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<b>The policy is communicated by the following means</b>	
<b>Governors</b>	<b>Consultation at meetings when reviewed</b>
<b>Staff</b>	<b>Policy folder on the staff google drive</b>
<b>Parents</b>	<b>School Website</b>
<b>Students</b>	<b>Informed via Exams Officer</b>

<b>1. Rationale</b>	<b>3</b>
<b>2. The Statutory Tests and Qualifications Offered</b>	<b>3</b>
<b>3. Exam Seasons and Timetables</b>	<b>3</b>
3.1 Exam seasons	3
3.2 Timetables	4
3.3 Candidates	4
<b>4. Predicted Grades</b>	<b>4</b>
<b>5. Entries, Entry Details and Late Entries</b>	<b>4</b>
5.1 Entries	4
5.2 Late entries	5
5.3 Exam Fees	5
<b>6. The Disability Discrimination Act (DDA), Equalities Act 2010, Special Needs and Access Arrangements</b>	<b>5</b>
6.1 DDA	5
6.2 Special Needs	6
6.3 Access arrangements	6
6.3.6 Statement detailing centre approach to awarding and allocating word processors during examinations (AA 5.8):	6
<b>7. Roles and Responsibilities</b>	<b>6</b>
7.1 Head of Centre (the Headteacher)	6
7.2 Deputy Head - Teaching, Learning and Assessment	7
7.3 Exams Officer	7
7.4 Curriculum Leaders	8
7.5 Teachers	9
7.6 SENCo (Assistant Headteacher, CL Access and Inclusion)	9
7.7 Lead invigilator/invigilators must	9
7.8 Candidates	10
<b>8. Timings and Lateness to External Examinations</b>	<b>10</b>
<b>9. Lateness to Internal Examinations</b>	<b>11</b>

<b>10. Illness</b>	
<b>10.1 It is the candidate’s responsibility to inform the school of any illness that prevents them from attending an examination. Candidates who miss an exam due to self-certified illness, and their parents/carers must complete JCQ/ME Form 14.</b>	<b>11</b>
<b>11. Other Circumstances</b>	<b>12</b>
<b>12. Equipment</b>	<b>12</b>
<b>13. Mobile phones and other electronic communications equipment</b>	<b>12</b>
<b>13.1 All candidates are informed via assemblies, form time and at the start of each exam, that it is an infringement of examination regulations to have a mobile phone and other electronic communications equipment in the examination room, regardless of whether it is on or off.</b>	<b>12</b>
<b>14. Arrangements for leaving the examination room</b>	<b>12</b>
<b>15. Malpractice</b>	<b>13</b>
<b>16. Results</b>	<b>13</b>
<b>17. Examination Queries</b>	<b>13</b>
<b>17.1 Enquiries About Results (EARs)</b>	<b>13</b>
<b>17.2 Access to Scripts (ATS)</b>	<b>14</b>
<b>17.3 Appeals against internal assessments *Please see 5. Non-Examination Assessment Policy for more details</b>	<b>14</b>
<b>18. Certificates</b>	<b>14</b>
<b>19. Examination Invigilation - External Examinations/ Internal Examinations</b>	
<b>19.1 It is the school’s policy to use our own invigilators, external agency invigilators and/or school support staff for all external and some internal examinations. The Exams Officer holds a database of invigilators who have worked in previous examination seasons. In the first instance this database will be used to recruit invigilators for each exam session. Where the demand for invigilation exceeds the number of existing invigilators available, it is the school’s policy to advertise in order to recruit more invigilators.</b>	<b>14</b>
<b>20 In the event of emergency evacuation</b>	<b>15</b>

### **1. Rationale**

At Sarah Bonnell we maximise the achievement of all our students by providing them with a broad and balanced curriculum. At Key Stage 4 students are guided to choose one of four different pathways consisting of a different combination of academic qualifications.

The purpose of the Examination Policy is to ensure:

- all students, including those who are eligible for pupil premium funding and/or are SEND, are entered for appropriate examinations which maximise their opportunities to progress to further education and employment
- the planning and management of examinations is conducted efficiently and in the best interest of candidates
- the operation of an efficient exam system which has clear guidelines for all relevant staff
- to ensure that the school is managing the external examinations process in line with Joint Council of Qualifications (JCQ) requirements.

Throughout the Examination Policy, examination board terminology is used.

### **2. The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre (Headteacher), Deputy Headteacher (Teaching, Learning and Assessment) in consultation with Curriculum Leaders. Decisions are always based on the best interests of the students.

The statutory tests and qualifications offered are GCSE, BTEC Level 2 at Key Stage 4. AS and A2 qualifications are offered as additional opportunities for some students in home languages.

The subjects offered for these qualifications in any academic year may be found in the centre's Curriculum Booklet for that year.

In September each year, the qualifications offered are reviewed as part of the Subject Quality Review Meetings held with the Headteacher and Deputy Headteacher (Progress and Assessment). If a change of syllabus is agreed, the Exam Officer is informed.

- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body
- All candidates will be given the opportunity to be entered for examinations based on the merits of their work in accordance with the vision and values of the school
- Decisions upon which exam series candidates would benefit most from entry will be made by the Curriculum Leaders, subject teachers and individual candidates in order to secure the best overall achievement for the student

### **3. Exam Seasons and Timetables**

#### **3.1 Exam seasons**

Internal examinations are scheduled at different times of the year for students in Key Stage 4 (please consult the school calendar).

External examinations are scheduled in November, May and June. External BTEC examinations may also be scheduled throughout the year as decided by the Curriculum Leader and agreed by the Deputy Headteacher (Teaching, Learning and Assessment).

Internal examinations, practice examinations and Year 7 Progress Test Series (PTS) are held under external exam conditions.

### **3.2 Timetables**

Timetables for internal examinations are generated by the Exams Officer in consultation with the Deputy Headteacher and SLT in order to minimise disruption to the taught curriculum and to provide maximum opportunity for students to experience and prepare for the external examinations. Student and staff well-being is also considered when drawing up timetables for internal examinations. Once confirmed, the Exams Officer will circulate the exam timetables for internal examinations and display them on the Exam Notice Board in the piazza.

### **3.3 Candidates**

All candidates are responsible for ensuring that they know the date, time and location of their examinations by referring to their examination timetable. Any student who loses or does not receive an exam timetable must speak to the Exams Officer at the earliest opportunity in order to get a replacement. Alternatively, candidates can check the Examinations Notice Board in the Piazza, the school website or the Y11 Cohort Google Classroom where the examination schedule is also published.

Timetables for external examinations are shared well-in advance of each exam season to support students with their preparation. These are created by the Exams Officer, and checked by the Deputy Headteacher (Teaching, Learning and Assessment). Students then receive a personalised timetable with confirmed locations at the end of term 4 or start of term 5, once entries are finalised and clashes have been resolved.

## **4. Predicted Grades**

**4.1** Predicted grades are issued in January of the year of the examination by subject teachers based on GCSE Practice Examinations and teacher assessment. These grades are used to inform decisions about examination entry and tier of entry and also support the application process to Key Stage 5 Pathway.

**4.2** Predicted Grades are reviewed by the Deputy Headteacher and Head of Centre.

**4.3** Predicted Grades at Sarah Bonnell School are based on accurate assessment of a student's achievement. It is not our policy to artificially inflate predicted grades in order to secure a particular Key Stage 5 Pathway. At Sarah Bonnell our predictions are based on triangulating a range of sources as well as using professional judgement. There are always data driven conversations and predictions are never created in isolation or based on a narrow selection, or single piece, of work.

**4.4** Any requests to change Predicted Grades (by students/staff/parents/carers) will be given careful consideration by the Progress Leader, SLT Link for Year 11 and Deputy Headteacher (Teaching, Learning and Assessment), but no guarantee of change will be made.

## **5. Entries, Entry Details and Late Entries**

Examination entries, and tiers of entry, are considered carefully for all students, in their best interests, and discussed by Curriculum Leaders, the Year 11 Team and Deputy Headteacher (Progress and Assessment) at regular times throughout the course. These are shared and discussed at Year 11 Parents Consultation Evening in January of the year of examination entry and adjustments are made based on this. Final entries are made by the deadline of 21 February, and final tier changes are finalised by the deadline of 21 April.

### **5.1 Entries**

**5.1.1** Students who complete the course and any required non-examined assessment will be entered for the appropriate examination.

**5.1.2** Confirmation of entries and entry agreement must be signed by the parent/person with parental responsibility.

**5.1.3** Candidates, or parents/carers, can request a subject entry, change of tier or withdrawal. In a situation where the Curriculum Leaders and parent have different views, the parent's view takes precedence, provided the parent states, in writing, that they are making this choice and take responsibility for this entry. Any parent with a view at

variance to the professional opinion of the Curriculum Leader will be invited to attend a meeting with the Headteacher before the final tier entry is made.

**5.1.4** Candidates must be entered under names that can be verified against suitable identification such as a birth certificate or passport. This is checked and signed via the Entry Statement checking process in January of Y11. Student's certifications will be printed in the name on their final signed Exam Entry Statement, and any mistakes or variance identified by the student after the collection of results in August will be the responsibility of the student to correct via requesting and paying for a new certificate from the exam board(s).

**5.1.5** Students are identified in the exam hall via being required to wear their full school uniform, allocated seats via the seating plan, and photo ID cards on their desks, checks are undertaken by the invigilation team prior to the commencement of the exam. The Year 11 team are also present at the start of each exam as students are entering the exam hall. Where a student wears a full-face covering, a female member of the invigilation team will take the student aside to confirm their identity against their photo card.

**5.1.6** Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents/person with parental responsibility, Curriculum Leaders, Progress Leader, SLT Link for Year 11 and Deputy Headteacher (Progress and Assessment).

**5.1.7** When a decision is made that a candidate will not be entered for an examination, it is the final outcome of a detailed, supportive process during which the student will have had the opportunity to meet the necessary criteria for examination entry.

## **5.2 Late entries**

Entry deadlines are circulated to all Curriculum Leaders in advance of the JCQ deadline. Late entries can only be authorised by the Deputy Headteacher (Teaching, Learning and Assessment). Late entry fees will be deducted from the Curriculum Area budget in most circumstances.

## **5.3 Exam Fees**

**5.3.1** The centre will pay all normal examination fees on behalf of candidates made before the national deadline.

**5.3.2** Deadlines for entries and checking of entries are on the school calendar for staff.

**5.3.3** Late entry or amendments are considered on a case by case basis by the Deputy Headteacher (Teaching, Learning and Assessment) and where relevant fees for this are paid by the centre.

**5.3.4** Candidates or curriculum areas will be charged for changes made after the published school deadlines. Candidates or curriculum areas will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. A list of examination fees is available on the school website.

Candidates must be entered under names that can be verified against suitable identification such as a birth certificate or passport. This process is confirmed and checked by each candidate before final entries are submitted to examination boards. These records are stored securely.

**5.3.5** Students requesting replacement GCSE certificates please refer to Appendix C. The school will only pay for replacement certificates if the error is of the school's doing. Candidates' certificates will be printed in the name displayed on their final signed Exam Entry Statement.

## **6. The Disability Discrimination Act (DDA), Equalities Act 2010, Special Needs and Access Arrangements**

### **6.1 DDA**

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff will ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Sarah Bonnell's conduct of examinations also meets the terms of the Equalities Act 2010. Students with protected characteristics that may affect their performance in exams (for example candidates with a disability) have all necessary adjustments made prior to the exam season commencing, as detailed in our Accessibility Policy.

Students are treated equitably regardless of their race, gender identity, ethnicity, religion/belief or sexual orientation.

## **6.2 Special Needs**

A candidate's special needs requirements are determined by the SENCo. The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

## **6.3 Access arrangements**

**6.3.1** Making special arrangements for candidates to take examinations is the responsibility of the SENCo and the Exams Officer.

**6.3.2** Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and the Exams Officer.

**6.3.3** Rooming for access arrangement candidates will be arranged by the SENCo with the Exams Officer.

**6.3.4** Invigilation and support for access arrangement candidates will be organised by the SENCo with the Exams Officer.

**6.3.5** It is important to understand that the school cannot make last minute changes regarding access arrangements as there are deadlines set out by examination boards well in advance of the examination series. However, there may be special/unique circumstances which would require evidence from appropriate individuals (such as a consultant). Where emergency access arrangements are required, e.g. as a result of a student sustaining an injury during the exams season, a contingency plan is in place to address these each day of the exams series.

### **6.3.6 Statement detailing centre approach to awarding and allocating word processors during examinations (AA 5.8):**

Sarah Bonnell School ensures that the candidate and reader cannot be overheard by, or distract, other candidates (this will also apply if the candidate uses a computer reader.) Where the candidate and reader are accommodated in another room, on a one to one basis, the invigilator may additionally act as the reader.

Students are assessed according to our access arrangements guidance and following guidance AA paragraph 5.8. This must be the students normal way of working or where a medical issue prevents them from accessing the paper using a writing implement. The laptop is a specific piece of equipment with minimum functions to ensure it does not advantage the candidate. It is centrally stored and only made accessible during exam season. The Exams Officer returns the laptop at the end of each session along with a memory stick of the exam script to print and send off to relevant examination boards. The candidate must be present for the printing of their work.

## **7. Roles and Responsibilities**

### **7.1 Head of Centre (the Headteacher)**

Has overall responsibility for the school as an exam centre including:

**7.1.1** Oversight of the progress of all external examination cohorts to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational

**7.1.2** Provides advice on appeals and re-marks

**7.1.3** The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document [Suspected malpractice in examinations and assessments](#).

**7.1.4** Ensures the emergency evacuation policy for examinations is fit for purpose and complies with relevant health and safety regulation. Ensures any instructions from relevant local or national agencies are referenced and followed where applicable, including information from the [National Counter Terrorism Security Office on the Procedures for handling bomb threats](#).

## **7.2 Deputy Head - Teaching, Learning and Assessment**

**7.2.1** Leadership and management for progress of all external examination cohorts to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational.

**7.2.2** Advises Head of Centre on all suspicions or actual incidents of malpractice.

**7.2.3** Advises the leadership team, subject teachers and other relevant support staff of the exam timetables and application procedures as set by the various exam boards

**7.2.4** Prepares and presents reports to the senior leadership team showing where future procedural improvements might be made.

**7.2.5** Advises on appeals and re-marks.

**7.2.6** Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.

**7.2.7** Accounts for income and expenditures relating to all exam costs/charges.

**7.2.8** Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.

**7.2.9** Confirms detailed data on estimated entries.

**7.2.10** Organises the recruitment of exam invigilators.

**7.2.11** Manages all investigations into malpractice with the Headteacher.

**7.2.12** Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the senior leadership team, any appeals/re-mark requests to the awarding bodies.

**7.2.13** External validation of courses followed at Key Stage 4 and Key Stage 5.

**7.2.14** Publication of examination results on the school website.

**7.2.15** Ensures appropriate training for all invigilators in line with JCQ requirements is led by the Exams Officer.

**7.2.16** Ensures candidates are briefed via assemblies and form time, prior to examinations taking place, on what will happen in the event of an emergency in the exam room. During the first whole cohort examination students are reminded of the procedures. Staff are also informed (Appendix D).

## **7.3 Exams Officer**

The School has an Exams Officer who is responsible for the administration of all examinations in the school. This role is line-managed by the Deputy Headteacher (Teaching, Learning and Assessment) responsible for examinations.

**7.3.1.** The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

**7.3.2** Consults with teaching staff to ensure that necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines.

**7.3.3** Provides detailed data on estimated entries.

**7.3.4** Receives, checks and stores securely all exam papers and completed scripts using the school's delivery, receipt, secure movement and secure storage log forms (Appendix E and F). If any material is incorrect the appropriate awarding body will be informed immediately.

**7.3.5** Identifies, manages and resolves exam timetable clashes. Candidates may revise using their own resources whilst under centre supervision between examinations but must not be coached by a member of centre staff, and may not have access to the internet.

**7.3.6** Supports the tracking of income and expenditures relating to all exam costs/charges.

**7.3.7** Organises training and monitoring of a team of examination invigilators responsible for the conduct of examinations. Runs invigilator training to ensure staff are up to date with JCQ regulations (Appendix G).

**7.3.8** Submits candidates' coursework/controlled assessment marks, tracks dispatch and stores returned



internal assessment and any other material required by the appropriate awarding bodies correctly and on schedule.

**7.3.9** Maintains systems and processes to support the timely entry of candidates for their examinations.

**7.3.10** Ensures all relevant documentation is on display during exam sessions in accordance with JCQ guidelines (Appendix H).

**7.3.11** Allows candidates access to relevant pre-release materials, on or as soon as possible after the date specified by the awarding bodies.

**7.3.12** The Exams Officer and SENCo will cooperate with the JCQ Centre Inspection Service, and/or an awarding body and/or regulatory authority when subject to inspection and/or investigation, and comply with all requests for information or documentation as soon as is practical.

**7.3.13** Rooming for all candidates organised well in advance of each examination session. Using the exam room checklist ensures examination rooms are fit for purpose and meet the JCQ regulations. This will require communication with the premises team, and sometimes Curriculum Leaders. Access arrangement candidates will be arranged by the SENCo with the Exams Officer (Appendix I).

**7.3.14** Ensure reliable clocks are in each examination venue and meet the JCQ expectations. Carry out regular clock checks before and during the examination season to ensure they are in good working condition.

**7.3.15** Keep a signed recorded copy of the seating plan, invigilation arrangements, and centre copies of attendance registers following each examination. These records should be kept after each examination season in case awarding bodies require evidence and until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

**7.3.16** Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded (Appendix D, J, and K).

**7.3.17** Ensures appropriate follow-up is undertaken after an emergency evacuation reporting the incident to the awarding body and the actions taken through the *special consideration* process where applicable (in cases where a group of candidates have been disadvantaged by a particular event).

**7.3.18** Ensures secure storage arrangements are in place and compliant with the JCQ expectations. Uses the checklist and updates the facilities each year where appropriate (Appendix E).

#### **7.4 Curriculum Leaders**

**7.4.1** Must be aware of the progress of all external examination cohorts in the subject to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational.

**7.4.2** Are responsible for understanding the requirements of all qualifications delivered in their subject area, including secure storage or pre-release materials, NEA materials, and centre policies.

**7.4.3** Make the submission of candidates' names, exam entries, estimated grades and coursework marks to Exams Officer by the deadlines specified.

**7.4.4** Have involvement in post-results procedures - responding to internal assessment feedback from exam boards and recommendations to the Deputy Headteacher (Teaching, Learning and Assessment) towards remarks.

**7.4.5** Carry out accurate completion of coursework mark sheets and declaration sheets (Appendix L). Please also refer to the [Non Examination Assessment Policy](#).

**7.4.6** Carry out accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

**7.4.7** Inform the Exams Officer of amendments to exam entries when required. Tier changes must be communicated with and agreed by the parent/person with parental responsibility before an exam entry amendment is requested. Written confirmation of the tier change must be sent to the parent/person with parental responsibility.

## **7.5 Teachers**

**7.5.1** Use progress data to inform decisions about exam entry for students taking their subject that are equitable and appropriately aspirational.

**7.5.2** Must know and understand the requirements of the syllabus they are teaching.

**7.5.3** Make the submission of candidates' names, exam entries, estimated grades and coursework marks to Curriculum Leaders.

**7.5.4** Ensure any access arrangements students are entitled to during examinations are also available to them during controlled assessments

**7.5.5** Subject staff may not be present at the start of the exam. In practical examinations subject teachers may be on hand in case of any technical difficulties. A copy of the exam paper(s) will be distributed to Curriculum Leaders at the end of the exam session by the Exams Officer.

**7.5.6** Curriculum Leaders, or a nominated deputy, may only be allowed inside the exam hall in cases where a candidate has raised a concern over an error on the paper, but no erratum notice has been issued. In these circumstances, it is permissible for the Exams Officer to consult a subject teacher to check an error, before raising a concern with the examining board.

## **7.6 SENCo (Assistant Headteacher, CL Access and Inclusion)**

**7.6.1** Must have knowledge and understanding of the access arrangements process.

**7.6.2** Administers access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.

**7.6.3** Has overall responsibility for the administration of access arrangements.

**7.6.4** Has overall responsibility for the identification and testing of candidates' requirements for access arrangements.

**7.6.5** Has overall responsibility for the provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

**7.6.6** Communicates with parents and staff regarding student eligibility for access arrangements.

**7.6.7** Ensures that any IT equipment required by candidates during examinations is available to them throughout the year in line with JCQ 'normal way of working'.

**7.6.8** Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate.

**7.6.9** Ensures the candidate is informed prior to taking their examinations of what will happen in the event of an emergency evacuation.

## **7.7 Lead invigilator/invigilators must**

**7.7.1** Attend annual training on the examination's regulations and sign and agree to the invigilation confidentiality and security agreement (Appendix M).

**7.7.2** Complete of all Sarah Bonnell and JCQ procedures at the before, during and after examinations. Invigilators must follow the instructions of the Exams Officer, for example relating to the distribution of examination papers and that they must not read the question paper. Invigilators must also ensure the correct procedures are followed in the collection of all exam papers at the end of the exam and their return to the Exams Officer (Appendix O).

**7.7.3** Escort students to and from the examination room where appropriate.

**7.7.4** Conduct of all the examinations according to JCQ regulations and centre training.

**7.7.5** Supervise the entry of candidates ensuring they sit in the appropriate seat. Check the identity against the photo ID card.

**7.7.6** Ensure candidates comply with regulations of the examination room.

**7.7.7** Ask candidates to check that they have been given the correct question paper, read the instructions, check they have the correct materials and equipment and inform them of any erratum notices.

**7.7.8** Remind candidates about electronic equipment, and go through the exam procedure crib sheet (Appendix P).

**7.7.9** When starting the exam, ensure that all details must be written clearly on the information board at the front of every exam venue.

**7.7.10** Take a register as soon as possible to the start of the exam, notifying the Exams Officer and Attendance Officer of any absences, and the completion of examination group registers before the end of the examination.

**7.7.11** Supervise candidates throughout the whole exam time, be vigilant and remain aware of emerging situations, looking out for malpractice, or students feeling unwell. Attention must be paid to noise levels, whether internal or external, intermittent or continuous. All irregularities are recorded on the 'Exam room incident log' (Appendix Q). Invigilators are required to move around the examination venue quietly and frequently. The lead invigilator strategically places invigilators around the room to ensure comprehensive surveillance.

**7.7.12** By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the exam room. Follow the actions required in the emergency evacuation procedure issued to them for every exam room. Record details on the exam room incident log to support follow-up reporting to the awarding body by the Exams Officer (Appendix K).

## **7.8 Candidates**

**7.8.1** All candidates are issued with JCQ examination guidelines and information prior to their examinations. This information highlights the regulations set by awarding bodies and any breach of these guidelines will be reported to the appropriate awarding bodies as necessary. The JCQ Code of Conduct (Appendix H) will be displayed outside each examination room. It is the candidate's responsibility to read this information and to meet all expectations.

**7.8.2** All candidates must be clearly identifiable as students of Sarah Bonnell School. Students must wear full school uniform, including their blazer and blue hijab (for those students who wear it) to be allowed admittance to the examination room.

**7.8.3** It is the candidate's responsibility to ensure that they know what equipment will be needed for each examination. See Section 12: Equipment.

**7.8.4** The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times (Appendix H).

**7.8.5** Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

**7.8.6** Disruptive candidates are dealt with in accordance with JCQ guidelines and the Sarah Bonnell Way (behaviour policy).

**7.8.7** Candidates may leave the exam room for supervised rest breaks, or a medical reason (including previously issued toilet pass), which must be known in advance. Candidates are accompanied by an invigilator and the frequency logged.

**7.8.8** Candidates without a medical condition are only allowed to leave the exam room for the toilet in an emergency, and will be accompanied by an invigilator. Each visit will be logged on the exam incident log, and monitored by the Exams Officer and Deputy Headteacher.

## **8. Timings and Lateness to External Examinations**

To support students with their external examinations the start time is 9.00am for morning sessions, and 13:30pm for afternoon sessions. For internal examinations, the timings fit with the school timetable.

**8.1** Candidates are required to report to the designated examination room 10 minutes before their examination is due to start. Where a candidate is going to be unavoidably late, the candidate should make every effort to contact the school in order to give an estimated time of arrival.

**8.2** The Exams Officer will inform the Deputy Headteacher (Teaching, Learning and Assessment) and Year 11 team of any absences. The Year 11 team will telephone all candidates who are not present at the start of the examination.

**8.3** A candidate who arrives late, but within 1 hour after the start of the examination, will be allowed to enter the examination room and sit the full examination. However this is at the discretion of the centre and a decision will be taken by the Headteacher or Deputy Headteacher (Teaching, Learning and Assessment) depending on the individual circumstances.

**8.4** A candidate will be considered 'very late' if they arrive more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10am for a morning examination or after 2:30pm for an afternoon examination.

**8.5** For examinations that last less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination.

**8.6** If a candidate arrives very late for an examination the Deputy Headteacher (Teaching, Learning and Assessment) and/or Headteacher will exercise their discretion and consider whether the student should be allowed entry. If a candidate sits the exam the school will send off the script, submit and notify the relevant examination board completing the Form JCQ/VLA report (Appendix R) on the candidate admitted very late to the examination room. This will be submitted by the Deputy Headteacher and Exams Officer within seven days. The candidate will be informed that the exam board will be notified of the time they arrived and it is at the examination board's discretion as to whether they accept the script or not.

**8.7** Supervision of students arriving late prioritises the need to assess quickly whether they can be admitted to the examination room. On arrival at school the student(s) must sign in at Front of House, who will supervise the student until the Year Leader, Deputy Headteacher or Exams Officer collect the student pending the decision. The student will be supervised throughout the period.

## **9. Lateness to Internal Examinations**

At Sarah Bonnell we use internal examinations as an opportunity to practice and emulate real exam conditions. Under normal circumstances, a candidate who arrives within 30 minutes after the start of the internal examination will be allowed to enter the examination room, however the candidate will not have the full time available. Attendance is tracked and monitored by the Exams Officer, attendance officer and the year team. Attendance and punctuality to examinations is evaluated at the end of internal examinations. Support and interventions are put in place where necessary, this could take the form of a parent meeting.

## **10. Illness**

**10.1** It is the candidate's responsibility to inform the school of any illness that prevents them from attending an examination. Candidates who miss an exam due to self-certified illness, and their parents/carers must complete [JCQ/ME Form 14](#).

**10.2** In the case of external examinations, it is the candidate's responsibility to obtain appropriate medical evidence of illness and submit it to the Exams Officer within two days of the examination.

**10.3** In cases where a candidate has attended an examination but has fallen ill during the examination, it is the candidate's responsibility to obtain appropriate medical evidence of this illness and submit it to the Exams Officer within two days of the examination. The Exams Officer will then submit this information to the examination board.

**10.4** Students are informed during the internal practice examination process and during the build up to the summer examination series that they have one chance to complete examinations.

## **11. Other Circumstances**

**11.1** Where a candidate is unable to attend, or is disadvantaged in any way in an examination through extraordinary circumstances, such as a sudden bereavement, it is the candidate's responsibility to obtain written evidence of these circumstances and submit them to the Exams Officer within two days of the examination. The Exams Officer will then submit this information to the examination board as part of the special consideration process.

## **12. Equipment**

**12.1** It is the candidate's responsibility to be fully equipped for their examinations.

**12.2** Through assemblies, form time and communications via subject teachers and the examination noticeboard students are taught about the range of equipment needed and required by exam boards and the JCQ.

**12.3** It is the candidate's responsibility to ensure that they bring all necessary equipment into the examination room and that this complies with JCQ Code of Conduct for examinations as laid out in the [JCQ Information for Candidates for Written Assessments instructions](#).

**12.4** Where a candidate does not have the necessary equipment, under no circumstances will the candidate be allowed to borrow equipment from another candidate. A limited selection of equipment will be available in the Examination Rooms for candidates to borrow in an emergency.

## **13. Mobile phones and other electronic communications equipment**

**13.1** All candidates are informed via assemblies, form time and at the start of each exam, that it is an infringement of examination regulations to have a mobile phone and other electronic communications equipment in the examination room, regardless of whether it is on or off.

**13.2** Candidates are advised not to bring mobile phones to school on examination days. If a candidate has a mobile phone in the exam room which is not handed in to the invigilators, the school will confiscate the item and follow the JCQ procedures (Appendix H) and notify relevant examination boards.

**13.3** Students cannot bring personal belongings into any exam venues, with the exception of: stationery in clear containers, calculators (without lids), a transparent water bottle with no wrapper, and their regulation school uniform. Students are greeted at the entrance of every exam and reminded of these expectations.

**13.4** All students have access to lockers to store any personal belongings. The school will not take responsibility for any personal belongings that go missing from examination rooms.

**13.5** Candidates may not take into the examination room any electronic device such as an MP3/MP4 player, iPod, Smart Watch etc. This information is displayed on the entrance to each examination room to remind students of the JCQ expectations. Analog watches are also no longer allowed.

## **14. Arrangements for leaving the examination room**

**14.1** Where it has been pre-agreed for them to leave the examination room temporarily, for example a medical reason, candidates will be supervised by an invigilator. They are allowed extra time at the discretion of the centre.

**14.2** Candidates who finish their exam before the allotted time must remain in the venue under exam conditions until the examination has finished. They are not permitted to leave early.

**14.3** Toilet breaks are only allowed when they have been pre-agreed (with the Deputy Headteacher (Teaching, Learning and Assessment) in consultation with SENCo/CL Access and Inclusion and Progress Leader / Year Leader for Year 11, with written evidence from a doctor.

**14.4** Every student needing to visit the toilet will be supervised and escorted by a member of the invigilation team. This is recorded on our central log which will be monitored by the Deputy Headteacher (Teaching, Learning and Assessment), Exams Officer and Year 11 Team. This is to identify and support students where necessary. Records are kept for 6 months after an internal or external examination series.

**14.5** At Sarah Bonnell we have internal practice examinations in Y10 and Y11 to provide students with the opportunity to practice sitting down for long periods so they are fully prepared for the final examinations in Y11.

## **15. Malpractice**

**15.1** Candidates who are being disruptive will be warned by a member of the invigilation team that they are at risk of being removed from the examination room. They will be informed that the awarding body will be contacted and that they could be penalised, which could include disqualification.

**15.2** Invigilators will record all malpractice using the 'exam room incident log' (Appendix Q) and retain any relevant materials to support the claim. This information is passed onto the Exams Officer and Deputy Headteacher (Teaching, Learning and Assessment).

**15.3** The Head of Centre will report to the relevant awarding body immediately all cases of suspected or actual malpractice using the Form JCQ/M1 (Appendix S). The Head of Centre has the authority to remove any candidate that is at risk of disrupting others in the room. The Exams Officer will support the submission of the documentation and ensure the relevant scripts are packed up as normal.

**15.4** The Head of Centre and Deputy Headteacher (Teaching, Learning and Assessment) also monitor potential malpractice by invigilators and centre staff. At Sarah Bonnell we ensure any member of staff who has a conflict of interest completes the 'conflict of interest form' (Appendix T). Furthermore, we ensure that members of SLT do not start or end examinations in subjects which they themselves teach or that they line-manage. Teachers are not permitted into exam rooms on the day of their subject being examined.

## **16. Results**

**16.1** Examination results for the summer series of examinations are collected from the school by the candidates on the designated day in August.

**16.2** Results may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in advance of the end of the summer term. (Appendix U)

**16.3** Candidates will receive individual results on results days in person at the centre.

**16.4** The provision of staff on results days is the responsibility of the Head of Centre and Deputy Headteacher (Teaching, Learning and Assessment).

## **17. Examination Queries**

### **17.1 Enquiries About Results (EARs)**

**17.1.1** EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Exams Officer, teaching staff, Deputy Headteacher (Teaching, Learning and Assessment) and Head of Centre will investigate the feasibility of asking for a re-mark. All requests must be made by Curriculum Leaders and will be paid for from each curriculum area's budget.

**17.1.2** When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of the school, the candidate must pay for the remark.

**17.1.3** Candidates will have to pay the fee before the school submits any request. The centre will hold the fee until the EAR cycle has been completed and we are aware of the outcome.

**17.1.4** Candidates can make requests on results day by completing the 'JCQ Clerical re-checks, reviews of marking and appeals form' (Appendix V), however they must obtain parental consent and complete the relevant form (Appendix W). There is a short application (normally one week) for these requests to be made before examination boards close the window for requests. This information is published to candidates on results day.

**17.1.5** The candidate will be informed that when a 'Review of Marking' is carried out the mark may be lowered. Following a 'Review of Marking' if the overall mark changes, up or down, examination boards will not charge a fee. Therefore, the Exams Officer will return the fee to the candidate/family.

**17.1.6** All financial transactions are tracked and monitored by the Deputy Headteacher (Teaching, Learning and Assessment), the Exams Officer, and the Finance Officer.



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

**17.2.1** After the release of results, candidates may ask subject staff to request the return of papers. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Re-marks cannot be applied for once a script has been returned.

**17.2.2** Candidates will have to complete the 'JCQ access to script form' (Appendix X) to pay the fee before the school submits any request. There is an application window set by exam boards each year. These dates will be publicised to candidates and Curriculum Leaders on results day.

**17.2.3** All financial transactions are tracked and monitored by the Deputy Headteacher (Teaching, Learning and Assessment), the Exams Officer, and the Finance Officer.

## **17.3 Appeals against internal assessments** *\*Please see [5. Non-Examination Assessment Policy for more details](#)*

**17.3.1** The school ensures students can appeal against internal assessment. This happens within a two week window of the end of an internal assessment to ensure the school can submit internal assessments to examination boards in a timely fashion. Appeals are only considered if they apply to the process leading to an assessment.

**17.3.2** Candidates may appeal if they feel their controlled assessment/ coursework has not been assessed in accordance with the specification for the qualification. Appeals should be made in writing using the appropriate form to the Deputy Headteacher (Teaching, Learning and Assessment) and Head of Centre who will decide whether the process used conformed to the necessary requirements. The findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

**17.3.3** Candidates are informed of the procedure for appealing non examined assessment via the Student Accessibility version of the [Internal Appeals Procedure document](#), which is given to them alongside the return of any NEA marks.

## **18. Certificates**

**18.1** Certificates are collected by the candidates in November and signed for by the candidate. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so by completing the 'candidate permission form' (Appendix U).

**18.2** During Spring Term 1, all candidates are issued an Exam Entry Statement and asked to verify their details including name, date of birth and exam entries. Students are clearly informed that the name on this entry statement is the name that will appear on their GCSE certificates. Candidates who identify an error in their name are required to show proof of ID (passport or birth certificate) and their name is updated and a new Statement of Entry form generated for candidate and parental signature. Unless an error has been made in this process by the school, candidates whose name is incorrect on their GCSE certificates will have to contact exam boards themselves in order to obtain a replacement certificate. There is normally a fee charged.

**18.3** The centre retains uncollected examination certificates for two years, after which time they are securely disposed of.

## **19. Examination Invigilation - External Examinations/ Internal Examinations**

**19.1** It is the school's policy to use our own invigilators, external agency invigilators and/or school support staff for all external and some internal examinations. The Exams Officer holds a database of invigilators who have worked in previous examination seasons. In the first instance this database will be used to recruit invigilators for each exam session. Where the demand for invigilation exceeds the number of existing invigilators available, it is the school's policy to advertise in order to recruit more invigilators.

**19.2** Invigilators must participate in a training session led by the Exams Officer in line with JCQ regulations. In conjunction the school carries out safeguarding training and verifies that all potential invigilators have been DBS checked. All participants sign confirmation of the training (Appendix G) and the confidentiality and security agreement form. Training is held twice a year, before our practice examinations and before the summer

examination series. Training is recorded, monitored and evaluated by the Exams Officer and Deputy Headteacher (Teaching, Learning and Assessment). Each trainee provides feedback. A yearly record is kept on the 'Invigilator training record 2019/20'. A record of the content of the training given to those facilitating an access arrangement must be available for inspection.

**19.3** The delivery of examinations by the Exams Officer and invigilators are set out in our school 'Exam Day Checklist' (Appendix I). The lead invigilator delegates and gives specific responsibilities to the team in accordance with the 'exam room checklist' (Appendix O).

**19.4** Attention must be paid to noise levels, whether internal or external, intermittent or continuous. Through their training invigilators know that candidates must not talk to, attempt to communicate with or disturb other candidates once they have entered the examination room.

**19.5** At the end of each examination invigilators check that each script collected matches the attendance register and that the names match the details on the register. The scripts are then taken to the secure storage unit by the Exams Officer until dispatch.

**19.6** At each examination venue, invigilators have access to the centre's 'In The Event of Checklist' (Appendix J) and 'JCQ instructions for conducting examinations' booklet to support with any queries.

**19.7** If a student needs to be isolated due to a clash during an external examination series they may revise using their own resources whilst under centre supervision between examinations, but must not be coached by a member of centre staff.

## **20 In the event of emergency evacuation**

**20.1** During the event of an emergency evacuation examination, invigilators will follow the school's centre emergency evacuation procedure (Appendix D). Invigilators will stop candidates from writing, close answer booklets, record the time the exam was stopped and wait for further instruction from Deputy Headteacher (Teaching, Learning and Assessment) or Headteacher as to whether an evacuation is required. If an evacuation is not required, invigilators wait for the siren to finish, calculate time lost, recommence the exam and add appropriate time that was lost.

**20.2** If evacuation is required:

**20.2.1** The Headteacher or Deputy Headteacher (Teaching, Learning and Assessment) will be the main point of contact for any exam venue. They will take the decision as to whether or not to evacuate the examination venues.

**20.2.2** If an evacuation needs to take place all examination papers and all associated materials remain in the examination room on candidates desks and the attendance register is collected by invigilators. Candidates remain in silence.

**20.2.3** Candidates are to be kept in isolation, away from staff and other students during evacuation and escorted via the car park to the MUGA and lined up in a separate area to the whole school in silence. This is with the support of SLT and exam invigilators.

**20.2.4** Upon return to the examination room, the time the exam re-commenced is to be recorded by the examination invigilator. Candidates are given the opportunity to sit the examination for the published duration.

**20.2.5** The Exams Officer, with support from the Deputy Headteacher (Teaching, Learning and Assessment), makes a full report of the incident and of the action taken. This is sent to the relevant awarding body/bodies.

**20.2.6** In the event that candidates and staff are unable to return to the building to complete the examination, the relevant awarding body will be contacted by the Deputy Headteacher (Teaching, Learning and Assessment) or Head of Centre immediately for advice.

The Head of Centre and/or Deputy Headteacher (Teaching, Learning and Assessment) will also follow the school's contingency plan (Appendix Y). Before each examination series a risk assessment is conducted to ensure support is in place to mitigate against any potential issues (Appendix Z). This risk assessment is shared with, and understood by, all SLT.