

Examinations Policy

2022-2023

30th September 2022

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Purpose of the policy

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

- all aspects of the centre's exam process are documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- exam candidates understand the exams process and what is expected of them.
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

"... 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](#)]

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

This policy will be communicated to all relevant centre staff.

The policy will be published on the school website with the link communicated via email to all those identified with roles and responsibilities within the policy.

Links to other policies

Exam Contingency Plan and Escalation Process

An e-copy is available on the school's department share area:

Exam Contingency Plan

"It is the responsibility of the head of centre to ensure that his/her centre... has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan must be readily available for inspection purposes; The examination contingency plan should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency. The potential impact of a cyber attack should also be considered."

Escalation Process

"It is the responsibility of the head of centre to ensure that his/her 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....."

[[GR 5.3](#)]

Internal Appeals Procedures

An e-copy is available on the school's department share area:

"It is the responsibility of the head of centre to ensure that his/her centre...has in place the following policies available for inspection....a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, post-results services and appeals, and centre decisions relating to access arrangements and special consideration" [[GR 5.3](#)]

"The centre agrees to.....have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" [[GR 5.7](#)]

"The centre must inform candidates of their centre assessed marks as a candidate can request a review of the centre's marking before marks are submitted to the awarding body" [[NEA 6](#)]

"Additionally, each centre must have available for inspection an internal appeals procedure relating to internal assessment decisions" [[NEA 1](#)]

"The centre will.....have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..." [[GR 5.13](#)]

Non-Examination Assessments Policy

An e-copy is available on the school's department share area:

"It is the responsibility of the head of centre to ensure that his/her centre.....has in place the following policies available for inspection....a written policy regarding the management of GCE and GCSE non-examination assessments" [GR 5.3]

"The awarding bodies requires each centre to have a non-examination assessment policy in place [NEA 1] :

- *to cover procedures for planning and managing non-examination assessments:*
- *to define staff roles and responsibilities for non-examination assessments:*
- *to manage risks associated with non-examination assessments:*

Access Arrangement Policy

An e-copy is available on the school's department share area:

"The head of centre/senior leadership team agrees to.....recognise its duties towards disabled candidates including private candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates must be available for inspection purposes.

†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect "

"...with its obligations in respect of identifying the need for, requesting and implementing access arrangements."

"The head of centre/senior leadership team ... have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments;"
[GR 5.4]

Complaints and Appeals Procedure

An e-copy is available on the school's department share area:

"The centre agrees to... draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."

[GR 5.8]

Child Protection/Safeguarding policy and DBS Clearance Procedure

The Child Protection/Safeguarding policy is published on the school website in the policies folder

The DBS clearance is covered in the Safer Recruitment and Recruitment of Offenders policy. The policy is available in the secured staff area on the school website.

<https://atlp.org.uk/about/policies/>

“It is the responsibility of the head of centre to ensure that his/her centre... has in place a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements...”

[GR 5.3]

Data Protection Policy

The Data protection policy is published on the school website in the policies folder

<https://atlp.org.uk/about/policies/>

“It is the responsibility of the head of centre to ensure that his/her centre....has in place the following policies available for inspection....a written data protection policy” [GR 5.3]

Whistleblowing Policy

The Whistleblowing policy is published on the school website in the policies folder

<https://atlp.org.uk/about/policies/>

“It is the responsibility of the head of centre to ensure that his/her centre....has in place the following policies available for inspection....a written whistleblowing policy” [GR 5.3]

Roles and Responsibilities Overview

“The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments” [GR2.3]

Head of Centre (HoC)

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General regulations for approved centres](#)(GR)
 - [Instructions for conducting examinations](#)(ICE)
 - [Access Arrangements and Reasonable Adjustments](#)(AA)
 - [Suspected Malpractice in Examinations and Assessments](#)(SMEA)
 - [Instructions for conducting non-examination assessments](#) (NEA)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- Ensures the relevant senior leader(s), Exams Officer (EO) and the Special Educational Needs Co-ordinator (SENCo) receive appropriate training and support to facilitate the effective delivery of the examinations and assessments within the centre and ensure compliance with the published JCQ regulations.
- Ensures a named member of staff acts as the SENCo and 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*.
- Ensures that the EO is line managed and actively supported by a member of the senior leadership team who has good working knowledge of the examination system.
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process.
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- Ensures “*that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination*” [ICE 12.6]
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
 - the location of the centre’s secure storage unit is in an area solely assigned to examinations
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place that allows the HoC to act immediately in the event of an emergency or staff absence
- Ensures a required internal appeals procedures are in place
- Ensures the centre has a written policy in place regarding the management of GCE and GCSE non-examination assessments.
- Ensures a disability policy showing the centre’s compliance with relevant legislation is in place
- Ensures a *Complaints and Appeals procedure* covering general complaints regarding the centre’s delivery or administration of a qualification is in place
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Ensures the centre has a data protection policy in place
- Ensures the centre has a whistleblowing policy in place
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

- Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- Ensures the appropriate steps are taken to manage any conflicts of interests such as a candidate being entered for exams is related to a member of centre staff
- Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly

Exams Officer (EO)

*“The **examinations officer or quality assurance co-ordinator** is the person appointed by a head of centre to act on behalf of the centre in matters relating to the general administration of awarding body examinations and assessments.”*

[GR 2.4]

- Understands the contents of annually updated JCQ publications including:
[General regulations for approved centres](#)
[Instructions for conducting examinations](#)
[Suspected Malpractice in Examinations and Assessments](#)
[Post-results services](#) (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates, and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains, and deploys a team of internal/external invigilators; appoints lead invigilators, as required, and keeps a record of the training provided to invigilators for the required period
- Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments
- Administers internal and external exams

Leadership Group (LG)

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

Special Educational Needs Co-ordinator (SENCo)

- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ publications including:
[Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process including identification and testing of candidates
- Provides additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification

Core and Subject Leaders (CL and SL)

- Ensures they are fully compliant with JCQ regulations.
- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Teaching staff

- Ensures they are fully compliant with JCQ regulations.
- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Notify the SENCo of access arrangement requirements (as soon as possible after the start of the course)
- Submit candidates' names to Subject Leaders/Heads of Department
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Senior Invigilators/Invigilators

- Ensures they are fully compliant with JCQ regulations.
- Attend training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Collect exam papers and other material from the exams office before the start of the exam
- Lead in the exam room to prevent malpractice and work in accordance with the Exams Policy and JCQ Regulations
- Collect exam papers in the correct order at the end of the exam, complete attendance registers and package exam papers for despatch

Reception staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials
- Support the EO in relation to absent/late candidates

Site staff

- Support the EO in relevant matters relating to exam rooms and resources

Candidates

- Ensure they are fully compliant with JCQ Regulations for written examinations, coursework, controlled assessment, and non-exam assessments

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

The Exam Cycle

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

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

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

Planning: Roles and Responsibilities

Information sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#)

Exams Officer

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

Information gathering

Exams Officer

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

Core and Subject Leaders

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access Arrangements

Head of Centre/Leadership Group

- Ensures compliance with all aspects of the Equality Act 2010, particularly Section 20 (7).
- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo

- Ensures compliance with all aspects of the Equality Act 2010, particularly Section 20 (7).
- Assesses candidates (or works with the appointed access arrangements assessor) to identify, determine and implement appropriate access arrangements and reasonable adjustments.
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal **way of working** of an affected candidate
- Determines candidate eligibility for access arrangements or reasonable adjustments that are centre delegated
- Gathers signed **data protection notices** from candidates where required
- Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Liaises with teaching staff, support staff (such as Teaching Assistants) and the EO to ensure the approved access arrangements/reasonable adjustments are put in place for internal and external examinations.
- Liaises where appropriate, with specialist advisory teachers, educational psychologists, and medical professional.
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the arrangement(s) and keeps a record of the training provided to facilitators for the required period
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments
- Ensures criteria for candidates granted **separate/small group invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Word Processor Policy

An e-copy of the Word Processor policy is on the school's department shared area and in the Access Arrangements file.

"A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home. The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs..."

A member of the centre's senior leadership team must produce a word processor policy specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations and assessments This policy must be available for inspection."

[AA 5.8]

Separate invigilation within the centre (e.g. Small group)

An e-copy is available on the school's department share area and in the Access Arrangements file:

In certain circumstances, a candidate with 'an established difficulty' may be eligible to take exams under separate invigilation.

"A candidate may only take their examinations under separate invigilation within the centre where he/she has an established difficulty..."

[See [AA 5.16](#) plus centre-determined criteria]

Leadership Group, Core and Subject Leaders, Teaching staff

- Support the SENCo in identifying, determining, and implementing appropriate access arrangements and reasonable adjustments.
- Notes the internal deadlines in place and ensures these are met.

Internal Assessment and Endorsements

Head of Centre

- Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internal assessment decisions, post result services and appeals and centre decisions relating to access arrangements and special consideration.
- Ensures a policy for the **management of non-examination assessments** is in place for GCE and GCSE qualifications, identifying staff responsibilities and examining potential risks
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required
- Ensures a non-examination assessment policy is in place for GCE and GCSE qualifications which include components of non-examination assessment

Non-Examination Assessment Policy

An e-copy is available on the school's department share area:

The purpose of this policy, as defined by JCQ, is to

- *cover procedures for planning and managing non-examination assessments*
- *define staff roles and responsibilities with respect to non-examination assessments*
- *manage risks associated with non-examination assessments* [[NEA](#)– The basic principles, page 1]

"The centre agrees to... have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments"

[[GR 5.7](#)]

Senior Leaders

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

Core and Subject Leaders

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

Teaching staff

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

Exams Officer

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

Invigilation

Head of Centre

- Ensures relevant support is provided to the EO in recruiting, training, and deploying a team of invigilators
- Ensures that all invigilators are suitably qualified and experienced adults who must not be current students at the centre.
- Ensures that a teacher, tutor, or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination
- Ensures that all invigilators are appropriately trained in their duties.
- Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher

Exams Officer

- Ensures the invigilators are familiar with the JCQ [Instructions for conducting examinations](#) including the *Checklist for invigilators (for written examinations)*, *Warning to candidates*, *Information for candidates* and the *Unauthorised items poster* including any specific instructions relating to the subject(s) being examined
- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year

- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides an annual training event for new invigilators and an update event for invigilators in the conduct of exams
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Ensures a record of the content of the training given to the invigilators and those facilitating access arrangements is available for inspection purposes.

Entries: Roles and Responsibilities

Estimated entries

Exams Officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from Core/Subject Leaders in a timely manner to ensure awarding body external deadlines for submission can be met

Estimated entries collection and submission procedure

The Exams Officer Emails Core/Subject Leaders at the beginning of the Autumn term requesting qualification and candidate number details. Estimated entries, where required, are submitted via the exam boards secure websites.

Core and Subject Leaders

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

Final entries

Exams Officer

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

Final entries collection and submission procedure

At the end of the Autumn Term data collection forms for each teaching group, detailing candidates, and examinations for that subject, are emailed to Core and Subject Leaders. Once completed and returned to the Exams Officer the EO submits entry via Bromcom

using A2C to transmit entry/amendment files to the exam boards. Entry lists are produced, and confirmation are emailed to Core and Subject Leaders for them to check the entries.

Core and Subject Leaders

- Provide information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct

Entry fees

The EO manages the exam budget. Entry fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam they have been entered for/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstance

Late entries

Exams Officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

Core and Subject Leaders

- Minimise the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries

Private candidates

The centre does not accept private candidates

Candidate exam timetable

Exams Officer

- Provides candidates with exam timetables for checking entries including personal details such as their correct spelling of their full legal name and date of birth.

Teaching staff

- Ensure candidates check exam timetables and return any relevant confirmation required to the EO

Candidates

- Notify the EO of any discrepancies, provide legal documentation if necessary i.e. incorrect spelling if name.

Pre-exams: Roles and Responsibilities

Access arrangements

SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidate's information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Ensures appropriate rooming for candidates with access arrangements is arranged with the Cover Supervisor
- Invigilation requirements will be directed to the Exams Officer.

Briefing candidates

Exams Officer

- Issues individual exam timetable information to candidates once all entries have been made before Easter.
- Issues relevant JCQ information for candidate's documents at the beginning of the Academic Year. Displaying JCQ Information for Candidates posters on the Exam noticeboard, publishing all relevant exam information on the school website and through exam assemblies throughout the academic year.
- Prior to exams, issues relevant JCQ regulations and awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam timetable and venue
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised materials
 - when and how results will be issued and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

Post Results Services and Appeals Procedures

A page is dedicated to Post Results Services on the school website. Candidates are notified in assemblies of where to locate the information and a text messaging/emailing service is used to share the information to parents/carers.

<https://arthurterry.bham.sch.uk/students/exam-information/>

"The centre agrees to... have in place written procedures for how it will deal with candidate's requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services prior to the issue of results..."

[GR 5.13]

Dispatch of exam scripts

Exams Officer

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

Estimated grades

Core and Subject Leaders

- Ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

Exams Officer

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

Internal assessment and endorsements

Head of Centre

- Ensures procedures are in place for candidates to appeal an internal assessment decision or request a review of the centre's marking of an assessment

SENCo

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

Teaching staff

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

Core and Subject Leaders

- Ensures teaching staff authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures the submission of marks for internally assessed components of qualifications to the awarding body secure websites are processed by the deadline
- Ensures teaching staff provide required samples of work for moderation to the EO to the internal deadline

Exams Officer

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

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams Officer

- Trains/updates invigilators annually.
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilators (acting as a practical assistant, reader, or scribe) are accommodated on a 1:1 basis
- Allocates invigilators to exam rooms according to the required ratios (or where supervising candidates due to a timetable variation) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

SEnCo

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

Invigilators

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

JCQ inspection visit

The Exams officer or Senior leader will accompany the Inspector throughout the visit

“A senior member of staff or a member of the exams office must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre’s secure storage facility.”

[ICE Introduction]

Seating and identifying candidates in exam rooms

Exams Officer

- Ensures a procedure is in place to verify candidate identity.
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/in the seating plan

Verifying candidate identity procedure

“The Head of Centre must make sure that appropriate arrangements are in place so that invigilators can carry out adequate checks on the identity of all candidates” [ICE 16.1]

“Invigilators must establish the identity of all candidates sitting examinations...”

[ICE 16]

Key Stage 4 (Year 10 and 11)

Senior members of staff approved by the HoC are present in the exam room for identification purposes. Once candidates are seated an invigilator checks their names against the seating plan and completes the attendance register.

Key Stage 5 (Year 12 and 13)

Year 12

A printed copy of Year 12 photos is available in the exam room to help identify students. Once candidates are seated an invigilator checks their names against the seating plan and completes the attendance register.

Year 13

Candidates have a printed photographic ID card detailing their name, tutor group and candidate number. Once candidates are seated an invigilator checks the IDs against the seating plan and completes the attendance register.

Security of exam materials

Exams Officer

- Records confidential materials delivered to the centre and issued to authorised staff
- Records and tracks confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks, and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception staff

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

Teaching staff

- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

Exams Officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolve candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

SENCo

- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

Alternative site arrangements

Exams Officer

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met

- Will inform the JCQ Centre Inspection Service using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Transferred candidate arrangements

Exams Officer

- Liaises with the host or entering centre, as required
- Processes requests to the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Progress Exams

Exams Officer

- Prepares for the conduct of progress exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Reminds teaching staff to provide resources with sufficient notice for printing progress exam papers
- Arranges invigilation

SENCo

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

Teaching staff

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

Exam Time: Roles and Responsibilities

Access Arrangements

SENCo

- Provides/Updates exams officer with a list of candidates eligible for Access Arrangements
- Deals with any emergency access arrangements that may arise during the exam series.
- Deals with the JCQ Inspector in regards to Access Arrangements

Exams Officer

- Supports the SENCo in dealing with any emergency access arrangements
- Applies for approval for emergency access arrangements through AAO where required or through the awarding body where qualifications sit outside the scope of AAO alongside the SENCo

Candidate Absence

Candidate Absence Policy

An invigilator checks attendance in the exam room. Any absentees are reported to the EO who liaises with Reception and the Attendance Team. Reception or the Attendance Team call home to locate the candidate. If there is a medical note or mitigating circumstances relating to the absence these are forwarded to the EO. The EO reports any absence to the subject leader and the candidate's personal progress leader.

Invigilators

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

Candidate Behaviour

See *Irregularities* below.

Candidate Belongings

See *Unauthorised materials* below.

Candidate Late Arrival

Exams Officer

- Ensures that candidates who arrive very late as per the JCQ regulations, for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- Warns candidates that their work may not be accepted by the awarding body

Invigilators

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

Candidate Late Arrival Policy

The EO is notified of the arrival on any late candidates and will ascertain whether the candidate is late or very late. The EO will escort the candidate to the exam room where the invigilator makes a note of the time to provide the candidate with the full time of the examination.

If the candidate is very late they are advised they can sit the exam however the awarding body may not accept their work. If a candidate has been supervised by a parent a report is requested from the parent and is submitted with any other relevant information to the Awarding Body. The candidates' Progress Leader is informed if there is persistent lateness.

Conducting Exams

Head of Centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

Exams Officer

- Ensures exams are conducted according to JCQ and awarding body instructions

Dispatch of Exam Scripts

Exams Officer

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

Exam Papers and Materials

Exams Officer

- Organises exam question papers and associated confidential resources in date order in secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or inbox for updates from awarding bodies
- To avoid potential breaches of security, ensures prior to question paper packets being opened that another authorised member of staff or an invigilator checks the time, date, and paper details.
- Ensures a log of the receipt, removal and dispatch of the question papers is maintained for inspection purposes.
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

Exam Rooms

Head of Centre

- Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- Ensures only authorised centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

Food and drink in Exam Rooms

Clear water is permitted in a clear bottle with the label removed.

“Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers.....drink bottles must be transparent with all labels removed...” [ICE 18.2]

Exams Officer

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

Senior Leaders

- Ensure a documented emergency evacuation and lockdown procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Site staff

- Ensure exam rooms are available and set up as requested by the EO
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

Invigilators

- Conduct exams in every exam room as per the JCQ regulations including any centre processes in place.

Candidates

- Follow the rules as instructed by authorised centre staff outside and inside the exam room
- Follow the rules of the exams as per the JCQ regulations.
- Are required to remain in the exam room for the full duration of the exam

Emergency Evacuation Policy

An e-copy is available on the school’s department share area:

*“...Centres **must** have a **written** centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service.”*
[ICE 25.2]

Irregularities

Head of Centre

- Ensures any cases of alleged, suspected, or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are

investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

Leadership Group

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

Exams Officer

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

Invigilators

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

Malpractice

See *Irregularities* above.

Managing Behaviour

A clear warning is given to all the candidates about behaviour before they enter the exam room and by the EO before starting the examination.

A warning is given to the candidate by the invigilator during the examination if deemed necessary.

Persistent disruptive behaviour is reported to the EO by the invigilators who will contact a senior member of staff or Progress Leader to support the EO and invigilators when dealing with the disruptive candidate(s). A final decision will be made by the HoC on the sanctions required whether that be contacting the Awarding Body or dealing with it internally. All incidents are recorded clearly on the incident log by the invigilator.

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

[ICE 24.3]

Special Consideration

Progress Leaders

- Informs the exams officers of any special consideration that may be required for candidates.
- Provides evidence/statements where needed to support the special consideration application in a timely manner.

Exams Officer

- Processes appropriate requests for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline
- Notifies candidates of any special consideration submitted to the Awarding Bodies.
- Retains evidence until after the publication of results.

Leadership Group

- Ensures all applications are supported by signed evidence.
- Deal with any appeals relating to a centre decision on special consideration.

Invigilators

- Informs the EO of any disruption or candidates' illness that occurs during the exam that may require a special consideration application.
- Logs all information on the Exam Room incident log as evidence to support the application

Candidates

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

Special Consideration Policy

The EO keeps a log of all potential issues that may result in an application for Special Consideration, and may liaise with the candidates Progress Leader, for matters of sensitivity.

The EO will process Special Consideration applications on receipt of documental evidence.

Unauthorised Materials

Arrangements for unauthorised materials taken into the exam room

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

[ICE 18.2]

Candidates are instructed to put their bags in the storage room and to ensure all phones, watches and any other technological devices are switched off in their bags. This includes any other unauthorised materials not allowed in the exam room.

Alternatively, any unauthorised materials can be given to an invigilator where they are given a numbered card, a corresponding card is placed on their desks for ease of identification after the exam. These items are placed out of reach of the candidate at the front of the examination in a clear sealed bag and returned to the candidate at the end of the examination.

Invigilators

- Are informed of the arrangements through training.

Internal Exams

Exams Officer

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

Invigilators

- Conducts internal exams as briefed by the EO

Results and Post-Results: Roles and Responsibilities

Internal Assessment

Core and Subject Leaders

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

Managing results day(s)

Senior Leaders

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

Exams Officer

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

Results Day Programme

Candidates are required to come into the centre to collect their results. Results are sealed in an envelope and handed out by centre staff upon the candidate's arrival. Results are also published on the Go4School.

If candidates are unable to do so, they can either:

- **nominate someone to collect on their behalf – written permissions from the candidate is required along with Photo ID of the nominated person collecting.**
- **Provide their email address to the EO who email their results once all candidates have collected their results.**

A results day letter is attached with the statement of results reminding candidates of the Post Results Services provided including fees along with any necessary information such as guidance on linear results, certificates collection etc.

Senior and subject staff are available on results publication day for any guidance and advice once results are issued to candidates

"...Candidates must be made aware of the arrangements for post-results services prior to the issues of results and the accessibility of senior members of centre staff immediately after the publication of results...ensure that all internal candidates are made aware that all post-results service requests must be made through the centre..."

[GR 5.13]

Site staff

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

Accessing results

Exams Officer

- Informs candidates in advance of when and how results will be released to them
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Posts statement of results if in receipt of a stamped addressed envelope
- Provides summaries of results for relevant centre staff on issue of results date

Post-Results Services

Head of Centre

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

Exams Officer

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

Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

Analysis of results

Data Manager

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

Certificates

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

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

Issue of certificates procedure

Candidates are required to collect their certificates at a designated time communicated to them via a letter included with their Statement of Results on results day. The information is also published on the school website. Candidates collecting in person are required to sign to confirm receipt of their certificates

Retention of certificates policy

Certificates will be held for a period of 12 months from the date of issue after which time unclaimed certificates may be destroyed by shredding. A record of all certificates destroyed will be kept for a further period of four years from the date of their destruction

Review: Roles and Responsibilities

Exams Officer

- Provides line manager with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle

Line Manager

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

Retention of records: Roles and Responsibilities

Exams Officer

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

Exam Archiving Policy

Certificates: Any uncollected certificates to be held for 12 months from date of issue
Exam entry information: To be held until the deadline for Review of Results
Exam Results: Broadsheets to be downloaded and held on Data/Exams section of the school network
Seating plans/Attendance registers: To be held until the deadline for Reviews of Results
Special Consideration: To be held for the duration of the candidate's attendance at the centre
All information to be shredded upon expiration.