



LANGTREE SCHOOL TRUSTEES' EXAM POLICY

LANGTREE SCHOOL ACADEMY TRUST COMPANY
AN EXEMPT CHARITY LIMITED BY GUARANTEE
COMPANY NUMBER 7980335

In this policy as in all documents of The Langtree School Academy Trust Company ("TLSATC") any reference to Langtree School, School, Governors of Langtree School or Trustees of Langtree School Academy Trust Company is a reference to The Board of Directors of The Langtree School Academy Trust Company and any reference to the Headteacher of Langtree School is a reference to the Chief Executive Officer of TLSATC.

STATUS:			
RECOMMENDED		STATUTORY	✓
REVIEW FREQUENCY	Annual		
DATE OF POLICY	Sept 2024		
DATE OF LAST REVIEW	Sept 2024		
REVIEW DUE	Sept 2025		
COMMITTEE	Curriculum		
Signed Chair of Trustees:			
Exam Policy September 2024			

Purpose of the policy

Langtree School is committed to ensuring that the examinations/assessments management and administration process is run fairly, 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 Langtree's exam process are documented, supporting the centre's contingency, and other relevant exam-related policies, procedures and plans are signposted
- all Langtree 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 that ways of working in the centre are accurately reflected and that exams and assessments are conducted in accordance with current JCQ (and awarding-body) regulations, instructions and guidance. This policy will be communicated to all relevant centre staff and is available on the Staff Shared area and school website

This policy should be brought to the attention of, and reviewed by, the Examinations Officer, Head of Centre, SLT (exams) and SENCO at the beginning of each academic year.

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 to ensure the security and integrity of the examinations/assessments at all times.

This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding-body requirements.

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

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

The Examinations Officer is the person appointed by the Head of Centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding-body examinations and assessments.

The Head of Centre may not appoint themselves as the Examinations Officer. A Head of Centre and an Examinations Officer are two distinct and separate roles.

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

Heads of Centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the Instructions for conducting examinations booklet. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025*: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

Head of Centre responsibilities

1. Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents 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 coursework](#) (ICC)
 - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting coursework)
 - [A guide to the special consideration process](#) (SC)
2. Ensures the centre has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
3. Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding-body requirements
 - has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
4. Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)
5. Ensures that the centre has a procedure in place to maintain the security of user accounts by:
 - Providing information on how users can create unique and strong passwords
 - Providing information on awareness on all types of types of social engineering/phishing attempts
 - Enabling additional security settings where possible
 - Updating any passwords that may have been exposed
 - Setting up secure account recovery options
 - Reviewing and managing connected applications
 - Monitoring accounts and regularly reviewing account access, including removing access when no longer required.
 - Ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding-body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*.
 - Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.

6. 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
7. Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent from third parties or upload such correspondence onto social media sites and applications
8. Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with names/addresses/email addresses of examiners, moderators, external verifiers or awarding-body examining/assessment personnel or JCQ personnel
9. Ensures that they are familiar with the regulators' guidance on ensuring resilience in the qualifications system and checks there is a process in place for gathering evidence of candidate performance in line with the published guidance
10. Retains a workforce of an appropriate size and competence, including sufficient managerial and other resources, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
11. Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
12. Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
13. With regards to access arrangements and reasonable adjustments, the Head of Centre will:
 - appoint an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
 - enable the relevant senior leader(s), the Examinations Officer (EO) and the ALS lead/SENCo to receive appropriate time, 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
 - appoint a SENCo, or an equivalent member of staff, who will coordinate the access-arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury
 - ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs. (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments.)
 - recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010[†], particularly Section 20 (7). (This must include a duty to explore and provide access to suitable courses, and through the access-arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service that the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid.)
 - ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate the normal way of working for a private candidate such as a distance learner or a home-educated student. (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements.)

- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the Head of Centre. (Evidence of the assessor's qualification(s) must be obtained before they assess candidates, and held on file for inspection.)
 - have a written process in place to not only check the qualification(s) of their assessor(s), but also that the correct procedures are followed as in Chapter 7 of the JCQ document Access Arrangements and Reasonable Adjustments
14. Ensures that the Examinations Officer has sufficient time to perform their role and familiarise themselves with relevant awarding bodies and JCQ documentation
 15. Ensures that the SLT lead who is responsible for examination administration familiarises themselves with relevant awarding body and JCQ documentation (this will ensure that the Examinations Officer and SENCO are supported as well as ensuring effective centre decision-making in line with published documentation)
 16. Ensures that the Examinations Officer is line-managed and actively supported by a member of the senior leadership team
 17. Has in place a written escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent
 18. Has in place a member of the senior leadership team who has a good working knowledge of the examination system who will provide effective line management support and supervision of the Examinations Officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
 19. Ensures that centre staff undertake key tasks within the exams process and meet internal deadlines set by the Examinations Officer.
 20. Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments
 21. Ensures that, wherever possible, a teacher, teaching assistant, tutor or senior member of centre staff who teaches the subject being examined, or a learning support assistant who has supported one or more candidates, is not an invigilator during the examination
 22. Delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
 23. Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject concerned
 24. Complies with local health and safety rules that are in place and that the centre is adequately covered for public liability claims
 25. Has in place arrangements to coordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality-assured in accordance with the awarding bodies' instructions
 26. Makes sure that all controlled assessments, coursework or non-examination assessment marks are submitted in accordance with the awarding bodies' instructions, along with information they may reasonably require, whilst returning all subject-specific forms by the required date
 27. Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room which must be used only for the purpose of administering secure examination materials
 - that when the secure storage facility is being accessed for the storage and preparation of secure assessment materials, the door to the secure room is closed
 - the secure room contains only exam-related material
 - there are between two and six keyholders only, with each keyholder fully understanding their responsibilities as a key holder to the secure storage facility

- access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (the Exams Officer must be one of the keyholders), and that staff approved by the Head of Centre are accompanied by a keyholder at all times
- the safe and secure access, downloading, printing (where appropriate) and storage of electronic assessment materials at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*
- that when it is permitted to remove question paper packets from secure storage, arrangements are in place to carefully check and record that the correct question paper packets are opened to avoid potential breaches of security
- the security of all assessment materials
- that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents, are only shared with appropriate centre staff and candidates, and are not shared outside the centre, using the dates supplied
- the immediate reporting to the awarding body/bodies of any potential or actual breach of examination or assessment materials
- that arrangements are made to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*

If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately.

28. Through taking an ethical approach and working proactively to avoid malpractice among students and staff, that all reasonable steps are taken to prevent the occurrence of any malpractice/maladministration before, during and after assessments have taken place
29. Ensures that only current assessment materials/tests are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
30. Ensures candidates are informed of their centre-assessed marks before submitting marks to the awarding body, and allows a candidate to request a review of the centre's marking
31. Ensures that all associated administrative tasks are completed in an accurate and timely manner
32. Ensures submission of centre-assessed marks and moderation samples
33. Ensures that a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates
34. Ensures that a written policy regarding the management of non-examination assessments, including controlled assessments and coursework, is in place
35. Ensures that candidates' work is backed up and considers the contingency of candidates' work being backed up on two separate devices, including one off-site back up (implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks)
36. Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*
37. Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff, by completing the appropriate documentation
38. As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require

39. Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place that allow the senior leadership team to act immediately in the event of an emergency or where the Head of Centre, the Examinations Officer or SENCo is absent at a critical stage of the examination cycle
- The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.
- All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.
40. Ensures an internal appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers
41. Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
42. Ensures a complaints policy 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
43. Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
44. Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
45. Ensures the centre has a whistleblowing policy in place
46. Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
47. Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:
- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
48. Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
- a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
 - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre
49. Provides contact details as follows:
- A physical address to which all examination and assessment materials will be dispatched - this must be the registered address of the centre
 - A landline telephone number this must be the number of the main office/switchboard of the centre
 - A contact email address for communications - this must be the email address of the person or team responsible for the administration of examinations (personal email addresses are not acceptable)
 - The name of the Head of Centre and their email address
 - Senior designated contact details (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency if the centre is closed over the Summer and who can mobilise resources to respond to the issue.
50. Responds to the National Centre Number Register annual update by the end of October every year

51. Informs the National Centre Number Register immediately (email address ncn@ocr.org.uk) if any changes occur after the National Centre Number Register has taken place (this must be on centre-headed stationary which can be sent as an email attachment including the signature of the Head of Centre). These include, but are not limited to, any changes to relevant contact details no longer than 6 weeks prior to moving to a new address or relocating the secure storage or any other changes in circumstance that could affect the centre's status
52. Responds to any other reasonable requests made by the National Centre Number Register team
53. Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update by completion of the Head of Centre Declaration
54. Understands that the responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the Examinations Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 and ultimately, awarding bodies could withdraw their approval of the centre
55. Cooperates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
56. Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
57. Understands that the JCQ Centre Inspector will identify themselves with a ~~photo-ID card~~ formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility
58. Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SM](#), [NEA](#) (and the *Instructions for conducting coursework*) and [SC](#)
59. Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
60. 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 in Chapter 7 of the JCQ publication [Access Arrangements and Reasonable Adjustments](#)
61. Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved
62. Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed marks
63. Ensures arrangements are in place to coordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality-assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
64. Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
65. Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
66. 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)
67. 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)

68. 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
69. Ensures relevant support is provided to the Examination Officer in recruiting, training and deploying a team of invigilators
70. Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency that this is the case)
71. 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
72. Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries, by the required deadlines
73. Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking
74. Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
75. Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
76. Ensures that only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
77. Ensures that the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
78. Ensures that the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates
79. Ensures (as required by an awarding body) that any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates or invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation
80. 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
81. Understands that it is not permitted to withhold provisional results from candidates under any circumstances
82. Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
83. Ensures that senior members of centre staff are available immediately after the publication of results
84. Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

Exams Officer responsibilities

1. Understands the contents of annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#)
 - [Instructions for conducting examinations](#)
 - [Suspected Malpractice - Policies and Procedures](#)
 - [Post-Results Services](#) (PRS)
 - [A guide to the special consideration process](#)
2. Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year
 - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register

3. Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
4. Ensures key tasks are undertaken and key dates and deadlines met
5. 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
6. Works with the ALS lead/SENCo to ensure that 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
7. 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 internal 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
8. 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 security of confidential examination/assessment materials
9. Signposts relevant centre staff to JCQ publications and awarding-body documentation relating to the exams process that have been updated
10. Signposts relevant centre staff to JCQ information that should be provided to candidates
11. As the centre administrator, approves relevant access rights for centre staff to access awarding-body secure extranet sites
12. Undertakes an annual information-gathering exercise in preparation for each new academic year to ensure that data about all qualifications being delivered is up to date and correct
13. Collates all information gathered into one central point of reference
14. Researches awarding-body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
15. Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met, and informs key centre staff of internal deadlines
16. Collects information on internal exams to enable preparation for and conduct of subject based assessments, speaking and listening tests, cognitive ability tests and other assessments as decided by the school.
17. Produce a word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations with the support of the SENCO.
18. Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
19. Signposts teaching staff to relevant JCQ [Information for candidates documents](#) that are annually updated
20. Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
21. Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
22. Provides thorough training for new invigilators on the current instructions for conducting examinations and an update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
23. 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)
24. Ensures invigilators are briefed on the access-arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms that invigilators understand what is and what is not permissible
25. Collects evaluation of training to inform future events
26. Requests estimated or early-entry information from HoDs, where this may be required by awarding bodies, in a timely manner to ensure awarding-body external deadlines for submission can be met

27. Makes candidates aware of the JCQ **Information for candidates – Privacy Notice** at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications
28. Requests final entry information from HoDs in a timely manner to ensure awarding-body external deadlines for submission can be met
29. Informs HoDs of subsequent deadlines for making changes to final-entry information without charge
30. Confirms with HoDs that final-entry information has been submitted to awarding bodies
31. Submits registrations, examination entries and certification claims by the deadline(s) and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification
32. Ensures as far as possible that entry processes are in place to minimise the risk of entries or registrations being missed, reducing the potential for late or other penalty fees being charged by awarding bodies
33. Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification
34. Has clear entry procedures in place to minimise the risk of late entries
35. Charges any late or other penalty fees to departmental budgets
36. Provides candidates with statements of entry for checking
37. Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions that awarding bodies may identify in the event of national or significant local disruption to exams
38. Prior to exams issues relevant JCQ information for candidates documents
39. Where relevant, issues relevant awarding body information to candidates
40. Issues centre exam information to candidates including information on:
 - details of the information that the centre processes for entries. This includes name, date of birth and gender
 - 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
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff that will be available
 - post-results services information and how the centre will deal with requests from candidates
 - when and how certificates will be issued
41. 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
42. Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
43. Keeps a record to track what has been sent
44. Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
45. Keeps a record to track what has been sent
46. Logs moderated samples returned to the centre
47. Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
48. Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment, and updates experienced invigilators on any regulation changes and any changes to centre-specific processes
49. 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
50. Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
 51. Liaises with the ALS lead/SENCo regarding the facilitation and invigilation of access-arrangement candidates
 52. Accompanies any Inspector throughout a visit
 53. Ensures a procedure is in place to verify the identity of all candidates
 54. Ensures invigilators are aware of the procedure
 55. Provides seating plans for exam rooms according to JCQ and awarding-body requirements (and ensures candidates with access arrangements are identified on the seating plan, and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)
 56. Confirms appropriate arrangements are in place to ensure that confidential materials are handed over only to those authorised by the Head of Centre
 57. Ensures access to the secure room is restricted, and that staff approved by the Head of Centre are accompanied by a keyholder at all times. There must be between two and six keyholders only (the Exams Officer must be one of the keyholders), and each keyholder must fully understand their responsibilities as a keyholder to the secure storage facility
 58. Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
 59. 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
 60. Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
 61. Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
 62. 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)
 63. Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)
 64. Ensures at least two and no more than six members of centre staff are 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.
 65. Produces a master centre exam timetable for each exam series
 66. Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)
 67. Identifies exam rooms and specialist equipment requirements
 68. Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
 69. Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding-body requirements
 70. Liaises with the ALS lead/SENCo regarding rooming of access-arrangement candidates
 71. Informs the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification using CAP (or through the awarding body where a qualification may sit

- outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations
72. Processes applications for Centre Consortium arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
 73. Liaises with the host or entering centre, as required
 74. Processes requests for Transferred Candidate arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
 75. Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangement
 76. Prepares for the conduct of internal exams under external conditions (where applicable to the centre)
 77. Provides a centre exam timetable of subjects and rooms
 78. Provides seating plans for exam rooms
 79. Requests internal exam papers from teaching staff
 80. Arranges invigilation (where applicable to the centre)
 81. Provides cover sheets for access-arrangement candidates' scripts where required for particular arrangements
 82. Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams
 83. Applies for approval through Access Arrangements Online (AAO) where required or through the awarding body where qualifications sit outside the scope of AAO
 84. Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale
 85. Warns candidates that their script may not be accepted by the awarding body
 86. Ensures exams are conducted according to JCQ and awarding-body instructions
 87. 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
 88. Dispatches scripts as instructed by JCQ and awarding bodies
 89. Keeps appropriate records to track dispatch
 90. Organises exam question papers and associated confidential resources in date order in the secure storage facility
 91. Attaches erratum notices received to relevant sealed question-paper packets
 92. Collates attendance registers and examiner details in date order
 93. Regularly checks mail or email inbox for updates from awarding bodies
 94. In order to avoid potential breaches of security, ensures care is taken that 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
 95. Ensures this second pair of eyes check is recorded
 96. Where allowed by the awarding body, releases exam papers and materials to teaching departments for teaching and learning purposes only after the published finishing time of the exam, or after any timetable clash candidates have completed the exam
 97. Ensures exam rooms are set up and conducted as required in the regulations
 98. Provides invigilators with appropriate resources to effectively conduct exams
 99. 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)
 100. Ensures sole invigilators have an appropriate means of summoning assistance (and if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose, and that it must be kept on silent mode)
 101. 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

102. 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
103. Provides authorised exam materials that candidates are not expected to provide themselves
104. Ensures invigilators and candidates are aware of the emergency evacuation procedure
105. Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated
106. Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
107. Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place
108. Processes eligible applications for special consideration to awarding bodies
109. Gathers evidence that may need to be provided by other staff in centre, or candidates
110. Submits requests to awarding bodies to the external deadline
111. Briefs invigilators on conducting internal exams
112. Returns candidate scripts to teaching staff for marking
113. Works with senior leaders to ensure procedures are in place for managing the main summer results day(s), and results day programme
114. Informs candidates in advance of when and how results will be released to them for each exam series
115. Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
116. Resolves any missing or incomplete results with awarding bodies
117. Issues statements of results to candidates on issue of results date
118. Provides summaries of results for relevant centre staff on issue of results date
119. Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Access to Scripts, Reviews of Results and Appeals Procedures**)
120. Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
121. Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
122. Submits requests to awarding bodies to meet the external deadline for the particular service
123. Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
124. Updates centre results information, where applicable
125. Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
126. Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review
127. Keeps records as required by JCQ and awarding bodies for the required period
128. Keeps records as required by the centre's records management policy
129. Provides an exams archiving policy that identifies information held, retention period and method of disposal

Senior leaders' responsibilities

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

- [A guide to the special consideration process](#)
 - [Post results services](#)
2. 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
 3. Ensure teaching staff keep themselves updated with awarding-body subject- and teacher-specific information to confirm effective delivery of qualifications
 4. Ensure teaching staff attend relevant awarding-body training and update events
 5. Respond (or ensure teaching staff respond) to requests from the Examinations Officer on information gathering
 6. Meet the internal deadline for the return of information
 7. Inform the Examinations Officer of any changes to information in a timely manner, minimising the risk of late or other penalty fees being incurred from an awarding body
 8. Note the internal deadlines in the annual exams plan, and direct teaching staff to meet these
 9. 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)
 10. Ensure that they are familiar with the regulators' guidance on ensuring resilience in the qualifications system and check there is a process in place for gathering evidence of candidate performance in line with the published guidance.
 11. Ensure appropriate internal moderation, standardisation and verification processes are in place
 12. Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications) follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
 13. Ensure teaching staff delivering reformed GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
 14. For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body
 15. Ensure teaching staff inform candidates of their centre-assessed marks, as a candidate may request a review of the centre's marking before marks are submitted to the awarding body
 16. Provide entry information requested by the Examinations Officer to the internal deadline
 17. Inform the Examinations Officer immediately of any subsequent changes to entry information
 18. Provide information requested by the Examinations Officer to the internal deadline
 19. Inform the Examinations Officer immediately, or at the very least prior to, the deadlines of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
 20. Check final entry submission information provided by the Examinations Officer and confirm information is correct
 21. Ensure teaching staff provide estimated grade information to the Examinations Officer by the internal deadline (where this may still be required by the awarding body)
 22. Ensure teaching staff assess and authenticate candidates' work to the awarding-body requirements
 23. Ensure teaching staff assess endorsed components according to awarding-body requirements
 24. Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the Examinations Officer to the internal deadline
 25. Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Examinations Officer to the internal deadline
 26. (Where/if applicable to the centre) Inform the Examinations Officer of any joint teaching arrangements in place and where the centre is acting as the consortium coordinator
 27. Ensure a documented emergency evacuation procedure for exam rooms is in place
 28. Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

29. Ensure support is provided for the Examinations Officer and invigilators when dealing with disruptive candidates in exam rooms
30. Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate
31. Support eligible applications for special consideration by signing appropriate evidence
32. 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
33. Ensure work is returned to candidates after the retention period or disposed of according to the requirements
34. Identify centre staff who will be involved in the main summer results day(s) and their role
35. Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly
36. Provide analysis of results to appropriate centre staff
37. Provide results information to external organisations where required
38. Undertake the DfE School and College Checking Exercises (where applicable to the centre) <https://tableschecking.education.gov.uk>
39. Work with the Examinations Officer to produce a plan to action any required improvements identified in the review

Additional Learning Support (ALS) lead/Special educational needs coordinator (SENCo) responsibilities

1. Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including [Access Arrangements and Reasonable Adjustments](#)
2. Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
3. 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
4. Presents evidence of the assessor's qualification when requested by a JCQ Centre Inspector,
5. Assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements/reasonable adjustments requirements
6. Gathers **evidence** to support the need for access arrangements for a candidate
7. Liaises with teaching staff to gather evidence of **normal way of working for** an affected candidate
8. Determines candidate eligibility for arrangements or adjustments that are centre-delegated
9. Gathers signed **Personal data consent** forms from candidates where required, and ensures that **Data protection confirmation(s)** by the Examinations Officer or SENCo are completed
10. 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
11. Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation. (If documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection.)
12. Employs good practice in relation to the Equality Act 2010
13. Liaises with the Examinations Officer regarding exam time arrangements for access-arrangement candidates
14. Ensures that staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s), and keeps a record of the content of training provided to facilitators for the required period
15. Works with the Examinations Officer to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room

16. Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations
17. Ensures that the criteria for candidates granted alternative rooming arrangements **are** clear, meet JCQ regulations and best meet the needs of individual candidates and remaining candidates in main exam rooms
18. 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)
19. Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
20. Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access
21. Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
22. Where relevant, ensures that necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate the 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
23. Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
24. Liaises with the Examinations Officer regarding the facilitation and invigilation of access-arrangement candidates
25. Meets with the inspector when requested to provide documentary evidence regarding access-arrangement candidates and addresses any questions the inspector may raise
26. Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)
27. Liaises with the Examinations Officer regarding rooming of access-arrangement candidates
28. Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams for disabled candidates t
29. Liaises with teaching staff to make appropriate arrangements for access-arrangement candidates

Teaching staff responsibilities

1. Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Examinations Officer and ALS lead/SENCo
2. Keep updated with awarding-body subject- and teacher-specific information to confirm effective delivery of qualifications
3. Attend relevant awarding-body training and update events
4. Ensure appropriate instructions for conducting internal assessment are followed
5. 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
6. 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
7. Ensure candidates check statements of entry and return any relevant confirmation required to the Examinations Officer
8. Support the ALS lead/SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
9. Assess and authenticate candidates' work
10. Assess endorsed components
11. Ensure candidates are informed of centre-assessed marks prior to marks being submitted to awarding bodies

12. 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
13. Provide exam papers and materials to the Examinations Officer
14. Support the ALS lead/SENCo in making appropriate arrangements for access-arrangement candidates
15. Meet internal deadlines to request the services and to gain the relevant candidate's informed consent
16. Identify the budget to which fees should be charged

Invigilators responsibilities

1. Attend/undertake training on the current regulations, updates, briefing and review sessions as required
2. Provide information as requested on their availability to invigilate
3. Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
4. Provide information as requested on their availability to invigilate throughout an exam series
5. Follow the procedure for verifying candidate identity provided by the Examinations Officer
6. Seat candidates in exam rooms as instructed by the Examinations Officer or according to the seating plan
7. Are informed of the policy/process for dealing with absent candidates through training
8. Ensure that confirmed-absent candidates are clearly marked as such on the attendance register and seating plan
9. Are informed of the policy/process for dealing with late/very late arrival candidates through training
10. Ensure that relevant information is recorded on the exam room incident log
11. Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding-body requirements and as instructed by the centre in training/updates and briefing sessions
12. Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)
13. Are informed of the arrangements through training
14. Conduct internal exams as briefed by the Examinations Officer

Reception staff responsibilities

1. Support the Examinations Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials
2. Follow the process to log confidential materials delivered to/received by the centre to the point when materials are issued to authorised staff for transferal to the secure storage facility

Site staff responsibilities

1. Support the Examinations Officer in relevant matters relating to exam rooms and resources
2. Liaise with the Examinations Officer to ensure exam rooms are set up according to JCQ and awarding-body requirements
3. Ensure exam rooms are available and set up as requested by the Examinations Officer
4. Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
5. Ensure fire alarm testing does not take place during exam sessions
6. Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

Candidates' responsibilities

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

1. Confirm entry information is correct or notify the Examinations Officer of any discrepancies
2. Are re-charged relevant entry fees for unauthorised absence from exams

3. Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
4. Are required to remain in the exam room for the full duration of the exam
5. Provide appropriate evidence to support special consideration applications, where required
6. Meet internal deadlines to request the services
7. Provide informed consent and fees, where relevant
8. May arrange for certificates to be collected on their behalf by providing the Examinations Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

Policies and procedures

Langtree School has the following whole school policies and procedures:

1. Complaints Policy
2. Child Protection/ Safeguarding Policy
3. Data Protection Policy
4. Equalities Policy
5. Whistleblowing Policy

Exams specific procedures and policies:

Candidate identification procedure

Langtree School will verify the identity of all students that they enter for examinations or assessments. The centre must be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involves photo ID (GR 5.6).

Invigilators must establish the identity of all candidates sitting examinations. All candidates will have on their desk for every exam a card stating their full legal name, their candidate number and a recent (within 18 months) picture of them.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded. (ICE 16)

The Examinations Officer will provide seating plans for exam rooms according to JCQ and awarding-body requirements (and ensures that candidates with access arrangements are identified on the seating plan, and that invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded).

Conflicts of Interest

The Head of Centre at Langtree School will:

- Ensure the relevant awarding bodies are informed of any potential conflict of interest before the published deadline for entries for each examination series where:

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
- a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- Maintain clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
 - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
 - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre

The Examination Officer will gather, via a google form, any conflicts of interest and keep this on record for the academic year. This will be made available for inspection purposes by the Examinations Officer.

Overnight Supervision Arrangements

Overnight supervision arrangements should be applied only as a last resort and once all other options have been exhausted.

Candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays (see paragraph 8.5). Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations.

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)

Candidate Late Arrival

If a candidate is late (within an hour) they will be permitted by the centre to sit the exam and they will be allowed the full time for the exam. The Exams officer will talk to them to ensure they understand that the script will be sent in, but that it will be the awarding-body's decision whether the script will be accepted. The Examinations Officer will ensure they have read the front of the paper, have been given any erratum notices, and will be started. They will then be given their finish time.

Candidates will be told in advance of the exams season the consequences of being late to their external set exams by the Examinations Officer.

A candidate who arrives late, and is permitted by the centre to sit the examination, must be allowed the full time for the examination. (ICE 21)

Food and Drink

Food will only be allowed within an exam room under the following conditions:

- On medical advice
- At the discretion of the Examinations Officer/Head of Centre
- If it is provided to the Examinations Officer 24 hours before the beginning of the exam. Any labels will be covered up with white labels.

Only water is permitted in exam rooms. This must be in a clear bottle with no labels on. Water bottles must be kept on the floor, and never on the desks.

However, other drinks may be permitted upon proof of medical necessity.

Leaving the Examination Room

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. If a candidate requires the toilet, only the Art toilets are permitted for use. An invigilator will make a note on the exam log of what time the student left and re-entered the room.

Managing Behaviour

Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. Candidates are told during their Pre-exam information about behaviour and expectations within the examination rooms and the consequences of not following rules.

The invigilator must record what has happened.

The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room. (ICE 24)

Linked Policies

- Malpractice Policy
- [Examination Contingency Plan](#)
- [Internal Appeals Policy \(Access to scripts, Review of results and Appeals\)](#)
- [Non- examination Assessment Policy](#)
- [Word Processor Policy](#)
- [Emergency Evacuation Policy](#)
- [Exams archiving policy](#)
- [Special Consideration policy](#)