will provide analysis of results to appropriate centre staff and key stakeholders. The Head of Exams will ensure this data is provided to the relevant external organisations such as CEM, ISC dataportal, Sunday Times, Parent Power, The Times.

Certificates

Candidates will receive their certificates:

- in person at the centre; **or**
- posted (recorded delivery); **or**
- collected and signed for on their behalf by a nominated person.

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 obtained from each awarding body; the candidate must liaise directly with the relevant awarding bodies.

If the candidate would like a certified statement of results, this can be provided by the School Admin Office.

Archiving

The Exams Department will electronically archive all material relating to access arrangements in a student specific file. This file will be deleted after seven years.

Candidate exam results will not be archived; these will be maintained on the school system and hard copies 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 is destroyed before the relevant admin for the next cycle begins. This includes (but is not limited to):

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

Head of Examinations
October 2026
To be reviewed October 2027