

# **EXAMINATIONS POLICY**

<b>REVIEW PROCESS</b>	
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## Purpose of the policy

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

- all aspects of the centre 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 in 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 will be 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.

Medeshamstede Academy caters for students who have an EHC Plan, and a major need of ASD/Asperger's Syndrome. Accreditation pathways are tailored to the needs of our students and we are flexible to ensure their needs can be met whilst abiding by the regulations surrounding the examination processes. This policy is written to reflect these aims.

The Exams Officer is responsible for the annual review and any required update of this policy. The Executive Principal is responsible for the approval and sign-off of this policy.

This policy will be communicated to all relevant centre staff. It's contents will be discussed at the annual, whole school training session where teaching and support staff are made aware of their duties and responsibilities under the regulations. A copy will be saved in the shared network area, and available on our website for candidates.

The Centre will not accept entries from external candidates this is to ensure minimum disruption to current candidates.

## Roles and responsibilities overview

### Head of centre

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

*The examinations officer is the person appointed by the head of centre to act on behalf of, and 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 examinations officer. A head of centre and an examinations officer are two distinct and separate roles."*

### The Head of Centre:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres \(GR\)](#)
  - [Instructions for conducting examinations \(ICE\)](#)
  - [Access Arrangements and Reasonable Adjustments \(AA\)](#)
  - [Suspected Malpractice in Examinations and Assessments \(SMEA\)](#)
  - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR [ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/](http://ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/)) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes

Head of Centre Declaration can be found electronically stored in the following location:

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- Ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre (as example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers)
- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process

- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures “that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...”  
[ICE 12]
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:
  - the location of the centre’s secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the head of centre to act immediately in the event of an emergency or staff absence)
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
- Ensures the centre’s disability policy demonstrating the centre’s compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- 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
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures staff are only entered for qualifications through the centre as a last resort where the member of centre staff is unable to find another centre
- Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel

### *Exam contingency plan*

The Exams Contingency Plan can be found in appendix 1 of this document.

### *Internal appeals procedure*

The Internal Appeals Procedure can be found in appendix 2 (forms are in 2a and 2b) of this document. The procedure ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.

### *Disability policy*

The centre also has a number of policies which seek to address compliance with the Equality Act 2010, such as:

- Equality for Pupils Policy
- SEN and Disability Policy
- Accessibility Plan

They are all available on our website [www.medeshamstedeacademy.org](http://www.medeshamstedeacademy.org).

The centre’s Access Arrangements Policy can be found in appendix 3 of this document.

### *Complaints Policy*

In the event that a candidate or their parents/carers wish to make a complaint regarding the centre's delivery or administration of a qualification is in place, the Greenwood Academies Trust complaints procedure must be followed. This can be found on our website [www.medeshamstedecademy.org](http://www.medeshamstedecademy.org)

### *Child protection/safeguarding policy*

This can be found on our website [www.medeshamstedecademy.org](http://www.medeshamstedecademy.org)

### *Data protection policy*

Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations. This can be found on our website [www.medeshamstedecademy.org](http://www.medeshamstedecademy.org)

### *Access Arrangements Policy*

The Access Arrangements Policy can be found in appendix 3 of this document. The procedure ensures processes are in place relating to access arrangements and reasonable adjustments. This can be found on our website [www.medeshamstedecademy.org](http://www.medeshamstedecademy.org)

## **Exams officer**

### **The EO:**

- Understands the contents of annually updated JCQ publications including:  
[General regulations for approved centres](#)  
[Instructions for conducting examinations](#)  
[Suspected Malpractice in Examinations and Assessments](#)  
[Post-results services](#) (PRS)
- will submit applications for access arrangements and reasonable adjustments (referred to in this policy as 'access arrangements') using the evidence provided by the Assistant SENCo.
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

### **Senior leadership team (SLT)**

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

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

- will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including: [Access Arrangements and Reasonable Adjustments](#)
- will lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- will work with the person appointed as the qualified specialist assessor, on all matters relating to assessing candidates and the administration of the assessment process

### **Secondary Phase Leaders**

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

### **Teaching staff**

- will undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO
- will keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- will attend relevant awarding body training and update events

### **Invigilators (current Teaching and Learning Support Staff)**

- will attend training, update, briefing and review sessions as required
- will sign a confidentiality and security agreement

### **Reception staff**

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

### **Site staff**

- will support the EO 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 exam policy identifies the roles and responsibilities of centre staff within this cycle.

### **Planning**

#### **Information sharing**

The head of centre:

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#) (and the instructions for conducting coursework)

The EO:

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

#### **Information gathering**

The EO:

- 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

Secondary Phase Leaders will:

- 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 EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- familiarise themselves and their staff with the annual exams plan of internal deadlines

### **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 SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

The EO will work with the Assistant SENCO for Secondary to:

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

#### *Word processor policy*

The Academy's Policy on the use of word processors can be found in appendix 12.

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

#### *Separate invigilation within the centre*

The Academy's Policy on the separate invigilation within the centre can be found in the Access Arrangements policy in appendix 12.

SLT, Subject leaders, Teaching staff will:

- support the EO and SENDCo in determining and implementing appropriate access arrangements

SENDCo will:

- 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**

The head of centre:

- Provides fully qualified teachers to mark non-examination assessments
- an **internal appeals procedure** is in place for a candidate (or parent/carers) to appeal against an internal assessment decision
- 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*

The Academy's policy on non-examination assessment can be found in appendix 4.

- 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

SLT will ensure:

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

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

Secondary Phase Leaders:

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

Teaching staff will ensure:

- 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

## Invigilation

Head of centre:

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

Exams officer:

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes.
- Collects evaluation of training to inform future events

SENDCo:

- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

## Entries: roles and responsibilities

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

### Estimated entries

The EO will:

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

### Estimated entries collection and submission procedure

Estimated entries will be collected by gathering information from Subject leader's within the Academy using the centre's information gathering form. Where required, an estimate of the likely number of candidates who may be taking the qualification will be provided with no other candidate information submitted at that point. The Academy will provide relevant awarding bodies with an early indication of entries that may be made later in the exam process, only to those exam bodies who require an indication of early entries, by the deadlines indicated by the relevant awarding bodies.

Secondary Phase Leader:

- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification
- provide information requested by the EO to the internal deadline
- inform the EO immediately of any subsequent changes to information

## Final entries

The EO:

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

## Final entries collection and submission procedure

The EO will put together and distribute an annual exams plan which shall include all deadlines and key dates for staff to refer to. The EO will distribute the Final Entry Proforma to subject leaders (shared spreadsheet on teaching staff network area). The SL's will complete by the internal deadline set which will be in advance of the final entries deadline on the Academy's exams plan. The final entries will then be made using the Academy's MIS to produce batch files which will then be submitted to the relevant awarding bodies or, where processes do not integrate they shall be made manually or by whatever means the awarding body stipulates. When adhered to, such procedures shall minimise the risk of late entries.

Secondary Phase Leaders will:

- provide information requested by the EO to the internal deadline
- inform the EO 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 confirm information is correct

## Entry fees – Late Entries and Resits

- The Academy will pay all normal examination fees on behalf of students.
- Late entry or amendment fees are paid by the Academy in all instances.
- Fees for first retakes will be funded by the Academy, with any subsequent retakes being paid by the candidates, but in some cases the Academy will cover these entries as well; for example, where the School has entered students into an examination early as part of a fast-track programme.
- Candidates will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

The exams budget is set in consultation with the SLT who will analyse the proposed pathways for the KS4 cohort, taking in to consideration the items outlined above. This shall be monitored and reviewed quarterly by the Finance Manager.

## Late entries

The EO will:

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

Secondary Phase Leaders will 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

Late entries must be authorised by the Senior Leadership Team.

## Candidate statements of entry

The EO:

- Provides teaching staff with statements of entries for their cohorts.

Teaching staff will:

- check statements of entry with the candidates and return any relevant confirmation required to the EO.

Candidates will not personally be responsible for checking their own statements of entry.

## Pre-exams: roles and responsibilities

### Access arrangements

The Exams Officer will work with the Assistant Senco for Secondary to identify the access arrangements required for individual students. The Assistant Senco for Secondary can advise teaching staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's access arrangements requirement is determined by the subject teacher as arrangements differ between



subjects. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. Rooming for access arrangement candidates will be arranged by the Assistant Senco for Secondary. Invigilation and support for access arrangement candidates will be organised by the Assistant Senco for Secondary.

The Secondary Phase Leader/Assistant Senco for Secondary:

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

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

### **Dispatch of exam scripts**

The EO:

- identifies and confirm arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

### **Estimated grades**

Subject Leaders:

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

The EO:

- 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**

KS4 Secondary Phase Leader will ensure:

- teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- teaching staff authenticate candidates' work as per awarding body requirements
- teaching staff provide required samples of work for moderation to the EO to the internal deadline

The EO:

- submits marks and samples to awarding bodies/moderators to meet the external deadline
- keeps a record to track what has been sent
- logs moderated work returned to the centre

- makes teaching staff are aware of the guidelines in terms of retention and subsequent disposal of candidates' work

Candidates:

- authenticate their work as required by the awarding body

### **Invigilation**

Where possible external invigilators will not be used as invigilation requirements can be met by using the staff from within the centre. This will ensure that our candidates are not adversely affected by the presence of staff who are unfamiliar to them. At no point however will the subject teacher for which the exam relates to will be used for invigilation purposes.

The EO:

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators annually
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

### **JCQ inspection visit**

A member of SLT or the EO will

- be prepared *"to accompany the Inspector **throughout** the course of his or her centre visit, including inspection of the centre's secure storage facility."* [JCQ [ICE](#) Introduction]

SENCo or relevant Senior leader (in the absence of the SENCo):

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

### **Seating and identifying candidates in exam rooms**

The EO:

- ensures a procedure is in place to verify candidate identity. Staff invigilating will already be familiar with the candidates.
- 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)

### **Verifying candidate identity procedure**

Due to the needs of the students at Medeshamstede Academy, only internal candidates will be entered for examinations at the centre. Candidate cards shall be produced by the school and distributed to candidates prior to examinations. The candidate card will contain a photograph, alongside relevant candidate information in order to assist not only in the verification of their identity by centre staff but also to furnish candidates with key information. The candidate identity card is to be kept on display on the desk at all times.

- ensure that invigilators are aware of the procedure
- provide seating plans for exam rooms as per JCQ and awarding body requirements

Invigilators:

- follow the procedure for verifying candidate identity provided by the EO
- seat candidates in exam rooms as instructed by the EO/in the seating plan

### **Security of exam materials**

The EO:

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

Reception staff:

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

Teaching staff:

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

### **Timetabling and rooming**

The EO:

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

SEnCo

- Liaises with the 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 will:

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

### **Alternative site arrangements**

The EO:

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service by submitting a JCQ Alternative Site arrangement notification through CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

### **Centre consortium arrangements**

The EO:

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

Head of department:

- Informs the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

### **Transferred candidate arrangements**

The EO:

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

### **Internal exams**

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject teachers.

### **Exam time**

#### **Access arrangements**

The Assistant Senco for Secondary will:

- provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements
- have a process in place to deal with emergency access arrangements as they arise at the time of exams

The EO will:

- apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

### **Candidates**

In order to support candidates and reduce stress where possible, the centre will open early on exam days. Parents/guardians will be encouraged to bring their son/daughter in early and not rely on the usual transport provided by the local authority, as they are bound by the times of the school day which will clash with exams starting times. Where allowed, exam starting times will be postponed as far as is permitted by the regulations and exam boards so as not to rush candidates upon their arrival in to the centre and cause unnecessary anxiety. Candidates will have food, drinks, regulation opportunities made available to them prior to the examination start.

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times. Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage. Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator. Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.

### **Candidate absence policy**

The Secondary Phase Leader is responsible for handling late or absent candidates on exam day or subsequently. For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer. Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre, the Exams Officer, or the Exam Invigilator, to that effect. The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Exams Officer will then forward a completed special consideration form to the relevant body.

When absent on exam day parents will be telephoned at the earliest opportunity. If a candidate does eventually then come in to the centre and the exam is in progress they will be treated as a late candidate, where appropriate and is not detrimental to the wellbeing of the candidate or others who have already started the exam. Should a resit at a later stage be favourable, the responsibility of the payment of fees will be decided by the Head of Centre who will assess each case individually.

Where a candidate is persistently absent from exams a review meeting will be held and their pathway assessed depending on the individual circumstances surrounding the absence.

Invigilators:

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

Candidates will:

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

### **Candidate behaviour**

See Irregularities below.

### **Candidate belongings**

See unauthorised materials below.

### **Candidate late arrival policy**

Candidates who arrive late will be permitted to sit the examination provided that:

- they can be accommodated without disrupting other candidates
- no other candidates have been released from the exam already
- it is not detrimental to their own wellbeing
- warn candidates that their work may not be accepted by the awarding body

The candidate will be given the full time for the exam.

Should the candidate arrive very late for the exam as defined in the JCQ ICE, the policy above still applies and the procedure set out in section 21 of the ICE shall be followed.

The EO:

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

Invigilators:

- are informed of the policy/process for dealing with late/very late arrival candidates through training
- ensure that relevant information is recorded on the exam room incident log

## Conducting exams

The head of centre:

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

The EO:

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

## Dispatch of exam scripts

The EO:

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

## Exam papers and materials

The EO:

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

## Exam rooms

The head of centre:

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

## Food and drink in exam rooms

The centre permits candidates food and drink in the examination room as long as the rules within the JCQ ICE are followed, as below.

The EO:

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

SLT will:

- ensure a documented emergency evacuation procedure is in place

## Emergency evacuation procedure

The centre's Emergency Evacuation Procedure can be found in appendix 5.

The EO will

- provide a clear emergency evacuation plan for the benefit of the candidates per exam session
- ensure exam rooms are set up as instructed by JCQ and awarding bodies
- provide authorised exam materials which candidates are not expected to provide themselves
- brief invigilators on exams to be conducted on a session by session basis
- ensure invigilators and candidates are aware of the emergency evacuation procedure

Site staff will:

- 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 will:

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

Candidates will:

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

### **Irregularities**

The head of centre:

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

### **Managing behaviour**

Where a candidate's behaviour is disrupting others they will be removed from the exam room, and if deemed appropriate and practicable, allocated to another room to continue their exam. This will only occur where the candidate is agreeable to continuing with the examination.

SLT will:

- 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

The EO will:

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

Invigilators will:

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

### **Malpractice**

See Irregularities above.

### **Special consideration**

The EO will:

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

Candidates will:

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

### **Unauthorised materials**

Any unauthorised items that have been taken into the examination room will be removed before the examination starts.

Invigilators will:

- be informed of the arrangements through training

### **Internal exams**

The EO will:

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

Invigilators will:

- conduct internal exams as briefed by the EO

## Results and post-results

### Internal assessment

Subject leaders will ensure:

- 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
- work is returned to candidates or disposed of according to the requirements

### Managing results day(s)

SLT:

- 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. The results day programme will be agreed annually in summer prior to the end of the school term, and candidates notified of such in writing.

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

The EO:

- 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 publication of results
- provides summaries of results for relevant centre staff on publication of results

### Post-results services

The EO will:

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

The head of centre will:

- ensure an **internal appeals procedure** is available where candidates disagree with the centre decision:
  - not to support an enquiry about results
  - not to appeal against the outcome of an enquiry about results

Teaching staff will:

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

Candidates will:

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

### Analysis of results

Following the publication of results, the Exams Officer will:

- provide results to SLT
- provide results information to external organisations where required
- undertake the Key Stage 4 Performance Tables checking exercise

The Deputy Principal (Assessment):

- Will provide an analysis of the results to appropriate centre staff

### **Certificates**

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

#### **Issue of certificates procedure and retention of certificates policy**

Certificates are presented in person at presentation evening in November. The Centre retains certificates for the duration of the candidates time enrolled at the centre, and are presented in the November following the completion of their final year. Candidates may arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

For candidates who move away prior to completing year 11 at the centre, certificates will be issued at their leave date. Any certificates not yet received in the centre will be forwarded in due course to the forwarding address provided. Where the candidates location is unknown, JCQ guidelines will be followed.

### **Review**

The EO will:

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

SLT will:

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

### **Retention of records**

The EO will:

- keep records as required by JCQ and awarding bodies for the required period
- keep records as required by the centre's records management policy
- provide an exam archiving policy that identifies information held, retention period and disposal.



## Exam archiving policy

Our approach to holding and archiving various paper based examination related records is set out below. We aim to operate in a reduced paper environment.

Records	Details	Period of retention	Action at end of retention period
Entry information	Teacher entry request information including name and DOB, exams to be entered for in the series.	To be held on file in the exam office until the deadline for post results services and the resolution of outstanding enquiries about appeals.	Confidential shredding (internal.)
Access arrangements	AA Online approval, data protection notice, Form 8 and supporting evidence.	In access arrangements file in the exams office.	At the end of the examination period in which the applications relate, move over to pupil files and keep for 35 years. Confidential shredding after 35 years.
Special consideration information	Applications are completed online and print outs are not made. Supporting evidence		
Centre permitted arrangements	Form 9	To be held on file in the exam office until the deadline for post results services and the resolution of outstanding enquiries about appeals.	Confidential shredding (internal.)
Dispatch of script logs	Consignment number & delivery postcode	To be held on file in the exam office until the deadline for post results services and the resolution of outstanding enquiries about appeals.	Confidential shredding (internal.)
Very late arrival report, forms and outcomes	Candidate details for the late arrival and a declaration	To be held on file in the exam office until the deadline for post results services and the resolution of outstanding enquiries about appeals.	Confidential shredding (internal.)
Exam room incident logs Attendance register Seating/rooming plans Clash resolution information Overnight supervision copy forms	Candidate details, name and number. Exam dates and times. Details of supervised rest breaks are noted in the register. Invigilator's notes of any incidents where applicable.	To be held on file in the exam office until the deadline for post results services and the resolution of outstanding enquiries about appeals.	Confidential shredding (internal.)
Malpractice reports and outcomes	Candidate details for the paper involved in malpractice and letters from relevant awarding organisation	Filed in exams office until end of exam period to which it relates.	At the end of the examination period in which the applications relate, move over to pupil files and keep for 35 years. Confidential shredding after 35 years.
Results information	Reports provided by awarding organisations.	2 years. Information will be held indefinitely in MIS.	Confidential shredding (internal.)
Candidate's work	Original controlled assessment/coursework	To be returned to subject teachers as	Returned to candidates or confidential

	returned by moderators. Note that not all work goes to the moderator.	records owner, to be kept secure until after deadline for EARs.	disposal.
Moderator reports	Copy kept with results for the relevant period.	To be returned to subject teachers as records owner	
EAR request forms/outcomes ATS request forms	Candidates details required to make the appropriate requests.	To be kept on file and tracked to resolution and invoicing.	Confidential shredding (internal.)
Certificates	Issued to candidates formally either in person or recorded delivery where requested.	All certificates will be handed to candidate and signed for. If requested, can be posted recorded delivery. Postage at the cost of the centre. If not collected or requested to be posted, retain in centre for 12 months min.	Confidential shredding (internal)
Finance information	Fees and invoices	Managed by finance department as records owner, as per Records Management Policy.	

## Appendices

Appendix 1	Exam Contingency Plan
Appendix 2	Internal Appeals Procedure (Access to scripts, reviews of results and appeals procedures )
Appendix 2a	Internal Appeals Form
Appendix 2b	Internal Appeals Log
Appendix 3	Access Arrangements Policy
Appendix 4	Non-Examination Assessment Policy
Appendix 5	Emergency Evacuation Procedure
Appendix 6	Internal verification policy for BTEC courses
Appendix 7	Malpractice Policy
Appendix 8	Recognition of Prior Learning Policy
Appendix 9	Quality Assurance Policy
Appendix 10	Fair Assessment Policy
Appendix 11	Word Processor Allocation Policy

### Beyond the scope of this policy

The following required policies are considered beyond the scope of the exam policy.

#### Child protection policy and DBS policy

We have a number of policies to address safeguarding which are listed below

Safeguarding Policy  
Safeguarding Training Curriculum  
Safeguarding Practice Guidance  
Safeguarding - Managing Allegations against Staff

All of these documents can be found on our website or via <http://www.greenwoodacademies.org/trust-policies/> under the Trust Policies section.

*“Do you have a **written** child protection policy?”*

[ JCQ [GR](#) - A checklist for prospective examination centres or where a centre has changed its address or secure storage arrangements]

*“have in place a **written** policy on DBS (Disclosure and Barring Service) clearance which satisfies current legislative requirements;”*

[JCQ [GR](#) 5]

#### Data protection policy

This policy can be found our website or via <http://www.greenwoodacademies.org/trust-policies/>

*“Do you have a **written** data protection policy?”*

[ JCQ [GR](#) - A checklist for prospective examination centres or where a centre has changed its address or secure storage arrangements]