



Examinations Policy 2024-25

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Purpose of the Policy

The centre is committed to ensuring that the examinations/assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's examination process are documented supporting the Contingency Policy and other relevant examination-related policies and procedures are signposted
- the workforce is well informed and supported
- all centre staff involved in the 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 examination/assessment system at all times
- examination candidates understand the process and what is expected of them.

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

This policy will be communicated to all relevant centre staff/parents/carers via the School Website.

Roles and Responsibilities Overview

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

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 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 must not normally appoint themselves as the Examinations Officer. A head of centre and an examinations officer are two distinct and separate roles. The Head of Centre and/or the examinations officer may operate across more than one centre. In such cases the Head of Centre must ensure there is suitable member of the senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible. The Head of Centre must ensure that these arrangements are covered within the Examination Contingency Plan. ([GR Section 2](#))

Head of Centre Responsibilities

([GR 1](#))

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current [General Regulations for Approved Centres \(GR\)](#) booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

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.

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.

([ICE Introduction](#)) **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the [Instructions for Conducting Examinations document](#).** Failure to do so may constitute malpractice as defined in the JCQ document [Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025](#).

([GR 5.1](#))

The Head of Centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority.

Head of Centre (HOC)

- 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 \(AARA\)](#)
 - [Suspected Malpractice – Policies and Procedures \(SMPP\)](#)
 - [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 \(SC\)](#)

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - Maintains oversight of, and responsibility, for the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - Has in place a written agreement with the third party (unless exclusions apply) to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - Ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see National Centre Number Register and other information requirements section)
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential examination materials are briefed on the requirements for maintaining the integrity and confidentiality of the examination materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel or JCQ personnel.

Resilience and Contingency Arrangements

(GR 3.16-19)

The centre must ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering evidence of candidate performance in line with the published guidance.

The centre must have an up to date written contingency plan.

The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan must cover the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo/ALNCo, examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of their contingency plan centres must identify an alternative site if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different Year Groups.

The centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The centre must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber Security

(GR 3.20-21)

The Head of Centre must ensure there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever 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*
Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

It is the responsibility of the **Head of Centre** to ensure that the centre:

Recruitment, Selection, Training and Support

(GR 5.3)

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessment and/or fully qualified assessor for the verification of centre-assessed components
- Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
- Enables the relevant senior leaders(s), the SEN/Examinations Officer (or equivalent role) to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ and awarding body regulations
- Ensures that SEN Officer (SEN) or equivalent role understand the JCQ document *Access Arrangements and Reasonable Adjustments* and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role
- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations)
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations.

External and Internal Governance Arrangements

(GR 5.3)

- Has in place a written escalation process should the HOC or a member of the senior leadership team with oversight of examination and assessment administration be absent
- Ensures the centre has an **Escalation Process** in place to oversee examination administration in the absence of the HOC
- Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the Examinations Officer (EO) to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the examinations process and meet internal deadlines set by the EO

- 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
- Makes sure that a teacher, a teaching assistant, a tutor or a 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.

Delivery of Qualifications

(GR 5.3)

- 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 and implementing reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject concerned.

Public Liability

(GR 5.3)

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

Controlled Assessments, Coursework and Non-Examination Assessments

(GR 5.3)

- Has in place arrangements to co-ordinate 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 (This applies to both internal and private candidates)
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date.

Security of Assessment Materials

(GR 5.3)

- Takes all reasonable steps to maintain the integrity of the examinations /assessments, including the security of all assessment materials, by ensuring:
 - 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
 - reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials

- Makes arrangements to:
 - receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document *Instructions for Conducting Examinations*
 - access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for Conducting Examinations*
 - receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

National Centre Number Register and Other Information Requirements

(GR 5.3)

- Provides contact details as follows:
 - a physical address to which all examination and assessment materials will be despatched – 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 such as ‘Yahoo’, ‘Hotmail’ and ‘Gmail’ are not acceptable)
Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites
 - 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)
- Responds to the National Centre Number Register annual update by the end of October every year
 - informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the head of centre)
 - informs the National Centre Number Register Team (email address – ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)
 - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre’s status
 - responds, by completing the Head of Centre Declaration, to the National Centre Number Register request for confirmation that they are aware of and adhering to the latest versions of the JCQ regulations, and does so no later than the end of October every year

- responds to any other reasonable requests made by the National Centre Number Register Team
- (GR 1.9) Understands that this 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 papersand ultimately, awarding bodies could withdraw their approval of the centre.

Centre Inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands that the JCQ Centre Inspector will identify themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility.

Malpractice

(GR 5.11)

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require
- (GR 6.2) 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 document *Suspected Malpractice – Policies and Procedures*.

Personal Data

(GR 6.6, 6.8)

It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data (“Student Materials”). Awarding bodies may use the Student Materials to evaluate candidates’ performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body’s privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

Examinations Officer (EO)

- Understands the contents of annually updated JCQ documents including:
 - [General Regulations for Approved Centres](#)
 - [Instructions for Conducting Examinations](#)
 - [Suspected Malpractice – Policies and Procedures](#)
 - [Post-Results Services \(PRS\)](#)
 - [A Guide to the Special Consideration Process](#)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <http://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year to confirm the centre’s contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
 - Confirms the details or informs the awarding bodies of any changes to the centre’s contact details through the National Centre Number Register
 - Informs the National Centre Number Register Team **immediately** (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
 - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a relocation of the secure storage facility
 - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre’s status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period
- Works with the SEN Officer (or equivalent role) to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the examination room

- Supports the HOC 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
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential examination materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials.

Senior Leaders

- 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](#)
 - [A Guide to Special Consideration Process](#)
 - [Post-Results Services](#)
- Ensure teaching staff undertake key tasks, as detailed in this policy with the exams process (exam cycle) and meet internal deadlines set by the EO/SEN Officer (or equivalent role)
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events.

Special Educational Needs (SEN) Officer or equivalent role

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification
([GR 5.4](#))
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre’s applications)

- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of examinations/ assessments to meet candidates' needs, e.g. sufficient readers and scribes.

Teaching Staff

- Undertake key tasks, as detailed in this policy, within the examination process and meet internal deadlines set by the EO and SEN Officer (or equivalent role)
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events.

Invigilators

- Attend/undertake training (on the current regulations), update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate.

Reception Staff

- Support the EO in in the receipt and dispatch of confidential materials and follow the requirement for maintaining the integrity and security of confidential examination/assessment materials.

Candidates

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

The Examination Cycle

The examinations management and administration process that needs to be undertaken for each **examination series** is often referred to as the **examination cycle** and relevant tasks which need to be undertaken before, during and after an examination series grouped into the following stages:

- planning
- entries
- pre-examinations
- examination time
- results and post-results

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

Planning: Roles and Responsibilities

Information Sharing

Secure materials

Head of Centre

(GR 3.6)

- Ensures the centre has a secure storage facility in a room solely assigned to examinations.

(ICE 3.1)

The Secure Room and the Secure Storage Facility

The Secure Room

The secure room must only be used for the purpose of administering secure examination materials.

Access to the secure room **must** be restricted to two to six key holders, one of whom **must** be the exams officer. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.

The Secure Storage Facility

Access to the secure storage facility **must** be restricted to two to six key holders, one of whom **must** be the exams officer.

The two to six key holders **must** either be part of the exams team or the senior leadership team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room **must** be closed.

Information sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ documents including [GR](#), [ICE](#), [AARA](#), [SMPP](#), [ICC](#), [NEA](#) and [SC](#).

Examinations Officer

- Signposts relevant centre staff to JCQ documents and awarding body documentation relating to the examination/assessment process that has been updated
- Signposts relevant centre staff to JCQ information that must be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites.

Information Gathering

Examinations Officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications.

Senior Leaders

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual examinations plan and directs teaching staff to meet these.

Access Arrangements

Head of Centre

- Ensures the SEN Officer (or equivalent role) is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

SEN Officer/Examinations Officer

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the HOC) to identify access arrangements/reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the EO or SEN are completed
- Applies for **approval** using *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding examination time arrangements for access arrangement candidates

- Ensures 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
- Provides and annually reviews a centre procedure on the **use of word processors** in examinations and assessments (see copy of Word Processor Policy on the School's website)
- Ensures criteria for candidates granted **alternative rooming arrangements** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main examination rooms.

Senior Leaders, Teaching staff

- Support the SEN/EO in determining and implementing appropriate access arrangements/reasonable adjustments
- Produce a Word Processor Policy, specific to the centre which details the criteria the centre uses to award and allocate word processors for examinations (See Word Processor Policy on the School's Website).

Internal Assessment and Endorsements

Head of Centre

Controlled Assessment, Coursework and Non-Examination

Assessments

(GR 5.7)

- Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
- Ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (This will allow the candidates for each specification to be treated as a single group for the moderation of centre- assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed)
- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
- Before submitting marks to the awarding body ensures candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking
- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body)
- Ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date (It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review)
- Ensures 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
- Ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework is in place

- 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).

Senior Leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensures teaching staff delivering relevant qualifications follow JCQ [Instructions for Conducting Coursework](#) and the specification provided by the awarding body
- Ensures teaching staff delivering GCE and 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
- Ensure teaching staff delivering qualifications which include (wholly or in part) units of coursework follow [JCQ Instructions for Conducting Coursework](#) and the specification provided by the awarding body.
- For VTQs qualifications, ensures teaching staff follow appropriate instructions issued by the relevant awarding body
- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body.

Teaching Staff

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

Examinations Officer

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

Invigilation

Head of Centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determines if additional invigilators will be deployed in timed Art and Design examinations in addition to the subject teacher to ensure the supervision of candidates is maintained at all times
- Ensures that, wherever possible a teacher, a teaching assistant, a tutor or a 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.

Examinations Officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides 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 examination
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their examination room and made aware of the access arrangement(s) awarded
- Collects evaluation of training to inform future events.

Entries: Roles and Responsibilities

Estimated Entries

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met. (With references to GR 5.4 Entries).

Examinations Officer

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

Senior Leaders

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

Final Entries

Head of Centre

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries.

Examinations Officer

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

Senior Leaders

- Provides information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes:
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct.

Entry Fees

- Initial entry examination fees are paid by the school
- Fee re-imbursments are sought from candidates who fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances
- Private candidates will be asked to pay for examination fees.

Late Entries

Examinations Officer

- Has clear entry procedures in place to minimise the risk of late entries.

Senior Leaders

Minimises the risk of late entries by:

- following procedures identified by the EO in relation to making final entries on time
- meeting internal deadlines identified by the EO for making final entries.

Pre-Examinations: Roles and Responsibilities

Access Arrangements and Reasonable Adjustments

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.8 Candidate Information).

SEN/Examinations Officer

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to examinations/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures examination information (JCQ information for candidates documents, individual examination timetable etc.) is adapted where this may be required for a candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in examinations and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor.

Briefing Candidates

Examinations Officer

- Issues individual examination timetable information to candidates and inform candidates of any designated contingency sessions awarding bodies day may identify in the event of national or significant disruption to examinations
- Prior to examinations issues relevant JCQ information for candidates' documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body, privacy notices
- Where relevant, issues relevant awarding body information to candidates
- Issues centre examination information to candidates including information on:
 - examination timetable clashes
 - arriving late for an examination
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in examination rooms
 - unauthorised items in examination rooms

- when and how results will be issued and the staff that will be available
- the post-results services information and how the centre will deal with requests from candidates
- when and how certificates will be issued.

Access to Scripts, Reviews of Results and Appeals Procedures

“The centre will...have in place written procedures for how it will deal with candidates’ requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results...”

[GR 5.13]

“The centre will...treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals.”

[GR 5.6]

Dispatch of Examination Scripts

Examinations Officer

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

Estimated Grades

Senior Leaders

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

Examinations Officer

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

Internal Assessment and Endorsements

Head of Centre

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

SEN Officer

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

Teaching Staff

- Support the SEN Officer in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates’ work
- Assess endorsed components

- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies.

Senior Leaders

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

Examinations Officer

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

Candidates

- Authenticate their work as required by the awarding body.

Invigilation

Examinations Officer

- Provides an annually reviewed/updated invigilation handbook, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements
- Deploys invigilators effectively to exam rooms throughout an examination series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, prompter, 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 examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination)
- Allocates invigilators to examination rooms (or where supervising candidates due to a timetable variation) according to the required ratios.

JCQ Inspection Visit

SEN/Examinations Officer/Senior Leader

- Will accompany the Inspector throughout a visit
- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise.

- Ensures that information is readily available for inspection at the venue where the candidate is taken the examination(s).

Seating and Identifying candidates in Examination Rooms

Examinations Officer

- Candidates identify is verified upon admission to the centre, any external candidate will have to provide evidence to EO (for example, birth certificate, passport)
- Ensures invigilators are aware of the procedure
- 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/or examination log sheet and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded).

Invigilators

- Seat candidates in examination rooms as instructed by the EO/on the seating plan.

Security of Examination Materials

Examinations Officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff approved by the HOC are accompanied by a keyholder at all times
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal test and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment at the centre to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers materials).

At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the EO. Other members of centre staff may assist with printing and collation provided they are under supervision.

Reception Staff

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

Teaching Staff

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

Timetabling and Rooming

Examinations Officer

- Produces a master centre examination timetable for each examination series
- Identifies and resolves candidate examination clashes according to the regulations (only applying overnight supervision arrangements as a last resort)
- Identifies examination rooms and specialist equipment requirements
- Allocates invigilators to examination rooms (or where supervising candidates due to an examination timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Ensures that examination rooms are set up according to JCQ and awarding body requirements.

Overnight Supervision Arrangements

Examinations Officer

- Allowing a candidate to take an examination paper the following morning due to an eligible overnight supervision arrangement is at the discretion of the centre provided that –
 - The correct procedure is followed
 - Appropriate arrangements are put in place
 - Candidates (and/or parents/carers) understand when, or indeed if, appropriate arrangements can/will be made
 - The centre can demonstrate the appropriate arrangements if asked /challenged by a candidate (and/or parent/carer).
- The overnight supervision arrangement must ensure that the candidate does not have advance warning of the content of the examination deferred. This means that 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, email, Internet and social media, this also extends to television and radio, which could report key details of the day's examinations.

Alternative Site Arrangements

Examinations Officer

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ *Alternative Site* form online 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.

Centre Consortium Arrangements

Examinations Officer

- 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).

Senior Leaders

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

Transferred Candidate Arrangements

Examinations Officer

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

Internal Examinations/Assessments

Examinations Officer

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

Teaching Staff

- Provide examination papers and materials to the EO
- Support the SEN Officer in making appropriate arrangements for access arrangement candidates.

Examination Time: Roles and Responsibilities

Access Arrangements

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.9 Conducting Examinations and Assessments).

Examinations Officer

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

Candidate Absence

Invigilators

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

Candidates

- Are re-charged relevant entry fees for unauthorised absence from examinations.

Candidate Behaviour

See *Irregularities* below

Candidate Belongings

See *Unauthorised items* below

Candidate Late Arrival

Examinations Officer

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

Invigilators

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

Candidates

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and site the examination. This is entirely at the discretion of the centre
- A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place
- A candidate will be considered very late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, for example, after 10.00 am for a morning examination or after 2.30 pm for an afternoon examination
- 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.

Conducting Examinations

Head of Centre

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

Examinations Officer

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

Dispatch of Examination Scripts

Examinations Officer

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

Examination Papers and Materials

Examinations Officer

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

published finishing time of the examination, or until any timetable clash candidates have completed the examination.

Examination Rooms

Head of Centre

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

Examinations Officer

- Ensures examination rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct examinations
- Briefs invigilators on examinations to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (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)
- 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 examination record sheet
- Ensures invigilators understand how to deal with candidates who may need to leave the examination room temporarily and how this should be recorded on the examination record sheet
- Provides authorised examination materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the **Emergency Evacuation Procedure** (See **Appendix 1**)
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an examination room is evacuated.

Senior Leaders

- Ensure a documented emergency evacuation procedure for examination rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an examination room is evacuated
- Ensure examination rooms are available and set up as requested by the EO
- Ensure grounds or centre maintenance work does not disturb examination candidates in examination rooms

- Ensure fire alarm testing does not take place during examination sessions.

Invigilators

- Conduct examinations in every examination room according to JCQ *Instructions for Conducting Examinations* and/or awarding body requirements and as instructed in training/update events and briefing sessions.

Candidates

- Are required to follow the instructions given to them in examination rooms by authorised centre staff and invigilators
- For examinations that last one hour or more candidates must stay under centre supervision until 10.00 am for a morning examination or 2.30 pm for an afternoon examination, for example, one hour after the published starting time for that examination
- For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination
- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence
- Candidates who have finished their work and have been allowed to leave the examination room early must hand in their work before they leave the examination room. Those candidates must not be allowed back into the room.

Irregularities

Head of Centre

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

“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]

Senior Leaders

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

Examinations Officer

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

Invigilators

- Record any incidents or irregularities on the examination room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, or needing to leave the examination room temporarily, disruption or disturbance in the exam room, emergency evacuation).

Malpractice

Head of Centre

- Must report to the awarding body immediately all cases of suspected or actual malpractice in connection with any examination
- 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 examination room.

Invigilators

- If a candidate is suspected of malpractice, the invigilator must warn the candidate that he/she may be removed from the examination room
- The candidate should also be warned that the awarding body will be informed and may decide to disqualify the candidate
- The invigilator must record what has happened
- Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.

Special Consideration

Senior Leaders

- Support eligible applications for special consideration by signing appropriate evidence.

Examinations Officer

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

Candidates

- Provide appropriate evidence to support special consideration applications, where required.

Unauthorised Items

“...any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.

...The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks.

...A head of centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their

watches outside of the examination room.”

[ICE 18]

Invigilators

- Are informed of the arrangements through training.

Internal Examinations/Assessments

Examinations Officer

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

Invigilators

- Conduct internal examinations as briefed by the EO.

Results and Post-Results:

Roles and Responsibilities

Internal Assessment

Senior Leaders

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

Managing Results Day(s)

Senior Leaders

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

Examinations Officer

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

Accessing Results

Head of Centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understand that it is permitted to withhold provisional results from candidates under any circumstances.

Examinations Officer

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

Post-Results Services

Head of Centre

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

Examinations Officer

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

Candidates

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

Analysis of Results

Examinations Officer

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required.

Certificates

- Certificates are provided to the centre by awarding bodies after results have been confirmed
- Certificates are presented in person in school or collected and signed for at the School Office or from the EO
- Certificates can be posted if requested by the candidate.

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates
- Replacement certificates or a transcript of results may be issued if a candidate agrees to pay the costs incurred directly to the Awarding Bodies.

Examinations Review: Roles and Responsibilities

Examinations Officer

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

Senior Leaders

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

Retention of Records: Roles and Responsibilities

Examinations Officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Retains certificates for three years. After this time, the certificates may be destroyed.

Review Date: November 2025

Appendix 1



Northleigh House School Emergency Evacuation Procedure for Examinations

The Invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all students are present**) and evacuate the examination room in line with the instructions given by the Invigilator.
- Advise candidates to leave all question papers and scripts in the examination room.
- Ensure candidates leave the room in silence.
- Ensure that candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the remainder of the working time set for the examination once it resumes.
- If there are only a few candidates, consider the possibility of taking the students (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.