

# Rednock School

Quality, Partnership, Success

E-mail: [admin@rednockschool.uk](mailto:admin@rednockschool.uk)  
[www.rednockschool.org.uk](http://www.rednockschool.org.uk)

Proposed Policy:	Exam Policy	Responsibility Of:	Deputy Headteacher
Date of Ratification:	October 2023	Date of Review:	October 2024

## Key staff involved in the exams policy

Role	Name(s)
Head of centre	<b>Mr Mike Stratford</b>
Exams officer line manager (Senior Leader)	<b>Dr Sharron Cunningham</b>
Exams officer	<b>Mrs Sue Sellar</b>
SENDCo	<b>Miss Samantha Chinnock</b>
SLT member(s)	<b>Mr Steve White</b>
	<b>Mr Ben Cheeseman</b>
	<b>Mrs Kerala Cole</b>
	<b>Mr Mike Merriman</b>
	<b>Mrs Demelza Barker</b>

## **Contents**

Information sharing	7
Information gathering	7
Access arrangements	8
Internal assessment and endorsements	9
Invigilation	10
Estimated, Final and Late entries	10
Candidate statements of entry	11
Access arrangements & Reasonable Adjustments	11
Briefing candidates	12
Dispatch of exam scripts	12
Estimated grades	12
Internal assessment and endorsements	13
Invigilation	13
JCQ inspection visit	14
Seating and identifying candidates in exam rooms	14
Security of exam materials	14
Timetabling and rooming	15
Transferred candidate arrangements	16
Internal exams	16
Access arrangements	17
Conducting exams	17
Dispatch of exam scripts	17
Exam papers and materials	17
Exam rooms	18
Irregularities	19
Special consideration	19
Unauthorised materials	20
Internal exams	20
Internal assessment	20

Managing results day(s)	20
Accessing results	21
Post-results services	21
Certificates	21

## Purpose of the policy

Rednock 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 and other relevant exams-related policies, procedures and plans are signposted
- all staff involved in the examination process are well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions
- 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.

## Roles and responsibilities overview

### Head of centre (HOC)

- 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 special consideration process](#) (SC)

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Ensures the National Centre Number Register Annual Update is responded to by the end of October confirming they are both aware of and adhering to the latest

version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration

- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENDCo) and Specialist Support Teachers are in post to support the determination of access arrangements for candidates with learning difficulties and disabilities
- Enables the relevant senior leader(s), the examinations officer (EO) and the Specialist Support Teachers/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
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures *"ensure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or has supported one or more candidates, is not an invigilator during the examination;"*  
[ICE 6]
- Ensures that appropriately qualified staff assess candidates to identify access arrangements/reasonable adjustments requirements in line with JCQ guidelines.
- Ensures security within the examination process is managed according to JCQ and awarding body regulations.
- 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 **Ref: Escalation Process**
- Ensures risks to the exam process are assessed and an appropriate Contingency Plan is in place. **Ref: Contingency Plan**. This includes **Emergency Evacuation and Lockdown Procedures** during examinations.
- Ensures required internal appeals procedures are in place. **Ref: Internal Appeals Procedure**
- Ensures that the centre demonstrates good practice in relation to the Equality Act 2010.
- Ensures that the centre facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010.
- Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place. **Ref: General Complaints Policy and Procedure**
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements. **Ref: Safeguarding Policy**
- Ensures the centre has a data protection policy in place **Ref: Data Protection Policy**
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Ensures the relevant awarding bodies are informed of any **conflicts of interest** e.g. a candidate is being prepared by a member of staff with a personal

connection. Records of actions taken to mitigate any risk to the integrity of the qualification are maintained. **Ref: Conflict of Interest Policy**

- Ensures that any cases of suspected Malpractice are reported to the awarding body in line with the schools policy. **Ref: Suspected Malpractice - Policy & Procedures**

### **Exams officer (EO)**

- Understands the contents of annually updated JCQ publications including:

*General regulations for approved centres* (GR)

*Instructions for conducting examinations* (ICE)

*Post-results services* (PRS)

*Suspected Malpractice - Policies and Procedures* (SM)

[A guide to special consideration process](#) (SC)

- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- Works with the Specialist Support teachers/SENDCo 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 (SLT)**

- Are familiar with the contents, refer to and direct 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 special consideration process \(SC\)](#)

- 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 (SENDCo)**

- 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
- Works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- 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 SENDCo
- Ensures teaching staff keep themselves updated with awarding body 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 SENDCo
- Keep updated with awarding body 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 annually
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement

### **Reception staff**

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential 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 and NEA (and the instructions for conducting coursework), SC

##### **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 Year 10-13 Mocks / PPEs (Pre-Public Examinations)

### **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
- Ensures the SENDCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

#### **SENDCo & Access Arrangement Assessors**

- SENDCo works with the appointed access arrangements assessor to identify access arrangements requirements
- SENDCO/assessors obtain evidence of a student's normal way of working in lessons from teachers before suitable arrangements are put into place. Applies for **approval** through *Access arrangements online* (AAO), 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 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 **Ref: Use of Word Processors Statement in Exams.**
- Gathers signed Personal data consent forms from candidates where required and ensures Data protection confirmation(s) by the examinations officer or SENDCo are completed

- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms. Ref: JCQ Access Arrangements and Reasonable Adjustments - [Section 5.6](#)

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

- Support the SENDCo in identifying and implementing appropriate access arrangements
- Teachers provide evidence of a student's normal way of working to support the assessors assessment of a student's need for access arrangements
- Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations  
**Ref: Use of Word Processors in Exams policy.**

## **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 (or parent/carer) to appeal against and request a review of the centre's marking
- Ensures a **non-examination assessment policy** is in place for new GCE and GCSE qualifications which include components of non-examination assessment.  
**Ref: non-examination assessment policy**
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

### **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.
- Ensure appropriate internal moderation, standardisation and verification processes are in place.

### **Head of department**

- Ensures teaching staff follow JCQ guidelines and appropriate instructions issued by the awarding body for Controlled assessment, NEAs and Endorsement
- 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.

- 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

### **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 an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- 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 made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

## **Entries: roles and responsibilities**

### **Estimated, Final and Late entries**

### **Exams officer**

- Requests estimated and 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

- **Charges any late or other penalty fees to departmental budgets.**

### **Head of department**

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

### **Private Candidates**

#### **Exams Officer**

- Liaises with private candidates providing relevant information regarding entries, fees and post-results services.
- A private candidate is defined as a candidate that is not currently receiving any tuition at the centre. A candidate who is re-sitting a qualification should be entered as a private candidate if he/she is not receiving any tuition at the time entries are submitted.
- Rednock School will only offer private candidates an exams centre if the staff and resources are available to fully meet the JCQ requirements.

### **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.

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

### **Access arrangements & Reasonable Adjustments**

#### **SENDCo**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access 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
- 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
- Prior to exams issues relevant JCQ information for candidates documents
- Issues centre exam information to candidates including information on:
  - exam clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - unauthorised items in the exam room
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

## **Dispatch of exam scripts**

### **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**

### **Head of department**

- Ensures teaching staff provide estimated grade information to the EO by the internal deadline

### **Exams officer**

- Submits estimated grade information to awarding bodies to meet the external deadline
- 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

### **SENDCo**

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

### **Teaching staff**

- Support the SENDCo 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

### **Head of department**

- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensures 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**

- Trains and updates invigilators annually
- Deploys invigilators effectively to exam rooms throughout an exam series.
- Allocates invigilators to exam rooms according to the required ratios
- Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates

### **SENDCo**

- 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

### **SENDCo or Senior Leader (in absence of the SENDCo)**

- Will meet with the inspector when requested to provide documentary evidence regarding Access Arrangement candidates.
- Ensures that the information is readily available for inspection at the venue where the candidate is taking the exam.

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

### **Exams officer**

- Ensures a procedure is in place to verify candidate identity including private candidates:
  - Internal candidates have photocard on their examination desks
  - External candidates produce a passport ID or driving licence ID. Photocopies are retained by Main Reception and a copy is given to the invigilator assigned to the examination room.
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

### **Invigilators**

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

## **Security of exam materials**

### **Exams officer**

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre.
- Ensures only people authorised by the Head of Centre and the EO are allowed access to the centre's secure storage facility as one of the 2 to 6 key holders
- 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. Mock exams are not stored in the secure storage facility.
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer\*. Other members of centre staff may assist with printing and collation provided they are under supervision.

\*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material.

### **Reception staff**

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff

### **Teaching staff**

- Adhere to the recording system to track 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 clashes
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms 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 SENDCo regarding rooming of access arrangement candidates
- Where overnight supervision arrangements need to be put in place, The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be

completed before the overnight supervision is to commence. The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre. (ICE 8)

### **SENDCo**

- 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

## **Transferred candidate arrangements**

### **Exams officer**

- Liaises with the host or entering centre, as required
- Processes requests to the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

## **Internal exams**

### **Exams officer**

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

### **SENDCo**

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

### **Teaching staff**

- Provide exam papers and materials to the EO
- Support the SENDCo in making appropriate arrangements for access arrangement candidates

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

### **Access arrangements**

#### **Exams officer**

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

### **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 secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or 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 (which takes place in the secure room if a question paper packet has to be split or in the designated exam room if not) 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 clash candidates have completed the exam

## **Exam rooms**

### **Head of centre**

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

### **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
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that this must be on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Senior leaders**

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **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 as instructed in training/update events and briefing sessions

### **Candidates**

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

## **Irregularities**

### **Head of centre**

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

### **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, disruption or disturbance in the exam room, emergency evacuation)

## **Special consideration**

### **Exams 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**

- Students are reminded on two separate occasions about taking unauthorised materials into the examination room, prior to entering the examination room and reminded once again once they are in the room.
- During the briefing, candidates are reminded of the items which constitute unauthorised materials e.g. mobile phones, watches, ear phones, iPods etc
- In the event that any unauthorised materials are found in the examination room, then the centre follows the JCQ guidelines and reports the incident.

### **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**

#### **Head of department**

- 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(s)**

#### **Senior leaders**

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

#### **Exams officer**

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

## Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required

## Accessing results

### Exams officer

- Informs candidates in advance of when and how results will be released to them
- 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 check, a review of marking, a review of moderation or an appeal
- Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised

### Exams officer

- Provides information to candidates (including private 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 (**after** the publication of results) 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

## Certificates

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

- Certificates are collected from Main Reception at Rednock School in November and must be signed for.
- Certificates may be collected on behalf of a student by a third party, provided written consent is supplied.
- A transcript of results may be issued if a student agrees to pay the costs incurred.
- Replacement certificates can be obtained by students from the exam boards who will charge a fee for this service.
- The school retains certificates for one year only in accordance with the JCQ recommendations.

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

### **Exams officer**

- Keeps records as required by JCQ and awarding bodies for the required period