

Exams Policy

2021/2022

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Reviewing Panel: Standards, Staffing and Curriculum (SSC)

Key staff involved in the exams policy

Role	Name(s)
Head of centre	David Wright
Exams officer line manager (Senior leader)	Emma Jordan, Ethan Roberts
Exams officer	Honor Dignan-Roth
ALS lead/SENCo	Hannah Tuna
Senior leader(s)	Nicola White, Hannah Tuna, Seddeer Amran, Dominic Riste, Ethan Roberts, Katie Heseltine, Emma Jordan

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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 and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, 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.

This policy will be communicated to all relevant centre staff.

This policy is available to staff and candidates on the school website with a hard copy in the Exam Policies folder in the exams office.

Staff are also notified via their job description and head of centre in meetings leading up to the exam season.

Candidates are given access to an electronic copy of the Woodlands School Candidate Handbook.

Roles and Responsibilities Overview

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

The Exams Officer is the person appointed by the head of centre to act on behalf of, and be 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 Exams Officer. A head of centre and an Exams Officer are two distinct and separate roles. ([GR](#), section 2)

Head of centre responsibilities

The **Head of Centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2021 to 31 August 2022*:

<https://www.jcq.org.uk/exams-office/malpractice> ([ICE](#) Introduction)

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 - Policies and Procedures (SM)
- Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
- A guide to the special consideration process (SC)
- 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

National Centre Number Register

- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the Senior Leadership Team or the Exams Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers and ultimately, awarding bodies could withdraw their approval of the centre

Recruitment, Selection and Training of Staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant Senior Leader(s), the Exams Officer (EO) and the ALS lead/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities

Internal Governance Arrangements

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent

Escalation Process

It is the responsibility of the Head of Centre to ensure that there is in place, a written escalation process should the head of centre, or a member of the senior leadership team with an oversight of examination administration, be absent Refer to GR (section 5.3d)

In the event of Head of Centre absence, with regards to exams, this responsibility would be assigned to Mr Ethan Roberts (Deputy Head).

Mr Ethan Roberts (Deputy Head) and Mrs Emma Jordan (Assistant Head) jointly oversee the exams team and would stand in for each other in the event of absence. If both Senior Leaders were absent, the responsibility would be assigned to the remainder of Senior Leadership Team.

Further details on the escalation process can be found in the "Escalation Process Policy"

which can be found on the school website on a hard copy on file in the exams office.

- Has in place a member of the Senior Leadership Team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Officer
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination

Delivery of Qualifications

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned
- Where/if using a third party to deliver any part of a qualification at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party ensuring that a copy of the written agreement is available for inspection if requested by the awarding body

Public Liability

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

Security of Assessment Materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - 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
 - the secure room only contains exam-related material
 - there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times
 - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments

- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*
- 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 allow the senior leadership team to act immediately in the event of an emergency or staff absence)

Exam Contingency Plan

It is the responsibility of the head of centre to ensure that there is in place, the following policies available for inspection:

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 should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, due to an unforeseen emergency Refer to [GR](#) (section 5.3x)

See Exams Contingency Plan policy for details – this can be found on the school website or in the policies folder in the exams office.

Lockdown Policy (Exams)

The whole school Lockdown Policy and the Lockdown Policy for exams can be found on the school website or in the policies folder in the exams office.

- 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 center will:

Have in place and be 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 5.7)

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 re-check, a review of marking, a review of moderation or an appeal (GR 5.13)

See Internal Appeals Policy for details – this can be found on the school website or in the policies folder in the exams office.

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

Equalities Policy

It is the responsibility of the Head of Centre to ensure that there is in place, the following policies available for inspection:

A written equalities policy

Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.

The Head of Centre/Senior Leadership Team will:

Recognise its duties towards disabled candidate, including private candidates, as defined under the terms of the Equality Act 2010*. This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates

*or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect

Refer to GR (sections 5.3x, 5.4)

See the Equality Policy for details – this can be found on the school website or in the policies folder in the exams office.

- 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 (Exams)

The centre will:

Draw to the attention of candidate and their parents/carers, the written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification (Refer to GR section 5.8e)

See the Complaints and Appeals Procedure Policy for details – this can be found on the school website or in the policies folder in the exams office.

- 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 (Exams)

It is the responsibility of the Head of Centre to ensure that there is in place, the following policies available for inspection:

A written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements (Refer to GR section 5.3x)

See the following policies for further details:

Recruitment policy (DBS Clearance Info)

Codes of Conduct Policy

In response to Keeping Children Safe In Education 2021:

Safeguarding Policy

Child Protection Policy

Whistleblowing Policy

Confidentiality Policy

The child protection/Safeguarding policy can be found on the school website or a hard copy can be found on file in the exam office.

- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

Data Protection Policy (Exams)

It is the responsibility of the Head of Centre to ensure that there is in place, the following policies available for inspection:

A written data protection policy (Refer to [GR](#) sections 5.3x, 5.8d)

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 Protection 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 for more information (GR 5.8)

Consideration may also need to be given to the centre's policy on sharing candidates' results and other exams related information with those with parental responsibility and third parties

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.

Other legislation and guidance may need to be taken into account regarding sharing information with parents/carers, 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.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance: guidance for headteachers www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publication of exam results

Refer to ICO (Information Commissioner's Office) [Schools, universities and colleges](#) information and [Exam results](#)

Further details can be found under the data protection (exams) policy which can be located on the school website or a hardcopy placed on file in the exam office.

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

Access Arrangements Policy

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 in Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments* (GR 5.4)

There is no specific JCQ regulation that refers to a 'policy' requirement in this respect though it might be good practice to bring all aspects of the process together in one place thereby confirming the centre complies with [GR](#) (section 5.4f)

See the Access Arrangement Policy for further details – this can be found on the school website or in the policies folder in the exams office.

Conflicts of Interest

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where
 - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
 - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with close relationship to the candidate
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
 - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
 - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre

Conflicts of Interest Policy (Exams)

For the Academic Year 2021-2022, conflict of interest forms will be distributed to all school staff to identify any conflict of interest relating to staff and exams.

In the event there is a conflict of interest, the exams officer will notify the Head of Centre and inform the awarding body with details of how this conflict of interest is being handled by the centre.

Conflict of interest forms will be circulated online via Microsoft Forms.

The conflict of interest form will ask staff to declare whether they have a close friend or relative taking exams that season or whether they themselves are taking any exams for that season. Information will then be requested asking for exam board details and location (or establishment) of exams.

It is the responsibility of the head of centre to ensure that the centre manages Conflicts of Interest by informing the awarding bodies before the published deadline for entries of:

- any members of centre staff who are taking qualifications as their own centre which

include internally assessed components/units

- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their centre which do not include internally assessed components/units
- centre staff are taking qualifications at other centres

The Head of Centre **must** ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records **must** be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Heads of centre should note that entering members of centre staff for qualifications at their own centre **must** be as a last resort in case 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 in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

There is no specific JCQ regulation that refers to a 'policy' requirement though this would confirm the centre is complying with the declaration and recording requirements outlined in [GR](#) (section 5.3i)

- 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
- Ensures members of centre staff do not forward emails and letters from awarding body 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/carers/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

Centre Inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection

- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and **must** be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

Exams Officer

- Understands the contents of annually updated JCQ publications including:
 - General Regulations for Approved Centres
 - Instructions for Conducting Examinations
 - Suspected Malpractice - Policies and Procedures
 - Post-results services (PRS)
 - A guide to the special consideration process
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
- 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
- Works with the ALS lead/SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- 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

- 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 - Policies and Procedures
 - Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
 - A guide to the special consideration process

Additional Learning Support (ALS) lead/Special Educational Needs Co-ordinator (SENCo)

- Understands 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

Senior Leaders

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and ALS lead/SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure 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 Exms Officer and ALS lead/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/undertake training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception Staff

- Support the Exams Officer in 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 Exams Officer in relevant matters relating to exam rooms and resources

Candidates

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

The Exam Cycle

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

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

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

Planning: Roles and Responsibilities

Information Sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM, NEA (and the *Instructions for conducting coursework*) and SC

Exams Officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information Gathering

Exams Officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of (insert the titles these internal exams are referred to in the centre)

Senior Leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information
- Inform the Exams Officer of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Note 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 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 ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

ALS lead/SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments 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 **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation** forms 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 a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)

- Employs good practice in relation to the Equality Act 2010
- Liaises with the Exams Officer regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the Exams Officer to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

Word Processor Policy (Exams)

Please see the Word Processor Policy which can be found on the Woodlands School website or alternatively in the policies folder in the exam office.

A centre must have a policy on the use of word processors. A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations 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.

The centre may wish to set out the particular types of candidates which it considers would benefit from the use of a word processor.

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 Refer to [GR](#) (section 5.3x) and [AA](#) (section 5.8.4)

- 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 Policy

This policy outlines how Woodlands School will manage separate invigilation within the centre.

Separate Invigilation within the Centre

- A candidate may only take their examination under separate invigilation within the centre where he/she has an established difficulty – see section 5.16 of the JCQ publication Access Arrangements and Reasonable Adjustments (ICE 14)

SENCo

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

- Whether the candidate has a **substantial and long term impairment** which has an **adverse effect: and**
- **Is the candidate's normal way of working**

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre (see chapter 4, paragraph 4.1.4, 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)

If a candidate is granted separate invigilation within the centre, they must have an invigilator with them at all times, this invigilator may carry a mobile phone in order to get help easily without leaving the room or disturbing the candidate, the mobile phone must be kept on silent mode.

The SENDCo will review any supporting evidence and liaise with the Exam officer regarding candidates suitability to separate invigilation.

Where a pupil has been taken unwell, it may be more suitable for that pupil to sit in their own room as their illness may cause a distraction to others and they may be entitled to emergency access arrangements. Refer to [AA](#) (sections 4.2.1, 5.16) and [ICE](#) (section 14.18)

Invigilator

If a candidate is granted separate invigilation within the centre, they must have an invigilator with them at all times, this invigilator may carry a mobile phone in order to get help easily without leaving the room or disturbing the candidate, the mobile phone must be kept on silent mode.

A roving invigilator will also be allocated to circulate between any individually invigilated exams.

Senior Leaders, Teaching Staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- 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

Controlled Assessments, Coursework and Non-examination Assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures an **Internal Appeals Procedure** relating to internal assessment decisions is in place for a candidate 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 (For CCEA GCSE centres this would be a controlled assessment policy)

Non-examination Assessment Policy

Please refer to the Non-Examination Assessment policy for further details which can be found on the Woodlands School website or alternatively in the policies folder in the exams office.

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)

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 exams 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 assessment.

Additionally, each centre must have available for inspection, an internal appeals procedure relating to internal assessment decisions.

Refer to [GR](#) (sections 5.3x, 5.7) and [NEA](#) (section 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
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications and WJEC GCE legacy AS and A-level Health & Social Care) follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensure 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, ensure teaching staff follow appropriate instructions issued by the awarding body
- Ensure 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 Officer

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

Invigilation

Head of Centre

- Ensures relevant support is provided to the Exams Officer in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- 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 Officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- 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 made aware of the access arrangement(s) awarded (ensuring 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 Officer

- 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

Estimated Entries are taken from class lists at the beginning of the academic year. Estimated entries are made online via the exam board website.

- Makes candidates aware of the JCQ **Information for candidates – Privacy Notice** at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

Senior Leaders

- Provide entry information requested by the EO to the internal deadline
- Inform the EO immediately of any subsequent changes to entry information

Final Entries

Exams Officer

- 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
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

Final Entries Collection and Submission Procedure

HoDs are provided with pupil lists for their subjects to determine which pupils are to be entered and for which tier (where applicable). These are sent out in December and requested to be returned to the exams team in January to ensure submissions are made by 21st February.

Once entries have been made on the school MIS, entry list are sent back to HoDs for final checking before sending entry EDI files.

Senior Leaders

- Provide information requested by the Exams Officer to the internal deadline
- Inform the Exams Officer immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the EO and confirms information is correct

Entry Fees

The head of centre and the Exam's Officer manage the exam budget annually, taking into consideration cohort growth and the cost of running the qualifications on offer. Entry fees are charged to the exams budget, late fees are charged to the subject budget.

For private entries, the external candidate is charged for their entry. The private candidate is asked to reference "exams" on their payment to the school and this is then credited to the exams budget.

All debts and credits are printed by the finance team and signed off by the budget holder.

Late Entries

Exams Officer

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

Senior Leaders

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

Re-sit Entries

When an enquiry for re-sits has been submitted, it is discussed with the Head of Centre as to whether the request can be accommodated. Candidate details are recorded (written or sent via email) and these are then used to submit an entry.

Re-sit candidates are charged the cost of the exam as outlined above and any additional incurred costs such as invigilation fees.

Private Candidates

Due to COVID19 restrictions and general school logistics, private candidate requests will be reviewed and decided by the head of centre.

Candidate Statements of Entry

Exams Officer

- Provides candidates with statements of entry for checking

Teaching Staff

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

Candidates

- Confirm entry information is correct or notify the Exams Officer of any discrepancies

Pre-exams: Roles and Responsibilities

Access Arrangements and Reasonable Adjustments

ALS lead/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 documents, 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 arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

Briefing Candidates

Exams Officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day awarding bodies may identify in the event of national or significant 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
 - unauthorised items 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, Reviews of Results and Appeals Procedures

Information on post results services are outlined in the Woodlands School Candidate Handbook which is made available to all candidates on the school website. Candidates are notified of this and declare that they will read the document before the exam season begins.

Candidates are informed (before they sit their exams) of:

- when, where and with whom they will have the opportunity to discuss their results
- the arrangements for post-results services, including:
 - how they request a service
 - when they will be informed of
 - the services that will be made available by the awarding bodies
 - the deadlines that have to be met
 - the fees that will be charged
 - how they are informed of the outcome of their requests
 - the internal appeal procedure to manage disputes when a candidate disagrees with a centre decision not to support a review of results or an appeal

The centre will have in place written procedures for how:

- it will deal with candidates' requests for access to scripts
- clerical re-checks
- reviews of marking
- reviews of moderation
- appeals to the awarding bodies

Details of these procedures will be made widely available and accessible to all candidates. Candidates will 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 publications of results.

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

Refer to [GR](#) (sections 5.13, 5.6j)

Dispatch of Exam Scripts

Exams Officer

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

Estimated Grades

Senior Leaders

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

Exams Officer

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

Internal Assessment and Endorsements

Head of Centre

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

ALS lead/SENCo

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

Teaching Staff

- Support the ALS lead/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

Senior Leaders

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

Exams Officer

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

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams Officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators on any regulation changes and any changes to centre-specific processes

- 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, ensure all relevant rules are being adhered to and to support 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 ALS lead/SENCo regarding the facilitation and invigilation of access arrangement candidates

ALS lead/SENCo

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

Invigilators

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

JCQ Centre Inspections

Exams Officer or Senior Leader

- Will accompany the Inspector throughout a visit

ALS lead/SENCo or relevant Senior Leader (in the absence of the ALS lead/SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

Seating and Identifying Candidates in Exam Rooms

Exams Officer

- Ensures a procedure is in place to verify the identity of all candidates

Candidate Identification Procedure

This policy can be found printed in the exams policies folder or alternatively online on the school website.

The centre will:

- Verify the identity of all pupils who have been entered for examinations or assessments. The centre must be satisfied that all candidate identities have been checked, whether as part of the initial registration process or in the case of private candidates, through a verification process which involves photo ID (GR 5.6)
- Have in place, written procedures to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)

Initial checks are carried out by HoDs/HoFs during warm up sessions.

The SLT are present outside the exam rooms to assist with identifying pupils as they enter.

The attendance team and exams team are present for all exams and are responsible for taking registers. This has been authorised by the head of centre. All internal candidates also have a photo exam card on their desk. An additional follow up register is taken for a fire register.

The exam officer is also present in the exam room to assist with pupil identification as is a member of the SLT or raising standards team who are authorised by the head of centre and

not responsible for or involved in the teaching of the subject being examined at that time.

A private/external candidate or a transferred candidate who is not known to the centre must show photographic documentary evidence to prove that he/she is the same person who is entered/registered for the examination/assessment (e.g. passport or photographic driving licence).

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be politely asked to remove the item of clothing for identification purposes. The staff member will be of the same gender if requested by the candidate. Once identification has been established, the candidate will be able to replace the item and proceed as normal to sit the examination. Private candidates are informed of this procedure in advance of the first exam.

Invigilators must establish the identity of all candidates sitting examinations.

Candidates with access arrangements are noted on the seating plans for the invigilators information.

Invigilators will be made aware of the access arrangement(s) awarded (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 and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

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

Security of Exam Materials

Exams Officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff named and approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- 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 immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that

can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

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 transferal to 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 Officer

- 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 as a last resort, once all other options have been exhausted and according to the centre's policy)

Overnight Supervision Arrangements Policy

Purpose of the Procedure

This procedure outlines how Woodlands School will apply overnight supervision arrangements

Overnight Supervision Arrangements

Overnight supervision arrangements will only be applied as a last resort and once all other options have been exhausted.

Candidates may, at the centre's discretion, be allowed to take an examination the following morning (including Saturdays – see paragraph 8.5). Candidates are not allowed to take examinations on an earlier day than scheduled on the timetable.

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device e.g. telephone (both mobile and landline), email, internet and social media. It also extends to television and radio which could report key details of the day's examinations.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre. Refer to [ICE](#) (section 8)

Head of Centre

- Must be satisfied that the arrangements maintain the integrity and security of the examination
- Accepts full responsibility for the security of the examination throughout
- Must inform the relevant awarding body **immediately** of any known or suspected contravention of the arrangements for overnight supervision of a candidate
- After an agreement has been made with the candidate and supervisor, the head of centre must complete a Timetable variation and confidentiality declaration for overnight supervision form

Exams Officer

- Must appoint an invigilator or member of centre staff to supervise the candidate at all times while he/she is on the premises taking examinations
- Must inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions/penalties, ad details in the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures; <http://www.jcq.org.uk/exams-office/malpractice>
- Must keep all forms available in the centre for inspection until the deadline for review of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in a hard copy paper format and must not be sent to an awarding body unless specifically requested.

Invigilator

- Must ensure that the candidate is under centre supervision from 30 minutes after the awarding body's published start time for the delayed examination.
- Must ensure there is no contact with other candidates.

Parent/carer/staff covering overnight supervision

- Must ensure that the candidate has no contact with anyone who may have knowledge of the content of the examination. This includes any form of electronic communication/storage device, e.g. telephone (both mobile and landline), email, internet and social media. It even extends to television and radio, which could report key details of the day's examinations.
- Must sign a declaration agreeing to supervise the candidate at all times and prevent contact via any means listed above (see appendix 1)

Why have a policy on this?

Allowing a candidate to take an exam paper the following morning due to an eligible overnight supervision arrangement is at the discretion of the centre. Having a documented policy ensures:

- the correct procedure is followed
- appropriate arrangements are put in place
- candidates (and/or parents/carers) understand when, or indeed if, appropriate arrangements can/will be made
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

- 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 ALS lead/SENCo regarding rooming of access arrangement candidates

ALS lead/SENCo

- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site Staff

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

Alternative Site Arrangements

Exams Officer

- (Where/if applicable to the centre) 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 to timescale by submitting a JCQ Alternative Site arrangement notification using 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

Centre Consortium Arrangements

Exams officer

- (Where/if applicable to the centre) Processes applications for Centre Consortium arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

Senior Leaders

- (Where/if applicable to the centre) Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

Transferred Candidate Arrangements

Exams Officer

- (Where/if applicable to the centre) Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements using 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 arrangement

Internal Exams

Exams Officer

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

ALS lead/SENCo

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

Teaching Staff

- Provide exam papers and materials to the EO
- Support the ALS lead/SENCo in making appropriate arrangements for access arrangement candidates

Exam Time: Roles and Responsibilities

Access Arrangements

Exams Officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency/temporary 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

Purpose of the Procedure

This policy outlines how Woodlands School will manage candidate absence from exams

Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can then be contacted as to their whereabouts. Refer to [ICE](#) (section 22)

Candidate absence

- Any pupils who have not arrived for an exam or external assessment must be marked absent on the examining register
- For unforeseen circumstances which have led to a pupil being unable to attend an exam, Woodlands School will discuss applying for special consideration. For further details, please refer to the special consideration policy
- In the event of any unauthorised absence from a subject's full exam (all papers), Woodlands School reserves the right to charge candidates for the exam entry.

Senior Leadership Team

The nominated SLT member will oversee morning enhancement sessions and warm up sessions to identify any missing pupil(s).

SLT will inform the attendance team of any missing pupil(s) for them to begin making contact to ascertain whether the pupil will be arriving for their exam and if so, how long they will be.

If a pupil is going to be absent from the exam, the attendance team will gather the reason for the absence and will then decide whether the absence is authorised or unauthorised. Attendance will record reasons on the school MIS.

This information will also be passed onto the head of centre and Exams Officer to review.

The attendance team, head of centre or exams officer may request to see evidence in regards to the absence. If required, this evidence may be used for a special consideration application. Please see the Special Consideration policy for further details.

Exams Officer

The Exams Officer will liaise with the attendance team each exam session to identify any absent pupils. The Exams Officer will inform invigilators of known absentees and will record these on the seating plans and registers in the exam rooms.

The Exams Officer will liaise with the Head of Centre to determine whether it will be appropriate to charge the candidate for the exam entry. This will be at the head of centre's discretion.

If it is decided that the appropriate action will be to charge the candidate for the missed exams, the Exams Officer will liaise with the Finance Manager to invoice the candidate's parent/carer for the associated entry cost.

Why have a policy on this?

Centres will likely have different strategies for dealing with unauthorised absences from exams. Having a documented policy ensures:

- candidates are aware of what they need to do if they are likely to be absent from an exam
- staff involved in the exams process understand how absent candidates who have not contacted the centre regarding their absence will be managed at the time of the exam
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

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 items* below.

Candidate Late Arrival

Exams Officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale
- Warns candidates that their script 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 who arrive after the start time of the examination are considered late

Late candidates must report to reception to meet the Head of Centre/Exams Officer who will ascertain the appropriateness of entering the exam. If it is decided that it is suitable for the pupil to go ahead with the exam sitting, the pupil will then be escorted to their exam room.

The awarding body will decide whether to accept the scripts from any late candidate

Protocol for leaving with late/very late candidates:

Persistent late pupils will be called, up to an hour prior to each exam by either the attendance team, SLT or Head of Year

The Exams team book out a free room for each summer exam series to allow an additional space in the event of lateness or an emergency.

The Exams Officer will book invigilators with a ration of 1:20 to allow for additional invigilators in the event of an emergency/late pupil.

Late arrivals will report to the Head of Centre initially to ascertain whether it is appropriate to sit the exam, based on length of lateness.

The Senior Leadership team or attendance team pick up late pupil(s) and escort them to the exams officer who will then locate the candidate(s) name card and paper.

One invigilator will be taken out of the main hall if ratio numbers allow; if not, a member of the exams team will invigilate. The roving invigilator will also be notified.

The candidate(s) will be taken to the allocated room.

A late/very late form is completed.

The exam will begin, allowing the candidate(s) the full time for the exam.

Any candidate(s) who arrive after the start of the exam may be allowed to enter the exam room and sit the exam. This is entirely at the discretion of the centre.

Any candidate(s) who arrive late and is permitted by the centre to sit the exam must be allowed the full time for the examination.

Refer to [ICE](#) (section 21)

Why have a policy on this?

Permitting candidates who arrive after the start of an exam to enter the exam room and sit the exam is at the centre's discretion. Having a documented policy ensures:

- candidates are aware of what will or won't happen should they arrive late
- staff involved in the exams process understand how this will be managed at the time of the exam
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

Conducting Exams

Head of Centre

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

Exams Officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

Dispatch of Exam Scripts

Exams Officer

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

Exam Papers and Materials

Exams Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed 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 care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this additional/second check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

Exam Rooms

Head of Centre

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

Food and Drink Policy (Exams)

Purpose of the Procedure

Food and drink may be allowed in the exam room at the discretion of the head of centre. This is, however, on the condition that any food or drink through into the exam room, whether by a candidate or the centre, have had all labels removed and is free from packaging

This policy outlines how Woodlands School will manage food and drink in the exam room

Exams Officer

- Ensures a procedure is in place to monitor food and drink in the exam room
- 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) to assist with needing to take refreshments as part of a medical condition

Invigilators

- Following the procedure for food and drink in the exam room provided by the Exams Officer
- Seat candidates in exam rooms as instructed by the Exams Officer on the seating plan
- The invigilator must record any rest break taken for food to be consumed as part of the medical condition in the incident log

Candidates

- Should only bring food and drink into the exam room which abides by the procedure set below

Food and Drink in the Exam Room

- Only water in clear bottles will be allowed into the exam room
- All water bottles brought into the exam room must have all labels removed
- No food will be allowed into the exam rooms (the only exception to this will be for pupils with medical needs who may require snacks to manage their condition)
- Snacks required in any exam room will be left with the invigilator appointed for that room and the candidate(s) may request their snack from the invigilator at any given time

Refer to [ICE](#) (section 18)

Why have a policy on this?

Allowing food and drink in an exam room is at the head of centre's discretion. Having a documented policy ensures:

- candidates are clear on what is or what is not allowed
- staff involved in the exams process are aware of what is and what is not allowed and how this will be managed at the time of the exam
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

Leaving the Examination Room Policy

Purpose of the Procedure

Candidates who are allowed to leave the exam room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the exam in question. The candidate(s) may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

This procedure outlines how Woodlands School will manage and log all pupils temporarily leaving the exam room.

Candidates Temporarily Leaving the Exam Room

Exams Officer

- Ensures a procedure is in place to log times and reasons for all candidates temporarily leaving the exam room
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensure candidates with access arrangements are identified on the seating plan) to assist with candidates needing to take movement breaks

Invigilators

"invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents must be recorded on an incident log"

- Follow the procedure for candidates temporarily leaving the exam room provided by the Exam Officer
- Seat candidates in exam rooms as instructed by the Exams Officer/on the seating plan

Temporarily leaving the exam room procedure

- All pupils temporarily leaving the exam room **must** be accompanied by a member of

centre staff. This **must not** be the candidate's subject teacher or a subject expert for the exam in question

- Blazers should be left in the exam room on the back of the candidate's chair
- All incidences of candidates leaving the exam room temporarily must be logged, with the times and reason for leaving the room, in the incident log

Refer to [ICE](#) (section 23)

Why have a policy on this?

Allowing time to be compensated where a candidate leaves the exam room temporarily, accompanied by a member of centre staff, is at the discretion of the centre. Having a documented policy ensures:

- candidates are aware of the centre's arrangements where time may or may not be compensated for any temporary absence from the exam room
- staff involved in the exams process understand how this will be managed at the time of the exam
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

Exams Officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that this must be on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- 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 (Exams)

Please refer to the Emergency Evacuation policy which can be found on the Woodlands School website for in the policies folder in the exams office.

When dealing with emergencies, staff must be aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies. References should also be made to the following document:

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling--bomb-threats>

Centres must have a written policy for dealing with an emergency evacuation of the exam

room, which will be subject to inspection by the JCQ Centre Inspection Service
Refer to ICE (section 25)

Site Staff

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

Invigilators

- Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

Candidates

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

Irregularities

Head of Centre

- Ensures (as required by an awarding body) 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 Policy (Exams)

Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the exam room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.

The invigilator must record what has happened.

The head of centre has the authority to remove a candidate from the exam room, but should only do so if the candidate would disrupt others by remaining in the room.

Introduction

Woodlands School is committed to ensuring that candidates are fully briefed on the exam and assessment process in place in the centre. They are made aware of the required JCQ/awarding body instructions and information for candidates.

Purpose of the Managing Behaviour in Exam Rooms Procedure

- To ensure candidates are aware of behaviour expectations during exams
- To inform candidates of how behaviour will be managed
- To ensure staff conducting exams understand the process to be followed and candidates are aware of the possible consequences of any disruptive actions

Candidates

- Candidates are informed, via the candidate handbook, of the expectation for behaviour during exams
- Candidates are informed, prior to any assessment, the suggested wording for invigilators announcements at the beginning of written exams

- Warning to Candidates posters and Unauthorised Items posters are on display

Head of Centre

- Support Senior Leaders with any behaviour which may have escalated. Should the situation worsen, pupil(s) should be removed to avoid impact on other candidates.

Senior Leaders

- Ensure support is provided for the Exam Officer and invigilators when dealing with disruptive candidates in the exam room
- Ensure internal disciplinary procedures relating to candidate behaviour are instigated when appropriate

Exams Officer

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

Invigilators

- Record any incidents or irregularities in the Exam Room Incident Log (e.g. late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

If an Incident Occurs

If an incident or unacceptable behaviour occurs, the following behaviour procedures will be followed:

- Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the exam room
- The candidate must be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification
- The invigilator must record what has happened. Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the exam. If necessary, the invigilator should summon assistance
- The Head of Centre must report to the awarding body immediately, all cases of suspected or actual malpractice in connection with the exam. Form JCQ/M1 – Report of Suspected Candidate Malpractice – <http://www.jcq.org.uk/exams-office/malpractice> must be completed
- **The Head of Centre has the authority to remove a candidate from the exam room, but should only do so if the candidate would disrupt the others by remaining in the room**
- The Head of Centre has a duty to monitor and report potential malpractice by invigilators and centre staff, to the awarding body immediately
- Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification. Candidates should be warned of the possible penalties an awarding body may apply as per the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, 2021-2022 – <http://www.jcq.org.uk/exams-office/malpractice>
- Exam scripts must be packed as normal (see section 28, page 45). Form JCQ/M1 must be submitted separately to the relevant awarding body.

Refer for prompt to [ICE](#) (section 24)

Why have a policy on this?

Having a documented policy/procedure on how behaviour in exam rooms is managed ensures staff conducting exams understand the process to be followed and candidates are aware of the possible consequences of any disruptive actions

Malpractice Policy (Exams)

Malpractice

'Malpractice', means any act, default or practice which is a breach of the Regulations or which:

- gives rise to prejudice to candidates; and/or
- compromises public confidence in qualifications; and/or
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; and/or
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

A JCQ/M1 Suspected Candidate Malpractice must be completed.

Invigilators

Invigilators must be aware of what constitutes as a form of malpractice. They must record any details of the incident on the incident log document and inform the Exams Officer.

Exam Officer

The Exam Officer is to immediately inform the Head of Centre of the allegation.

Head of Centre

heads of centres that they have a responsibility to report to the relevant awarding body all alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or other administrative staff.

This responsibility is set out in detail in the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures*, which states:

Heads of centre must notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in controlled assessments, coursework or non-examination assessment before the authentication forms have been signed by the candidate

3.1 The handling of malpractice complaints and allegations involves the following phases:

- the allegation (section 4);
- the awarding body's response (section 5);
- the investigation (section 6);
- the report (section 7);
- the decision (section 8);

- the appeal (section 14).

Head of centre 2.5 The head of centre must:

- notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice. The only exception to this is candidate malpractice discovered in coursework or non-examination assessments before the authentication forms have been signed by the candidate (see paragraph 4.3). If staff malpractice is discovered in coursework or non-examination assessments, the head of centre must inform the awarding body immediately, regardless of whether the authentication forms have been signed by the candidate(s);
- report malpractice using the appropriate forms as detailed in paragraph 4.2;
- be accountable for ensuring that the centre and centre staff comply at all times with the awarding body's instructions regarding an investigation;
- ensure that if it is necessary to delegate the gathering of evidence to a senior member of centre staff, the senior member of centre staff chosen is independent and not connected to the department or candidate involved in the suspected malpractice. The head of centre should ensure there is no conflict of interest (see below) which might compromise the investigation;
- respond speedily and openly to all requests for an investigation into an allegation of malpractice. This will be in the best interests of centre staff, candidates and any others involved;
- make information requested by an awarding body available speedily and openly;
- co-operate with an enquiry into an allegation of malpractice and ensure that their staff do so also, whether the centre is directly involved in the case or not;
- ensure staff members and candidates are informed of their individual responsibilities and rights as set out in this document;
- forward any awarding body correspondence and evidence to centre staff and/or provide staff contact information to enable the awarding body to do so
- at all times comply with data protection law;
- pass on to the individuals concerned any warnings or notifications of sanctions and ensure compliance with any requests made by the awarding body as a result of a malpractice case.

2.6 The responsibilities in paragraph 2.5 extend to instances of suspected malpractice involving private candidates entered through the centre.

https://www.jcq.org.uk/wp-content/uploads/2021/09/Malpractice_21-22_FINAL.pdf

Why have a policy on this?

Having a documented policy/procedure on malpractice ensures staff conducting exams understand the policy/process to be followed where staff, including invigilators and candidates are aware of what constitutes malpractice/maladministration and the possible consequences of any alleged, suspected or actual malpractice

Senior Leaders

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

Exams Officer

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

Invigilators

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

Malpractice

See *Irregularities* above.

Special Consideration

Senior leaders

- Provide signed evidence to support eligible applications for special consideration

Exams Officer

- Processes eligible applications for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

Special Consideration Policy

Please refer to the safeguarding policy which can be found on the Woodlands School website or in the policies folder in the exams office.

Candidates

- Provide appropriate evidence to support special consideration applications, where required

Unauthorised Items

Arrangements for Unauthorised Items Taken into the Exam Room

You must not take into the exam room:

- Notes
- Potential technological/web enabled sources of information such as an iPod, a mobile phone, a MP3/4 player, a smartwatch or wrist watch
- Any pencil case taken into the exam room must be transparent. Due to COVID19, at the time of writing the policy, it has been decided that no stationery is brought into the exam room and set stationery is provided. This is to prevent cross contamination and unnecessary additional materials being brought into school
- REMEMBER: possession of unauthorised material is breaking the rules, even if you do not intend to use it. You could be subject to a penalty and possible disqualification in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures

Candidates have a secure bag room where they are reminded to leave all personal belongings with specific attention given to the above.

If, for whatever reason, a candidate has forgotten to leave any of the above in their bag and when asked to hand in any unauthorised material to an invigilator, boxes are set up at the front of all exam rooms for these personal belongings. Numbered tickets are given out to ensure the belongings are returned to the correct pupil.

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.

Refer for prompt to [ICE](#) (section 18)

Invigilators

- Are informed of the arrangements through training

Internal Exams

Exams Officer

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

Invigilators

- Conduct internal exams as briefed by the EO

Results and Post-results: Roles and Responsibilities

Internal Assessment

Senior Leaders

- 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 Officer

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

Results Day Programme

The results day programme highlighting how, when and where results will be issued will be sent to candidates at the end of the academic year. Pupils are also informed in assemblies towards the end of the academic year.

Information on Access to Scripts, Reviews of Results and Appeals Procedures are included in the Woodlands School Candidate Handbook. These options are also drafted in a letter and sent home to parents and pupils at the end of the academic year.

During the results period, the Exams Officer is responsible for the printing of all results.

The admin office staff assist with handing out results envelopes and the Senior Leadership Team assist with candidates locating information required such as finding teaching staff for enquiries about results and accessing post result services.

In the event of COVID19 restrictions increasing, alternative arrangements may be made for pupils to receive their results. These will be communicated to parent/carers and pupils prior

to results day.

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
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

Exams Officer

- 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 re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

Exams Officer

- Provides information to **all** candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Access to Scripts, Reviews of Results and Appeals Procedures**)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching Staff

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

Candidates

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

Analysis of Results

(Data and Exams Manager)

- 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 *June and September checking exercise* (where applicable)

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

Certificate Issue Procedure and Retention Policy

A certificate collection date is organised (normally for November) by the Exams Officer. All pupils will be informed of the date in writing, prior to the event.

Pupils are also contact an additional time later in the year to arrange a collection if they did not turn up to collect

Candidates

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

Exams Review: Roles and Responsibilities

Exams Officer

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

Senior Leaders

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

Retention of Records: Roles and Responsibilities

Exams Officer

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

Exams Archiving Policy

This policy is available on the school website with a hard copy in the Exam Policies folder in the exams office.



Signed: _____
Head Teacher

6th December 2021

Dated: _____



Signed: _____
Chair of Trustees

6th December 2021

Dated: _____

ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE



ASPIRATION, RESILIENCE, OPPORTUNITY, EXCELLENCE

