



## **Examinations Policy 2022-23**

### **Rationale**

The Mission Statement of St Paul's School for Girls states that every aspect of school life is permeated by the belief of the school community:

- a) in a loving God, as revealed by Jesus Christ
- b) that all persons are sacred because each is made in the image of God and is therefore deserving of respect.
- c) that all creation is an expression of the goodness and love of God revealed through it.
- d) that all are entitled in justice, to be given the opportunity to develop fully as persons and thus have equality of access to the curriculum.

Each girl is encouraged and stimulated to aim for excellence and thus achieve the best possible personal and academic standards. The examinations system within school is no exception, providing the girls with the opportunity to achieve their best within the constraints of the public examination system

Public examinations provide vital summative assessment. This assessment gives information to students, parents, other education institutions, local authority and government agencies and employers about the knowledge, understanding and skills achieved. To this end the school participates willingly in the administration of these examinations in the best interests of the girls and the school. In addition other internally set and marked examinations may take place at other stages in a student's progress through the school in order to prepare for public examinations, inform teacher assessments and check student learning.

### **Purpose of the Policy**

St Paul's School for Girls is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them
- Girls undertake examinations knowing what is expected of them in terms of preparation and behavior



- Girls are guided in their decisions about whether to make or withdraw an examination entry and do so with full knowledge of the implications for their careers or further education
- Staff understand fully their obligations and responsibilities with relation to examinations
- Accurate examination data is available to inform target setting
- Curriculum planning, target setting and careers links take into account up-to-date information on the current examinations system

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

This policy will be communicated to all relevant centre staff, it will be included in the Staff Handbook and published on the school website, so that it is accessible to candidate and parents.

Staff who have identified roles in this policy will be emailed directly a copy of the revised policy each year.

## **Roles and responsibilities overview**

### **Head of Centre- DR. D E Casserly**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR)
  - Instructions for Conducting Examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AA)
  - Suspected Malpractice in Examinations and Assessments (SMEA)
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
  - A guide to the special consideration process (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR [ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/](http://ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/)) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes

### **Head of centre declaration**

- The signed copy of the National Centre Number Head of Centre Declaration 2022/23 is held by the Examinations Officer in both hard copy and electronically. A copy of this is an appendix to this document.
- Enables the relevant senior leader(s), the examinations officer and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations



and assessments within the centre, and ensure compliance with the published JCQ regulations

- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Makes sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examination or on-screen test
- Ensures confidentiality and security within the examination process is compliant with and managed according to, JCQ and awarding body regulations, guidance and instructions including
  - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised keyholders
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

### **Exam Contingency Plan (see appendix 2)**

This plan examines potential risks and issues that could cause disruption to the exams process at St Paul's School for Girls By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by the Ofqual *Exam system contingency plan: England, Wales and Northern Ireland* which provides guidance in the publication *What schools and colleges and other centers should do if exams or other assessments are seriously disrupted* and the JCQ *Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland*.



This plan also confirms St Paul's School for Girls is compliant with the JCQ regulation (section 5.3, *General Regulations for Approved Centres 2020-21* that the 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.*

- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers

### **Examination Appeals Procedures (see appendix 3)**

- The copy of the Examination Appeals procedure 2022/23 is held by the Examinations Officer in both hard copy and electronically. A copy of which is an appendix to this document.
- Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements

### **Equalities Policy (see appendix 4)**

- The copy of the Equalities Policy is contained within the Staff Handbook and is published on the School Website.
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

### **Complaints and Appeals Procedure (see appendix 5)**

- The copy of the Complaints Procedure is contained within the Staff Handbook and is published on the School Website. A copy of which is an appendix to this document.
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

### **Child Protection/Safeguarding Policy**

- The copy of the Child Protection/Safeguarding policy is contained within the Staff Handbook and is published on the School Website.
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

### **Data Protection Policy**

- The copy of the Data Protection policy is contained within the Staff Handbook and is published on the School Website.
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

### **Access Arrangements Policy (see appendix 6)**

- The copy of the Access Arrangements policy is contained within the Staff Handbook and is published on the School Website. A copy of which is an appendix to this document



- Ensures the relevant awarding bodies are informed of any **Conflict of Interest** where
  - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort, where unable to find an alternative centre)
  - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate
- Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
  - a member of exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
  - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
  - a member of centre staff is taking a qualification at another centre
- Ensures other relevant centre staff, where they may be involved in the receipt and dispatch of confidential exam materials, are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel

### Exams Officer

- 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 content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries



- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

### **Senior Leaders (SLT)**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - 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)
  - A guide to the special consideration process

### **Special Educational Needs Co-ordinator (SENCo)**

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

### **Head of Department (HoD)**

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

### **Teaching Staff**

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

### **Invigilators**

- Attend/undertake training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate



- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

### **Reception Staff**

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

### **Site Staff**

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

### **Candidates**

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

### **The Exam Cycle**

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

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

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

### **Planning: roles and responsibilities**

#### **Information Sharing**

#### **Head of Centre**

- Directs relevant centre staff to annually updated JCQ publications including General regulations, Instructions for Conducting Examinations, Access Arrangements, Suspected Malpractice, Instructions for conducting Non-Examination Assessments (and the instructions for conducting coursework) and Special Consideration.

#### **Exams Officer**

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

#### **Information Gathering**

#### **Exams Officer**



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

### Head of Department

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

### Access Arrangements

#### Head of Centre

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

#### SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation** forms (candidate personal data consent form) from candidates where required
- Applies for **approval** through **Access arrangements online (AAO)** via the **Centre Admin Portal (CAP)**, where required or through the awarding body where qualifications sit outside the scope of AAO



- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of an inspection is able to access this documentation in an alternative format)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments.

### **Word Processor Policy (exams)**

- A candidate may be approved the use of a word processor where this is appropriate to the candidates' needs and not simply because this is their preferred way of working.
- The use of a word processor is put in place to address an underlying difficulty such as: speed of handwriting; medical condition; physical disability; sensory impairment; planning and organisational difficulties or poor legibility.
- The use of a word processor in examinations is a reflection of the candidate's normal way of working and is evidenced in internal assessments and PPEs.
- Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

### **Separate Invigilation within the Centre Policy (see Access Arrangements Policy appendix 6)**

- A candidate may be approved for separate invigilation providing that this reflects the candidate's usual way of working in PPEs. Separate invigilation is usually as a consequence of a long term medical condition or long term social, mental or emotional needs.
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### **Senior Leaders, Head of Department, Teaching Staff**

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

### **Internal assessment and endorsements**

#### **Head of Centre**

- Provides fully qualified teachers to mark non-examination assessments
- Ensures an **internal appeals procedure (see appendix 3)** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)



- Ensures a **non-examination assessment policy (see appendix 7)** is in place for GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)

### **Non-examination assessment policy**

- The copy of the Non-examination assessment policy is contained within the Staff Handbook and is published on the School Website.
- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally, if discovered prior to a candidate signing the authentication statement (where required), or reported to the awarding body if a candidate has signed the authentication statement.

### **Senior Leaders**

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

### **Head of Department**

- Ensures teaching staff delivering any OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensures teaching staff delivering GCE & GCSE specifications (which 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 candidates* documents that are annually updated

## **Invigilation**

### **Head of Centre**

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking, on its own, an assurance from a recruitment agency that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams, in addition to the subject teacher, to ensure the supervision of candidates is maintained at all times

### **Exams Officer**

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

## **Entries: roles and responsibilities**

### **Estimated entries**

#### **Exams Officer**

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- The EO gathers the data for estimated entries from the Management Information System
- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification

#### **Head of department**

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



## **Final entries**

### **Exams officer**

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures, as far as possible, that entry processes minimise the risk of entries or registrations being missed, reducing the potential for late or other penalty fees being charged by awarding bodies
- The EO compiles a list of candidates studying each qualification using the information in the schools management information system (SIMS). These lists are sent to HoDs, for them to check for any errors or omissions, making any amendments on the return sheets. The return sheets are signed by the HoD and returned to the EO. This information contained within the return sheet is used to create entry files on the school management information system which are then converted into electronic data interchange (EDI) entry files, which are then submitted to the exam boards. Electronically, through an EDI programme (A2C).

### **Head of Department**

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

## **Entry Fees**

- The centre covers the cost of entries, however the centre may impose a charge equal to the financial charges levied by the exam boards in some circumstances.

## **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/ individual candidates

### **Head of Department**

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



### **Re-sit entries**

- If the candidate re-sitting an examination is not supported by the centre, the candidate will have to cover the cost of the entry with payment being made before the entry is made to the exam board.

### **Private candidates**

- Private candidate are accepted at the discretion of the Head of Centre.

### **Candidate Statements of Entry**

#### **Exams officer**

- Provides candidates with statements of entry for checking

#### **Teaching staff**

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO

#### **Candidates**

- Confirm entry information is correct or notify the EO of any discrepancies

### **Pre-exams: Roles and Responsibilities**

### **Access arrangements**

#### **SENCo**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them
- Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted, where this may be required, to enable a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

### **Briefing Candidates**

#### **Exams Officer**



- Issues individual exam timetable information to candidates and informs candidates of the contingency day awarding bodies identify in the event of national or local disruption to exams
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - wrist watches in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

### **Access to Scripts, Reviews of Results and Appeals Procedures (see appendix 8)**

- Results will be issued, to the candidates on the publicised dates in person or alternatively, via post if they provide the centre with an appropriately stamped envelope. If the candidate is unable to collect their results in person, then they may provide written permission for someone to collect them on their behalf. The candidate's representative must provide proof of identity.
- When results are published appropriate staff will distribute results, be available to discuss results and give guidance to students and prepare data for publication and monitoring purposes.
- Candidates will receive information and arrangements of the post-results procedure included with their results. This includes information on the services available and associated costs, how to request a service, and details of the procedure to be followed when accessing the post-results services.
- Candidates should be prepared to meet the cost of any post-results service. However, where the application for a post result service, such as Review of Marking, is supported by the centre, the cost may be covered by the centre at the Head of Centre's discretion.
- Where post-results services are requested by HoDs, the cost will be set against departmental budgets.

### **Dispatch of Exam Scripts**

#### **Exams Officer**

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



## **Estimated Grades**

### **Head of Department**

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

### **Exams Officer**

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

## **Internal Assessment and Endorsements**

### **Head of Centre**

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

### **SENCo**

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

### **Teaching Staff**

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

### **Head of Department**

- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to the awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

### **Exams Officer**

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



## **Candidates**

- Authenticate their work as required by the awarding body

## **Invigilation**

### **Exams Officer**

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

### **SEnCo**

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

### **Invigilators**

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

## **JCQ Centre Inspections**

### **Exams Officer or Senior Leader**

- Will accompany the Inspector throughout a visit

### **SEnCo or relevant Senior leader (in the absence of the SENCo)**

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

## **Seating and identifying candidates in exam rooms**

### **Exams Officer**

- Ensures a procedure is in place to verify candidate identity including private candidates

#### **Verifying candidate identity procedure**

- The identity of all students is verified during the initial registration process with the centre. The identity of candidates at examinations will be verified by centre staff, such as Form Teachers, Heads of Year or member of the SLT, SENCo, EO at the start of each exam.



Candidates who are in Year 7 to 11 will sit exams in school uniform. Candidates in Year 12 and 13 will have their Student ID with them.

- Private, external or transferred candidates must show photographic ID to a member of centre staff on arrival at the centre and on entry to the exam room.
- Where identification of candidates may be hindered by the wearing of religious clothing, such as a veil, then the candidate will be taken by a member of centre staff, of the same gender, to a private room where they will be asked politely to remove the item of clothing hindering identification to confirm their identity.
- Ensures invigilators are aware of the procedure.
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)

### **Invigilators**

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

### **Security of exam materials**

#### **Exams Officer**

- Confirms appropriate arrangements are in place to ensure that confidential materials are only delivered to those authorised by the head of centre.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Ensures the secure storage facility contains only current and live confidential material
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room, this will be stored in the secure storage facility if space allows

#### **Reception Staff**

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

#### **Teaching Staff**

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

### **Timetabling and Rooming**

#### **Exams Officer**

- Produces a master centre exam timetable for each exam series



- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)

### **Overnight supervision arrangements policy (see appendix 9)**

- The copy of the Post-Results Service procedure is an appendix to this document.
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

### **SEnCo**

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

### **Site Staff**

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

### **Alternative site arrangements**

#### **Exams Officer**

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ *Alternative Site arrangement* notification through CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

### **Transferred candidate arrangements**

#### **Exams Officer**

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

### **Internal Exams**

#### **Exams officer**

- Prepares for the conduct of internal exams under external conditions



- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

### **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 with candidates for access arrangement Exam time: roles and responsibilities

### **Access Arrangements**

#### **Exams Officer**

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams
  - applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

### **Candidate absence**

#### **Candidate absence policy**

- It is expected that candidates entered for qualifications will attend any related examinations. However it is acknowledged, that on occasion, this may not be possible due to reasons such as illness, bereavements or other unforeseen circumstances.
- If candidates are unable to attend, they must contact the centre to notify their absence and the reason for it. Subsequently, candidate must supply evidence to support the reason for absence. As part of the Exam Briefings, candidates are reminded of this requirement.
- If a candidate is absent, the Attendance Officer will contact the candidates' parents/guardians to establish the reason for the absence.
- The centre may impose a charge, equal to the financial charges levied by the exam board, for any candidate who fails to attend an examination and does not produce evidence.

#### **Invigilators**

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

#### **Candidates**

- Are re-charged relevant entry fees for unauthorised absence from exams



### **Candidate belongings**

- Only equipment required for the completion of the exam may be taken into the exam room. Candidates personal belongings should be securely stored in their lockers.

### **Candidate late arrival**

#### **Exams officer**

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

#### **Invigilators**

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

### **Candidate late arrival policy**

- It is expected that candidates arrive, at their exam room, at least 15 minutes, prior to the start of examinations, however it is acknowledged that on occasion this may not be possible due to unforeseen circumstance such as public transport disruption.
- If candidates are running late, they must contact the centre and notify us of their delay and the reason for it. Candidates will be given advice as to actions they should take in their situation.
- Candidates who arrive late, within 1 hour of the start time, will be permitted to enter the exam room and sit the exam.
- It will be at the discretion of the Head of Centre to allow candidates who arrive very late, more than 1 hour after the start time, to be permitted to sit the exam. In this instance the exam board must be notified.
- When the candidates arrives at the centre, they will be met by the EO who will manage their entry into the exam room.
- Candidates who arrive late will be allowed the full time for their exam and the EO will make the necessary arrangements in accordance with the JCQ guidelines.
- If a candidate persistently arrives late for exams, parent/guardians will be contacted by a member of the SLT.

### **Conducting Exams**

#### **Head of Centre**

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

#### **Exams Officer**

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed



## **Dispatch of exam scripts**

### **Exams Officer**

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

## **Exam Papers and Materials**

### **Exams officer**

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures, prior to question paper packets being opened, that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier, of entry if appropriate, immediately before a question paper packet is opened
- Ensures this additional/second check (which takes place in the secure room if a question paper packet has to be split or in the designated exam room, if not) is recorded
- 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 timetable clash candidates have completed the exam

## **Exam rooms**

### **Head of Centre**

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

### **Food and Drink in Exam Rooms Policy**

- Food and drink may be brought into the examination room providing that it is free from all packaging and does not distract other candidates in the room.

### **Policy on Candidates Leaving the Exam Room Temporarily**

- Candidates may, on occasion, need to leave the exam room temporarily, for example: to go to the toilet, and they will be accompanied by a member of centre staff. Invigilators will make a record of the absence, which will include the amount of time the candidate is



out of the room, on the invigilation log. The candidate will be compensated for the temporary absence and be permitted to the same amount of time lost at the end of the exam.

### **Exams Officer**

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that this must be on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Senior Leaders**

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

### **Emergency Evacuation Policy (see below)**

#### **IN THE EVENT OF FIRE**

In the event of discovering a fire, raise the alarm immediately, break glass and evacuate the building. The fire alarm is a continuous ringing of the bell.

#### **Immediate action**

When the fire alarm rings, Invigilators should proceed as follows:

1. Make a note of the time of the interruption on the Invigilation log.
2. Stop the candidates from writing.
3. Collect the attendance register.
4. Advise candidates to close their answer booklet and leave all question papers and scripts in the examination room.
5. Advise candidates they are still under exam conditions and should remain in silence.
6. Invigilators should lead candidates to the playing field in single file, keeping to the left. Use the shortest possible route.
7. Assemble pupils in same order as the seating plan, within the tennis court areas.



Invigilators are responsible for making sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

**AT NO POINT SHOULD ANY PERSON GO BACK INTO THE SCHOOL FOR ANY REASON UNTIL IT IS DECLARED SAFE TO DO SO.**

When the alert is over, the Head of Centre or one of the SLT will announce all is clear. Invigilators should then lead their candidates back to their exam room in an orderly fashion and resume the exam as quickly and calmly as possible allow the candidates the full working time set for the examination.

Details of the length and nature of the interruption must be recorded on the Invigilation log so that the EO can make a full report of the incident and of the action taken, and send to the exam board.

### **IN THE EVENT OF LOCKDOWN**

In a lockdown staff and pupils should remain in the school building and all doors leading outside should be locked. No one should be allowed to enter or leave the building; and the examination should continue as usual.

In the event of a Lockdown being instigated, an announcement will be made over the School Tannoy system:

*“This is a Lockdown Drill”*

#### **Immediate action**

1. Make a note of the time of the interruption on the Invigilation log.
2. Advise the candidates to continue as normal.
3. Invigilators should check that any external doors or windows in the exam room are closed and locked.

All staff and pupils remain in building and free movement may be permitted within the building dependent upon circumstances.

Staff should await further instructions via the tannoy.

When the lock down is lifted the following announcement will be made over the tannoy:

*“Thank you the Drill has been Completed”*

Details of the length and nature of the interruption must be recorded on the Invigilation log so that the EO can make a full report of the incident and of the action taken, and send to the exam board.

The copy of the Emergency evacuation policy is contained within the Staff Handbook.

#### **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 according to JCQ *Instructions for conducting examinations* and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

## **Candidates**

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

## **Irregularities**

### **Head of Centre**

- Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

### **Managing Behaviour in Exam Rooms Procedure**

- Where a candidate is being disruptive, the invigilator must notify the candidate that their behaviour is causing a disruption, and that it must cease. Where a candidate continues to display disruptive behaviour the invigilator should contact the EO to escalate the seriousness of the incident. If the EO is unable to resolve the issue then the situation should be escalated to a member of the SLT. A candidate can be removed from the exam room, at the discretion of the Head of Centre, if it is deemed that a candidate's behaviour is distracting other candidates in the room.
- A full detailed record of the incident must be made on the Invigilation Log.

### **Senior Leaders**

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

### **Exams Officer**

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

### **Invigilators**

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



## **Special consideration**

### **Exams Officer**

- Processes appropriate requests for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in the centre or by candidates
- Submits requests to awarding bodies to the external deadline

### **Special Consideration Policy**

- Heads of Years are responsible for capturing the details and supporting evidence of any circumstances which may lead to an application for Special Consideration for candidates. This information is then requested by the EO at the appropriate point during the examination series. The EO will make the applications to the exam boards for Special Consideration.

### **Candidates**

- Provide appropriate evidence to support special consideration requests, where required
- Are informed of the arrangements through training

## **Internal Pre-Public Exams (PPEs)**

### **Exams officer**

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

### **Invigilators**

- Conduct internal PPEs as briefed by the EO

## **Results and Post-Results: Roles and Responsibilities**

### **Internal Assessment**

#### **Head of Department**

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

### **Managing Results Day(s)**

#### **Senior Leaders**

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

#### **Exams officer**



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

### Site staff

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

### Accessing Results

#### Head of Centre

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

#### Exams Officer

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

### Post-Results Services

#### Head of Centre

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

#### Exams Officer

- Provides information to candidates (including private candidates) and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about 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 services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes



- Updates centre results information, where applicable

### **Teaching staff**

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- 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  
*June and September checking exercise*

### **Certificates**

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

#### **Issue of Certificates Procedure**

- When the certificates arrive in centre, they are checked by the EO to ensure that they have all been received and that they show the correct result, particularly where grades have been changes as a result of a review of marking.
- Certificates arrive in Centre at the following times:-
  - Summer Series – November
  - November Series – February/March
  - January Series – May
- Certificates will be issued to the candidates in person and they will receive notification, in writing, regarding when certificates can be collected.

### **Candidates**

- If the candidate is unable to collect their results in person, then they may provide written permission for someone to collect them on their behalf. The candidate's representative must provide proof of identity. Alternatively, certificates may be posted to candidates if they provide payment for Royal Mail First Class Signed For service.
- Candidate who are invited to attend the annual Awards Evening in November, will receive their certificates on this occasion.

#### **Retention of Certificates Policy**

- Certificates will only be retained by the centre for 5 years, if they are not collected, after which they will be destroyed.



## **Exams Review: Roles and Responsibilities**

### **Exams Officer**

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

### **Senior Leaders**

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

## **Retention of Records: Roles and Responsibilities**

### **Exams officer**

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