

Purpose of the policy

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

- all aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that
- exam candidates understand the exams process and what is expected of them.

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

This policy will be communicated to all relevant centre staff who have been identified with roles and responsibilities within the policy.

Quality Assurance

The purpose of this procedure is to implement effective processes of quality assurance to support continuous improvement for all students, and staff involved within the exam process.

- Hungerhill School is committed to Quality Assurance and believes it is an integral part of this Centre's processes.
- The focus of Hungerhill School is on students with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed
- All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role

Roles and responsibilities overview

THE ROLE OF THE HEADTEACHER

The Headteacher is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies.

The Headteacher:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - *General regulations for approved centres (GR)*
 - *Instructions for conducting examinations (ICE)*
 - *Access Arrangements and Reasonable Adjustments (AA)*
 - *Suspected Malpractice in Examinations and Assessments (SMEA)*

- *Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)*
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration
- Ensures the Exams Officer attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Officer
- Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, **is not an invigilator during the examination or on-screen test;**”*
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place. **(Exam contingency plan available in the Exam Office)**
- Ensures required internal appeals procedures are in place. **(Internal appeals procedures, including ECDL available in the Exam Office)**
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments. **(Reasonable Adjustments/Access arrangements and Special Consideration policy available in the Exam Office)**
- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

THE ROLE OF THE EXAMS OFFICER

The Exams Officer:

- Understands the contents of annually updated JCQ publications including:
 - *General regulations for approved centres*
 - *Instructions for conducting examinations*
 - *Suspected Malpractice in Examinations and Assessments*
 - *Post-results services (PRS)*
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met as delegated by the Headteacher
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required

THE ROLE OF THE LEADERSHIP GROUP

The Assistant Headteacher for Data and Assessment:

- is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - *General regulations for approved centres*
 - *Instructions for conducting examinations*

- *Access Arrangements and Reasonable Adjustments*
- *Suspected Malpractice in Examinations and Assessments*
- *Instructions for conducting non-examination assessments* (and the instructions for conducting controlled assessment and coursework)

THE ROLE OF THE SPECIAL EDUCATIONAL NEEDS CO-ORDINATOR

It is the responsibility of the SENCO to liaise with the Exams Officer with regard to the required access arrangements and to keep up-to-date records for the purpose of providing evidence to support the special need of the individual.

The SENCO must:

- Be familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: *Access Arrangements and Reasonable Adjustments*
- Lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- Present when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

THE ROLE OF HEADS OF DEPARTMENT

Heads of Department must::

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

THE ROLE OF THE TEACHING STAFF

Teachers must::

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

THE ROLE OF INVIGILATORS

Invigilators must:

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

THE ROLE OF RECEPTION STAFF

Reception staff must:

- Support the Exams Officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials and recording as appropriate

THE ROLE OF SITE STAFF

All staff must:

- support the Exams Officer in relevant matters relating to exam rooms and resources