



## Examinations Policy

### Purpose:

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

- all aspects of the centre's 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 the JCQ and awarding body regulations, guidance and instructions thus ensuring that *"The integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute."* (JCQ General Regulations for Approved Centres[GR], page 1)
- exam candidates understand the exams process and what is expected of them.

It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy. The policy will be available to staff online in the staff handbook, and will also be published on the school website.

The Reach Free School is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

### Roles and responsibilities overview

#### Key staff involved in the exams policy

Role	Names
Head of Centre	Richard Booth (RBO)
Exams Officer line manager (SLT)	Martyn Essery (MES)
Exams Officer	Megan Gatland (MGA)
SENCo	Laura Fitchett (LFI) - maternity leave & Kirstie Touhey (KTO)

SLT members	ASM, COL, SHO, JBE, GBU, AJO
HODs	Tadgh O'Donovan (TOD), Collette Bridge Madden (CBR), Germán Bueno (GBU), Faizah Awan (FAW), Faye Caldwell (FCA), Mark Seller (MSE)

## Head of Centre

*“The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.*

*The head of centre may not appoint themselves as the examinations officer.” (GR, page 1)*

The Head of Centre will:

- Understand the contents, refer to and direct relevant centre staff to annually undated 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)

The Head of Centre will ensure:

- the centre has appropriate accommodation to support the size of the cohorts being taught.
- the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration.
- the exams officer (EO) 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.
- a named member of staff acts as the Special Educational Needs Coordinator (SENco)
- centre staff are supported and appropriately trained to undertake key tasks within the exams process.
- centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- *“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 timetabled written examinations or on-screen test...” (ICE, page 18).*
- security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
  - the location of the centre’s secure storage unit is in an area solely assigned to examinations
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk

- that arrangements are in place to check that the correct question paper packets are opened by authorised member of centre staff
- risks to the exam process are assessed and appropriate risk management processes/ contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence).
- required internal appeals procedures are in place.
- a disability policy for exams showing the centre's compliance with relevant legislation is in place.
- a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place.
- the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- the centre has a data protection policy in place.
- the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff.
- members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly

### **Exam contingency plan**

The Reach Free School's exam contingency plan can be found in the policies folder in the staff handbook, and is available upon request.

### **Internal appeals procedures**

The Reach Free School's Internal appeals procedures can be found in the policies folder in the staff handbook, and is available upon request.

### **Disability policy (exams)**

The Reach Free School's Disability policy for exams can be found in the policies folder in the staff handbook, and is available upon request.

### **Complaints and appeals procedure**

The Reach Free School's complaints and appeals procedure can be found in the policies folder in the staff handbook, and is available upon request.

### **Child protection/safeguarding policy**

The Reach Free School's child protection/safeguarding policy can be found in the policies folder in the staff handbook, and on the school website.

### **Data protection policy**

The Reach Free School's data protection policy can be found in the policies folder in the staff handbook, and is available upon request.

### **Access arrangements policy**

The Reach Free School's access arrangements policy can be found in the policies folder in the staff handbook, and is available upon request.

### **Exams Officer**

*"The examinations officer or quality assurance coordinator is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments."* (GR, page 2)

- 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
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments

### **Senior Leaders (SLT)**

- Are familiar with the contents, refer to and direct 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)

### **Special educational needs coordinator (SENco)**

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications 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 the administration of the assessment process
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

### **Head of department (HOD)**

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

### **Teaching staff**

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

### **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

### **Reception staff**

- Support the EO in dealing with the exam-related deliveries and dispatches with due regard to the security of confidential materials.

### **Site staff**

- Support the EO in relevant matters relating to exam rooms and resources

### **The Exam Cycle**

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant tasks required within this grouped into the following stages:

- Planning
- Entries
- Pre-exams
- Exam time

- Results and post-results

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

### **The Qualifications Offered**

The qualifications offered at the Reach Free School are decided by the Senior Leadership Team.

The subjects offered in any academic year can be found on the School website. Informing the exams office of changes to a specification is the responsibility of the Deputy Headteacher (Curriculum).

Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Department in consultation with the Deputy Headteacher (Curriculum).

### **Planning: roles and responsibilities**

#### **Information sharing**

##### **Head of Centre**

- 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)

##### **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

#### **Information gathering**

##### **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 exams 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 GCSE mocks.

##### **Head of Department**

- 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 exams plan and directs teaching staff to meet these

### **Access arrangements**

The Disability and Equality Act 2010 extends the application of the Disability Equality Duty in the DDA to general qualifications. All Exam Centre staff must ensure that access arrangements and special consideration regulations and guidance are consistent with the law.

### **Head of Centre**

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

### **SENCo**

- Assesses candidates (or works with the appointed access arrangements assessor) 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 EO 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) and keeps a record of the training provided to facilitators for the required period
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments
- 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

### **Word processor policy**

The Reach Free School's word processor policy (exams) can be found in the policies folder in the staff handbook, and is available upon request.

**The statement which details the criteria the centre uses to award and allocate word processors for exams.**

The 'normal way of working' for exam candidates, as directed by the Head of Centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

**Awarding word processors**

There are also exceptions where a candidate may be awarded the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working, and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Exceptions might include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a physical difficulty/medical condition (such as hypermobility)
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting

Pupils permitted to use word processors in external exams must have been using a word processor as their normal way of working for classes, homework, internal tests and internal exams.

A pupil may also use a word processor on a temporary basis as a consequence of a temporary injury.

**Logistical arrangements for word processors in examinations**

Appropriate examination software will be utilised to ensure that word processors are used in a manner in keeping with the JCQ regulations for examinations. This software is maintained by the Exams Officer, who administers each examination requiring word processors using the software's online system, and gathers candidates' work at the end of each examination in accordance with JCQ regulations.

**Statement produced by:** Martyn Essery, Deputy Headteacher

**Statement date:** 1/5/18

**Separate invigilation within the centre**

The Reach Free School's separate invigilation criteria can be found in the policies folder in the staff handbook, and is available upon request.

**Senior leaders, Heads of department, Teaching staff**

- Support the SENCo in identifying and implementing appropriate access arrangements
- Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

**Internal assessment and endorsements**



## Head of Centre

- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** is in place for new GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

## Non-examination assessment policy

The Reach Free School's non examination assessment policy can be found in the policies folder in the staff handbook, and is available upon request.

## 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

## Heads of Department

- Ensures teaching staff delivering new GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [\*Instructions for conducting non-examination assessments\*](#) and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the 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 (controlled assessments, 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

## Exams 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 or to facilitate an access arrangement, 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 exams exams in addition to the subject teacher

### **Exams Officer**

- Recruits 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.

### **Entries: roles and responsibilities**

#### **Estimated entries**

#### **Exams Officer**

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

The exams officer uses the school MIS (Arbor) to get basic course information and asks HODs to confirm this information and highlight any changes required, a form is signed and completed and returned to the exams officer. The exams officer makes estimated entries using the awarding body secure sites.

#### **Head of Department**

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

#### **Final entries**

#### **Exams Officer**

- Requests final entry information from HODs in a timely manner to ensure awarding body external deadlines for submission can be met

- Informs HODs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HODs 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

### **Final entries collection and submission procedure**

The exams officer uses Arbor to make EDI entries, submitted via A2C to the awarding bodies. Before submitting the final entries the EO will print statements for each qualification and ask HODs/subject teachers to sign to confirm the information is correct, or make any amendments and return signed forms by the internal deadline of 19th January 2018. The information they will be checking is the course title, specification code, unit codes (where applicable), student names, tiers (where applicable). A letter will also be sent to parents/carers to ensure candidate personal information is correct before entries are made. Candidates are given printed statement of entries to check subjects and personal information is correct.

### **Head of Department**

- 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

### **Late entries**

#### **Exams Officer**

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

#### **Head of department**

- 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

### **Candidate statements of entry**

#### **Exams Officer**

- Provides candidates with statements of entry for checking

#### **Teaching staff**

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

### **Candidates**

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

### **Pre-exams: roles and responsibilities**

#### **Access arrangements**

#### **SENCo**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access 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 exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular 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**

#### **Exams Officer**

- Issues individual exam timetable information to candidates
- Prior to exams 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
  - wrist watches in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

#### **Access to scripts, enquiries about results and appeal procedures**

The school's access to scripts, enquiries about results and appeals procedures can be found in the policies folder in the staff handbook, and is available upon request.

*“The centre agrees to... treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals.” (GR, page 13)*

### **Dispatch of exam scripts**

#### **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

### **Estimated grades**

#### **Head of department**

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

#### **Exams 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 endorsement**

#### **Head of Centre**

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

#### **SENCo**

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

#### **Teaching Staff**

- Support the SENCo 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

#### **Head of Department**

- 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

#### **Exams 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**

##### **Exams Officer**

- Provides an invigilation handbook and/or trains/updates invigilator annually
- Deploys invigilators effectively to exam rooms throughout an exam 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, reader or scribe] are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

##### **SEnCo**

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

##### **Invigilators**

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

#### **JCO inspection visit**

##### **Exams Officer or Senior Leader**

- Will accompany the Inspector throughout the visit

*"A senior member of staff or a member of the exams office must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility."*  
(ICE, page 2)

## **Seating and identifying candidates in exam rooms**

### **Exams Officer**

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

### **Verifying candidate identity procedure**

To verify a candidate's identity – cards detailing name and candidate numbers will be present on each exam desk for each exam as per the examination seating plan. These are individually created for each student and all details are imported from our school's information management system (Arbor). Invigilators will include internal staff, therefore they will be familiar with the candidates as they enter the room they will ensure they takes the correct seats, according to the seating plan. Invigilators will be able to reference the seating plan and ensure candidates are seated at the assigned desk. A member of SLT is also present before the exam and as candidates enter the room.

### **Invigilators**

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

## **Security of exams materials**

### **Exams Officer**

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

### **Reception staff**

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

### **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

## **Timetabling and rooming**

### **Exams Officer**

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- Identifies exam rooms and specialist equipment requirements

- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) 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 SENCo regarding rooming of access arrangement candidates

#### **SENCo**

- Liaises with the EO 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

#### **Site staff**

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

#### **Alternative site arrangements**

##### **Exams 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 using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

#### **Transferred candidate arrangements**

##### **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

#### **Internal exams**

##### **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

#### **SENCo**

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

#### **Teaching staff**



- Provide exam papers and materials to the EO
- Support the SENco in making appropriate arrangements for access arrangement candidates

## **Exam time: roles and responsibilities**

### **Access arrangements**

#### **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

### **Candidate absence**

#### **Candidate absence policy**

The Reach Free School's Policy for Late and absent candidates in exams can be found in the policies folder in the staff handbook, and is available upon request.

SLT who are present before the exam will look for absentees and inform attendance officer. Once in the exam room invigilators note any candidate absences from the seating plan(s). Invigilators inform Exams Officer who asks school reception to contact parents/carers immediately. EO ensures the process is followed. Persistent absentees are referred to Heads of House or SLT.

#### **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

### **Candidate behaviour**

See *Irregularities* below.

### **Candidate belongings**

See *Unauthorised materials* below.

### **Candidate late arrival**

#### **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

#### **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**

The Reach Free School's Policy for Late and absent candidates in exams can be found in the policies folder in the staff handbook, and is available upon request.

The exams officer is informed of late arrivals by reception. The EO accompanies the late candidate(s) to the exam room, allows them time to calm down, collects any unauthorised materials and reminds of exam regulations. If very late the candidate will still be given the full time allowed for the exam, however the candidate will be warned that the exam board may not accept their work. Persistent late arrivals will be referred to Head of House or SLT.

### **Conducting exams**

#### **Head of Centre**

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

#### **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

### **Dispatch of exam scripts**

#### **Exams Officer**

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

### **Exam papers and materials**

#### **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 prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- 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

## **Exam rooms**

### **Head of Centre**

- Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- Ensures only authorised centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

### **Food and drink in exam rooms**

No food is allowed in the exams room during an exam. Any food the candidate has with them at school must be left in their locker prior to entering the exam room. The exception to this is if a candidate requires food and drink for a medical condition the school is aware of.

Only water bottles without labels will be allowed in the exam room. Bottles should be placed on the floor under the candidate's desk when not being used to lessen risk of water spilling on exam stationery.

Other than candidates with a medical condition we are aware of, no student is allowed to leave the room for food during the examination.

### **Exams Officer**

- Ensures exam rooms are set up and conducted 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 (including the arrangements in place for any transferred candidates)
- 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

### **Senior leaders**

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Emergency evacuation policy**

The school's emergency evacuation policy is located in the policies section of the staff handbook, and is also available on request.

### **Site staff**

- Ensure exam rooms are available and set up as requested by the EO
- 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

### **Invigilators**

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

### **Candidates**

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

### **Irregularities**

#### **Head of Centre**

- Ensures 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.

#### **Managing behaviour**

All Candidates attend an Exam information assembly led by Deputy Headteacher explaining expected behaviour in exams. This is held before the beginning of the exam series, so all students understand the rules on behaviour in exams. If any behaviour issues arise in the exam, the lead invigilator would deal with it and log, or escalate to the Headteacher.

*“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, page 38)*

#### **Senior leaders**

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

#### **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

#### **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)

### **Leaving the exam room**

Candidates will be required to stay in the exam room until the end of the exam, even if they have finished or don't want to complete the exam. Once the exam is over and invigilators have collected in the exam papers candidates will be dismissed in silence row by row. Other exams may still be taking place in the exam room, exam conditions apply until they have left the room completely.

### **Malpractice**

See *Irregularities* above.

### **Special consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the School, Exams Office or the Exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the School supports the application the Exams Office will then forward a completed special consideration form to the relevant Awarding Organisation within the JCQ's recommended deadlines

### **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

### **Special consideration policy**

The special consideration policy is located in the policies folder in the staff handbook, and is available upon request.

### **Candidates**

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

### **Unauthorised materials**

#### **Arrangements for unauthorised materials taken into the exam room**

Candidates will only bring into the exam room the items and equipment they need for the exam, in addition they may bring a clear, unlabelled bottle of water. All candidate's bags and other items will be stored in their lockers prior to the exam. Candidates will be reminded before the examination begins to check their pockets and hand in any unauthorised items they may have forgotten. These items will be stored on the invigilator table at the front of the room. Wrist watches must be removed and placed on the desk. Where calculators are permitted, the lids will not be allowed inside the exam room and must remain in the lockers with candidate's other belongings.

*“...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, page 29)*

### **Invigilators**

- Are informed of the arrangements through training

### **Internal exams**

#### **Exams Officer**

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

#### **Invigilators**

- Conduct internal exams as briefed by EO

### **Results and post-results: roles and responsibilities**

#### **Internal assessment**

##### **Head of department**

- 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. As the school will be moving over the summer, advise teaching staff to contact EO regarding the secure storage of work
- Ensure work is returned to candidates or disposed of according to requirements

##### **Head of Centre**

- Ensure secure storage is arranged for candidate work that is required to be kept until the deadline for post-results has passed. With the move of the school this summer, a local secure storage facility will need to be arranged to ensure no work is lost in the move

#### **Managing results day**

##### **Head of Centre**

- Ensure a temporary location/venue is arranged for results release day and results day due to the move of the school over the summer
- Ensure that staff will have access to internet and other computer equipment to enable them to receive, process and print the results slips

##### **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 after the publication of results so that results may be discussed and decisions made on the submission of enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

#### **Exams Officer**

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

#### **Results day programme**

Candidates will receive their individual results in person at Shepherd Primary School, Mill End (temporary location due to school move). Alternatively candidates can nominate another person to collect their results for them, by providing written authorisation to the centre before the end of the summer term. The nominated person must bring suitable identification with them. Results are not issued by phone or email.

Results information will be in the form of a centre produced document with accompanying explanatory notes. SLT members and the EO will be present to deal with queries.

#### **Accessing results**

##### **Exams Officer**

- 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
- 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 check, a review of marking, a review of moderation or an appeal
- Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised

##### **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 (after the publication of results) 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

### **Teaching staff**

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

### **Candidates**

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

### **Analysis of results**

#### **Exams Officer & Line manager**

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

### **Certificates**

Certificates are provided by awarding bodies after results have been confirmed.

#### **Issue of certificate procedure**

Certificates are issued to candidates at a Leaver's Presentation Evening in the Autumn term. Any remaining certificates are stored securely by the EO who records and gains signatures for any that are later collected.

### **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

#### **Retention of certificate policy**

The centre retains certificates for one year after which they are disposed of confidentially. The EO maintains a log for 4 years from the date of certificate destruction. If, after the deadline for retention, a candidate requires an official transcript of results they must approach each awarding body directly and pay the associated cost incurred.

### **Retention of records: roles and responsibilities**

#### **Exams Officer**

- Keeps records as required by JCQ and awarding bodies for the required period



- Keeps records as required by the centre’s records management policy
- Provides an exam archiving policy that identifies information held, retention period and method of disposal.

**Exams archiving policy**

The exams archiving policy can be found in the staff handbook and is available upon request.

**Review: roles and responsibilities**

**Exams Officer**

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

**Senior leaders**

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

**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.**

**Created:** September 2017

**Revised:** N/A

**Ratified by the Governing Body:**

**Date of last review:** N/A

**Date of next review:** September 2018

<b>Change History</b>	<b>Change(s) Made</b>	<b>Change Author</b>
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