

Hungerhill School: Exams Policy



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| Responsible Committee/Individual | Headteacher |
| Author | Head of Exams and Careers |
| Target Audience | All Stakeholders |
| Date Policy Agreed | October 2020 |
| Review Date | October 2021 |



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 HEAD OF CENTRE

- 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 in order to ensure the security and integrity of the examinations/assessments. The 'head of centre' is the most senior operational officer in the organisation. In this centre's case this is the Headteacher of the school. It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this Policy.



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
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Ensures the 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;**"
- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
 - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (ensuring only persons authorised by the Head of Centre and the exams



- officer are allowed access to the centre's secure storage facility as one of the two to six key holders)
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
 - Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
 - Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility
 - 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, available in the Exam Office)**
 - Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place
 - 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
 - Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent
 - Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series

THE ROLE OF THE EXAMS OFFICER

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

The head of centre may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

The Examination Officer will:

- 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 CURRICULUM LEADERS to inform the Exams Officer of the required access arrangements. To make the applications to the exam boards and to keep up-to-date records for the purpose of providing evidence to support the special need of the individual.

The SENCo:

- 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 CURRICULUM LEADERS

Curriculum Leaders:

- Ensure teaching staff undertake key tasks, as detailed in this procedure, within the exams process (exam cycle, including Non Exam Assessment Units) and meet internal deadlines set by the Exams Officer and Curriculum Leaders



- Ensure that they are familiar with **all aspects** of their subjects' exam specification, including all entry and deadline requirements
- 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
- Ensure that all candidate record forms and subject declaration documents are completed and retained for submission to the exam board and or inspection purposes

THE ROLE OF THE TEACHING STAFF

Teachers:

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and Curriculum Leaders
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Ensure that all their students candidate record forms are completed and retained for submission to the exam board and or inspection purposes

THE ROLE OF INVIGILATORS

Invigilators:

- 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:

- 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
- Ensure that all signed for deliveries for exams are recorded and the Exams Officer notified immediately

THE ROLE OF SITE STAFF

Site staff:

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



APPENDIX 1

Planning: roles and responsibilities

1. Information sharing

a) **The Headteacher**

Directs relevant centre staff to annually updated JCQ publications including GR_ICE_AA_SMEA and NEA (and the instructions for conducting controlled assessment and coursework)

b) **The Exams Officer**

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

2. Information gathering

a) **The Exams Officer**

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exam plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of these exams

b) **Curriculum Leaders**

- Respond (or ensure teaching staff respond) to requests from the Exams Officer on information gathering
- Meet the internal deadline for the return of information
- Inform the Exams Officer of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Note the internal deadlines in the annual exams plan and directs teaching staff to meet these
- Comply with the general guidelines contained in the relevant JCQ publications

3. Access arrangements

a) **SENCo**



- Assesses candidates (or works with the appointed access arrangements assessor if a different member of staff) to identify access arrangements 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 data protection notices from candidates where required
- Applies for approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the Exams Officer regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments. (Word processor policy copy is available in SEN and in the Exams Office)
- Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

b) The Curriculum Leaders

- Sign posts students to the appointed access arrangements assessor and or SENCo, to identify access arrangements requirements including centre delegated arrangements
- Gathers evidence to support the need for access arrangements for a candidate and provides this to the appointed access arrangements assessor and or SENCo
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate. This evidence must be shared with the SENCo retained on file for JCQ Inspection purposes
- Ensures staff appointed to facilitate access arrangements for candidates during normal way of working/classroom situations are appropriately trained and understand the rules of the particular arrangement(s)

c) Senior Leaders, Curriculum Leaders, Teaching staff, Exams Officer

Support the SENCo in identifying and implementing appropriate access arrangements

4. Internal assessment – submitted to and externally moderated by the exam board

a) The Headteacher

- Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internally assessed marks (see Roles and responsibilities overview)



- Ensures a policy for the **management of controlled assessment** is in place (where applicable) for legacy GCSE qualifications, identifying staff responsibilities and examining potential risks
 - Ensures a **non-examination assessment policy** is in place for new GCE and GCSE qualifications
- (Non-examination assessment policy available in the Exams Office)**
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required
 - Ensures arrangements are in place to co-ordinate and standardise all marking of centre- assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
 - Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- b) SLT**
- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
 - Ensure appropriate internal moderation, standardisation and verification processes are in place
- c) Curriculum Leaders**
- Ensure teaching staff delivering legacy GCSE qualifications follow JCQ Instructions for conducting controlled assessments and the specification provided by the awarding body - is this needed now?
 - Ensure teaching staff delivering new GCE & GCSE specifications follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
 - For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
 - Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications WJEC GCE legacy AS and A-level Health & Social Care) follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
 - Have in place a department policy on the security of controlled assessment or non-examination assessed work as set down by the awarding body and JCQ guidelines
- d) 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
- e) The Exams Officer**
- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment



5. Invigilation

a) **The Headteacher**

- Ensures relevant support is provided to the Exams Officer in recruiting, training and deploying a team of invigilators
- Determines if additional invigilators will be deployed in practical exams in addition to the subject teacher

b) **The Exams Officer**

- In conjunction with the HR manager, recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

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APPENDIX 2

Entries: roles and responsibilities

1. Estimated entries

a) **The Exams Officer**

Requests estimated or early entry information, where this may be required by awarding bodies, from Curriculum Leaders in a timely manner to ensure awarding body external deadlines for submission can be met

b) **Curriculum Leaders**

- Provide information requested by the Exams Officer to the internal deadline
- Inform the Exams Officer immediately of any subsequent changes to information

2. Final entries

a) **The Exams Officer**

- Requests final entry information from Curriculum Leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs Curriculum Leaders of subsequent deadlines for making changes to final entry information without charge
- Confirms with Curriculum 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

b) **Curriculum Leaders**

- Provide information requested by the Exams Officer to the internal deadline
- Inform the Exams Officer immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the Exams Officer and confirms information is correct

3. Entry fees

a) **The Exams Officer**



- Entry fees/amendment and late amendment fees are set by each particular exam board. The Exams Officer will check and record all invoices received in relation to entry fees. The Exams Officer will notify Curriculum Leaders of deadline dates for entry and amendment, to minimise the risk of late entries
- If a candidate does not attend an examination and is unable to provide an acceptable reason, or they attend but do not make any attempt at the paper, they are liable to be charged with the cost of the examination entry.

b) Curriculum Leaders

- Minimise the risk of late entries by
 - following procedures identified by the Exams Officer in relation to making final entries on time
 - meeting internal deadlines identified by the Exams Officer for making final entries (late entries without a valid reason will be met from subject budgets)

4. Candidate Statements of Entry

a) The Exams Officer

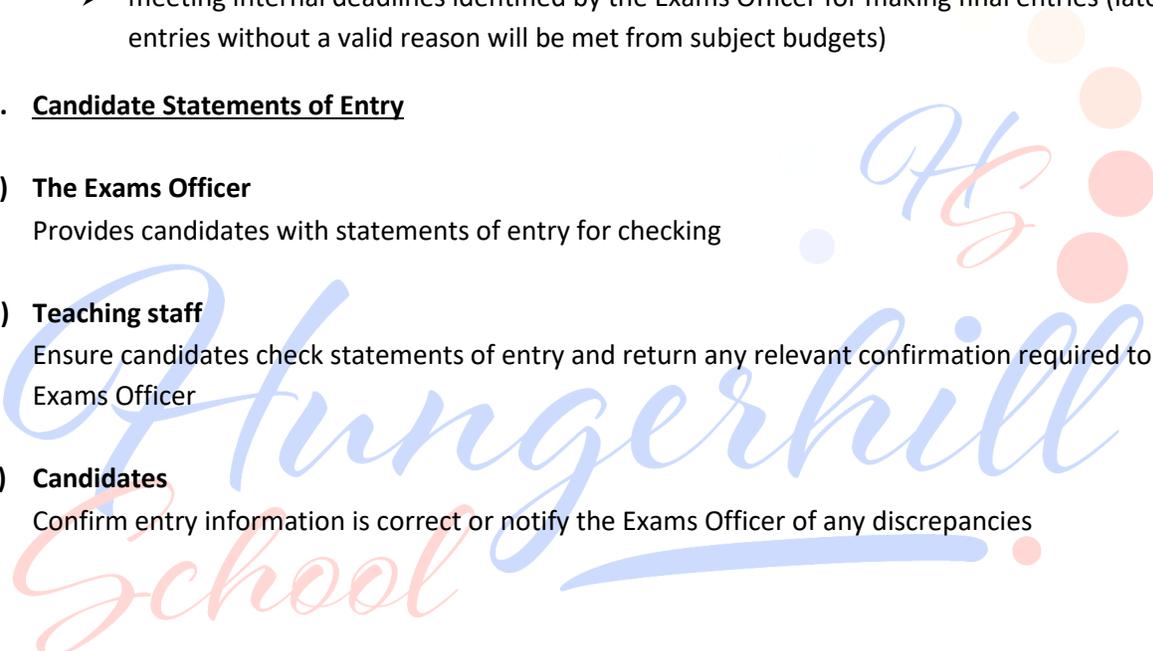
- Provides candidates with statements of entry for checking

b) Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the Exams Officer

c) Candidates

- Confirm entry information is correct or notify the Exams Officer of any discrepancies



APPENDIX 3

Pre-exams: roles and responsibilities

1. Briefing candidates

a) The Exams Officer

- Issues individual exam timetable information to candidates
- Issues relevant JCQ information for candidates' documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - when and how results will be issued and the staff that will be available
 - when and how certificates will be issued

2. Dispatch of exam scripts

a) The Exams Officer

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

3. Estimated grades

a) Curriculum Leaders

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

b) The Exams Officer

- Submits estimated grade information to awarding bodies that require this information, to meet the external deadline
- Keeps a record to track what has been sent

4. Internal assessment – submitted to and externally moderated by the exam board

a) The Headteacher

- Ensures procedures are in place for candidates to appeal internally assessed marks or request a review of the centre's marking of an assessment (when a centre is required to make reviews available). **(The Internal Appeals Policy is available in the exams office.)**



b) Curriculum Leaders

- Liaises with SENCo/teaching staff and the Exams Officer on the requirement and to implementation of appropriate access arrangements for candidates undertaking internal assessments
- Ensure teaching staff provide marks for internally assessed components of qualifications to the Exams Officer to the internal deadline
- Ensure teaching staff authenticate candidates' work to the awarding body requirements
- Ensure teaching staff provide required samples of work for moderation to the Exams Officer to the internal deadline
- Submit samples to awarding bodies/moderators to meet the external deadline
- Meet with the Exams Officer to submit marks to awarding bodies/moderators to meet the external deadline
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications WJEC GCE legacy AS and A-level Health & Social Care) follow JCQ Instructions for conducting coursework and the specification provided by the awarding body

c) Teaching staff

- For classroom based internal assessments support the Curriculum Leaders in implementing appropriate access arrangements for candidates undertaking internal assessments
- Ensure candidates are informed of internally assessed marks prior to marks being submitted to awarding bodies

d) The Exams Officer

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

e) Candidates

- Authenticate their work as required by the awarding body – This will be done at the start of the course and the authenticated sheets will be securely stored in the exam office.

5. Invigilation

a) The Exams Officer

- Provides an invigilation handbook and briefs invigilators accordingly



- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms according to the required ratios
- Liaises with the Curriculum Leaders regarding the facilitation and invigilation of access arrangement candidates

b) The Curriculum Leaders

- Liaises with the Exams Officer regarding facilitation and invigilation of access arrangement candidates

c) Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series

6. JCQ inspection visit

The Exams Officer or Assistant Headteacher for Data and Assessment

- Accompanies the Inspector **throughout** the course of his or her centre visit, including inspection of the centre's secure storage facility.

7. Seating and identifying candidates in exam rooms

a) The Exams Officer

- Ensures a procedure is in place to verify candidate identity including private candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

b) Invigilators

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

8. Security of exam materials

a) The Exams Officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility as one of the two to six key holders
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in



place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order

- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock exams 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 an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

b) Reception staff

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

c) Teaching staff

Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

9. Timetabling and rooming

a) The Exams Officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the Curriculum Leaders regarding rooming of access arrangement candidates

b) The Curriculum Leaders

- Liaises with the Exams Officer regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

c) The Site staff

- Liaise with the Exams Officer to ensure exam rooms are set up according to JCQ and awarding body requirements



10. Transferred candidate arrangements

a) The Exams Officer

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

11. Internal exams

a) The Exams Officer

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

b) The Curriculum Leaders

- Liaises with the SENCo regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

b) Teaching staff

- Provide exam papers and materials to the Exams Officer
- Support the Exams Officer and CURRICULUM LEADERS in making appropriate arrangements for access arrangement candidates



APPENDIX 4

Exam time: roles and responsibilities

1. Access arrangements

a) **The Exams Officer**

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

2. Candidate absence

a) **The Exams Officer**

Records absences at the start of each exam and completes the attendance register in accordance with the centre's Candidates Absence Policy (**Candidate absence policy held in the Exams Office**)

b) **Invigilators**

- Are informed of the policy/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

c) **Candidates**

- Must inform school at the earliest opportunity if they will be absent from an exam
- May be re-charged relevant entry fees for unauthorised absence from exams

3. Candidate late arrival

a) **The Exams Officer**

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- Warns candidates that their work may not be accepted by the awarding body

b) **Invigilators**

- Are informed of the policy/process for dealing with late/very late arrival candidates through training



- Ensure that relevant information is recorded on the exam room incident log (**Candidate late arrival policy held in the Exams Office**)

4. Conducting exams

a) **The Headteacher**

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

b) **The Exams Officer**

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

5. Dispatch of exam scripts

a) **The Exams Officer**

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

6. Exam papers and materials

a) **The Exams Officer**

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

7. Exam rooms

a) **The Exams Officer**

- Ensures exam rooms are set up as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis



- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

b) SLT

- Ensure a documented emergency evacuation procedure for exam rooms is in place (**Held in the Exam Office**). Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated Emergency evacuation policy

c) The Site Staff

- Ensure exam rooms are available and set up as requested by the Exams Officer
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

d) Invigilators

- Conduct exams in every exam room as instructed in training/update events and briefing sessions

e) Candidates

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

8. Irregularities/Malpractice

a) The Headteacher

- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

b) SLT

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

c) The Exams Officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities



- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

d) Invigilators

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

9. Special consideration

a) The Exams Officer

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

b) Candidates

- Provide appropriate evidence to support special consideration requests, where required

c) Invigilators

- Are informed of the arrangements through training

10. Internal exams

a) The Exams Officer

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

b) Invigilators

- Conduct internal exams as briefed by the Exams Officer

11. Internal assessment

a) Curriculum Leaders

- Ensure teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensure work is returned to candidates or disposed of according to the requirements
- Ensures that the mock exam policy procedures have been followed, when deciding on the mock exam paper to be sat

12. Managing results day(s)



a) **SLT**

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensures senior members of staff are accessible to candidates after the publication of results

b) **The Exams Officer**

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

c) **The Site Staff**

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

13. Accessing results

a) **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
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

b) **The Exams Officer**

- Downloads the exam results on the date set down by the exam boards
- Informs candidates in advance of when and how results will be released to them
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date

c) **The Data Manager**

- Provides summaries of results and all data information for the Head of Centre and relevant centre staff as required

14. Post-results services

a) **The Headteacher**

- Ensures **internal appeals procedures (held in the Exam Office)**, are available where candidates disagree with a centre decision
 - not to support an enquiry about results
 - not to appeal against the outcome of an enquiry about results
- Ensures that senior members of centre staff are available immediately after the publication of results

b) **The Exams 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, enquiries about results and appeals procedures)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and collect candidate informed consent and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

c) Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent

d) Candidates

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

15. Analysis of results

a) The Data Manager and SLT

- Provide analysis of results to appropriate centre staff
- Provide results information to external organisations where required
- Undertake the secondary school and college performance tables September checking exercise

16. Certificates

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

a) Candidates

- Students will receive their certificates personally at the November presentation evening. Anyone who is unable to attend this event will be able to collect his or her certificates from reception after presentation evening.
- If a representative of the student is to collect the certificates on their behalf we will require written permission from the students themselves and the representative will be required to provide proof of their own identity.
- All certificates will have to be signed for.



b) Retention of certificates policy

- Certificates will be kept for a maximum of 5 years (**JCQ requirement is just one year**) from the date of issue.
- After this period the Exams Officer will arrange with site staff to destroy any unclaimed certificates by a secure method (for example by shredding or incineration).

