



# THE KING'S SCHOOL GRANTHAM

## Exams Policy 2019/20

### KEY STAFF INVOLVED IN THE EXAMS PROCESS

Role	Name(s)
Special Educational Needs and Disabilities Coordinator (SENDCo)	Miss Simone Bieber
Head of Centre	Mr Simon Pickett
Examinations Officer (EO)	Mrs Lisa Topham
Examinations Officer line manager	Mr Simon Pickett
SLT members	Mr N Barton, Mr S Brook, Mr J Dixon, Mrs H Murray, Mr N Whales.

Throughout this policy GR refers to <https://www.jcq.org.uk/exams-office/general-regulations>

### PURPOSE OF THE POLICY

The King's School 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 is 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
- 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 (GR) 1]

- candidates understand the exams process and what is expected of them.

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 made available on T Drive – Admin – in the Exams folder and is electronically promulgated on an annual basis to all staff.

## RELATED POLICIES FOUND ELSEWHERE:

These policies can be found on the T drive under examinations T:\Administrative Areas\Exams\Exam Polices\ Relevant Year, unless stated otherwise.

EXAM CONTINGENCY PLAN

INTERNAL APPEALS PROCEDURES

DISABILITY POLICY (EXAMS)

COMPLAINTS AND APPEALS PROCEDURE

ACCESS ARRANGEMENTS POLICY

WORD PROCESSOR POLICY (EXAMS)

CONTROLLED ASSESSMENT POLICY

NON-EXAMINATION ASSESSMENT POLICY

POST RESULTS ENQUIRIES – REVIEW OF RESULTS (ROR) & ACCESS TO SCRIPTS (ATS)

SEPARATE INVIGILATION WITHIN THE CENTRE

*Details on separate invigilation within the King's school can be found in the Access Arrangements Policy P4*

CHILD PROTECTION AND SAFEGUARDING POLICY

The Child protection and safeguarding policy can be found on T Drive <T:\Administrative Areas\SLT Area\Policies\Safeguarding & Child Protection policy.docx>

DATA PROTECTION POLICY

The Data protection policy can be found on T Drive <T:\Administrative Areas\SLT Area\Policies\Data protection.docx>

The centre agrees to treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals.

## ROLES AND RESPONSIBILITIES OVERVIEW

*“The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.*

*The head of centre may not appoint themselves as the examinations officer.” [\[GR.1\]](#)*

### 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 exams officer (EO) attends appropriate training events offered by awarding bodies, Management Information System (MIS) providers and other external providers to enable the exam process to be effectively managed and administered.
- Ensures a named member of staff acts as the Special Educational Needs and Disabilities Co-ordinator (SENDCo).
- 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 who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test” [ICE 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 and contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence).
- 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 where 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 or /candidates to contact awarding bodies or JCQ directly.

*“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 administration of awarding body examinations and assessments.” [GR 1]*

#### 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 or 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.

#### 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](#)

#### SPECIAL EDUCATIONAL NEEDS AND DISABILITIES CO-ORDINATOR (SENDCo)

- Is familiar with 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 the administration of the assessment process.
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification.

#### SUBJECT LEADER (SL)

- 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 SENDCo

- 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*

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

#### *INVIGILATORS*

- Attend training, update, briefings 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 or malpractice sanctions applied to them.

#### *RECEPTION STAFF*

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.

#### *ESTATES STAFF*

- Support the EO in relevant matters relating to deliveries from awarding bodies with due regard to the security of confidential materials. The setting up of exam rooms and resources.

#### *CANDIDATES*

Where applicable in this policy, the term ‘candidates’ refers to candidates or their parents or 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

### **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.

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 internal examinations.

#### *SUBJECT LEADER*

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.

### INTERNAL ASSESSMENT AND ENDORSEMENTS

#### *HEAD OF CENTRE*

Ensures an internal appeals procedure relating to internal assessment decisions is in place for a candidate (or parent or carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview).

Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required.

#### *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.

#### *SUBJECT LEADER*

Ensures teaching staff delivering new 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 (controlled assessments, 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 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*

- Recruits additional invigilators where required to effectively cover all exam periods or series' throughout the academic year.
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration or malpractice sanctions are applied to them.
- Provides an annual training event for new invigilators and an update event for invigilators on 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.
- 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 SLs in a timely manner to ensure awarding body external deadlines for submission can be met.

#### ESTIMATED ENTRIES COLLECTION AND SUBMISSION PROCEDURE

The EO will send out to all SL an estimated entries form which will include the following headings:

Exam Year | Current Exam Board | New Exam Board | GCSE Course Codes | A2 Course Codes | *Estimated Numbers*

#### *SUBJECT LEADER*

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 SLs in a timely manner to ensure awarding body external deadlines for submission can be met.

Informs SLs of subsequent deadlines for making changes to final entry information without charge.

Confirms with SLs 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

Once students have been assigned to courses in “Course Manager” and the EO has been made aware of the exam boards and course codes for each subject the EO is to update the base data on SIMs Exams and produce entry lists. All entries are to be exported electronically through A2C to exam boards.

#### *SUBJECT LEADER*

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*

*All normal entry fees are funded by the school through the EO. Any fees for re-sits requested by a department are to be charged to the respective department. All other re-sit fees are to be charged to the individual.*

### 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.

### *SUBJECT LEADER*

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*

*All student re-sit applications are passed to the EO who will process all applications. Payment is to be made by the individual through Parent Pay, by cheque or cash*

### *PRIVATE CANDIDATES*

Private candidates can be considered by the school if it has sufficient capacity. All payments are to accompany the application form as given: T:\Administrative Areas\Exams\Forms

### *TRANSFER OF CREDIT*

*“Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a unitised GCE A-level course (having completed and certificated a GCE AS award).*

*A new GCE linear AS specification cannot be transferred to a legacy GCE unitised A-level specification. [JCQ [GCE AS Transfer of Credit arrangements page 1](#)]*

### *EXAMS OFFICER*

Provides information to relevant centre staff or candidates on transferring credit for GCE AS qualifications.

Meets the awarding body deadline for requesting transfer of credit.

### *TEACHING STAFF*

Identify affected candidates to the EO.

### *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*

These are covered in the Access Arrangements Policy

### *BRIEFING CANDIDATES*

#### *EXAMS OFFICER*

Issues individual exam timetable information to candidates.

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 clashes
- arriving late for an exam
- absence or illness during exams
- what equipment is or 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

## *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*

#### *SUBJECT LEADER*

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 internal assessment decisions and make requests for reviews of marking.

### *SENDCo*

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

### *TEACHING STAFF*

Support the SENDCo 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.

### *SUBJECT LEADER*

Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements.

Ensures teaching staff assess endorsed components according to 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 and 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 in person invigilation training and review sessions twice yearly as well as access to The Exam Office online training modules.

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 invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis.

Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios.

Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates.

### SENDCO

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

### 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 including private candidates.

Ensures invigilators are aware of the procedure.

Provides seating plans for exam rooms according to JCQ and awarding body requirements.

### VERIFYING CANDIDATE IDENTITY PROCEDURE

The Head of Centre has authorised SLT & HOY's to be present for the start of any exams for which students are entered. (except if their subject area is being examined)

They are required in conjunction with the EO to ensure all candidates sitting an exam are students.

Private students are informed prior to any exam that they are required to produce proof of identity in the form of a passport or driving licence. These documents are to be checked by the Lead Invigilator of the EO prior to entry into the exam room.

### INVIGILATORS

Follow the procedure for verifying candidate identity provided by the EO.

Seat candidates in exam rooms as instructed by the EO via the seating plan.

## **SECURITY OF EXAM MATERIALS**

### *EXAMS OFFICER*

Has a process in place to record confidential materials delivered to the centre and issued to authorised staff.

Has in place a recording system to track 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.

### *ESTATES STAFF*

Follow 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 resolves candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as per JCQ rules).

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 SENDCo 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 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.

## **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.

### *SENDCo*

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

### *TEACHING STAFF*

Provide exam papers and materials to the EO.

Support the SENDCo in making appropriate arrangements for access arrangement candidates.

## **EXAM TIME: ROLES AND RESPONSIBILITIES**

ACCESS ARRANGEMENTS – SEE SEPARATE POLICY.

## **CANDIDATE ABSENCE**

### CANDIDATE ABSENCE POLICY

Once registration has taken place in the exam hall, any candidates absent from an exam are to be chased up to identify their whereabouts.

Initially the Lead Invigilator is to ask students within the hall if they have seen or know where the candidate concerned is, if they haven't then the Lead Invigilator is to inform the EO of the student's absence. The EO will then:

- Check to confirm that the student is still entered for the exam
- If the student is still entered for the exam then the EO will inform either the respective 6th Form or Year11 registry clerk of the student's absence. They will then contact the student's parents to identify the whereabouts.
- "Students who are continually absent from the start of exams are to be referred to their Head of Year who is to advise them on the consequence of continuous absence." [ICE14]

### *INVIGILATORS*

Are informed of the policy and 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 BEHAVIOUR*

See Irregularities below.

### *CANDIDATE BELONGINGS*

See Unauthorised materials below.

### *CANDIDATE LATE ARRIVAL*

### *EXAMS OFFICER*

Ensures that candidates who arrive very late 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 and process for dealing with late or very late arrival candidates through training.

Ensure that relevant information is recorded on the exam room incident log.

## CANDIDATE LATE ARRIVAL POLICY

*Candidates who arrive late for an exam are which outside the normal accepted late arrival time is to have the matter referred to the respective exam board.*

*Once the candidate has been identified as absent and then turns up for their exam, the time and the fact he has reported to the exam hall is to be recorded by the Lead Invigilator who is to also inform the EO of the matter.*

*The Lead Invigilator is to ensure the student is given a full pre-start exam brief outside the exam hall before he is permitted to enter the hall and sit the exam.*

*The EO is to produce the respective "Late for an Exam" paperwork and to send it off to the respective exam board without delay. This report is not to be sent until the student has been interviewed by the EO to substantiate the details and for the student to submit any statement they wish submit in their defence.*

*The Head of Centre is to be made aware of matter prior to the paperwork being dispatched." [ICE14]*

## 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 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.

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 time, date and paper details.

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, and when all centre 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) that day.

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:

Students are not allowed to bring any food into the exam. Students are permitted to bring water into the exam hall. This must be contained in a clear plastic bottle which is to be placed on the floor and is to have any labels removed. The only exception to this rule is where a student has a diagnosed medical requirement.

#### *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 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**

The Centre's Emergency evacuation policy can be found T:\Administrative Areas\Exams\Exam Policy\Relevant Year

#### *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 instructed in training or update events and briefing sessions.

#### *CANDIDATES*

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 or assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body immediately, by completing the appropriate documentation.

### **MANAGING BEHAVIOUR**

*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." [ICE17]*

#### *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 or very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation).

#### *MALPRACTICE*

See *Irregularities* above.

## **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 centre or candidates.

Submits requests to awarding bodies to the external deadline.

## **SPECIAL CONSIDERATION POLICY**

Any consideration for Special Consideration (SC) is to be processed through the EO who will in turn produce the respective paperwork and submit it to the exam board.

They then maintain a folder for SC which is to be maintained until such time that all ROR processes have been completed for that respective period.

### *CANDIDATES*

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

## **UNAUTHORISED MATERIALS**

### **ARRANGEMENTS FOR UNAUTHORISED MATERIALS TAKEN INTO THE EXAM ROOM**

*“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 rear of the examination room or a similar arrangement that enables the invigilator to control access to the items.”*

*“Students are to be told to place their watches on their desk in sight of the invigilator prior to the examination commencing.”*  
[\[ICE11\]](#)

### *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*

Conduct internal exams as briefed by the EO.

## **RESULTS AND POST-RESULTS: ROLES AND RESPONSIBILITIES**

### **INTERNAL ASSESSMENT**

#### *SUBJECT LEADER*

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**

Results can be collected from school on results day. Results will not be passed via telephone or emailed to an individual. Year 12/13 students can collect their results from 0800hrs on 13 August 2020 from the Sixth Form Centre. Yr11 results will be available from 0900hrs on 20 August 2020 from the Sixth Form Centre. Uncollected results will not be posted out. If the student requires his results to be collected by a nominated person or posted out to him, he must complete the form available which is to be handed to the Exam's Officer.

Members of the Senior Leadership Team will be available on the Thursday and Friday of both results days along with the Exams Officer and the Head of Centre.

### *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.

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 check, a review of marking, a review of moderation or an appeal.

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 (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, review of 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 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**

### *DEPUTY SENIOR LEADER WITH RESPONSIBILITY FOR ASSESSMENT*

Provides analysis of results to appropriate centre staff.

Provides results information to external organisations where required.

Oversees 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.

### **ISSUE OF CERTIFICATES PROCEDURE**

Once all exam certificates have arrived in the school the EO is to ensure that that they have received the correct number of certificates. They are then to produce Year lists and to annotate on these lists details by exam board against each student which certificate they have been awarded.

When all year lists have been completed the certificates along with the year lists are to be past to the school's admin office for distribution. At the same time the Bursar Admin is to send an email to all ex Yr13/14 and ex Yr11 students inviting them to come into school to collect their certificates.

Certificates will not be sent via post, except in circumstances where the individual has moved away from the area and has provided funding for the certificates to be sent via recorded delivery.

### *CANDIDATES*

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

## **RETENTION OF CERTIFICATES POLICY**

All uncollected certificates are to be retained along with respective Year lists by the EO for 2 years after this period of time they are to be recorded as "Destroyed" and disposed of via restricted disposal.

## **REVIEW: ROLES AND RESPONSIBILITIES**

### *EXAMS OFFICER*

Provides SLT with an overview of the exam year, highlighting what went well and what could be developed or 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 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.

### **EXAMS ARCHIVING POLICY**

The Centre's Exam archiving policy can be found *T:\Administrative Areas\Exams\Exam Policy\Relevant Year*



## APPENDIX 1

### OTHER ARRANGEMENTS FOR CANDIDATES WITH DISABILITIES

For the access arrangements detailed below, there is not a requirement to process an application using Access arrangements online or to record the use of the arrangement. No evidence is needed to support the arrangement.

- Amplification equipment
- Brailers
- Closed circuit television (CCTV)
- Colour naming by the invigilator for candidates who are Colour Blind
- Coloured Overlays (this would also include reading rulers, virtual overlays and virtual reading rulers)
- Low vision aid/magnifier
- Optical Character Reader (OCR) scanners
- Separate invigilation within the centre

**The SENDCo must** make their decision based on:

- Whether the candidate has a substantial and long term impairment which has an adverse effect.
- The candidate's normal way of working within the centre

It should be noted that candidates are only entitled to the above arrangements if they are disabled within the meaning of the Equality Act. The candidate is at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment and it would be reasonable in all the circumstances to provide the arrangement.

(The only exception to this would be a temporary illness, a temporary injury or other temporary indisposition which is clearly evidenced.)

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre (see section 4.1.4, page 16) and known to a Form Tutor, a Head of Year, the SENDCo or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs.