



## **Exam Policy**

*Reviewed February 2022*

### 1. **AIMS**

- 1.1 To be a Catholic school where all members of the community live according to Gospel values and the principles and teachings of Mary Ward, promoting the virtues of freedom, sincerity, justice, truth and joy, to allow all members of the community to feel secure and able to work and live in an atmosphere of courtesy and respect.
- 1.2 The Governors seek to ensure that the values of Mary Ward are reflected in the planning and delivery of all policies. The principle values covered by this policy are:
- Sincerity – Mary Ward said “We should be such as we appear and appear such as we are.” This policy aims to show that, by ensuring recognised systems are implemented, exam results properly reflect the abilities of our pupils.
  - Joy – by demonstrating that achievements are fairly deserved this policy ensures that they can be justifiably celebrated.
- 1.3 To create a caring and stable environment, in which each person is respected as an individual with unique gifts, talents and ambitions, and is given the freedom and confidence to develop these.

### 2. **GUIDING PRINCIPLES**

- 2.1 The Governors and School appreciate the responsibility of running an exam centre and to this end adopt the policies suggested by JCQ.
- 2.2 The Governors and School recognise their obligations under the General Data Protection Regulations (GDPR). To this end there is an additional GDPR document specifically related to the examinations process.

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#### 4. **PURPOSE OF THE POLICY**

- 4.1 Loreto College (St Albans) 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 to ensure that the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute, and
- exam candidates understand the exams process and what is expected of them.

4.2 This exam policy will be reviewed annually by the Head of Centre.

4.3 Centre staff will be informed of this policy by the PA to the Headteacher.

4.4 The relevant information contained within this policy is brought to the attention of candidates through the Candidate Exam Handbook. This policy is also made available to candidates and parents through the Loreto College website.

## 5. **ROLES AND RESPONSIBILITIES OVERVIEW**

### 5.1 **Head of Centre:**

5.1.1 The Head of Centre is responsible to the awarding bodies for making sure all examinations/ assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies (JCQ GR).

5.1.2 The Head of Centre will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:

- [http://www.JCQ.org.uk/exams-office/general-regulations\(GR\);](http://www.JCQ.org.uk/exams-office/general-regulations(GR);)
- <http://www.JCQ.org.uk/exams-office/ice---instructions-for-conducting-examinations> (ICE);
- <http://www.JCQ.org.uk/exams-office/access-arrangements-and-special-consideration> (AA);
- <http://www.JCQ.org.uk/exams-office/malpractice> (SM). <https://www.jcq.org.uk/exams-office/non-examination-assessments> (NEA) (and the instructions for conducting controlled assessment and coursework), and
- <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>.

5.1.3 The Head of Centre will ensure that:

- the relevant senior leaders, the examinations officer and the SENCo receives 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; 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;
- 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 each year 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;

- appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities;
- centre staff are supported and appropriately trained to undertake key tasks within the exams process;
- centre staff undertake key tasks within the exams process (exam cycle) and meet internal deadlines set by the Exams Officer;
- security within the examination process is managed as per JCQ and awarding body regulations, guidance and instructions;
- 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 for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test;
- 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 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;
- the secure room only contains exam-related material;
- there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility;
- access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times; arrangements are made to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations;
- arrangements are made to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments;
- that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened; candidates are allowed access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies;
- any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*; through taking an ethical approach and working proactively to avoid malpractice among students and staff all the reasonable steps are taken to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place;
- irregularities are investigated and informs the awarding bodies are informed 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;
- 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;
- risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place to allow the head of centre to act immediately in the event of an emergency or staff absence (**Examination Contingency Plan**);

- required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carer (**Controlled Assessment Review Policy**);
- 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 (**Complaints and Appeals procedure**);
- 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 (**Disability Policy**);
- the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations (**GDPR Policy**);
- the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements (**Safeguarding Policy**);
- the centre has documented processes in place relating to access arrangements and reasonable adjustments (**Access Arrangements Policy**);
- all the examination policies are made available to candidates and parents through the Loreto School website (<http://www.loreto.herts.sch.uk/about-loreto/policies-procedures>);
- 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;
- the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate;
- 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;
- the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff;
- 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, and
- members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly. The centre co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical;
- all venues used for examinations and assessments, paperwork and secure storage facilities are open to inspection;
- the JCQ Centre Inspector is accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility.
- that all policies named in this document are available on the Loreto School website (<https://www.loreto.herts.sch.uk/about-loreto/policies-procedures/>);

- 5.1.4 The Head of Centre will inform the awarding bodies, before the associated entries are submitted, of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments. Awarding bodies will also be informed where children of exams office staff are being entered for examinations and assessments.
- 5.1.5 The Head of Centre will ensure that during the examination series the member of centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.
- 5.1.6 If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the head of centre will ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts.
- 5.1.7 If the relative in question is the centre's examinations officer, then appropriate arrangements will be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations.
- 5.1.8 The Head of Centre has appointed Mrs S Ireland as the member of the senior leadership team to provide support and guidance to the examination officer and to ensure that the integrity and security of examinations and assessments is maintained throughout an examinations series.
- 5.1.9 The Head of Centre has put in place the following escalation policy should the Head of Centre or member of the senior leadership team with oversight for examinations be absent. If the Head of Centre or the member of the senior leadership team is absent their roles and responsibilities will be taken up by the Deputy Headteacher. In the event that the Deputy Head is also absent, the responsibilities in relation to GCSE exams will be taken up by the Assistant Head who is responsible for Year 11 and the responsibilities in relation to GCE examinations will be taken up by the Assistant Head responsible for the Sixth Form.
- 5.2 **Exams Officer:**
- 5.2.1 The Exams Officer is appointed by the Head of Centre to act on behalf of the centre in matters relating to the management and administration of examinations and assessments.
- 5.2.2 The Exams Officer will brief 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.
- 5.2.3 The Exams Officer will be familiar with the contents of annually updated JCQ publications including:
- <http://www.JCQ.org.uk/exams-office/general-regulations>;
  - <http://www.JCQ.org.uk/exams-office/ice---instructions-for-conducting-examinations>;
  - <http://www.JCQ.org.uk/exams-office/malpractice>;
  - post-results services (PRS);
  - annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines, and advise SLT accordingly;
  - ensure key tasks are undertaken and key dates and deadlines met;
  - recruit, train and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period;

- 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, and
- 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.

### 5.3 **Senior Leadership Team (SLT):**

5.3.1 The SLT will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:

- <http://www.JCQ.org.uk/exams-office/general-regulations>;
- <http://www.JCQ.org.uk/exams-office/access-arrangements-and-special-consideration>;
- <http://www.JCQ.org.uk/exams-office/malpractice>;
- <https://www.JCQ.org.uk/exams-office/non-examination-assessments>.  
*Instructions for conducting non-examination assessments* (and the instructions for conducting controlled assessment and coursework), and
- <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>.

### 5.4 **Special educational needs co-ordinator (SENCO)/Specialist Teacher:**

5.4.1 The SENCO will understand the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:

- <http://www.JCQ.org.uk/exams-office/access-arrangements-and-special-consideration>;
- will lead 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, and ensures the correct procedures are followed, and
- presenting when requested by a JCQ centre inspector, evidence of the assessor's qualification.

### 5.5 **Heads of Department (HODs) will ensure:**

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

### 5.6 **Teaching staff:**

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

## 5.7 **Invigilators:**

- will attend training, refresher, briefing and review sessions as required;
- will provide information as requested on their availability to invigilate, and
- will be DBS checked.

## 5.8 **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

## 5.9 **Site staff:**

- will support the Exams Officer in relevant matters relating to exam rooms and resources.

## 5.10 **Candidates:**

- where applicable will ensure that they read and fully comply with all JCQ regulations relating to the examinations and assessment they are undertaking.

## 6. **THE EXAM CYCLE**

6.1 The exams management and administration process that needs to be undertaken throughout the year 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 exam policy identifies the roles and responsibilities of centre staff within this cycle.

### 6.2 **Planning**

#### 6.2.1 **Information sharing:**

6.2.1.1 The Head of Centre will:

- direct relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SMEA and NEA (and the instructions for conducting controlled assessment and coursework)

6.2.1.2 The Exams Officer will:

- inform relevant centre staff of JCQ and awarding body documentation relating to the exam cycle that has been updated;
- signpost relevant centre staff to information that should be provided to candidates, and
- as the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites.

#### 6.2.2 **Information gathering:**

6.2.2.1 The Exams Officer will:

- undertake 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;
- collate all data into one central point of reference;
- research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications;
- produce an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; inform key centre staff of internal deadlines;
- collect information on internal exams to enable preparation for and conduct of internal mock examinations, and
- will work with the SENCO to apply or approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO.

#### 6.2.2.2 HODs will:

- respond (or ensure Teaching staff respond) to requests from the Exams Officer on information gathering;
- meet the internal deadline for return;
- inform the Exams Officer of any changes to information in a timely manner, and
- familiarise themselves and their staff with the annual exams plan of internal deadlines

#### 6.2.3 Access arrangements:

##### 6.2.3.1 Head of Centre will ensure:

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

##### 6.2.3.2 The SENCO will:

- assess students and work with an appropriately qualified assessor to identify access arrangements requirements;
- gather evidence of need to support access arrangements;
- liaise with teaching staff to gather evidence of normal way of working;
- gather signed **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation** forms (candidate personal data consent form) from candidates where required;
- work with the exams officer to apply for approval through access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO;
- keep 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);
- liaise with the exams officer regarding exam time arrangements for access arrangement candidates;
- work with the exams officer 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;

- ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s) and keeps a record of the training provided to facilitators for the required period;
- provide and annually review a centre policy for the use of word processors in exams and assessments (**Word Processor Policy**);
- will produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations [aa 5.8], and
- 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.

#### 6.2.3.3 SLT, HODs, Teaching staff will:

- support the SENCO in determining and implementing appropriate access arrangements, and
- senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

#### 6.2.4 Internal assessment and endorsements:

##### 6.2.4.1 The Head of Centre will ensure:

- arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates);
- that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date;
- an internal appeals procedure relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking;
- fully qualified teachers are provided to mark non-examination assessments;
- a **non-examination assessment policy** 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, and
- irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required.

##### 6.2.4.2 SLT will ensure:

- teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates' work (including where relevant private candidates), and
- a process of internal moderation and standardisation is in place.

##### 6.2.4.3 HODs will ensure:

- teaching staff delivering legacy GCE unitised as and a-level qualifications and (which include elements of coursework), AQA Applied General qualifications, OCR Cambridge Nationals, entry level certificates or project qualifications follow JCQ instructions for conducting coursework and the specification provided by the awarding body;
- 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, and
- 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.

#### 6.2.4.4 Teaching staff will ensure:

- appropriate instructions for conducting internal assessment are followed;
- candidates are aware of JCQ or awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place, and
- 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.

#### 6.2.4.5 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

### 6.2.5 **Invigilation:**

#### 6.2.5.1 Head of centre will

- ensure relevant support is provided to the EO in recruiting, training and deploying a team of invigilators;
- ensure, 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
- determine 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.

#### 6.2.5.2 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 a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes 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, and
- 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.

### 6.3 **Entries**

6.3.1 The term 'entries' is used to describe entry/registration information for internally and externally assessed components, and certification of qualifications against which a result will be reported.

#### 6.3.2 **Estimated entries:**

6.3.2.1 The Exams Officer will:

- request estimated or early entry information, required by awarding bodies, from HODs in a timely manner to ensure awarding body external deadlines for submission can be met.
- make 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

6.3.2.2 HODs will:

- provide information requested by the Exams Officer to the internal deadline, and
- inform the Exams Officer immediately of any subsequent changes to information.

#### 6.3.3 **Final entries:**

6.3.3.1 The Exams Officer will:

- request final entry information from HODs in a timely manner to ensure awarding body external deadlines for submission can be met;
- inform HODs of subsequent deadlines for making changes to final entry information without charge, and
- confirm with HODs final entry information that has been submitted to awarding bodies.
- observe each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments;

6.3.3.2 HODs will:

- provide information requested by the Exams Officer to the internal deadline;
- inform the Exams Officer 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
- check final entry submission information provided by the Exams Officer and confirm information is correct.

#### 6.3.4 **Late entries:**

6.3.4.1 The Exams Officer will:

- have clear entry procedures in place to minimise the risk of late entries, and
- all late entries have to be cleared with the Head of Centre.

6.3.4.2 HODs will:

- minimise the risk of late entries by:

- following procedures identified by the Exams Officer in relation to making final entries on time, and
- meeting internal deadlines identified by the Exams Officer for making final entries.

### 6.3.5 **Transfer of credit:**

#### 6.3.5.1 The Exams Officer will:

- provide information to relevant centre staff/candidates on transferring credit for GCE AS qualifications, and
- meet the awarding body deadline for requesting transfer of credit.

#### 6.3.5.2 Teaching staff will:

- identify affected candidates to the Exams Officer.

#### 6.3.5.3 The Exams Officer will:

- provide candidates with statements of entry for checking.

#### 6.3.5.4 Teaching staff will:

- ensure candidates check statements of entry and return any relevant confirmation required to the Exams Officer.

#### 6.3.5.5 Candidates (or parents/carers) will:

- confirm entry information is correct or notify the Exams Officer of any discrepancies if they fail to so they will be responsible for any costs incurred.

## 6.4 **Pre-exams**

### 6.4.1 **Access arrangements:**

#### 6.4.1.1 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 him/her;
- ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it;
- allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement), and
- 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.

## 6.4.2 Briefing candidates:

### 6.4.2.1 The Exams Officer will:

- issue individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams;
- prior to the exams issue relevant JCQ information for candidates;
- where relevant, issue awarding body information to candidates;
- Issue centre exam information to candidates which will include information on:
  - Exam timetable clashes;
  - arriving late for an exam;
  - absence or illness during exams;
  - equipment needed;
  - food and drink in exams room;
  - wrist watches in exam rooms;
  - information about 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, and
  - when and how certificates will be issued.

## 6.4.3 Internal assessment and endorsements:

### 6.4.3.1 Head of Centre:

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

### 6.4.3.2 SENCO:

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

### 6.4.3.3 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, and
- ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies.

### 6.4.3.4 HOD will ensure:

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

#### 6.4.3.5 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, and
- ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work.

#### 6.4.3.6 Candidates will:

- authenticate their work as required by the awarding body.

#### 6.4.4 **Invigilation:**

##### 6.4.4.1 The Exams Officer will:

- provide an invigilation handbook and/or trains/updates invigilator annually;
- deploy 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 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);
- allocate invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios, and
- liaise with the SENCO regarding the facilitation and invigilation of access arrangement candidates.

##### 6.4.4.2 The SENCO will:

- liaise with the Exams Officer regarding invigilation of access arrangement candidates.

##### 6.4.4.3 Invigilators will:

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

#### 6.4.5 **JCQ inspection visit:**

6.4.5.1 Exams Officer or Senior Leader will be available to accompany the Inspector throughout the visit and provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise.

#### 6.4.6 Seating and identifying candidates in exam rooms:

##### 6.4.6.1 The Exams Officer will:

- ensure photographs of all internal candidates are available in the main exam rooms;
- ensure invigilators are aware of the photographs and they are informed of the process to check the identity of any students that are unfamiliar;
- ensure a senior member of staff is available to identify students if required;
- ensure private candidates bring photographic ID to all exams so they can be identified by the invigilators;

- provide seating plans for exam rooms as per JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)).

#### 6.4.6.2 Invigilators will:

- use the photographs of internal students to identify candidates in the exam room;
- ensure external candidates have photographic ID with them in every exam;
- inform the exams officer of any candidates they are unable to identify;
- seat candidates in exam rooms as instructed by the Exams Officer.

#### 6.4.7 **Security of exam materials:**

##### 6.4.7.1 The Exams Officer will:

- confirm appropriate arrangements are in place to ensure that confidential materials are only delivered to those authorised by the head of centre;
- ensure access to the secure room is restricted and staff named and approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility; have a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre;
- ensure 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 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;
- ensure the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment).
- ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers).

##### 6.4.7.2 Reception staff will:

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

##### 6.4.7.3 Teaching staff will:

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

#### 6.4.8 **Timetabling and rooming:**

##### 6.4.8.1 The Exams Officer will:

- produce a centre exam timetable for each exam series;
- identify and resolve candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements and as a last resort, once all other options have been exhausted and according to the centre's policy);

- identify exam rooms and specialist equipment requirements;
- liaise with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements;
- liaise with the SENCO regarding rooming of access arrangement candidates, and
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to required ratios.

#### 6.4.8.2 The SENCO will:

- liaise with the Exams Officer regarding rooming of access arrangement candidates.

#### 6.4.8.2 Site staff will:

- liaise with the Exams Officer to ensure exam rooms are set up as per JCQ and awarding body requirements.

### 6.4.9 **Alternative site arrangements:**

#### 6.4.9.1 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, and
- will inform the JCQ Centre Inspection Service to timescale 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.
- Processes applications for *Centre Consortium arrangements* through the Centre Admin Portal (CAP) to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

### 6.4.10 **Transferred candidate arrangements:**

#### 6.4.10.1 The Exams Officer will:

- liaise 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) inform the candidate of the arrangements that have been made for their transferred candidate arrangements.

#### 6.4.11 Internal exams:

##### 6.4.11.1 The Exams Officer will:

- prepare for the conduct of internal exams under external conditions;
- provide a centre exam timetable of subjects and rooms;
- provide seating plans for exam rooms;
- request internal exam papers from teaching staff, and
- arrange invigilation.

##### 6.4.11.2 The SENCO will:

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

#### 6.4.11.3 Teaching staff will:

- provide exam papers and materials to the Exams Officer.
- support the SENCO in making appropriate arrangements for access arrangement candidates;
- ensure that all candidates understand the JCQ regulations and will notify Exams Officer of any problems;
- adhere to the exam regulations.

### 6.5 **Exam Time**

#### 6.5.1 Access arrangements:

##### 6.5.1.1 The Exams Officer will:

- provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements;
- have a process in place to deal with emergency access arrangements as they arise at the time of exams, and
- apply for approval through Access arrangements online (AAO) where required or through the awarding body where qualifications sit outside the scope of AAO.

#### 6.5.2 **Candidate absence:**

##### 6.5.2.1 The process for dealing with candidate absence from exams is:

- the Exams Officer informs the reception staff who phone home immediately. The Head of Year and the designated Assistant Headteacher are also informed immediately. Every effort must be made to get the candidate to school in a timely fashion.

##### 6.5.2.2 This is managed by:

- Exams Officer and Head of Year;
- Invigilators will ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan, and
- ensure that the Exams Officer or reception staff are aware of the candidates absence.

##### 6.5.2.3 Candidates will:

- be re-charged relevant entry fees for unauthorised absence from exams.

#### 6.5.3 **Candidate behaviour:**

##### 6.5.3.1 This is managed by:

- the Exams Officer and the appropriate Assistant Headteacher.

##### 6.5.3.2 SLT will:

- ensure that the JCQ guidelines are adhered to and internal disciplinary procedures relating to behaviour are followed when appropriate.

#### 6.5.4 **Candidate late arrival:**

##### 6.5.4.1 The Exams Officer will:

- ensure that candidates who arrive very late for an exam are reported to the awarding body through CAP to timescale;
- warn candidates that their script may not be accepted by the awarding body.

6.5.4.2 The process for dealing with persistent late arrival for exams is:

- Exams Officer will report candidate to Assistant Head after the second occasion.

6.5.4.3 This is managed by:

- Exams Officer and the appropriate Assistant Head.

## 6.5.5 **Conducting exams:**

6.5.5.1 The Head of Centre will:

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

6.5.5.2 The Exams Officer will:

- ensure exams are conducted as per JCQ and awarding body instructions.

## 6.5.6 **Dispatch of exam scripts:**

6.5.6.1 The Exams Officer will:

- dispatch scripts as instructed by JCQ and awarding bodies, and
- keep appropriate records to track dispatch.

## 6.5.7 **Exam papers and materials:**

6.5.7.1 The Exams Officer will:

- organise exam question papers and associated confidential resources in date order in secure storage;
- attach erratum notices received to relevant exam question paper packets;
- collate attendance registers and examiner details in date order, and
- regularly check mail or inbox for updates from awarding bodies;
- 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;
- ensure 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.

## 6.5.8 **Exam rooms:**

6.5.8.1 The Head of Centre will ensure:

- that on the day of the exam, relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s);
- only authorised centre staff are present in exam rooms, and

- information regarding the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates;
- the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates.

#### 6.5.8.2 SLT will:

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

#### 6.5.8.3 The Exams Officer will:

- ensure exam rooms are set up and conducted as instructed by JCQ and awarding bodies;
- provide authorised exam materials which candidates are not expected to provide themselves;
- ensure 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);
- ensure 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;
- ensure 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;
- brief 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), and
- ensure invigilators and candidates are aware of the emergency evacuation procedure.

#### 6.5.8.4 Site staff will ensure:

- exam rooms are available and set up as requested by the Exams Officer;
- as is reasonable, that grounds or centre maintenance work does not disturb exam candidates in exam rooms, and
- fire alarm testing does not take place during exam sessions.

#### 6.5.8.5 Invigilators will:

- conduct exams in every exam room according to JCQ *Instructions for conducting examinations* and/or awarding body requirements and as instructed in training/refresher and briefing sessions.

#### 6.5.8.6 Candidates will:

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

### 6.5.9 Irregularities:

#### 6.5.9.1 The Head of Centre will:

- ensure 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.

#### 6.5.9.2 Senior leaders will ensure:

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

#### 6.5.9.3 The Exams Officer will:

- provide an incident log in all exam rooms for recording any incidents or irregularities, and
- action any required follow-up and reports to awarding bodies.

#### 6.5.9.4 Invigilators will:

- record any incidents or irregularities on the exam room incident log (e.g. 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).

#### 6.5.10 **Special consideration:**

##### 6.5.10.1 The Exams Officer will:

- process appropriate requests for special consideration;
- gather evidence which may need to be provided by other staff in centre or candidates, and
- submit to awarding bodies to the external deadline.

##### 6.5.10.2 Candidates will:

- provide appropriate evidence to support special consideration requests, where required.

#### 6.5.11 **Unauthorised materials:**

##### 6.5.11.1 Arrangements for unauthorised materials taken into the exam room:

The invigilator, prior to the examination starting, will ensure that candidates have removed their wrist watches, placing them on their desks.

The Head of Centre may if she sees fit prohibit candidates bringing a wrist watch into the examination room. Candidates would *be required to leave their watches outside of the examination room.*[ICE 11]

#### 6.5.12 **Internal exams:**

##### 6.5.12.1 The Exams Officer will:

- brief invigilators on conducting internal exams, and
- return candidate scripts to teaching staff for marking.

##### 6.5.12.2 Invigilators will:

- conduct internal exams as briefed by the Exams Officer.

## 6.6 **Results and post-results**

### 6.6.1 **Managing results day(s):**

#### 6.6.1.1 SLT will:

- identify centre staff who will be involved in results day(s) and their role, and
- ensure 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.

#### 6.6.1.2 Exams officer will:

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

#### 6.6.1.3 Site staff will:

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

### 6.6.2 **Accessing results:**

#### 6.6.2.1 The Head of Centre will:

- 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.

#### 6.6.2.2 The Exams Officer will:

- inform candidates in advance of when and how results will be released to them for each exam series;
- access results from awarding bodies under restricted release of results;
- resolve any missing or incomplete results with awarding bodies;
- provide provisional statements of results to candidates on publication of results, and
- provide summaries of results for relevant centre staff on publication of results.

### 6.6.3 **Post-results services:**

#### 6.6.3.1 The Exams Officer will:

- provide information to candidates (including private candidates) and staff on the services provided by awarding bodies and the fees charged;
- publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met;
- provide a process to record requests for services and collect candidate informed consent (after the publication of results) and fees where relevant;
- submit requests to awarding bodies to meet the external deadline;
- track requests to conclusion and inform candidates and relevant centre staff of outcomes, and
- update centre results information, where applicable.

#### 6.6.3.2 The Head of centre will:

- ensure 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, and
- understand 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).

#### 6.6.3.3 Teaching staff will:

- meet internal deadlines to request the services and gain relevant candidate informed consent, and
- identify the budget to which fees should be charged.

#### 6.6.3.4 Candidates will:

- meet internal deadlines to request the services, and
- provide informed consent and fees, where relevant.

### 6.6.4 Analysis of results

#### 6.6.4.1 Following the publication of results, the Exams Officer and Data Manager will:

- provide analysis of results to appropriate centre staff;
- provide results information to external organisations where required, and
- undertake the checking and submission of Secondary school and college performance tables information.

### 6.6.5 Certificates

#### 6.6.5.1 Certificates are provided to centres by awarding bodies after results have been confirmed. The process for issuing certificates to candidates is:

- exam certificates are issued at the relevant Award Ceremonies or collected by the candidate from the school reception.

#### 6.6.5.2 Candidates may:

- arrange for certificates to be collected on their behalf by providing the reception staff with written or email authorisation; authorised persons must provide ID evidence on collection of certificates.

#### 6.6.5.3 Unclaimed or uncollected certificates are retained by the school reception.

#### 6.6.5.4 The issue and retention of certificates is managed by:

- the Exams Officer and PA to the Headteacher.

### 6.6.6 Exams Review

#### 6.6.6.1 The Exams Officer will:

- provide 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.

6.6.6.2 SLT will:

- work with the Exams Officer to produce a plan to action any required improvements identified in the review.

6.6.7 **Archiving of exam records**

6.6.7.1 The Exams Officer will:

- provide an exam archiving policy that identifies information held, retention period and method of disposal.