

# EXAMINATION POLICY

**Approved by: SGS Leadership Team**

**Date: September 2022**

**Review date: September 2023**

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams

**Responsibility: Head of Centre: Marie George**

## 1. Introduction and Aims

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

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

This policy will be communicated to all relevant centre staff.

## 2. Roles and Responsibilities

### Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand, and implement this policy.

### Key staff involved in the policy

**Head of Centre** - Marie George

**Head of School** - Rebecca Goode

**SLT lead for exams** - Sarah Cardwell

**SLT lead for SEN** - Sarah Cardwell

**SENDCO** - Leah Gatsford

**Exam Officer** - Mandy Johnson

**Office Manager** - Geraldine Blackhurst

**Data Manager** – Laura Payne

**IT Support** [helpdesk@atlp.org.uk](mailto:helpdesk@atlp.org.uk)

### Roles and responsibilities overview

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

**The 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 and/or examinations officer may operate across more than one centre. In such cases the head of centre must ensure there is suitable support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan. ([GR, section 2](#))

Marie George also works as Secondary Strategic Lead for the Arthur Terry Learning Partnership. This means she is sometimes off site and working in other school. In her absence her role as Head of Centre is covered by Rebecca Goode. This is also documented in our contingency plan.

### Head of centre responsibilities

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023*:

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

### Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#) (GR)
  - [Instructions for conducting examinations](#) (ICE)
  - [Access Arrangements and Reasonable Adjustments](#) (AA)
  - [Suspected Malpractice - Policies and Procedures](#) (SM)
  - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
  - [A guide to the special consideration process](#) (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
  - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
  - has in place a written agreement with the third party 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 following penalties:
  - the centre status being suspended
  - the centre not being able to submit examination entries
  - the centre not receiving or being able to access question papers
  - and ultimately, awarding bodies could withdraw their approval of the centre
- Ensures that the centre 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 centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials

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

### Senior leaders

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#)
  - [Instructions for Conducting Examinations](#)
  - [Access Arrangements and Reasonable Adjustments](#)
  - [Suspected Malpractice - Policies and Procedures](#)
  - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)
  - [A guide to the special consideration process](#)
- Abide by all internal deadlines to ensure key exam board deadlines are met.

### Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams manager to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exam's office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exam's office. Assisting the Exam Officer in the sequencing, checking and despatch of the exam papers

The Lead Invigilator is allocated to the Exam by the Exam Officer and can vary as we have several experienced in the role.

### Recruitment, selection, and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures that the examinations 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

### Internal governance arrangements

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

### Escalation Process

It is the responsibility of the head of centre to ensure that his centre 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 (GR 5.3)

- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during an examination
- Full details are found in the Contingency Plan and Escalation Process for Stockland Green School

#### Information for reference

Exam specific information is stored securely on the 'Exams Drive' – refer to IT Helpdesk for assistance

[helpdesk@atlp.org.uk](mailto:helpdesk@atlp.org.uk)

Stockland Green School Exams policies can be found in the 'Exams Drive' and here

<https://stockgrn.bham.sch.uk/students/exams/>

Arthur Terry Learning Partnership polices can be found here <https://atlp.org.uk/about/policies/>

JCQ Documentation can be found here <https://www.jcq.org.uk/>

#### **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 that the centre is adequately covered for public liability claims

#### **Security of assessment materials**

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  - the location of the centre's secure storage facility in a secure room **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 of whom must fully understand their responsibilities as a key holder to the secure storage facility
  - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff 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 centre 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

### Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during 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

### Policies/procedures

In accordance with JCQ regulations, Stockland Green School has the following policies and/ or procedures in place. They are reviewed annual and updated to ensure compliance with current regulations per [GR](#) (section 5.3) **Policies available for inspection**).

#### Information for reference

Exam specific information is stored securely on the 'Exams Drive' – refer to IT Helpdesk for assistance [helpdesk@atlp.org.uk](mailto:helpdesk@atlp.org.uk)

Stockland Green School Exams policies can be found in the 'Exams Drive' and here <https://stockgrn.bham.sch.uk/students/exams/>

Arthur Terry Learning Partnership polices can be found here <https://atlp.org.uk/about/policies/>

JCQ Documentation can be found here <https://www.jcq.org.uk/>

### Exam Escalation & Contingency Plan

This policy:

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Is relevant to the requirements of [GR](#) (section 5.3) **Internal governance arrangements**)
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

### Equalities Policy

This policy:

- Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Is relevant to the requirements of [GR](#) (section 5.3) **Policies available for inspection**) and (5.4) **Access arrangements and reasonable adjustments**
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

### Child Protection/Safeguarding Policy (Exams)

This policy:

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Is relevant to the requirements of [GR](#) (section 5.3) **Policies available for inspection**
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

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

This policy:

- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
- Is relevant to the requirements of [GR](#) (section 5.3) **Policies available for inspection** and (5.8) **Candidate information**
- Complies with **Legislation on sharing information**  
Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other exams-related information with a third party – this would include parents or carers.

Other legislation and guidance regarding sharing information with parents, as example information from the DfE for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility  
[www.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](#)
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

#### **Cyber Attack**

This policy:

- Ensures that the centre has a documented process in place relating to cyber-attack.
- Lists relevant contacts and their area of responsibility.
- Considers the impact of, and raises awareness of the need to report any incidents to the relevant awarding bodies in line with GR (section 1.11)

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

This policy:

- Ensures the centre has a whistleblowing policy in place to support the Arthur Terry Learning Partnership Whistleblowing policy and provide a centre-specific whistleblowing policy related to the management, administration and conducting of examinations and assessments.
- Is relevant to the requirements of [GR](#) (section 5.3) **Policies available for inspection**
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

### **Access Arrangements Policy**

This policy:

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Is relevant to the requirements of [GR](#) (section 5.4) **Access arrangements and reasonable adjustments**
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

The following procedures are included within other policies:

### **Internal Appeals procedures**

This procedure:

- Ensures an internal appeals procedure is in place
- Is available and drawn to the attention of candidates and (where relevant) their parents/carers
- Covers appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration
- Is relevant to the requirements of [GR \(section 5.7\) Centre assessed work](#), [\(section 5.13\) Post-results services and appeals](#), [\(section 5.3\) Policies available for inspection](#))

This procedure is located within: 'Complaints & Internal Appeals Policy'

### **Complaints and Appeals Procedure (Exams)**

This procedure:

- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place
- Is available and drawn to the attention of candidates and their parents/carers
- Is relevant to the requirements of [GR \(section 5.8\) Candidate information](#)

This procedure is located within: 'Complaints & Internal Appeals Policy'

### **Conflicts of interest**

This procedure:

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:
  - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
  - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with 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 to a candidate being entered for exams and assessments at the centre or at another centre
  - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
  - a member of centre staff is taking a qualification at another centre
- There is no specific JCQ regulation that refers to a 'policy' requirement however, the centre complies with the requirements of [GR \(section 5.3\) Conflicts of interest](#) by
  - routinely requesting details of any potential conflict from staff
  - maintaining clear records of any staff impacted and the measures taken to mitigate any risks

### **National Centre Number Register**

- 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 centre
- Ensures the National Centre Number Register annual update is responded to by the end of October
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
  - the centre status being suspended
  - the centre not being able to submit examination entries

- the centre not receiving or being able to access question papers and ultimately, awarding bodies could withdraw their approval of the centre

### Centre inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and **must** be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

### Exams officer

- Understands the contents of annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#)
  - [Instructions for conducting examinations](#)
  - [Suspected Malpractice - Policies and Procedures](#)
  - [Post-Results Services \(PRS\)](#)
  - [A guide to the special consideration process](#)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
  - Confirms the details or informs the awarding bodies of any changes to the centre's 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 it may be 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 centre's 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 ALS lead/SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

### Senior leaders

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#)
  - [Instructions for conducting examinations](#)
  - [Access Arrangements and Reasonable Adjustments](#)
  - [Suspected Malpractice - Policies and Procedures](#)
  - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)
  - [A guide to the special consideration process](#)



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

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

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

### Senior leaders

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

### Teaching staff

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

### Invigilators

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

### Reception staff

- Support the 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

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

## Planning: roles and responsibilities

### Information sharing

#### Head of centre

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

#### Exams officer

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

### Information gathering

#### Exams officer

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

#### Senior leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information
- Inform the 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
- Note the internal deadlines in the annual exams plan and directs teaching staff to meet these

### Internal assessment and endorsements

#### Head of centre

##### **Controlled assessments, coursework and non-examination assessments**

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

## Non-examination Assessment Policy

This policy:

- 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
- Is relevant to [GR](#) (section 5.3) **Policies available for inspection**, (5.7) **Centre assessed work** and [NEA](#) (section 1)
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

### Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications 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 centre's marking before marks are submitted to the awarding body

### Teaching staff

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

### Exams officer

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

### Invigilation

#### Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

#### Exams officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides training for new invigilators on the **current** instructions for conducting examinations and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)

- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

### **Entries: roles and responsibilities**

#### Estimated entries.

##### **Exams officer**

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Makes candidates aware of the JCQ **Information for candidates – Privacy Notice** at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

##### **Senior leaders**

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

#### Final entries

##### **Exams officer**

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

##### **Senior leaders**

##### **Heads of Faculty**

Heads of Faculty are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects, this includes accurate entry codes and qan codes.
- Checking exam entries and ensuring all key deadlines are adhered to.
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- 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 confirms information is correct
- Decisions on post-results procedures

##### **Head of Centre**

The final decision regarding exam entries is the responsibility of the Head of Centre.

## Entry fees

Are payable from the exams budget but will be claimed back from parents/ carers under the following circumstances:

- If a student fails, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee.
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal.
- Where candidates are persistently late or absent, without good reason.
- For unauthorised absence from exams.

The charges for this will be equivalent to full cost recovery for the school, dependent upon the charges levied by the exam board.

## Late entries

### **Exams officer**

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

### **Senior leaders**

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

## Candidate statements of entry

### **Exams officer**

- Provides candidates with statements of entry for checking

### **Teaching staff**

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

### **Candidates**

- Confirm entry information is correct or notify the EO of any discrepancies
- Candidates should check both exam entries and their personal details

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

## Access arrangements and reasonable adjustments

### **SENCo**

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

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day(s) awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - water in a clear bottle with the label removed is permitted
  - 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

### Dispatch of exam scripts

#### **Exams officer**

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

### Estimated grades

#### **Senior leaders**

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

#### **Exams officer**

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

### Internal assessment and endorsements

#### **Head of centre**

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

#### **SENCo**

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

#### **Teaching staff**

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

#### **Senior leaders**

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

## **Exams officer**

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

## **Candidates**

- Authenticate their work as required by the awarding body

## Invigilation

### **Exams officer**

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators **on the current regulations** on appointment and updates experienced invigilators on **an annual basis of** 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 SENCo regarding the facilitation and invigilation of access arrangement candidates

### **SEnCo**

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

### **Invigilators**

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

## JCQ Centre Inspections

### **Exams officer or Senior leader**

- Will accompany the Inspector throughout a visit

### **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
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

## Seating and identifying candidates in exam rooms

### **Exams officer**

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

### **Candidate Identification Procedure**

This procedure:

- Ensures that invigilators, the exams officer, senior members of staff authorised by the head of centre and the JCQ inspector can easily identify candidates
- There is no specific JCQ regulation that refers to a 'policy' requirement however, the centre complies with the requirements [GR](#) (sections 5.6, 5.9) and [ICE](#) (section 16) to verify the identity of all students that they enter for examinations or assessments by:
  - Producing a desk card for each pupil for every exam which includes their photograph
  - Checking pupils to the desk cards and the seat plan
  - Using pastoral staff to help check ID and verify attendance

- a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence
- where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.
- Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination

The Exams officer:

- Ensures invigilators are aware of the procedure as part of the annual training
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

### **Invigilators**

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

### **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, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- 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 centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

#### **Reception and Site staff**

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

#### **Teaching staff**

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



## Timetabling and rooming

### **Exams officer**

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)
- 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**

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

## Alternative site arrangements

### **Exams officer**

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

## Transferred candidate arrangements

### **Exams officer**

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

## Internal exams

### **Exams officer**

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

### **ALS lead/SEnCo**

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

### **Teaching staff**

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

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

## Access arrangements

### **Exams officer**

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

## Candidate absence

### **Candidate Absence Procedure**

This procedure:

- Ensures that candidates, invigilators, the exams officer, or senior members of staff authorised by the head of centre understand their responsibilities
- There is no specific JCQ regulation that refers to a 'policy' requirement however, the centre complies with the requirements ICE (section 22) by ensuring:
  - candidates are aware of what they need to do if they are likely to be absent from an exam
  - staff involved in the exams process understand how absent candidates who have not contacted the centre regarding their absence will be managed at the time of the exam
  - the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

### **Pastoral Manager**

- Checks attendance in all exam rooms at the start of every exam
- Annotates a copy of the seat plans to show those who are present, and those who are absent

### **Attendance Officer**

- Prioritises phone calls to pupils who are absent from their exam
- Advises the candidate/ parent or carer that they should attend school immediately as it cannot be guaranteed that entry to the exam will be permitted after the first hour
- Provides the exams officer with details of any calls – reasons for absence or any mitigating circumstances

### **Invigilators**

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

### **Candidates**

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

## Candidate behaviour

Good behaviour and discipline are expected from all students, at Stockland Green School, at all times. Under exam situations the additional JCQ regulations are in place to ensure that students have an equal opportunity to perform well and without being disrupted by other students while adhering to strict rules of conduct.

- Any breach of JCQ regulations is malpractice which must automatically be reported by the Head of Centre (Headteacher) to the Exam Board.
- Any act which constitutes malpractice under JCQ regulations must be reported by the Head of Centre with students warned that information relating to a serious case of malpractice, may be shared with other awarding bodies, the regulators and/or the Police.
- If your child is involved in any incident that constitutes malpractice, Stockland Green may choose to charge you the entry fee for each of their exams prior to entry, or they will not be entered for any GCSE exams.
- Students whose behaviour is deemed unacceptable would be moved into a separate exam room so their behaviour cannot distract other students sitting their GCSE exams. This would involve additional invigilators working in these rooms at a cost of £16.00 per hour per invigilator. As extra rooms are not always available to use for exams, we may also need to hire a room for each exam at an additional cost of approximately £25.00 per hour. For an exam taking 2 ½ hours including set up time and exam time for one student this

would be £120 per exam plus the cost of the exam. The cost for this would be requested from you in advance to allow the exam to go ahead.

*Also see Irregularities below.*

### Candidate belongings

Candidates should deposit coats and bags at the designated place within the exam room. Phones and watches should be taken to the exam desk and be deposited in the plastic wallet provided; these will be collected for safekeeping by the invigilator.

*Also see Unauthorised items below.*

### Candidate late arrival

#### **Exams officer**

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale
- Warns candidates that their script may not be accepted by the awarding body

#### **Invigilators**

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

### **Candidate Late Arrival**

This procedure:

- Ensures that candidates, invigilators, and the exams officer, understand their responsibilities
- There is no specific JCQ regulation that refers to a 'policy' requirement however, the centre complies with the requirements ICE (section 21) by ensuring:
  - candidates are aware of what they need to do if they are late
  - staff involved in the exams process understand how late candidates will be managed at the time of the exam
  - the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

#### **Invigilators**

- should monitor for the arrival of late candidates
- ask pupils to read the exam rules and hand in any phones or watches
- phones and watches should be deposited in the late box
- escort them to their desk
- the Lead invigilator should radio the office to advise that the candidate has arrived
- the late proforma should be returned to the Exams officer at the end of the exam
- advise the Exams officer of any pupils who arrive later than one hour

#### **Candidates**

- should call or ask their parent/carer to call school if they think they are going to be late
- must make every attempt to get to school as soon as possible
- wherever possible, parent/carer should accompany the candidate to school, ensuring that the candidate does not access their mobile phone after the start time of the exam
- may be denied entry to the exam, or their paper may not be marked if they are 'very late' (over one hour)

Permitting candidates who arrive after the start of an exam to enter the exam room and sit the exam is at the centre's discretion. Persistent lateness will not be tolerated, and candidates will be re-charged relevant entry fees for any papers not sat, or not marked by the exams board.

### Conducting exams

#### **Head of centre**

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

## **Exams officer**

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

## Dispatch of exam scripts

### **Exams officer**

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

## Exam papers and materials

### **Exams officer**

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

## Exam rooms

### **Head of centre**

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

## **Food and Drink Policy (Exams)**

Only water in a clear bottle is permitted in the exam room. Any labels must be removed.

No food is allowed.

## **Leaving the Examination Room**

### **Candidates**

- should only leave the exam room in an emergency, as a last resort. Leaving the room is disruptive to both the candidate and those sitting their exam and should be avoided.
- will not be allowed to leave the room for the first hour of an exam or the last 15 minutes
- candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question.
- who leave the room unaccompanied will not be permitted to return

Allowing time to be compensated where a candidate leaves the exam room temporarily, accompanied by a member of centre staff, is at the discretion of the centre. Time is not compensated for toilet breaks. Pupils are expected to visit the toilet prior to their exam.

### **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
- 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)**

This policy:

- Ensures the centre has documented processes in place relating to emergency evacuation
- Is relevant to the requirements of ICE (section 25)
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

### **Site staff**

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

### **Invigilators**

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

### **Candidates**

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

### Irregularities

#### **Head of centre**

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

### **Managing Behaviour – Expectations for Student Behaviour**

This document:

- Ensures the centre has documented processes in place relating to expectations for behaviour in the exam rooms
- Is relevant to the requirements of ICE (section 24)
- Stockland Green School Exams expectations document can be found here <https://stockgrn.bham.sch.uk/files/2021/09/Expectations-for-Student-Behaviour.pdf>

## Unauthorised items

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

#### **Candidates**

- Must turn their phone off before they enter the exam room and have it, and any other unauthorised items, ready to hand in
- Must place the items in the clear plastic wallet provided and take the receipt
- Must hand this to the invigilator
- Must raise their hand if their items are not collected

#### **Invigilators**

- Are informed of the arrangements through training

## Internal exams

#### **Exams officer**

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

#### **Invigilators**

- Conduct internal exams as briefed by the EO

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

## Internal assessment

#### **Senior leaders**

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

## Managing results day

#### **Senior leaders**

- Identify centre staff who will be involved in the main summer **results day** 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 centre staff will be available so that they may plan accordingly
- Collects candidate's authority to process any post-results services

#### **Exams officer**

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

#### **Site staff**

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

## Accessing results

### **Head of centre**

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

### **Exams officer**

- Informs candidates in advance of when and how results will be released to them for each exam series
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

## Post-results services

### **Head of centre**

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

### **Exams officer**

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

### **Teaching staff**

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

### **Candidates**

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

## Analysis of results

### **Data Manager**

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

## Certificates

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

### **Certificate Issue Procedure and Retention Policy**

Certificates are available to be collected from mid-November. Candidates will be notified by text when they are ready to be collected and a notice will appear on the school's website.

They should be collected in person by the candidate, and they must sign for them. We cannot post the certificates or release them to anyone else. We are only obliged to retain the certificates for a period of 12 months.

### **3. Qualifications Offered**

The Headteacher and the Senior Leadership Team decide the qualifications we offer. We offer the following types of qualifications: GCSE and Level 1/ 2 vocational courses.

The subjects offered for these qualifications in any school year may be found in our options booklet and on the school website. As a rule, external examinations are sat in the final year of a students' key stage (ie at the end of Year 11). However, where an exam syllabus requires it (for example in the case of modules) or by exception with the agreement of the Head of Centre students may sit examinations at an alternative time.

If there will be a change to a specification for the next year (eg switching from OCR to AQA, this must be discussed with the SLT Line Manager and the exams office must be informed by 30/09/22 of Year 10.

Informing the exams office of changes to a specification is the responsibility of Heads of Faculty or a member of the Senior Leadership Team. Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Faculty in consultation with teachers and the SENDCo. However, any withdrawals from qualification (including proposed move to a lower level) must be approved by the Head of School, Rebecca Goode, as appropriate.

### **4. Exam Series**

For students taking external examinations this academic year, internal trial assessments are scheduled in November 2022 and February 2023. These are held under exam conditions. It is expected that all subjects will offer an appropriate examination, unless by exception it is agreed not to with the Head of School, Rebecca Goode. Under normal circumstances external exams and assessments begin, in the main, in May 2023. Examinations scheduled at any other times are made known to individual students as appropriate.

### **5. Exam Timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

### **6. Entries (including entry details and late entries)**

Candidates or parents/carers may request subject entry, change of level or withdrawal, however where the teacher/Director of Subject and parent/student disagree, the final decision lies with the Head of School, Rebecca Goode.

We do not accept entries from private candidates. We do not act as an exams centre for other organisations.

Entry deadlines are circulated to Head of Faculty via e-mail. Head of Faculty will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the Head of School, Rebecca Goode,.

Heads of Faculty must ensure that the exam office is advised of the required entries by the published deadlines. It is the responsibility of the department to advise the Exams Officer of the correct Exam Board and entry code to ensure entries are made correctly. With unitised courses the department must advise codes for both course registration and unit entries by the appropriate deadline. Any late fees will be passed back to the department.

#### **6.1 Resits**

No re-sits are taken at Stockland Green School

### **7. Exam Fees**

GCSE candidates may be charged:

- If a student fails, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee;
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal
- Where candidates are persistently late or absent, without good reason



The charges for this will be equivalent to full cost recovery for the school, dependent upon the charges levied by the exam board.

## 8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre, exams officer and the SENDCo.

### Equalities Policy

This policy:

- Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Is relevant to the requirements of [GR](#) (section 5.3) **Policies available for inspection** and (5.4) **Access arrangements and reasonable adjustments**
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

## 9. Access Arrangements

### Head of centre

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

### SENCo

- Inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
- A candidate's access arrangements requirement is determined by the SENCo .
- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent** forms from candidates where required **and ensures Data protection confirmation 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
- 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 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
- Works with the EO 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 centre's policy on the use of word processors in examinations**

## Word Processor Policy (Exams)

The SENCo with a member of leadership is responsible for ensuring a policy is in place to :

- Ensure that a word processor is only granted to a candidate when this is their normal way of working
- Is relevant to [GR](#) (section 5.3) **Policies available for inspection** and [AA](#) (section 5.8)
- Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

## Separate Invigilation Policy

This procedure:

- 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
- There is no specific JCQ regulation that refers to a 'policy' requirement however, the centre complies with the requirements of [AA](#) (sections 4.2, 5.16) and [ICE](#) (section 14.18) **Separate invigilation within the centre (sitting the examination outside of the main examination hall/room e.g. a room for a smaller group of candidates)** by only granting this when:
  - the candidate's disability is established within the centre
  - It is known to and approved by the SENCo
  - Is a long-term medical condition which has a substantial and adverse effect and for which there is medical evidence
  - Separate invigilation must reflect the candidate's normal and current way of working in internal school tests and mock examinations.
  - Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.

## Senior leaders, Teaching staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

## Exams Officer

- Organises rooming arrangements for candidates using access arrangements
- Provides Invigilation for candidates using access arrangements, as defined in the JCQ

## 10. Contingency Planning

Contingency planning for exams administration is the responsibility of the Head of Centre.

### Exam Escalation & Contingency Plan

This policy:

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Is relevant to the requirements of [GR](#) (section 5.3 **Internal governance arrangements**)

Stockland Green School Exams policies can be found here <https://stockgrn.bham.sch.uk/students/exams/>

## 11. Estimated Grades

Subject teachers are responsible for submitting estimated grades to the data manager when requested.

## 12. Managing Invigilators

External staff will be used to invigilate examinations. Although, we may use internal staff for trial exams and external examinations in accordance with JCQ guidelines. Recruitment of invigilators is the responsibility of the

Exams Officer and Human Resources. If invigilators require Disclosure and Barring Service (DBS) checks, the Human Resources is responsible for obtaining these.

DBS fees are paid by the centre. Invigilators rates of pay are set by the Head of Centre. Invigilators are recruited, timetabled, trained and briefed by the Exams Officer and the lead invigilator.

The Exam Officer is responsible for producing the Invigilator rota for exam days and the processing pay.

### 13. Malpractice

The head of centre, in consultation with the Exams Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

#### Malpractice

There is no specific JCQ regulation that refers to a 'policy' requirement however, the centre complies with the requirements ICE (section 24) <https://www.jcq.org.uk/exams-office/malpractice/> by ensuring:

##### Candidates

- Are fully briefed about what constitutes malpractice and likely consequences
- Information is given in several ways in different formats including:
  - Information on exam timetables
  - In form, by form tutors
  - On the school website
  - Via letters to parents

##### Senior leaders

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

##### Exams officer

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

##### Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)
- Write a statement detailing what they have seen on the 'malpractice evidence statement'

### 14. Exam Days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

Site management staff will:

- Set up the allocated rooms, and will be advised of requirements in advance.
- Ensure the room and equipment is fit for purpose and of the required standard
- The invigilators and the exams officer will start and finish all exams in accordance with [JCQ guidelines](#).

Procedures to verify the identity of all candidates at the time of the examination or assessment:

- Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do. In practical exams, subject teachers' availability will be in accordance with [JCQ guidelines](#).
- Photo desk cards are placed on all desks to further assist the identification of candidates.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Faculty in accordance with JCQ's recommendations after candidates have completed them.

## 15. Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exams Officer during assembly or form time.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage. In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject. This is particularly true of mobile phones, watches and other electronic devices with text or digital facilities. Any precluded items must not be taken into the exam room. Mobile phones must be switched off, placed in the plastic wallet provided and be handed in to the Invigilator for safe storage, as must watches.

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. Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The exams officer is responsible for handling late or absent candidates on exam day and ensuring that attendance records are kept. Candidates are not allowed to leave the exam room for the first hour of the exam.

### 15.1 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary
- 

## 16. Special Consideration

### The Head of Centre

- must oversee and support all applications.

### Senior leaders

- Provide signed evidence to support eligible applications for special consideration

### Exams officer

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

### Candidates

- Provide appropriate evidence to support special consideration applications, where required within 5 days of the exam

## 17. Despatch of Scripts

It is the duty of Heads of Faculty to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work must be keyed on by subject teachers via the Heads of Faculty within the required timescales.

The exams officer will inform staff of the deadline date for appeals against internal assessments.

For external assessments the Exam Officer is responsible for checking and despatching scripts on the day of the examination and retaining attendance registers and evidence of despatch.

## 18. Results and Certificates

Candidates will receive individual results slips on results days by collecting these in person. Where a candidate is not able to collect their results in person they may inform the centre in writing prior to the date and either nominate a parent/carer/relative to collect their results or provide a self-addressed, stamped envelope and request postage. The person nominated to collect the results must bring photo ID with them.

The provision of the necessary staff on results days is the responsibility of the Head of Centre.

Dates of results days each year will be publicised for all candidates through the school website, information direct to students and sent home.

### **18.1 Enquiries about results (EARs)**

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by the person requesting the remark, where this is centre staff this cost will be met by the school, where a candidate/parent requests a remark against the advice of the school, the cost will be met by the candidate/parent.

All decisions about whether to make an application for an EAR will be made by Heads of Faculty with overall approval from the Head of School, Rebecca Goode,. They should be available on results day to support the candidate with their decision and collect candidate's authority to process the request. If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

### **18.2 Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 5 days of the receipt of results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Applications for EARs cannot be submitted once an original script has been returned. The exams officer is responsible for processing requests for ATS. The cost of ATS will be paid by the centre where these are requested by centre staff, or the candidate/parent where they request it. The cost of ATS will be that imposed by the Examining Body.

### **18.3 Certificates**

You will be able to collect your certificates during November. The specific details will be published on our website. Candidates must bring proof of ID when collecting certificates.

Where a candidate is not able to collect their certificates in person they may inform the centre in writing prior to the collection date and either nominate a parent/carer/relative to collect their results or provide a self-addressed, stamped envelope and request postage. The person nominated to collect the results must bring photo ID with them.

The Awarding Bodies have agreed to implement a standard procedure for dealing with unclaimed certificates. Centres may destroy any unclaimed certificates by a secure method (for example by shredding or incineration) after holding them for a period of 12 months from the date of issue. A record of all certificates destroyed by a centre should be kept for a further period of four years from the date of their destruction. The school holds no responsibility for any certificates not collected within 12 months.

## **19. Monitoring and Review**

The head of centre is responsible for ensuring that this policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

References in this policy to AA and ICE relate to/are directly taken from the [Access Arrangements and Reasonable Adjustments 2022-2023](#) and [Instructions for Conducting Examinations 2022-2023](#) publications