

Examinations Policy

Purpose:

The Reach Free School is committed to ensuring the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements. This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, 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 maintaining the integrity and security of the exam/assessment system at all times
- 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.

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 Juniper (LJU) & Kirstie Touhey (KTO)
SLT members	ASM, COL, SHO, GBU, AJO, ANO, JBE,
HODs	Tadgh O'Donovan (TOD), Collette Bridge Madden (CBR), Michael Shippey (MSH), Faizah Awan (FAW), Hannah Driscoll (HDR), Matthew Sutton (MST), Ralph Addy (RAD), Sarah Hobson-Riley (SHO)

Head of Centre

- 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 coursework)

[A guide to the special considerations process](#) (SC)

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- Takes responsibility for responding to the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) by the end of October each year confirming he is both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and signs and returns the Head of Centre's declaration which is then kept on file in the exams secure storage room for inspection purposes.
- Ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre.
- Ensures a named member of staff acts as the Special Educational Needs Coordinator (SENco), who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- 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 EO.
- Ensures that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examinations or on-screen test.
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including
 - 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 delivered to authorised members of centre staff
 - Access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders.
 - 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
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after the examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/ contingency plans are in place (that allows the senior leadership team to act immediately in the event of an emergency or staff absence.)
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.

- Ensures the disability policy for exams, demonstrating the centre's compliance with relevant legislation, is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.

- Ensures the relevant awarding bodies are informed of any Conflict of Interest where
 - A member of centre staff is taking a qualification at the centre which includes internally assessed components/units. (Any examination/ assessment should only be taken at the centre as a last resort where the candidate unable to find an alternative centre)
 - A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate
- Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
 - A member of exams office staff has a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
 - A member of centre staff is taking a qualification at the centre which does not include internally assessed components/units
 - A member of centre staff is taking a qualification at another centre
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- Ensures other relevant centre staff, where they may be involved in the receipt and dispatch of confidential exam materials, are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.
- Ensures members of centre staff do not forward emails and letters from awarding bodies or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications.
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel.

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

- 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 are met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Supports the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

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 coursework)

Special educational needs coordinator (SENco)

- Understands 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')
- 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 subject and 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 subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend/undertake 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 the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam 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 on by the Senior Leadership Team.

The subjects offered in any academic year can be found on the School website. Informing the EO 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 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 and A Level mock exams

Heads 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

Head of Centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of the appointed assessor but that the correct procedures are followed as per Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo

- Assesses candidates to identify access arrangement requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (candidate personal data consent form) from candidates where required
- Applies for approval through Access Arrangements Online (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps 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 content of 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 are clear, meet JCQ regulations and best meets the needs of individual candidates and the remaining candidates in the 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, the candidate 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 EO, 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: 1/9/19

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 are available upon request.

Senior leaders, Heads of department, Teaching staff

- Support the SENCo in determining and implementing appropriate access arrangements
- 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

- Provides fully qualified teachers to mark non-examination assessments
- 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 GCE and GCSE qualifications which include components of non-examination assessment

- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally, if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

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

- Ensure teaching staff delivering GCE and GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body
- Ensure teaching staff inform candidates of their centre assessed marks, as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Teaching staff

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

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 in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

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 training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

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 EO uses the school MIS (Arbor) to get course information and estimated numbers, the EO then asks HODs to confirm this information by email, highlighting any changes required. The EO makes estimated entries using the awarding body secure sites.

- Makes candidates aware of the JCQ Information for Candidates -Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification

Head of Department

- Provides entry information requested by the EO to the internal deadline
- Informs the EO immediately of any subsequent changes to entry 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 in January 2020. The information they will be checking is the course title, specification code, unit codes (where applicable), student names and 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 are correct.

Heads of Department

- Provide information requested by the EO to the internal deadline
- Inform 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
- Check final entry submission information provided by the EO and confirm 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

Heads of department

- Minimise 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

Resit Entries

Students in year 12 and 13 who did not achieve the required grade 4 for Maths or English will be entered for the November resit, and June series if grade 4 was not achieved in the first opportunity to resit. The EO will confirm the identity of the students and the subjects to be taken by email with Head of Sixth Form and Heads of Department.

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 to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her

- Ensures 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 the 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 and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams
- 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 timetable 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, review of 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 are available upon request.

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

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

Heads of Department

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensure 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 annually reviewed invigilation handbook/guide to invigilators, trains new invigilators on appointment and updates experienced invigilators 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 clash) 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

ICO inspection visit

Exams Officer or Senior Leader

- Will accompany the Inspector throughout a visit

SENCo or relevant Senior Leader (in the absence of the SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection

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 (and ensures candidates with access arrangements are identified on the seating plan)

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 take 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. Candidates are gathered in the canteen prior to the exams and called into the exam room in the correct order.

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 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 the appropriate arrangements are in place for confidential materials to be immediately transferred to the safe in the exams store until they can be removed from the dispatch packaging and checked in the secure room before returning to the exams safe in timetable order
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment)

Reception staff

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff for transferral to the secure storage facility

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 timetable clashes according to the regulations (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 an exam timetable clash) 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 have 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 for Transferred Candidate Arrangements through CAPO to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal 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 the attendance officer or main reception who will try to make contact with the student or parents. Once in the exam room invigilators note any candidate absences from the seating plan(s). Invigilators inform EO who asks school reception to continue trying to get hold of the missing student. 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 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 (through CAP)
- 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 them of exam regulations. If the student is very late, but the exam is still taking place the candidate will be given the full time allowed for the exam providing there are invigilators available to accommodate this. The candidate will be warned that the exam board may not accept their work. Persistent late arrivals will be referred to their 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 the 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 the secure storage facility
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or 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 Second Pair of Eyes check is recorded, there are logs in exam rooms and the secure store
- 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 and once the candidate scripts have been collected by parcelforce , or until any clash candidates have completed the exam

Exam rooms

Head of Centre

- Ensures that internal tests, mock exams, revision or coaching session are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only authorised centre staff are present in exam rooms
- Ensures the centre's policy 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 exam rooms 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 clear 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 papers and 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 they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- 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 according to JCQ ICE and/or awarding body requirements and as instructed in training update events and briefing sessions

Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- 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 in exam rooms procedure

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. This is in addition to internal mocks where students are under external conditions and being reminded of the rules in lessons by subject teachers. If any behaviour issues arise in the exam, the lead invigilator would deal with it and log, or escalate to the EO or Headteacher if required.

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, or needing to leave the exam room temporarily, 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 do not 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, so exam conditions apply until they have left the room completely.

Special consideration

Should a candidate be too ill to sit an exam, suffer a bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the School, EO 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 EO 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 by 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 placed in envelopes, and the students are given a ticket. 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.

Invigilators

- Are informed of the arrangements through training

Internal exams

Exams Officer

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

Invigilators

- Conduct internal exams as briefed by EO

Results and post-results: roles and responsibilities

Internal assessment

Heads of department

- 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 requirements

Managing results day

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 any requests for post result services 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

Site Staff

- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

Results day programme

Candidates will receive their individual results at school. 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. In exceptional circumstances and with prior written permission, results can be sent by email on results day. Results are not issued by phone.

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

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

Exams Officer

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

Post-results services

Head of Centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical 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 to collect candidate informed consent (after the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

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

- Provide analysis of results to appropriate centre staff
- Provide results information to external organisations where required
- Undertake the secondary school and college (key stage 4/16-18) performance tables *June and 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 five years 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 or the Learner Records Service 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: November 2019

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Date of last review: November 2019

Date of next review: September 2020

Change History	Change(s) Made	Change Author
V1.0	Policy Created	MGA
V1.1	2018/19 Update and changes	MGA

V1.2		MGA
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