



Heston Community School

Specialist Visual Arts Academy

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Public Exam Policy

Date: **Autumn 2016**

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RATIONALE

- To ensure the centre is committed to the exams management and administration process and that this is run effectively and efficiently.
- To ensure all centre staff involved in the exams process clearly understand their roles and responsibilities.
- To ensure that students understand the exams process and what is expected of them.

AIMS

To ensure:

- “... *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](#)1]

To ensure the Head of Centre understand the contents, refers to and directs relevant centre staff to annually updated JCQ publications.

- [General regulations for approved centres](#) (GR)
- [Instructions for conducting examinations](#) (ICE)
- [Access Arrangements and Reasonable Adjustments](#) (AA)
- [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
- [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)

PROCEDURES

Key Roles and Responsibilities

Head of Centre

- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration.
- Ensures the Exams Officer attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered.
- 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 exam officer.
- 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 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.
- Ensures risks to the exam process are assessed and appropriate risk management processes and contingency plans are in place. These are outlined in the Emergency Evacuation and Exam Contingency Procedures 2016 & 2017.

- Ensures required internal appeals procedures are in place as outlined in the Appeals Against Internal and External Assessment of Work for External Qualifications Procedure.
- Ensures a disability procedure is in place for exams showing the centre's compliance with relevant legislation. This is an exam specific supplement to the centre-wide Special Educational Needs and Disabilities policy
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments. These can be found in the Exam Access Arrangements Procedure.
- Ensures staff are only entered for qualifications through the centre 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

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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](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Instructions for conducting non-examination assessments](#)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Ensures key tasks are undertaken and key dates and deadlines met.
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required.

Senior Leaders

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

SENCos

- 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.

Curriculum Leader

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

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and SENCo.
- 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, briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

Reception staff

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

Site staff

- Support the examination officer in relevant matters relating to exam rooms and resources.

Candidates

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

The Exam Cycle

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

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

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

Planning: Roles and Responsibilities

Information Sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ publications including
- [*General regulations for approved centres*](#)
- [*Instructions for conducting examinations*](#)
- [*Access Arrangements and Reasonable Adjustments*](#)
- [*Suspected Malpractice in Examinations and Assessments*](#)
- [*Instructions for conducting non-examination assessments*](#) (and the instructions for conducting controlled assessment and coursework)

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 exams.

Curriculum Leader

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

Access Arrangements

SENCo

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements thereby ensuring that
- Gathers evidence and liaises with the Exams Officer to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed data protection notices from candidates where required
- Applies for approval with the Exams Officer through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the Exams Officer regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Provides and annually reviews a centre procedure on the use of word processors in exams and assessments. Current procedures can be found in the Word Processing Procedure.
- 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. The Exam Anxiety Procedure details the school's procedures.

Exam Officer

- Liaises with the SENCo to ensure all candidates that require access arrangements have these in place for both internal and public examinations
- Ensures all invigilators have access arrangement training
- Liaises with the SENCo to simultaneously make Access Arrangement applications
- Ensures information gathering documentation is available during exam series to gather evidence such as History of Evidence forms

Senior Leaders, Curriculum Leaders, Teaching staff

- Support the SENCo in identifying and implementing appropriate access arrangements

Internal Assessment

Head of Centre

- Ensures an internal appeals procedure is in place for a candidate (or parent/carer) to appeal against an internally assessed marks. Details of this process can be found in the Appeals Against Internal and External Assessment of Work for External Qualifications Procedure.
- Ensures a procedure for the management of controlled assessment is in place for legacy GCSE qualifications, identifying staff responsibilities and examining potential risks. Details of this can be found in the Controlled Assessment Procedure.
- Ensures a non-examination assessment procedure is in place for new GCE and GCSE qualifications. Details of this can be found in the Non-Examination Assessment Procedure.
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required. Guidelines can be found in the Malpractice in Examination and Assessments Policy

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.
- Ensure appropriate internal moderation, standardisation and verification processes are in place.

Curriculum Leader

- Ensures teaching staff delivering legacy GCSE qualifications follow JCQ [*Instructions for conducting controlled assessments*](#) and the specification provided by the awarding body.
- Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and Entry Level or Project qualifications follow JCQ [*Instructions for conducting coursework*](#) and the specification provided by the awarding body.
- Ensures teaching staff delivering new GCE & GCSE specifications 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.

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.

Exams Officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

Invigilation

Head of centre

- Ensures relevant support is provided to the examination officer in recruiting, training and deploying a team of invigilators.
- Determines if additional invigilators will be deployed in practical exams in addition to the subject teacher.

Exams Officer

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

Estimated Entries Collection and Submission Procedure

- In the Summer Term the Exams Officer asks Curriculum Leaders to detail the specification and courses they intend to run for the forthcoming year. They need to ensure they have completed the relevant information required on the form and indicated the projected number of students taking the course.
- The Exam Office will re-evaluate this information at the start of the Spring Term before submitting details to the Awarding bodies.

Curriculum Leader

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

Final Entries

Exams Officer

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

Final Entries Collection and Submission Procedure

- The Exams Officer distributes pre-populated subject marksheets with proposed student entries to Curriculum Leaders for checking and confirmation
- Once completed student Statement of Entries are produced and distributed to all students via their Form Tutors.
- Statement of entries have to be signed by the candidate, parent (if student under 18) and form tutor.
- All Statement of entries have to be returned by the requested deadline. Any amendments are implemented by the Exams Officer before entries are electronically submitted to the Awarding Bodies.

Curriculum Leader

- Provides information requested by the Exams Officer to the internal deadline
- Informs 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
 - Submits details of any new entries
- Checks final entry submission information provided by the Exams Officer and confirms information is correct

Exam Fee Charges

- Further details can be found in the Charging and Remissions Policy

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 unless directed otherwise

Curriculum Leader

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

Re-sit entries

- Resit application forms are available to candidates from December.
- Details of charging procedures can be found in the Charging/Remissions Policy.

Private candidates

- Private entries are managed by the Examination Office. A private candidate is a student studying for a qualification who is not enrolled at St Albans Girls' School.
- Private candidates can only sit examinations at St Albans Girls School that are currently being offered by the school.
- Private candidates cannot take examinations that have a coursework element.
- A meeting takes place between candidates and a member of the Examination Office to talk through the Examination Procedures before any decision is made regarding acceptance of application.
- It is the private candidate's responsibility to check the Statement of Entry and inform the Exams Office of any necessary amendment within seven days of receipt.
- On submission of exam entries the private candidate will be issued with a Statement of Entry, a Personal Timetable and a Student Handbook outlining the centre's examination procedures.

Transfer of Credit

Exams Officer

- *“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)”*
[JCQ [GCE AS Transfer of Credit arrangements 2016/17](#)]
- Provides information to relevant centre staff/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 Examination Officer

Pre-Exams: Roles and Responsibilities

Access Arrangements

SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it

Briefing candidates

Exams Officer:

- Attends student assemblies to ensure all students are briefed on their forthcoming exam procedures
- Issues individual exam timetable information to candidates
- 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/is not provided by the centre
 - food and drink 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 issues

Access to scripts, enquiries about results and appeals procedures

- Candidates are made aware of the enquiries about results process and the access to script service in an assembly before the start of the Public Examination Series.
- The options available to the students is also outlined in their Student Exam Handbook. Details of the enquiries and results and access to script process is outlined.
- Guidance on the enquires about results process is included in their results envelopes in addition to a EAR request form with up to date costings.
- The Appeals Against Internal and External Assessment of Work for External Qualifications Procedure is on the school website and students are guided to this in their Exam Handbook should they feel it is necessary.

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

Internal assessment

Head of centre

- Ensures procedures are in place for candidates to appeal internally assessed marks or request a review of the centre's marking of an assessment (when a centre is required to make reviews available). Details can be found in the Appeals against Internal and External Assessment of Work for External Qualifications Procedure.

SENCo

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

Teaching Staff

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments
- Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies

Curriculum Leader

- Ensures teaching staff provide marks for internally assessed components of qualifications to the Exams Officer in order to meet the internal deadline
- Ensures teaching staff authenticate candidates' work to the awarding body requirements
- Ensures teaching staff provide required samples of work for moderation to the Exams Officer to meet the internal deadline

Exams Officer

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

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams Officer

- Provides an invigilation handbook and briefs invigilators accordingly
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms according to the required ratios

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

SEnCo

- Liaises with the Exams Officer 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

- Accompanies the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility.

Seating and Identifying Candidates in Exam Rooms

Exams Officer

- Ensures a invigilators follow the procedure for identifying candidates
- All candidates from St Albans Girls' School have a desk label with photo identification.
- All 6th Form candidates need to wear their school lanyards.
- Any 6th Form consortium student must bring identification. If they do not have a school lanyard they must bring another form of photo identification such as a provisional or full driving licence, a passport or any other form of photo identification.
- Private candidates must bring a passport or driving licence.
- All external candidates' identification is checked by an invigilator before admission to the exam hall.
- External candidates need to ensure their identification is clearly displayed on their exam desks.
- Provides seating plans for invigilators for each exam room according to JCQ and awarding body requirements
- Seating plans are also displayed outside each examination room for candidates
- Any seating changes are marked on the invigilator and display seating plans in addition to the internal examination registers.

Invigilators

- Follow the procedure for verifying candidate identity provided by the Exams Officer
- Seat candidates in exam rooms as instructed by the Exams Officer on 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

Reception 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
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates
- Liaises with IT Support to ensure any IT support is in place for the examinations; this is particularly important for Modern Foreign Languages, Media and Music examinations.
- Liaises with the Office Manager to ensure the appropriate rooming is in place for both internal and public examinations and that staff are clear about any re-rooming that may be necessary

SEnCo

- Liaises with the examination officer 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 examination officer to ensure exam rooms are set up according to JCQ and awarding body requirements

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 Mock 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
- Liaises with the Director of Learning to ensure candidates are briefed and are clear about expectations
- Ensures that in the event of candidate absence every effort is made to re-timetable the exam at a suitable time

SENCo

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

Teaching Staff

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

Exam time: Roles and Responsibilities

Access arrangements

Exams Officer

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

Candidate Absence

- Candidates are advised to telephone the main school number and leave a message on the Exams Office's answerphone in the event of absence. The answerphone is checked on a daily basis during the exams series by the Attendance Officer.
- Prior to the start of the examinations series the Attendance Officer is given a full print out of exam registers. The Exams Officer will inform the Attendance Officer if a student has not arrived.
- Once the examinations have started, a dedicated invigilator notes down the names and candidate number of any absent students. This information is then passed to the Exams Officer or Director of Learning. Parents/carers and students are telephoned as soon as possible.
- Every effort is made to ensure the candidate is able to attend the school to complete her exam. Occasionally staff will collect students if they have difficulties in coming to school.
- It is the candidate's responsibility to produce written evidence to support any unauthorised absence.

Invigilators

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

Candidate late arrival

Every effort is made to ensure that candidates are supervised when they are late so that they are able to sit their exams as planned without jeopardising the integrity of the exam. After this time a very late application will be made following the JCQ regulations.

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

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, or until any clash candidates have completed the exam

Exam Rooms

Head of Centre

- Ensures only approved 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
- Some food is admissible in an exam for those students who have medical needs. All packaging has to be removed.

Exams Officer

- Ensures exam rooms are set up 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
- 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
- Further details can be found within the Emergency Evacuation and Exam Contingency Procedures 2016 & 2017

Site Staff

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

Invigilators

- Conduct exams in every exam room as instructed in training/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 suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

Senior Leaders

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

Exams Officer

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

Invigilators

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

Malpractice

Please see the Malpractice in Examination Assessments Policy for further details

Special Consideration

- Appendix 1 details the Special Consideration procedure

Unauthorised materials

- Candidates are briefed on what materials they are authorised to bring into the examination room. If they have any unauthorised materials they are asked to hand these in.
- No watches are permitted in the examination hall. If students bring in watches or any form of electronic equipment they **MUST** hand these into an invigilator.

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 examination officer

Results and Post-Results: Roles and Responsibilities

Internal Assessment

Curriculum 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) - See Appendix 2

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 internal appeals procedures are available where candidates disagree with a centre decision
 - not to support an enquiry about results
 - not to appeal against the outcome of an enquiry about results

Further details can be found in the Appeals Against Internal and External Assessment of Work for External Qualifications Procedure

Exams Officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged
- 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 and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching Staff

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

Candidates

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

Analysis of Results

Data Team

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

Certificates

- Certificates are provided to centres by awarding bodies after results have been confirmed.
- Examination office collates and prepares candidate envelopes for certificate evening.
- Curriculum Leader Assistant prepares invitations and co-ordinates responses of attendees.
- Exam Office stores uncollected certificates.

Candidates

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

Other: Roles and Responsibilities

Exams Officer

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

Senior Leaders

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

Retention of Records: Roles and Responsibilities

Exams Officer

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

Exam Archiving - Please see Appendix 3

MONITORING

This policy is reviewed every two years by the Curriculum, Assessments and Standards Committee.

Appendices

Appendix 1 Special Consideration

Appendix 2 Result Days

Appendix 3 Exam Archiving

Special Consideration Procedure

Roles and Responsibilities

Head of Centre

- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ Publication Special Consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding bodies by the Exams Officer

Exams Officer

- Understands the JCQ Special Consideration regulations to determine when candidates will or will not be eligible for special consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding bodies

Teaching Staff and/or SENCo

- Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration

Candidates or Parents and Carers

- Provide medical or other evidence that may be required to determine eligibility for special consideration

Applying for Special Consideration

- The Exams Officer will submit an application for special consideration if all the JCQ regulations are met.
- The Head of Centre approves each application prior to submission

Processing Applications for Special Consideration

Head of Centre

- Ensures where a candidate may be a relative of the Exams Officer, the application is authorised by an alternative member of centre staff

Exams Officer

- Ensures applications are processed as required by the awarding bodies
- Keeps evidence to support applications on file until after the publication of results
- Meets the required deadline for submitting applications

Teaching Staff and/or SENCo

- Provide any appropriate evidence or information that may be required to support a candidate's application for special consideration

Candidates and/or parents/carers will

- Provide any required medical or other evidence that may be required to support an application for special consideration

Submitting applications for Special Consideration

- Where a candidate or group of candidate/ is/are eligible for special consideration applications are submitted to the relevant awarding body following the published JCQ processes
- Evidence to support applications is kept on file until after the publication of results

Timetabled written exams

- For GCE and GCSE qualifications, applications for individual candidates are submitted online by logging in the relevant awarding body secure extranet site and following the links to special consideration
- The processes for submitting a single application to cover all exams where a candidate is present but disadvantaged and a separate application for each day where a candidate is absent from an examination for an acceptable reason follows JCQ regulations
- For other qualifications, applications are submitted online where the awarding body's secure system accepts these
- A JCQ Form 10 is **only** completed and submitted where the online system does not accept applications for a particular qualification
- For groups of candidates, applications are made online where the awarding body's secure system accepts group applications or a Form 10 is completed
- A Form 14 JCQ Self Certification for candidates who have missed an examination is **only** completed by a candidate where circumstances warrant this and is not used where the centre knows the candidate was ill
- A Form 14 JCQ Self Certification form must be completed by private candidates

Internally assessed work

- Where appropriate, applications are made online where the awarding body's secure system accepts them or a JCQ Form 10 is completed and submitted
- Where a short extension to a deadline is being requested an application is submitted online or by direct email, dependent on the awarding body
- Where an application relates to a shortfall in work, this submitted online or by completing a JCQ Form 10 dependent on the awarding body

Result Days Procedure

Task: Result Day Planning	Date	Responsibility
Agree Centre opening times with Senior Leaders	May	Exam Officer
Update SISRA templates in MIS system with correct exams	May	Data Team
Obtain email address and mobile numbers for Year 12 and Year 13 students so that they can be contacted should consent be required for access to scripts	May	Exams Officer
Update Results Day information detailing where Consortium students collect their certificates and what to do if they are unable to collect their results. This information is to be put on school website and set out to students and parents via SchoolComms	May	Exams Officer
Update Enquiry, consent and Payment form with new Awarding Body fees and date deadlines	May	Exams Officer
Update GCE and GCSE Post Exam Results Next Steps Information for students	May	Exams Officer
Print labels and prepare envelopes for Statement of Results for Year 11 , Year 12, Year 13, Consortium candidates, private candidates, out of year students	June	Exams Office
Prepare letters for result envelopes for Year 11 students going into Year 12 Year 12 going into Year 13 Year 13 going to work or university	May/June	Head of Sixth Form, Deputy Head, Sixth Form Assistant
Arrange for local press to come to Results Day or arrange for select students to have their photos taken on the day to send to the local press	June	Director of Learning, Deputy Head
Create list of students needing results to be posted home or emailed to them	June/July	Exams Assistant
Create results and equivalent marksheets for exam results	July	Exams Officer
Distribute centre opening times to candidates	July	Exams Assistant
Create list of embargoed staff	July/	Exams Officer
Confirm with site team preparations for centre opening and times	July	Exams Officer

Results Days Centre Only Staff		
Download results from Awarding Body sites	August	Exams Officer and Exams Assistant
Print results and stuff envelopes	August	Exams Officer and Exams Assistant
Set-up dining hall with 4 x tables for results and 4 x tables for sixth form team/Curriculum Leaders		
Run PI Data	August	Exams Officer
Import data from MIS system to SISRA – Headline figures to be given to Head of Centre	August	Data Team
Excel results analysis sheets to be prepared for staff	August	Data Team
Awarding Body data information regarding results to be produced and copied for Curriculum Leaders	August	Exams Officer
Results Day		
Email results to all staff	August	Data Team
Distribute results to candidates	August	Exams Office
Import GCE results into ALPS	August	Data Team
Deadline for Priority remark options GCE	August	Exams Officer
Deadline for Standard enquiries about results	September	Exams Officer
Receive back Access to script forms from teachers with permission from students	October	Exams Officer

Exams Archiving Procedure

Record type	Record description	Retention Information	Action at end of retention period
Access arrangements	Any hard copy information relating to an exam access arrangement	Information filed in the SENCo office, in the students folder	Retained in SENCo office until the student has left the school. Archived. If a student moves to another school any relevant documentation is forwarded onto them.
Attendance register copies		To be retained in the exam packs until the deadline for EAR's or the resolution of any outstanding enquires/appeals for the relevant exams.	Material shredded
Candidates' work	Non-examination assessment work (including controlled assessment/coursework) returned to the centre after awarding body moderation	To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series	Returned to teaching staff and/or candidates for safe disposal.
Certificates		Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue.	Confidential destruction
Certificate issue information	A record of certificates that have been issued to candidates	Information kept on a spreadsheet.	
Confidential materials delivery logs	A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.	Retained at reception until the end of the exam series.	Recycling

Confidential materials tracking logs	A log to track materials taken from or returned to secure storage throughout the time the material is confidential.	Retained in Exam Office until the end of the exam series.	Recycling
Dispatch logs	Proof of dispatch to awarding body examiners of exam packages covered by the DfE yellow label service.	Retained in Exam Office until the end of the exam series.	Recycling
Entry information	Any hard copy information relating to candidates' entries	Signed candidate statement of entries are retained in hardcopy until the end of the exam series.	Shredding
Exam question papers	Question papers for timetabled written exams	Not to be issued to subject staff until after the published finishing time for the exam	
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms	Retained in exam packs until the next exam season.	Shredding
Examiner reports		Both electronic and hardcopy reports are passed onto Curriculum Leaders and Head of Centre	
Finance information	Copy invoices for exam related fees	Returned to the Finance Office on approval. Hard copy kept in Exam Office for reference purposes.	
JCQ publications	Any hard copy publications provided by JCQ	To be retained until the current academic year update is provided	Recycled
Moderator reports		Both electronic and hardcopy reports are passed onto Curriculum Leaders and Head of Centre.	
Post-results services: confirmation of candidate	Hard copy or email record of candidate consent for an EAR or ATS request	EAR consent to be retained for a least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given.	
Post-results services: scripts returned from ATS service	Copy or original exam scripts returned to the centre by the awarding body	Electronic copies are forwarded to candidates and stored on the system and then archived at the end of the season. Hard copy files are given to candidates or teaching staff.	Safe disposal
Private candidate information	Any hard copy information relating to private candidates' entries	Hardcopy information stored in exam office. Online information archived after the completion of the exam series.	Electronic archiving and confidential disposal of hard copies

Results information	Broadsheets of results summarising candidate final grades by subject by exam series	Records for current year plus previous 6 years to be retained as a minimum. Electronic information archived.	Confidential disposal.
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken	Retained in exam packs until the EAR process is complete	Shredding
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate	Electronic copies of requests are retained on-line and archived. Hardcopies are retained in the Exam Office until the end of the Exam Series.	Confidential disposal and electronic archiving
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body	Information retained on-line until the end of the exam series and then archived.	Electronic archiving
Transfer of credit information	Any hard copy information relating to a GCE AS transfer of credit arrangement for a legacy unitised GCE AS specification, application submitted to an awarding body for a candidate	To be retained until the issue of the GCE A level result for the candidate	Confidential disposal
Transferred candidate information	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate	To be retained until the end of the exam series	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body	To be retained until the end of the exam series.	Electronic copies archived. Hardcopies confidentially disposed