



The  
Thomas Hardye School

# Exams policy

# 2017/18

This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
<input type="text"/>	
<b>Date of next review</b>	<input type="text"/>

## Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mr M Foley</b>
Exams Manager line manager (Senior Leader)	<b>Mr I Cornell</b>
Exams Manager	<b>Mrs C Boyles</b>
SENCo	<b>Mrs M Orchard</b>
SLT member(s)	<b>Mrs N Bousfield, Mrs L Morrison, Mr T Ennion, Mrs L Cheney, Mrs K Chittenden</b>

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## Purpose of the policy

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

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

*"... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute."* [JCQ General Regulations for Approved Centres ([GR](#)) 1]

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

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

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

## Roles and responsibilities overview

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

*The head of centre may not appoint themselves as the examinations officer."*

[[GR](#).1]

### Head of centre

- ▶ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres](#) (GR)
  - [Instructions for conducting examinations](#) (ICE)
  - [Access Arrangements and Reasonable Adjustments](#) (AA)
  - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
  - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)
- ▶ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the

JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration

- ▶ Ensures the Exams Manager (EM) 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 a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- ▶ 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 EM
- ▶ Ensures “*that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...*” [ICE 6]
- ▶ Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
  - ▶ the location of the centre’s secure storage unit is in an area solely assigned to examinations
  - ▶ the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - ▶ that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- ▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence)

### Exam contingency plan

The Exam Contingency Plan can be found on the school website under Curriculum > Exams Policies.

*“It is the responsibility of the head of centre to ensure that his/her centre... has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan must be readily available for inspection purposes; (The examination contingency plan should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.)”* [GR 5]

- ▶ Ensures required internal appeals procedures are in place

### Internal appeals procedures

The Internal Appeals Procedures can be found on the school website under Curriculum > Exams Policies

*“The centre agrees to... have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates”* [GR 5.8]

*“The centre agrees to... have readily available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a*

*candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal...* [GR 5.14]

- ▶ Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place

### **Disability policy (exams)**

The Disability Policy (exams) can be found on the school website under Curriculum > Exams Policies

*"The head of centre/senior leadership team agrees to... recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates must be available for inspection purposes. †or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect* [GR 5.4]

- ▶ Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place

### **Complaints and appeals procedure**

The Complaints and Appeals procedure can be found on the school website under Curriculum > Exams Policies

*"The centre agrees to... draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."* [GR 5.7]

- ▶ Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

### **Child protection/safeguarding policy**

The Child protection/safeguarding policy can be found on the school website under School & Community > Policies

*"It is the responsibility of the head of centre to ensure that his/her centre... has in place a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements..."* [GR 5.3]

- ▶ Ensures the centre has a data protection policy in place

### **Data protection policy**

The Thomas Hardy School Data Protection Policy can be found on the main school website under School and Community > Policies. A separate policy relating to the exam process can be found on the school website under Curriculum > Exam Policies.

*"Do you have a written data protection policy?"*

[GR Appendix B]



- ▶ Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

### Access arrangements policy

Available as a separate policy.

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

[GR 5.5]

*“The head of centre/senior leadership team agree to... have a written process in place to not only check the qualification(s) of their specialist assessor(s) but that the assessment process is administered correctly;”*

[GR 5.4]

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

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

[GR 1]

### Exams Manager

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

### Senior leaders (SLT)

- ▶ Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres](#)
  - [Instructions for conducting examinations](#)
  - [Access Arrangements and Reasonable Adjustments](#)

## [Suspected Malpractice in Examinations and Assessments](#)

[Instructions for conducting non-examination assessments](#) (and the instructions for conducting controlled assessment and coursework)

### **Special educational needs co-ordinator (SENCo)**

- ▶ 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

### **Head of department (HoD)**

- ▶ Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EM 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 EM 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 EM in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

### **Site staff**

- ▶ Support the EM 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 [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#) (and the instructions for conducting controlled assessment and coursework)

#### **Exams Manager**

- ▶ 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 Manager**

- ▶ 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 practical examinations.

#### **Head of department**

- ▶ Responds (or ensures teaching staff respond) to requests from the EM on information gathering
- ▶ Meets the internal deadline for the return of information
- ▶ Informs the EM of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body

- ▶ Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

## Access arrangements

### Head of centre

- ▶ Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- ▶ Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly
- ▶ Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

### SEnCo

- ▶ Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- ▶ Gathers **evidence** to support the need for access arrangements for a candidate
- ▶ Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- ▶ Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- ▶ Gathers signed **data protection notices** from candidates where required
- ▶ Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- ▶ Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- ▶ Employs good practice in relation to the Equality Act 2010
- ▶ Liaises with the EM regarding exam time arrangements for access arrangement candidates
- ▶ Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period
- ▶ Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

### **Word processor policy (exams)**

See Appendix A

*“It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers. Principally, that a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.*

*The use of a word processor must reflect the candidate’s normal way of working within the centre and be appropriate to the candidate’s needs...*

*A member of the centre’s senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.”*

[AA.5.8]

- ▶ Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

### **Separate invigilation within the centre**

See Appendix B

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

### **Senior Leaders, Head of department, Teaching staff**

- ▶ Support the SENCo in identifying and implementing appropriate access arrangements
- ▶ Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

### **Internal assessment and endorsements**

#### **Head of centre**

- ▶ Ensures 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 (see Roles and responsibilities overview)
- ▶ Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment

### **Controlled assessment policy**

The Controlled Assessment Policy can be found on the school website under Curriculum > Exams Policies

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

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

The Non-examination Assessment Policy can be found on the school website under Curriculum > Exams Policies

*“The centre agrees to... have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a written controlled assessments policy.)”*

[[GR](#) 5.8]

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

#### **Senior leaders**

- ▶ Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess,

mark and authenticate candidates' work (including where relevant, private candidates)

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

### **Head of department**

- ▶ Ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) 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 (which include elements of coursework) 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 (which include components of non-examination assessment) follow JCQ [\*Instructions for conducting non-examination assessments\*](#) and the specification provided by the awarding body
- ▶ For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- ▶ Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### **Teaching staff**

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

### **Exams Manager**

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

### **Invigilation**

#### **Head of centre**

- ▶ Ensures relevant support is provided to the EM in recruiting, training and deploying a team of invigilators
- ▶ Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- ▶ Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher

## **Exams Manager**

- ▶ Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- ▶ Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- ▶ Provides an annual training event for new invigilators and an update event for invigilators 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 Manager**

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

#### **Estimated entries collection and submission procedure**

Curriculum Co-ordinators are required to complete and return a pro-forma setting out the estimated entries for courses within their subject area. Once returned to the Exams Manager, these are submitted electronically to the relevant awarding bodies.

#### **Head of department**

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

### **Final entries**

#### **Exams Manager**

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

## **Final entries collection and submission procedure**

Subject teachers are required to input their final entries via SIMS by a pre-agreed internal deadline. The Exams Manager then checks that the entries are correct/complete and uploads them to the awarding bodies electronically. Once uploaded, any amendments are submitted via the EM. All subject teachers are informed of external deadlines and late fee implications.

### **Head of department**

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

### **Entry fees**

Entry fees which conform to the published deadlines will be paid from the Exams budget. Late entries are authorised by the Curriculum/Subject Leaders, Exams Manager and Heads of Sixth Form and the late/very late fees covered by the relevant departments.

### **Late entries**

#### **Exams Manager**

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

#### **Head of department**

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

### **Re-sit entries**

GCSE re-sits are restricted to English and Mathematics. Re-sit decisions will be made by the Subject Leader in consultation with subject staff. The cost of GCSE re-sits will be paid by the Centre.

GCE re-sit decisions will be made in consultation with the candidates, Subject Leaders/Teachers and Heads of Sixth Form. Re-sit entries will only be made upon completion and submission to the Exams Office of an Examination Re-sit Entry Form. This will require:



- The agreement of each Subject Leader/Teacher;
- Advance payment of the total entry fees and submission of the completed form to the Exams Office (in person).

The cost of re-sit entries is as per the correct fee published at the time from the Examination Boards. Failure to submit the form and payment by the specified deadline will incur any late entry fees.

### **Private candidates**

The Centre does not accept private candidates.

### **Transfer of credit**

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

*A new GCE linear AS specification cannot be transferred to a legacy GCE unitised A-level specification.”*

[JCQ [GCE AS Transfer of Credit arrangements page 1](#)]

### **Exams Manager**

- ▶ 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 EM

### **Candidate statements of entry**

### **Exams Manager**

- ▶ Provides candidates with statements of entry for checking

### **Teaching staff**

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

### **Candidates**

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

## **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
- ▶ 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)

### **Briefing candidates**

#### **Exams Manager**

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

#### **Access to scripts, enquiries about results and appeals procedures**

Procedures for dealing with post results services and appeals can be found on the school website under Curriculum > Exams Policies.

*“The centre agrees to... have in place written procedures for how it will deal with candidates’ access to scripts, enquiries about results and appeals to the awarding bodies and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results...”* [GR 5.14]

### **Dispatch of exam scripts**

#### **Exams Manager**

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

## **Estimated grades**

### **Head of department**

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

### **Exams Manager**

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

## **Internal assessment and endorsements**

### **Head of centre**

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

### **SENCo**

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

### **Teaching staff**

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

### **Head of department**

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

### **Exams Manager**

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

### **Candidates**

- ▶ Authenticate their work as required by the awarding body

## Invigilation

### **Exams Manager**

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

### **SEnCo**

- ▶ Liaises with the EM 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 Manager or Senior leader**

- ▶ Will accompany the Inspector throughout the visit

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

[ICE Introduction]

## Seating and identifying candidates in exam rooms

### **Exams Manager**

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

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

College and/or Sixth Form Heads verify the identity of candidates as they enter the exam room.

The school does not accept private candidates.

*“The centre agrees to... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment...”* [GR 5.10]

*Invigilators must establish the identity of all candidates sitting examinations.*

*...In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.*

*Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”* [ICE 9]

- ▶ Ensures invigilators are aware of the procedure
- ▶ Provides seating plans for exam rooms according to JCQ and awarding body requirements

### **Invigilators**

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

### **Security of exam materials**

#### **Exams Manager**

- ▶ 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 Manager**

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

#### **SENCo**

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

## **Alternative site arrangements**

The use of an alternative site will only be considered in exceptional circumstances once all other options, including sitting the exam at a subsequent assessment window, have been considered.

### **Exams Manager**

- ▶ Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- ▶ Will inform the JCQ Centre Inspection Service using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

## **Transferred candidate arrangements**

### **Exams Manager**

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

## **Internal exams**

### **Exams Manager**

- ▶ Prepares for the conduct of internal exams under external conditions
- ▶ Provides a centre exam timetable of subjects and rooms
- ▶ Provides seating plans for exam rooms
- ▶ Requests internal exam papers from teaching staff
- ▶ Arranges invigilation

### **SENCo**

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

### **Teaching staff**

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

## **Exam time: roles and responsibilities**

### **Access arrangements**

### **Exams Manager**

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

## **Candidate absence**

### **Candidate absence policy**

Where a candidate is ill/otherwise unable to attend on the day of an exam the onus is on them to inform the Exams Manager and submit a request for special consideration where applicable. Candidate absence from an exam will be noted by the Head of College/Sixth Form during the identification process when an attendance register is taken. They will then contact the candidate/parent to establish the reason for their absence and determine what arrangements can be made for them to attend the exam.

Where a candidate is absent from an exam without satisfactory explanation, they may be charged the examination entry fee.

*“Advice: it is good practice for a centre to have a policy for late and absent candidates. Invigilators must be made aware of this policy.”*

[ICE 14]

## **Invigilators**

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

## **Candidates**

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

## **Candidate behaviour**

See *Irregularities* below.

## **Candidate belongings**

See *Unauthorised materials* below.

## **Candidate late arrival**

## **Exams Manager**

- ▶ 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/very late arrival candidates through training
- ▶ Ensure that relevant information is recorded on the exam room incident log

### **Candidate late arrival policy**

Candidates arriving late for an examination will normally be given the full time allowance assuming adequate accommodation/supervision is available. Normal JCQ regulations will apply.

The EM will liaise with the relevant Heads of College/Sixth Form to determine how best to deal with candidates who are persistently late for exams.

*“Advice: it is good practice for a centre to have a policy for late and absent candidates. Invigilators must be made aware of this policy...”*

*Centres should have their own internal procedures for dealing with candidates who persistently arrive late for examinations.*

*The Exams Manager may need to liaise with a senior member of staff who has pastoral responsibilities.”*

[ICE 14]

## **Conducting exams**

### **Head of centre**

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

### **Exams Manager**

- ▶ 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 Manager**

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

## **Exam papers and materials**

### **Exams Manager**

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

### **Food and drink in exam rooms**

Candidates are permitted to take water into the examination room in a clear plastic bottle with the label removed. No other food or drink is permitted unless pre-agreed on medical grounds.

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

[ICE 11]

### **Exams Manager**

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

### **Senior leaders**

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

### **Emergency evacuation policy**

The Emergency Evacuation Policy can be found on the school website under Curriculum > Exams Policies.

*“...You must have a written centre policy for dealing with an emergency evacuation of the examination*

### **Site staff**

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

### **Invigilators**

- ▶ Conduct exams in every exam room as instructed in training/update events and briefing sessions

### **Candidates**

- ▶ Are required to remain in the exam room for the full duration of the exam

### **Irregularities**

#### **Head of centre**

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

#### **Senior leaders**

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

#### **Exams Manager**

- ▶ 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**

See *Irregularities* above.

#### **Special consideration**

#### **Exams Manager**

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

- ▶ Submits requests to awarding bodies to the external deadline

### **Special consideration guidelines**

Guidelines on the submission of Special Consideration requests can be found on the School Website under Curriculum > Exams Policies

### **Candidates**

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

### **Unauthorised materials**

#### **Arrangements for unauthorised materials taken into the exam room**

Candidates are not permitted to take personal belongings (other than permitted materials eg pens) into the exam room. All bags must be left outside of the exam room in a designated area. Candidates are responsible for ensuring that they secure any valuables prior to the exam eg by handing them in to a member of staff.

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

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

*...A head of centre may, if he/she so wishes, 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]

### **Invigilators**

- ▶ Are informed of the arrangements through training

### **Internal exams**

#### **Exams Manager**

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

#### **Invigilators**

- ▶ Conduct internal exams as briefed by the EM

### **Results and post-results: roles and responsibilities**

#### **Internal assessment**

#### **Head of department**

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

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

### **Senior leaders**

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

### **Exams Manager**

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

#### **Results day programme**

Separate results days will be held for GCSE and GCE candidates. Candidates will be informed of the time/venue in advance. Results must be collected in person and, where being collected by a parent/carer, prior written permission must be received. No results will be issued by email/text/phone. Results which have not been collected at the end of results day will be posted to the home address held on file.

Senior staff will be on hand to issue advice regarding post results services requests.

Consideration should also be given to

*"Centres must make candidates aware of the arrangements for Enquiries about Results before they sit any examination(s). These arrangements also extend to private candidates."* [\[PRS 4\]](#)

*"...Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results...ensure that all candidates, including private candidates, are made aware that all post-results service requests must be made through the centre..."* [\[GR](#)

5.14]

### **Site staff**

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

## **Accessing results**

### **Exams Manager**

- ▶ Informs candidates in advance of when and how results will be released to them
- ▶ Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- ▶ Resolves any missing or incomplete results with awarding bodies

- ▶ Issues statements of results to candidates on issue of results date
- ▶ Provides summaries of results for relevant centre staff on issue of results date

## **Post-results services**

### **Head of centre**

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

### **Exams Manager**

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

### **Teaching staff**

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

### **Candidates**

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

## **Analysis of results**

### **Assistant Head with responsibility for data**

- ▶ 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.

## **Issue of certificates procedure**

All certificates are issued in person either via an organised presentation ceremony or collection from the school office. All certificates must be signed for/dated and the records will be kept by the school office or sent to archive.

## **Candidates**

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

## **Retention of certificates policy**

Unclaimed certificates will be sent to archive.

## **Review: roles and responsibilities**

### **Exams Manager**

- ▶ 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 EM to produce a plan to action any required improvements identified in the review

## **Retention of records: roles and responsibilities**

### **Exams Manager**

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

## **Exams archiving**

Relevant information relating to individual exams will be kept until queries from the awarding body and/or post results services and appeals have been resolved. They will then be disposed of securely.

Candidate results information will be retained for a minimum of 6 years from the date of the examination. They will then be disposed of securely.



## Appendices

### **APPENDIX A THE USE OF A WORD PROCESSOR FOR EXAMINATIONS**

#### **Principles for using a word processor**

The Thomas Hardy School complies with the JCQ Access Arrangements and Reasonable Adjustments regulations as follows:

**Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a student where this is their normal way of working within the centre and appropriate to their needs.**

Although this list is not exhaustive, reasons a student would benefit from a word processor include:

- A learning difficulty which has a substantial and long term adverse effect on the ability to write legibly;
- A medical condition;
- A physical disability;
- A sensory impairment;
- Planning and organisation problems when writing by hand;
- Poor handwriting

The use of a word processor will not be granted to a student because he/she prefers to type, works faster using a keyboard or because they use a laptop/computer at home.

The use of a word processor is agreed/processed at the start of the course. The Thomas Hardy School is only able to allow Word Processors as an access arrangement when this has been recommended by an appropriate Specialist Assessor referred by teaching staff. In addition to the assessment, we must have sufficient evidence that the arrangement represents the student's normal way of working, and is appropriate to their needs. We therefore collect evidence for students who have access arrangements to ensure subject teachers fully support the need for the arrangement.

Access to word processors is provided to students in controlled assessments or coursework components as standard practice unless prohibited by the specification.

Students may not require the use of a word processor in each specification. Subjects and their methods of assessments vary which leads to different demands on students. The need for the use of a word processor is considered on a subject-by-subject basis.

The Centre is also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where students will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet.



## **The use of a word processor**

- In all cases, the Centre will ensure that a Word Processor cover sheet (Form 4) is completed and attached to each student's typed script.
- For Functional Skills English (Reading and Writing components), the use of a word processor with the spellcheck facility switched on is permitted for all students.
- students are reminded that their centre number, student number and the unit/component code must appear on each page as a header or footer.
- students using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; students are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way.
- each page is appropriately numbered.
- students are instructed to use a minimum 12pt font and double spacing.
- Students are responsible for frequently saving their working during the exam.
- word processors are accommodated in such a way that other students are not disturbed and cannot read the screen.
- word processors are not used to perform skills which are being assessed.
- where a student using a word processor is accommodated separately, a separate invigilator is used.
- documents are printed after the examination has finished.
- word processors are not used on the student's behalf by a third party unless the student has permission to use a scribe.
- Where permission has been given for a student to use a word processor, this must be used for all exams (with the exception of Maths and Science) or this permission will be removed.

## **Word processors and their software**

- word processors have been cleared of any previously stored data, as must any portable storage medium.
- an unauthorised memory stick is not permitted for use by a student.
- where required, students are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of Centre staff.
- word processors are in good working order at the time of the exam.
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium.
- word processors are not connected to an intranet or any other means of communication.
- students are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor.
- predictive text software or an automatic spelling and grammar check is disabled unless the student has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet attached), or the awarding body's specification permits the use of automatic spell checking.

- voice recognition technology is not included on word processors unless the student has permission to use a scribe or relevant software.
- Every effort is made to ensure that students cannot access spellcheck and the internet during examinations. However, if any student is found trying to remove these settings, this will be interpreted by the Centre as malpractice and will be reported to the appropriate Awarding Body.

## **APPENDIX B      SEPARATE/SMALLER ROOMING FOR EXAMINATIONS**

### **Smaller room**

Requests for a smaller room are determined by the SEN Manager/Exams Manager in conjunction with a member of the Senior Leadership Team.

Evidence required for a smaller room:

- A referral letter from CAMHS, a psychiatrist or hospital consultant on headed paper (signed and dated) confirming the need for a smaller room and explaining why this is needed.
- The impairment must be substantial and result in persistent and significant difficulties.

### **Separate rooming**

A separate room will be available as an emergency for students who present, on the day, with an illness which prevents them from being in contact with others.

Where a student simply panics or becomes anxious on the day of an examination, then the student will not be offered a separate room, but will be seated more appropriately within the main examination venue.