

## **EXAMS**

<b>Policy applies from Year 7 to Year 13 and to all Staff</b>	
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Version	02.24 v1
Author	Mrs Emily Freire Baños

Version	Date	Paragraph	Material change	Approval
04.23 v1	24.04.2023	3.1.1, 3.2, 3.3 and 5.1.	References inserted to the new JCQ guidance on AI Use in Assessments, and the School's new guidance on the use of AI.	Mrs Emily Freire Baños
02.24 v1	28.02.2024	2, 3.1.3, 3.1.5, 5.4, 6.2, 7.9	Sections updated.	Mrs Emily Freire Baños

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors, and volunteers to share this commitment.*

### **Key staff involved in the policy**

- Head of School (Head of Centre)
- Deputy Head Academic
- Examinations Officer
- Head of Enhanced Learning (SENCo)

### **Related documents**

- Archiving (Exams) policy
- Child Protection and Safeguarding (Exams) policy
- Complaints and Appeals Procedure (Exams)
- Contingency plan (Exams)
- Data Protection (Exams) policy
- Emergency Evacuation (Exams) policy
- Escalation Process
- Equality, Diversity and Inclusion policy
- Exams policy
- Exams Access Arrangements policy
- Guidance on the use of artificial intelligence tools
- Internal Appeals policy
- Lockdown (Exams) policy
- Malpractice
- Non-Examination Assessment policy

- Taking Examinations at Clifton High
- Special Consideration policy
- Whistleblowing (Exams) policy
- Word Processor policy

## **1. Purpose of the policy**

Clifton High School 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 exam process is documented, supporting the Exams Contingency Plan, and will ensure that other relevant exams-related policies, procedures and plans are signposted to
- the staff are well informed and supported
- all 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 School 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 staff and is held in the School Policies section on SharePoint. Pupils are directed to it several times during the year when the relevant candidate documents and instructions are given for both mock and public exams. Relevant staff are directed to the policy through staff share.

## **2. Roles**

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the School is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ General Regulations for Approved Centres booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. (GR, section 1). 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 School 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.

## **3. Responsibilities**

### **3.1 Head of Centre**

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the [Instructions for conducting examinations](#) booklet. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2024*: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction).

### 3.1.1 General responsibilities

- Understands the contents, refers to and directs relevant 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 \(SC\)](#).
  - [AI Use in Assessments: Protecting the Integrity of Qualifications](#), and also Clifton High School's Guidance on the use of artificial intelligence tools, a copy of which can be found in the School Policies section in SharePoint.
- Ensures that the School has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the School:
  - 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 to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
  - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the (see National Centre Number Register and other information requirements section)
- Ensures that the School promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- Ensures other relevant staff 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 staff do not forward emails and letters from awarding body or JCQ personnel without JCQ's prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel.

### 3.1.2 Recruitment, selection and training and support

- 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 leaders, the Exams Officer Exams Officer and the Head of Enhanced Learning to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the School, and ensure compliance with the published JCQ regulations
- Appoints a Head of Enhanced Learning who will determine appropriate arrangements for candidates with special educational needs and disabilities
- Ensures that the Head of Enhanced Learning has sufficient time to both manage the access arrangements process within the School and familiarise themselves with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation
- Ensures that the Exams Officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.

### 3.1.3 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**

A copy of the Escalation Process is in the School Policies section in SharePoint. Refer to [GR](#) section 5.3 *Internal governance arrangements*.

- Has in place a member of the Senior Leadership Team who will provide effective support and supervision of the Exams Officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Officer
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments
- Makes sure that a teacher, a teaching assistant, a tutor or a senior member of staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, 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.

#### **Public liability**

- Complies with local health and safety rules which are in place and ensures that the School 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:
  - that the School has a secure storage facility in a secure room which must only be used 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 keyholder 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 (the Exams Officer must be one of the keyholders) and staff approved by the Head of Centre are accompanied by a keyholder at all times
- appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of staff
- appropriate arrangements are in place for handling secure electronic materials
- 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 paper packets 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. If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed, and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately
- 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.

### 3.1.4 Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among pupils and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after assessments 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 immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require.

### 3.1.5 Policies/procedures

- 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 where the head of centre, the examinations officer or SENCo is absent at a critical stage of the examination cycle)
- The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.
- All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

**Exam Contingency Plan**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.3) *Policies available for inspection*.

**Lockdown Policy (Exams)**

A copy of the policy is in the School Policies section in SharePoint.

- Ensures an internal appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers.

**Internal Appeals Procedures**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.7) *Centre assessed work*, (section 5.13) *Post-results services and appeals*, (section 5.3) *Policies available for inspection*.

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

**Equality, Diversity and Inclusion Policy**

A copy of the School's Equality, Diversity and Inclusion policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.3) *Policies available for inspection* and (5.4) *Access arrangements and reasonable adjustments*.

- Ensures a complaints policy covering general complaints regarding the Clifton High School delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

**Complaints Policy (Exams)**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.8) *Candidate information*.

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

**Child Protection and Safeguarding Policy (Exams)**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.3) *Policies available for inspection*.

**Recruitment, Selection, Disclosure and SCR policy**

A copy of the policy is in the School Policies section in SharePoint.

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

### **Data Protection Policy (Exams)**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.3) *Policies available for inspection* and (5.8) *Candidate information*.

### **Sharing information**

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

### **Legislation**

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, 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 (last updated 24 August 2023 to include) [www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility](http://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](http://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](#).

- Ensures that the School has a whistleblowing policy in place.

### **Whistleblowing Policy (Exams)**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.3) *Policies available for inspection*.

- Ensures that the School has documented processes in place relating to access arrangements and reasonable adjustments.

### **Access Arrangements Policy**

A copy of the policy is in the School Policies section in SharePoint.

There is no specific JCQ regulation that refers to a 'policy' requirement in this respect but the School has brought all aspects of the process together in one place thereby confirming that it complies with [GR](#) (section 5.4) *Access arrangements and reasonable adjustments*.

## **3.1.6 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 staff is taking a qualification at the School which includes internally assessed components/units (noting that being entered by the School must be as a last resort where the member of staff is 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 staff with a 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 with a candidate being entered for exams and assessments at the School or at another centre
  - a member of staff is taking a qualification at the School which does not include internally assessed components/units (noting that being entered by the School must be as a last resort where the member of staff is unable to find an alternative centre)
  - a member of staff is taking a qualification at another centre.

#### **Conflicts of Interest Policy**

Conflicts of Interest Policy: refer to GR (section 5.3) Conflicts of interest and Policies available for inspection.

### **3.1.7 National Centre Number Register and other information requirements**

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the School
- Ensures the National Centre Number Register annual update is responded to by the end of October every year
- 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 by completion of the Head of Centre Declaration
- 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 Clifton High School declaration, will result in:
  - the centre status being suspended
  - the School not being able to submit examination entries
  - the School not receiving or being able to access question papers
 and ultimately, awarding bodies could withdraw their approval of the School.

### **3.1.8 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 themselves with a photo ID card and must be accompanied throughout their tour of the premises, including inspection of the Clifton High School secure storage facility.

### **3.2 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](#)
- [AI Use in Assessments: Protecting the Integrity of Qualifications](#), and also Clifton High School's guidance on the use of artificial intelligence tools, a copy of which can be found in the School Policies section in SharePoint.
- 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 every year and:
  - Confirms the details or informs the awarding bodies of any changes to the Clifton High School contact details through the National Centre Number Register
  - Informs the National Centre Number Register Team immediately (e-mail address – [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) if any changes occur after the National Centre Number Register annual update has taken place
  - Where applicable, informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
  - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the Clifton High School status
- 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 Head of Enhanced Learning 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 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 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.

### 3.3 Senior leaders

- Are familiar with the contents, refer to and direct relevant 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](#)
  - [AI Use in Assessments: Protecting the Integrity of Qualifications](#), and also Clifton High School's guidance on the use of artificial intelligence tools, a copy of which can be found in the School Policies section in SharePoint.
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exams Officer and Head of Enhanced Learning
- 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.

### 3.4 Head of Enhanced Learning

- Understands the contents, refers to and directs relevant 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.

### **3.5 Teaching staff**

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

### **3.6 Invigilators**

- Attend/undertake training on the current regulations, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

### **3.7 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.

### **3.8 Estates staff**

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

### **3.9 Candidates**

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

## **4. 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 staff within this cycle.

## **5. Planning: roles and responsibilities**

### **5.1 Information sharing**

#### **Head of Centre**

Directs relevant staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SM](#), [NEA](#) (and the *Instructions for conducting coursework*), [SC](#) and [AI Use in Assessments](#).

#### **Exams Officer**

- Signposts relevant staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- Signposts relevant staff to JCQ information that should be provided to candidates

- As the centre administrator, approves relevant access rights for staff to access awarding body secure extranet sites.

## **5.2 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 staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of internal assessments.

### **Senior leaders**

- Respond (or ensure teaching staff respond) to requests from the Exams Officer 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.

## **5.3 Access arrangements**

### **Head of Centre**

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the School 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 Head of Enhanced Learning is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

### **Head of Enhanced Learning**

- 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-forms from candidates where required and ensures data protection confirmation(s) by the Exams Officer or Head of Enhanced Learning are completed
- 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 in partnership with the Exams Officer
- 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 thoroughly 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
- Liaises with the relevant member of the Senior Leadership Team on the Clifton High School policy on the use of word processors in examinations:

#### **Word Processor Policy (Exams)**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.3) *Policies available for inspection*, and [AA](#) (section 5.8).

- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in the main exam rooms.

#### **Alternative Rooming Arrangements policy (Exams)**

Alternative rooming within Clifton High School is directly linked to access arrangements and need is determined by the Head of Enhanced Learning. Parents/pupils cannot request a separate room; it must be part of an educational or medical access arrangement. No candidate is guaranteed a room on their own. Rooms will be allocated based on need and may just be smaller groups. Refer to [AA](#) (sections 4.2, 5.16) and [ICE](#) (section 14.18).

Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation)

#### **Senior leaders and teaching staff**

- Support the Head of Enhanced Learning in determining and implementing appropriate access arrangements/reasonable adjustments
- Produce a word processor policy specific to the centre, which details the criteria the School uses to award and allocate word processors for examinations.

### **5.4 Internal assessment and endorsements**

#### **Head of Centre**

- Controlled assessments, coursework and non-examination assessments  
Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed mark
- 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 Clifton High School marking (see Roles and responsibilities overview)
- Ensures a non-examination assessment policy is in place for GCE and GCSE qualifications which include components of non-examination assessment

#### **Non-examination Assessment Policy**

A copy of the policy is in the School Policies section in SharePoint. Refer to [GR](#) (section 5.3) *Policies available for inspection*, (section 5.7) *Centre assessed work*, and [NEA](#) (section 1).

Also refer to the JCQ document *AI Use in Assessments: Protecting the Integrity of Qualifications* (<http://www.jcq.org.uk/exams-office/malpractice>)

- 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 Entry Level Certificate or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensure teaching staff delivering reformed 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 Clifton High School 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 Clifton High School 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.

### **5.5 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, in partnership with the Recruitment and Personnel Office, 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 thorough training for new invigilators on the current instructions for conducting examinations and an 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
- With assistance from the Head of Enhanced Learning, 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)
- With assistance from the Head of Enhanced Learning, 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.

## 6. Entries: roles and responsibilities

### 6.1 Estimated entries

#### Exams Officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from subject pupil numbers and Heads of Departments in a timely manner to ensure awarding body external deadlines for submission can be met.

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

Where estimated entries are required the Exams Officer will make the estimates based on the subject pupil numbers. Where tiered information is required the Exams Officer will get an approximation from the Head of Department.

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

#### Heads of Departments

- Provide entry information requested by the Exams Officer before the internal deadline
- Inform the Exams Officer immediately of any subsequent changes to entry information.

### 6.2 Final entries

#### Head of centre

- **Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries.**

#### Exams officer

- Requests final entry information from Heads of Departments in a timely manner to ensure awarding body's external deadlines for submission can be met
- Informs Heads of Departments of subsequent deadlines for making changes to final entry information without charge
- Confirms with Heads of Departments 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**

Entries are made and submitted based on subject pupil numbers. The entries are then sent to the Head of Department for checking and signature (and tier changes, out of class candidates).

Amendments are made and then sent for rechecking. Statements of Entry are then given to the candidates for checking, signature and return.

### **Heads of Departments**

- Provide information requested by the Exams Officer before 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 Exams Officer and confirms information is correct.

### **6.3 Entry fees**

- Entry fees including late fees are submitted to the Finance Office, by the Exams Officer, for recharge to the candidates/parents or subject department.

### **6.4 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.

#### **Heads of Department**

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

### **6.5 Re-sit entries**

- Re-sit fees are charged in the same way as exam fees.

### **6.6 Private candidates**

- It is at the Exams Officer's discretion whether a private candidate is accepted and this will be decided on a case by case basis. Access arrangements will only be provided with evidence - the Enhanced Learning Department will not be expected to do any testing.

### **6.7 Candidate statements of entry**

#### **Exams Officer**

- Provides candidates with statements of entry for checking.

#### **Teachers**

- 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.

## **7. Pre-exams: roles and responsibilities**

### **7.1 Access arrangements and reasonable adjustments**

#### **Head of Enhanced Learning**

- 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 them
- 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 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 access arrangement).

## **7.2 Briefing candidates**

### **Exams Officer**

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions 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 Clifton High School 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 School
  - 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
  - post-results services information and how the centre will deal with requests from candidates
  - when and how certificates will be issued.

### **Access to Scripts, Review of Results and Appeals Procedures**

Information on Reviews of Results, Access to Scripts and Appeals are distributed to candidates with their results on results days. Heads of Department are available to offer advice. Refer to [GR](#) (sections 5.13, 5.6).

## **7.3 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.

## **7.4 Estimated grades**

### **Senior leaders**

- Ensure teaching staff provide estimated grade information to the Exams Officer 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 is required by the awarding body)
- Keeps a record to track what has been sent.

## **7.5 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.

### **Head of Enhanced Learning**

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

### **Teaching staff**

- Support the Head of Enhanced Learning 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 Exams Officer before the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Exams Officer before 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 School
- 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.

## **7.6 Invigilation**

### **Exams Officer**

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations 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 Head of Enhanced Learning regarding the facilitation and invigilation of access arrangement candidates.

### **Head of Enhanced Learning**

- Liaises with the Exams Officer regarding facilitation and invigilation of access arrangement candidates.

## **Invigilators**

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

### **7.7 JCQ Centre Inspections**

#### **Exams Officer or Senior leader**

- Will accompany the inspector throughout a visit.

#### **Head of Enhanced Learning or Senior leader** (in the absence of the Head of Enhanced Learning)

- 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).

### **7.8 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**

Candidates from Clifton High School have a photo ID card on their desk containing their candidate number, name and access arrangements.

Private candidates are identified with photo ID which is kept on file and are provided with an ID card that has no photo. Private candidates are identified to invigilators by the Exams Officer when being handed over. Refer to [GR](#) (sections 5.6, 5.9) and [ICE](#) (section 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 Exams Officer
- Seat candidates in exam rooms as instructed by the Exams Officer/on the seating plan.

### **7.9 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 approved by the Head of Centre are accompanied by a keyholder at all times. There must be between two and six keyholders only the Exams Officer must be one of the keyholders, each keyholder 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 School
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the School 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

- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- 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 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 a secure environment to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of staff have access to electronic question papers).
- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer\*. Other members of centre staff may assist with printing and collation provided they are under supervision.  
\*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material.

#### **Reception staff**

- Follow the process to log confidential materials delivered to/received by the School 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.

### **7.10 Timetabling and rooming**

#### **Exams Officer**

- Produces a master School 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 JCQ regulations)
- 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 estates staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the Head of Enhanced Learning regarding rooming of access arrangement candidates.

#### **Head of Enhanced Learning**

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

#### **Estates staff**

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

### **7.11 Alternative site arrangements**

#### **Exams officer**

- Where/if applicable to the School, 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 within the prescribed 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.

## **7.12 Transferred candidate arrangements**

### **Exams Officer**

- Where/if applicable to the School, 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.

## **7.13 Internal exams**

### **Exams Officer**

- Prepares for the conduct of internal exams under external conditions (where applicable e.g. Year 11 and Year 13 Mocks)
- Provides a school 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 School).

### **Head of Enhanced Learning**

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

### **Teaching staff**

- Provide exam papers and materials to the Exams Officer
- Support the Head of Enhanced Learning in making appropriate arrangements for access arrangement candidates.

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

### **8.1 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.

### **8.2 Candidate late arrival and absence**

Candidates identified as late are contacted and encouraged to come to the School. Candidates that arrive before the first hour join the exam as normal and get the full time. Candidates that arrive after the first hour are still permitted to take the exam with full time but are told that the awarding body will be advised and sanctions may be applied. This is all within the JCQ or awarding body regulations.

For candidates that are absent and advise the School before the start of the examination, the Exams Officer will apply for Special Consideration. A grade may be awarded subject to the relevant conditions being met.

Candidates that are absent and do not offer an explanation will lose the marks for that exam.

Each case will be investigated and dealt with according to the JCQ or awarding body regulations.

### **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 during training of the policy/process for dealing with late/very late arrival and absent candidates
- Ensure that relevant information is recorded on the exam room incident log and that confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

### **8.3 Candidate behaviour**

See *Irregularities* below.

### **8.4 Candidate belongings**

See *Unauthorised items* below.

### **8.5 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.

### **8.6 Dispatch of exam scripts**

#### **Exams Officer**

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

### **8.7 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 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, releases exam papers and materials to teaching departments for teaching and learning purposes, but only after the published finishing time of the exam, and/or after any timetable clash candidates have completed the exam. CiE papers must not be released to teaching departments for at least 24 hours after such time.

### **8.8 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 staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the Clifton High School policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

#### **Food and Drink policy**

- Candidates are permitted to bring a clear drink in a clear unmarked or labelled bottle. Water will also be provided by the School for those that forget.
- Candidates are permitted to bring a snack or sweets. There must be no wrappers, the food must be silent to eat, and it must be in a clear container that is also silent to access.

- Ensures the School policy set out below on candidates leaving the exam room temporarily is clearly communicated to candidates

#### **Leaving the Examination Room policy**

- Candidates must not (except as set out below) leave an exam before the full allotted time
- Extra time candidates may leave at the end of full standard time but will be expected to sign a form confirming that they understand the consequences of their actions.
- Candidates that need to leave in an exam for medical or toileting must be accompanied by an invigilator whilst ratios are maintained. School Office staff or exams office staff can be called upon to accompany candidates
- Candidates that leave an exam room unaccompanied for any reason will not be allowed to return to complete the paper.

### **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 the mobile phone is only allowed to be used for this specific purpose and that it must be kept 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)**

In the event that an alarm sounds the invigilator should follow the procedure set out in the Emergency Evacuation (Exams) policy. A copy of the policy is in the School Policies section in SharePoint.

Refer to [ICE](#) (section 25)

### **Estates staff**

- Ensure exam rooms are available and set up as requested by the Exams Officer
- 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 School in training/update and briefing sessions.

### **Candidates**

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

## **8.9 Irregularities and Malpractice**

### **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 staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation.

#### **Managing Behaviour policy (Exams)**

Should candidates misbehave in an examination:

The invigilator will attempt to deal with it. If successful the invigilator will complete the log and inform the Exams Officer, and if unsuccessful the invigilator will call the Exams Officer

If the Exams Officer is unsuccessful in dealing with the misbehaviour, a member of the Senior Leadership Team will be called.

If the behaviour disturbs other candidates the misbehaving pupil will be removed from the room  
Special consideration will be claimed for other candidates who are affected by the misbehaviour.

### **Senior leaders**

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

### **Exams Officer**

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

### **Invigilators**

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

## 8.10 Special consideration

### Senior leaders

- Oversee that there is 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 at the School or candidates
- Submits requests to awarding bodies before the external deadline
- Special consideration is considered on a case by case basis.

### Candidates

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

## 8.11 Arrangements for unauthorised items taken into the exam room

Candidates are requested to hand in unauthorised items as they enter the exam room, and they are given a further opportunity to hand these in when the script is read

Candidates caught, after that, with unauthorised items will be dealt with according to JCQ or awarding body instructions

Candidates will be reported to the Exams Officer, the Senior Leadership Team and the Head of Centre and probable JCQ and awarding body sanctions explained to them

Refer for prompt to ICE (section 18).

### Invigilators

- Are informed of the arrangements through training.

## 8.12 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 Exams Officer.

## 9. Results and post-results: roles and responsibilities

### 9.1 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 after the retention period or disposed of according to the requirements.

### 9.2 Managing results days

#### Senior leaders

- Identify staff who will be involved in the main summer results days and their role
- Ensure senior members of staff are accessible to candidates immediately 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 ensure candidates are informed of the periods during which 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 days are in place.

#### **Estates staff**

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

### **9.3 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.

#### **Senior leader**

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

#### **Exams Officer**

- 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 staff on issue of results date.

### **9.4 Post-results services**

#### **Head of Centre**

- Ensures an internal appeals procedure is available where candidates disagree with any School decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of staff are available immediately after the publication of results
- Understands that if the School 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 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 that 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 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.

## 9.5 Analysis of results

### Senior leader and exams officer

- Provides analysis of results to appropriate staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the School) <https://tableschecking.education.gov.uk>.

## 9.6 Certificates

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

### **Certificate Issue Procedure and Retention policy**

When exam certificates are received, they are checked against the delivery note. They are sorted and put in addressed envelopes. Candidates are then requested to come and collect them. A signature will be required. Those that have not been collected by Christmas and those where a specific request has been made will be posted using the Royal Mail Special Delivery service. A signature will be required. Any undelivered certificates will be returned to the awarding bodies.

### 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.

## 10. Exams review: roles and responsibilities

### Exams Officer

- Provides the Senior Leadership Team 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 Exams Officer to produce a plan to action any required improvements identified in the review.

## 11. 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 School Data Retention and Disposal policy
- Provides an exams archiving policy that identifies information held, retention period and method of disposal.

### **Archiving Policy (Exams)**

A copy of the policy is in the School Policies section in SharePoint.