Exams policy

2018/19

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

1

Key staff involved in the exams policy

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

Role	Name(s)

Contents

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

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 the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.

The examinations officer is the person appointed by the head of centre to act on behalf of, and the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles" [GR 2]

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 coursework)
- ▶ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- ▶ Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations

and signs and returns the head of centre's declaration which is kept on file for inspection purposes

▶ Ensures the Exams Manager (EM) receives appropriate support from relevant centre staff and enables the EM to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre (as example, EM networking events and relevant events offered by awarding bodies, MIS providers and other external providers)

▶ 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 12]

▶ Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including

　　▶ the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials

　　▶ appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff

　　▶ access to the secure room and secure storage facility is restricted to the authorised 2-4 key holders

　　▶ 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

▶ Takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place

▶ Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately

▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the head of centre 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 or on results day owing to an unforeseen emergency.)* [GR 5]

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

Internal appeals procedures

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

"The centre will... 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… The centre must inform candidates of their centre assessed marks. A candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body"
[GR 5.7]

 "The centre will... have 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 5.13]

► Ensures the centre's disability policy demonstrating the centre's compliance with the relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements.

Disability policy (exams)

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

"The General Regulations cover…obligations arising from current data protection, equality and freedom of information legislation. However, the general regulations are not intended o be relied upon to ensure compliance with the legislation (Section 6).

A centre will have confirmed its readiness to adhere to these regulations when first approved as a centre (see Section 3, page 4)".

"The head of centre/senior leadership team will... 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 candidate; or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect...

 The centre must comply with the obligation to identify the need for, request and implement access arrangements…" [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 and drawn to the attention of candidates and their parents/carers.

Complaints and appeals procedure

> The Complaints and Appeals procedure can be found on the school website under Curriculum > Exams Policies
>
> *"The centre will… 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 5.8]

► 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 that complied with General Data Protection Regulation and Data Protection Act 2018 regulations.

Data protection policy

> The Thomas Hardye 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.
>
> *"The General Regulations cover…obligations arising from current data protection, equality and freedom of information legislation. However, the general regulations are not intended to be relied upon to ensure compliance with the legislation (Section 6).*
>
> *A centre will have confirmed its readiness to adhere to these regulations when first approved as a centre (see Section 3, page 4)."* [GR 1.2]
>
> *"The centre will…ensure that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protections Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies (see Section 6, page 23, for more information)…"*
>
> **Legislation on sharing information**
>
> Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13.
>
> This suggests that candidate consent should be sought to share results or other exams-related information with a third party.
>
> However other legislation and guidance may need to be taken into account regarding sharing information with parents, as example information from the DfE for schools regarding parental responsibility and school reports on pupil performance:
>
> ► Understanding and dealing with issues relating to parental responsibility

www.gove.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
▶ School reports on pupil performance www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publication of exam results

Refer to ICO (Information Commissioner's Office) <u>Education and Families</u> information and the document <u>Publishing exam results</u>.

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

<u>Access arrangements policy</u>

Available as a separate policy.

"...with the obligation to identify the need for, request and implement access arrangements." [GR 5.4]

"The head of centre/senior leadership team will… have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments…"[GR 5.4]

▶ Ensures staff are only entered for qualifications through the centre as a last resort where the member of centre staff is unable to find another centre

▶ Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate

▶ Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

"It is the responsibility of the head of centre to ensure that his/her centre…informs the awarding bodies, before the published deadline for entries, of any members of centre staff who are either sitting examinations and assessments, or teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or household for examinations and assessments, or where members of their family will be sitting examinations and assessments;

Awarding bodies must be informed where members of the family (which includes step-family, foster family and similar close relationships) or household of exams office staff are being entered for examinations and assessments; whether by the centre itself or a different centre.

Note: Heads of centre must note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre. The head of centre is responsible for ensuring that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials.

The head of centre must ensure that, during the examination series, the member of centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

Note: if a candidate is entered for an awarding body's examinations at a centre where a

> *relative is employed, the head of centre must ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts.*
> *If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating o the candidate's examinations. (For example, any application for special consideration must be authorised by a member of centre staff other than the candidate's relative.)"*

- ▶ Ensures members of centre staff do **not** forward emails and letters from awarding bodies or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- ▶ Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding bodies examining/assessment or JCQ personnel.

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 content of training provided to invigilators for the required period
- ▶ Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries
- ▶ Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

Senior leaders (SLT)

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

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 ensures the correct procedures are followed
- ▶ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

Head of department (HoD)

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

Teaching staff

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

Invigilators

- ▶ Attend 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 the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

Site staff

- ▶ Support the 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.

<u>Planning: roles and responsibilities</u>

Information sharing
<u>Head of centre</u>

- ▶ Directs relevant centre staff to annually updated JCQ publications including <u>GR</u>, <u>ICE</u>, <u>AA</u>, <u>SMEA</u> and <u>NEA</u> (and the instructions for conducting coursework).

<u>Exams Manager</u>

- ▶ 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
<u>Exams Manager</u>

- ▶ 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.

<u>Head of department</u>

- ▶ 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
<u>Head of centre</u>

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

<u>SENCo</u>

- ▶ Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- ▶ Gathers **evidence** to support the need for access arrangements for a candidate
- ▶ Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- ▶ Determines candidate eligibility for arrangements or adjustments that are centre-delegated

- Gathers signed **data protection notices** from candidates where required
- Applies for **approval** through *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps 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 content of 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)

Available as a separate policy – Appendix A of the Disability Policy

"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. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates…

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 A

 "…for example, in the case of separate invigilation, the candidate's difficulties are established within the centre (see Chapter 4, paragraph 4.1.1, page 16) and known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs."
[AA 5.16]

Senior Leaders, Head of department, Teaching staff

▶ Support the SENCo in determining and implementing appropriate access arrangements

▶ Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

Internal assessment and endorsements

Head of centre

▶ Provides fully qualified teachers to mark non-examination assessments

▶ Ensures an **internal appeals procedure** 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 non-examination assessment policy is in place for GCE and GCSE qualifications which include components of non-examination assessment.

Non-examination assessment policy

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

"The centre will… 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 5.7]

"The JCQ requires each centre to have a non-examination assessment policy in place:

- *To cover procedures for planning and managing non-examination assessments;*
- *To define staff roles and responsibilities with respect to non-examination assessments;*
- *To manage risks associated with non-examination assessments.*

A JCQ Centre Inspector will ask the examinations officer to confirm that such a policy is in place. The guidance provided in this document will help the head of centre to ensure that the centre's policy is fit for purpose. The policy will need to cover all types of non-examination assessments." [NEA 1]

▶ Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement.

Senior leaders

▶ Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)

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

Head of department

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

Teaching staff

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

Exams 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 to ensure the supervision of candidates is maintained at all times.

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 a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

▶ Collects evaluation of training to inform future events.

Entries: roles and responsibilities

Estimated entries
Exams 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.

▶ Makes candidates aware of the JCQ Information for Candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification.

Head of department

▶ Provides 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

17

► 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 GCE AS credit

Exams Manager
- ▶ Provides information to relevant centre staff/candidates on transferring credit for GCE AS award between specifications and/or awarding bodies
- ▶ Meets the awarding body deadline for requesting transfer of credit.

Teaching staff
- ▶ Identify affected candidates to the EM prior to the internal deadline set by 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 to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- ▶ Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- ▶ Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- ▶ Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement).

Briefing candidates

Exams Manager
- ▶ Issues individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams
- ▶ Prior to exams issues relevant JCQ information for candidates documents
- ▶ Where relevant, issues relevant awarding body information to candidates
- ▶ Issues centre exam information to candidates including information on:
  - ▶ exam timetable clashes
  - ▶ arriving late for an exam

- ▶ absence or illness during exams
- ▶ what equipment is/is not provided by the centre
- ▶ food and drink in exam rooms
- ▶ wrist watches in exam rooms
- ▶ when and how results will be issued and the staff that will be available
- ▶ the post-results services and how the centre deals with requests from candidates
- ▶ when and how certificates will be issued.

Access to scripts, review of 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 will… have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be 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 5.13]
>
> *"Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly."* PRS4.1]

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 annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators annually
▶ Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant,

reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam

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

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

SENCo

▶ Liaises with the 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

"It is the responsibility of the head of centre to ensure that his /her centre...allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection. (JCQ Centre Inspectors will identify themselves with a phot ID card). The Inspector must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility. "
[ICE 5]

SENCo or relevant Senior Leader (in the absence of the SENCo)

▶ Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may rise.

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 will... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment…"
[GR 5.9]

Invigilators must establish the identity of all candidates sitting examinations.

…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 16]

- ▶ Ensures invigilators are aware of the procedure
- ▶ Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan).

Invigilators

- ▶ Follow the procedure for verifying candidate identity provided by the 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 demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- ▶ Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be placed in the secure storage facility
- ▶ Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessments.

Reception staff

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

Teaching staff

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

Timetabling and rooming

Exams Manager

- ▶ Produces a master centre exam timetable for each exam series
- ▶ Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements 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 an exam timetable clash) according to required ratios
- ▶ Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- ▶ Liaises with the SENCo regarding rooming of access arrangement candidates.

SENCo

- ▶ Liaises with the 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 by submitting a JCQ *Alternative Site arrangement* notification through CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

Transferred candidate arrangements

Exams Manager

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

Internal exams

Exams 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 through CAP to timescale

▶ 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]

"A candidate who arrives after the start of the examination may be slowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre…

A candidate who arrives after the start o of the examination should be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place…"

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 the secure storage facility
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam.

Exam rooms

Head of centre
- Ensures that on the day of the exam, relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s)
- Ensures only authorised centre staff are present in exam rooms
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates.

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 whether by the candidate or the centre is free from packaging and all labels are removed from drink containers."* [ICE 18]

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 and access arrangement 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.
>
> *"...Reference should also be made to the following document –*
> *https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats...*
>
> *You must have a written centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service."*
> [ICE 25]

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.

Managing behaviour

"The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room." [ICE 24]

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.

"...In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject...

...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 18]

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 any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams 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.
>
> *"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..."*   [GR 5.13]

Site staff

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

Accessing results

Head of centre

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

Exams Manager

▶ Informs candidates in advance of when and how results will be released to them for each exam series

▶ Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body

▶ Resolves any missing or incomplete results with awarding bodies

▶ Issues statements of results to candidates on issue of results date

▶ Provides summaries of results for relevant centre staff on issue of results date.

Post-results services

Head of centre

▶ Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical 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 permission/authorisation; authorised persons must provide ID evidence on collection of certificates

Retention of certificates policy

Unclaimed certificates will be sent to archive.

Exams 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 an exams 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   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.