



## Exams Policy

### Key staff involved in this policy

Role	Name(s)
Head of centre	<b>Neale Pledger</b>
Exams officer line manager	<b>Emma Windsor (Business Manager)</b>
Exams Officer	<b>Chloe Jones</b>
SLT member(s)	<b>Leah Martindale, Kayleigh Shaw, Andrew Simpson, Nick O'Connell</b>
SENCo	<b>Leah Matindale</b>

### Purpose of the policy

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

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

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

This policy will be communicated to all relevant centre staff: Head of centre, SLT, SENCo and specialist assessor, exams officer, directors of studies, heads of departments and teaching staff. Aspects of this policy will be communicated to students and parents via the examination and assessment guidebook.

## **Roles and responsibilities overview**

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

*The examinations officer is the person appointed by the head of centre to act on behalf of, and 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.”*

[GR 2]

### **Head of centre**

- ▶ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres \(GR\)](#)
  - [Instructions for conducting examinations \(ICE\)](#)
  - [Access Arrangements and Reasonable Adjustments \(AA\)](#)
  - [Suspected Malpractice in Examinations and Assessments \(SMEA\)](#)
  - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
- ▶ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- ▶ Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR [ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/](http://ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/)) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre’s declaration which is then kept on file for inspection purposes  
**Head of Centre Declaration annexed to this policy**
- ▶ Ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre (as example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers)
- ▶ Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- ▶ Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- ▶ Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- ▶ Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...”*  
[ICE 12]

- ▶ Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including
  - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- ▶ Takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place
- ▶ Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- ▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the head of centre to act immediately in the event of an emergency or staff absence)
 

**The Sir Thomas Fremantle School Examination Contingency Plan is annexed to the policy**
- ▶ Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
 

**The Sir Thomas Fremantle School Internal Appeals Procedure is annexed to the policy**
- ▶ Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
 

**The Sir Thomas Fremantle School Disability Policy (Examinations) is annexed to the policy**
- ▶ Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers
 

**The Sir Thomas Fremantle School Complaints & Appeals (Examinations) Policy is annexed to the policy**
- ▶ Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- ▶ Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
- ▶ Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
 

**The Sir Thomas Fremantle School Access Arrangements Policy is annexed to this policy**

- ▶ Ensures staff are only entered for qualifications through the centre as a last resort where the member of centre staff is unable to find another centre
- ▶ Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate
- ▶ Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- ▶ Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- ▶ Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel

#### **Exams officer**

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

#### **Senior leaders (SLT)**

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

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

- ▶ Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [Access Arrangements and Reasonable Adjustments](#)

- ▶ Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- ▶ If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- ▶ Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification

#### **Head of department (HoD)**

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

#### **Teaching staff**

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

#### **Invigilators**

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

#### **Reception staff**

- ▶ Support the 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](#), [SMEA](#) and [NEA](#) (and the instructions for conducting coursework)

#### **Exams officer**

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

### **Information gathering**

#### **Exams officer**

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

#### **Head of department**

- ▶ Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- ▶ Meets the internal deadline for the return of information
- ▶ Informs 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
- ▶ Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

### **Access arrangements**

#### **Head of centre**

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

#### **SENCo**

- ▶ Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- ▶ Gathers evidence to support the need for access arrangements for a candidate
- ▶ Liaises with teaching staff to gather evidence of normal way of working of an affected candidate
- ▶ Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- ▶ Gathers signed data protection notices from candidates where required
- ▶ Applies for approval through *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- ▶ Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- ▶ Employs good practice in relation to the Equality Act 2010
- ▶ Liaises with the EO regarding exam time arrangements for access arrangement candidates
- ▶ Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- ▶ Provides and annually reviews a centre policy on the use of word processors in exams and assessments
- ▶ Word processor policy (exams) **The Sir Thomas Fremantle School Word processor Policy is annexed to the policy**
- ▶ 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:
  - A candidates need is determined by the SENDCO, in conjunction with the specialist assessor and Exams Officer. As per JCQ, final responsibility for this decision rests with the SENDCo.
  - The SENDCo's decision will be based on the following criteria:
    - The candidates' difficulties are established within the centre
    - These difficulties are known to a form tutor, SENDCo or a senior member of staff with pastoral responsibilities;
    - Separate invigilation reflects the candidates' normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs.
    - 'normal ways of working' includes separate invigilation during mock examinations, internal school tests and/or high level GCSE / GCE controlled assessments.
  - A candidate suffering from depression, who has been under CAMHS, or one with an established medical condition or formally recognised social, emotional or behavioural difficulties, may be eligible for separate invigilation
  - Candidates who panic or become anxious on the day of examination will not be offered separate invigilation but will be seated appropriately within the main examination hall

#### **Senior Leaders, Head of department, Teaching staff**

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

## **Internal assessment and endorsements**

### **Head of centre**

- ▶ Provides fully qualified teachers to mark non-examination assessments
- ▶ Ensures an internal appeals procedure relating to internal assessment decisions is in place for a candidate 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)
- ▶ **The Sir Thomas Fremantle School Non-Examination Assessment Policy is annexed to the 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

### **Senior leaders**

- ▶ Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- ▶ Ensure appropriate internal moderation, standardisation and verification processes are in place

### **Head of department**

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

### **Teaching staff**

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

### **Exams 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 or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- ▶ Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

### **Exams officer**

- ▶ Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- ▶ Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- ▶ Provides a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes.
- ▶ Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- ▶ Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- ▶ Collects evaluation of training to inform future events

## **Entries: roles and responsibilities**

### **Estimated entries**

#### **Exams 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 vocational qualification or when entries are being processed for a general qualification

#### **Directors of studies / Heads of department**

- ▶ Provides information requested by the EO to the internal deadline
- ▶ Informs the EO immediately of any subsequent changes to information

#### **Procedure for collecting estimated entries**

Toward the end of the Summer term the exams office will issue the Directors of Study and/or heads of departments with a blank of the STFS Information Gathering form for examinations and assessments for each subject/course to be examined in the coming academic year. They are then responsible for ensuring that these forms are completed, signed by the relevant number of teaching staff and returned to the exam officer by the end of the summer term. The exam officer will use this

information as a basis for preparing for the coming academic year and in particular formulating estimated entries, where applicable.

### **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

#### **Directors of Study / Head of department**

- ▶ Provides information requested by the EO to the internal deadline
- ▶ Informs 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
- ▶ Checks final entry submission information provided by the EO and confirms information is correct

### **Procedure for collecting final entries**

The Examinations Officer will distribute a copy of the *STFS Entry Collection Form* to the relevant subject teachers and/or Heads of Department, who will check all details thoroughly before *either* signing and dating to confirm that all entry details are correct, *or* amend the details as necessary then sign and date to confirm their changes.

The Examinations Officer will prepare entries in Bromcom on the basis of the returned *STFS Entry Collection Forms* before running the Bromcom *Exam Entries* report and distributing these to the relevant subject teachers and/or Heads of Department. The latter will then *either* sign and date to confirm that all entry details are correct, *or* amend the details as necessary then sign and date to confirm their changes.

If amendments have been requested the Examinations Officer will run a second Bromcom *Exam Entries* report incorporating those changes and pass this to the relevant subject teacher and/or Head of Department for checking and signing. Once entry details have been finalised and confirmed by all relevant teaching staff, the Examinations Officer will print run the Bromcom *Candidate Entries* report: this must be signed and dated by both the candidate and the candidate's parent/carer and then returned to the Examinations Officer. The Examinations Officer will then finalise entries for each candidate based on the details contained in the signed and dated Bromcom *Candidate Entries* report.

### **Entry fees**

GCSE, GCE and vocational qualification registration and entry examination fees are paid by the Centre. **Late entry or amendment fees are paid by the appropriate departments, except by prior agreement with the SLT link with responsibility for examinations.**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an examination or fail to meet the necessary controlled assessment or coursework requirements. Re-takes are paid for by candidates, if requested by candidates.

Candidates will normally be asked to pay the fee for an enquiry about a result (EAR) unless there are circumstances in which the school will pay: this is at the discretion of the SLT member with responsibility for examinations should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry. If the Centre wishes to appeal the way in which an examination was marked it will gain the written permission of the student and will pay the fee itself.

### **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

#### **Head of department**

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

### **Re-sit entries**

Entry fees for re-sits are to be paid for by the candidate, at the rate charged by the awarding body at the time of application.

### **Private candidates**

Sir Thomas Fremantle School accepts private candidates case by case.

Candidates will be accepted taking into consideration the size of the school, thus the exam facilities available; the number of invigilators, and number of facilitators administering access arrangements.

Where external candidates are able to sit their exams at Sir Thomas Fremantle School, the entry cost of the exam is borne on the candidate. As well as an administrative cost of £30 which takes into account the admin and invigilators required for every exam. This cost is to be paid prior to exam entry. If specific access arrangements and 1-2-1 invigilation is needed a further cost would be agreed upon.

If a private candidate were to withdraw or makes amendments to their exam entry tier, they will incur any additional charges from the individual exam board.

### **Independent Exam Entry**

If a student independently studying a subject outside of school (with the support of a tutor) it may be possible to sit their exam at STFS to the discretion of SLT and taking into account the size of the school.

All associated costs to be borne by the candidate.

### **Candidate statements of entry**

#### **Examinations Officer**

- provides candidates with statements of entry for checking

#### **Directors of Studies, Heads of Department and 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

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

#### **Access arrangements**

##### **SENCo**

- ▶ Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- ▶ Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- ▶ Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- ▶ Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- ▶ 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 contingency day awarding bodies may identify in the event of national or local disruption to exams
- ▶ Prior to exams issues relevant JCQ information for candidates documents
- ▶ Where relevant, issues relevant awarding body information to candidates
- ▶ Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - wrist watches in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

## **Access to scripts, reviews of results and appeals procedures**

Candidates are informed (before they sit their exams) of

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

## **Dispatch of examination scripts**

### **Examinations Officer**

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

## **Estimated grades**

### **Directors of Studies and/or Heads of Department**

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

### **Examinations 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**

### **Head of Centre**

- ▶ ensures procedures are in place for candidates to appeal an internal assessment decision or request a review of the centre's marking of an assessment (when a centre is required to make reviews available)

### **SENCo**

- ▶ liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments

### **Teaching staff**

- support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments
- ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies

### **Directors of Studies and/or Heads of Department**

- ensure teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- ensure teaching staff authenticate candidates' work to the awarding body requirements

- ensure teaching staff provide required samples of work for moderation to the EO to the internal deadline

#### **Examinations Officer**

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

##### **Examinations Officer**

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

##### **SEnCo**

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

##### **Invigilators**

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

#### **JCQ inspection visit**

Exams officer or Senior Leader will accompany the Inspector throughout the visit relevant Senior leader (in the absence of the SENCo). They will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise

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

##### **Examinations Officer**

- ensures a procedure is in place to verify candidate identity, including private candidates

### **Procedure for verifying candidate identity**

Candidates will be identified in the following ways:

- photographic candidate ID cards (bearing the candidate's full name, candidate number, UCI number and a recent photograph) to be placed on each desk in the examination room
- a seating plan will be generated for each examination venue (bearing the candidate's full name and candidate number): this will be displayed outside the examination venue for candidates to refer to, with a copy given to the lead invigilator for each examination venue
- a register will be generated for each examination venue (bearing the candidate's full name and candidate number).

All of the above are generated by the centre's MIS (Bromcom).

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

### **Invigilators**

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

### **Security of examination materials**

#### **Examinations Officer**

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

#### **Reception staff**

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

#### **Teaching staff**

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

### **Timetabling and rooming**

#### **Examinations 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 in rare and exceptional circumstances and as a last resort)
- ▶ Identifies exam rooms and specialist equipment requirements

- ▶ Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- ▶ Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- ▶ Liaises with the SENCo regarding rooming of access arrangement candidates

#### **SEnCo**

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

#### **Site staff**

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

### **Alternative site arrangements**

#### **Exams officer**

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

### **Centre consortium arrangements**

#### **Exams officer**

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

#### **Head of department**

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

### **Transferred candidates**

#### **Exams officer**

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

### **Internal examinations**

#### **Examinations Officer**

- prepares for the conduct of internal examinations under external conditions



- provides a Centre examination timetable of subjects and rooms
- provides seating plans for examination rooms
- requests internal examination papers from teaching staff
- arranges invigilation

#### **SENCo**

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

#### **Teaching staff**

- provide examination papers and materials to the EO
- support the SENCo in making appropriate arrangements for access arrangement candidates

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

#### **Access arrangements**

##### **Examinations Officer**

- provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- has a procedure in place to deal with emergency access arrangements as they arise at the time of examinations
- applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

#### **Candidate absence**

*The Sir Thomas Fremantle School Policy for Late and Absent Candidates is annexed to this Policy.*

#### **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 examinations

#### **Candidate behaviour**

See *Irregularities* below.

#### **Candidate belongings**

See *Unauthorised materials* below.

#### **Candidate late arrival**

*The Sir Thomas Fremantle School Policy for Late and Absent Candidates is annexed to this Policy.*

#### **Examinations Officer**

- ensures that candidates who arrive very late for an examination are reported to the awarding body as soon as practically possible after the examination has taken place through CAP to timescale
- warns candidates that their work may not be accepted by the awarding body

### **Invigilators**

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

### **Conducting examinations**

#### **Head of Centre**

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

#### **Examinations Officer**

- ensures examinations are conducted according to JCQ and awarding body instructions
- uses an *examination day checklist* to ensure each examination session is fully prepared for, unplanned events can be dealt and associated follow-up is completed

### **Dispatch of examination scripts**

#### **Examinations Officer**

- dispatches scripts as instructed by JCQ and awarding bodies
- keeps appropriate records to track dispatch

### **Examination papers and materials**

#### **Examinations Officer**

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

### **Examination rooms**

#### **Head of Centre**

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

#### **Food and drink in examination rooms**

Candidates may bring water into the examination room providing it is in a clear, unlabelled bottle. Candidates are advised to place their water bottles on the floor next to their desk to avoid accidental

spillage. Candidates are not permitted to bring food into the examination room unless there is a medical requirement for them to do so.

### **Examinations 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 how to deal with candidates who may need to leave the exam room temporarily
- ▶ Provides authorised exam materials which candidates are not expected to provide themselves
- ▶ Ensures invigilators and candidates are aware of the emergency evacuation procedure
- ▶ Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Senior Leadership Team**

- ensures a documented emergency evacuation procedure for examination rooms is in place
- ensures arrangements are in place for a candidate with a disability who may need assistance if an examination room is evacuated. *The Sir Thomas Fremantle School Emergency Evacuation Policy is annexed to this Policy.*

### **Site staff**

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

### **Invigilators**

- conduct examinations in every examination room as instructed in training/update events and briefing sessions

### **Candidates**

- are required to remain in the examination room for the full duration of the examination

### **Irregularities**

#### **Head of Centre**

- ensures any cases of suspected malpractice (by Centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

#### **Senior leaders**

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

#### **Examinations officer**

- provides an examination room incident log in all examination rooms for recording any incidents or irregularities

- actions any required follow-up and reports to awarding bodies as soon as practically possible after the examination has taken place

#### **Invigilators**

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

#### **Malpractice**

See *Irregularities* above.

#### **Special consideration**

The *Sir Thomas Fremantle School Special Consideration Policy* is annexed to this Policy.

#### **Examinations Officer**

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

#### **Candidates**

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

#### **Unauthorised materials**

#### **Examinations Officer**

- provides candidates with early information on items which may and may not be taken into the examination room via the Sir Thomas Fremantle School *Guidance for Students and Parents 2016-17* and 'student exam postcards'
- prominently displays the latest versions of the JCQ *Warning to Candidates* and JCQ *mobile phones notice* both inside and outside each examination venue
- ensures invigilators are properly trained in respect of unauthorised materials

#### **Invigilators**

- are informed of the arrangements through training
- offer candidates one final opportunity to surrender any unauthorised materials in their possession before the examination commences
- remain vigilant throughout the examination

#### **Candidates**

- familiarise themselves with the information provided by the Examinations Officer as listed above and take steps to ensure that no unauthorised materials are brought with them into the examination room
- surrender any unauthorised materials still in their possession prior to the commencement of the examination, when prompted to do so by the invigilator

#### **Internal examinations**

#### **Examinations Officer**

- briefs invigilators on conducting internal examinations
- returns candidate scripts to teaching staff for marking

#### **Invigilators**

- conduct internal examinations as briefed by the EO

## Results and post-results: roles and responsibilities

### Internal assessment

#### **Directors of Studies and/or Heads of Department**

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

### Managing results days

#### **Senior Leadership Team**

- ▶ Identify centre staff who will be involved in the main summer results day(s) and their role
- ▶ Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

#### **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

#### **Examinations 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 **internal appeals procedures** are available where candidates disagree with the Centre decision
  - not to support an enquiry about results
  - not to appeal against the outcome of an enquiry about results

#### **Examinations 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, enquiries about results and appeals procedures*)
- publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- provides a process to record requests for services and collect candidate informed consent and fees where relevant
- submits requests to awarding bodies to meet the external deadline
- tracks requests to conclusion and informs candidates and relevant Centre staff of outcomes
- updates Centre results information, where applicable

#### **Teaching staff**

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

#### **Candidates**

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

#### **Analysis of results**

##### **Head of Centre/Senior Leadership Team/Directors of Studies**

- provide analysis of results to appropriate Centre staff
- provide results information to external organisations where required
- undertake the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

#### **Certificates**

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

##### **Issue of certificates**

The Centre will advise candidates when their certificates are available for collection. Candidates must collect their certificates from the Centre in person. In exceptional circumstances the Centre may agree to send the certificates to the candidate's home address by recorded delivery.

Candidates may alternatively arrange, in advance, for certificates to be collected on their behalf by a third party. In such cases the candidate must provide the Examinations Officer with written authorisation to release their certificates to the third party, who must provide proof of identity when collecting the certificates.

##### **Retention of certificates**

Any uncollected certificates will be retained in the Centre's secure storage for a reasonable length of time, as stipulated by current JCQ regulations. If not collected by the candidate during that period they will be securely destroyed.

#### **Review: roles and responsibilities**

##### **Examinations Officer**

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

### **Head of Centre/Senior Leadership Team/Directors of Studies**

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

### **Retention of records: roles and responsibilities**

#### **Examinations Officer**

- keeps records as required by JCQ and awarding bodies for the required period
- keeps records as required by the centre's records management policy
- provides an examination archiving policy that identifies information held, retention period and method of disposal. *The Sir Thomas Fremantle School Examination Archiving Policy is annexed to this policy.*

## **Appendices**

<b>i</b>	<b>Examination Contingency Plan</b>
<b>ii</b>	<b>Internal Appeals Procedure</b>
<b>iii</b>	<b>Disability Policy (Examinations)</b>
<b>iv</b>	<b>Access Arrangements Policy</b>
<b>v</b>	<b>Word Processor Policy</b>
<b>vi</b>	<b>Controlled Assessment Policy (legacy GCSEs only)</b>
<b>vii</b>	<b>Non-Examination Assessment Policy (new specification GCSEs)</b>
<b>viii</b>	<b>EAR (Enquiries About Results) Policy</b>
<b>ix</b>	<b>Policy for Late and Absent Candidates</b>
<b>x</b>	<b>Emergency Evacuation Policy (Examinations)</b>
<b>xi</b>	<b>Special Consideration Policy</b>
<b>xii</b>	<b>Examination Archiving Policy</b>