

Exam  
policy

2018/19

Approved by

A handwritten signature in black ink, appearing to be 'M. J. ...', is written over a white rectangular area.

Date of next review

October 2019

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## **Key staff involved in the exams policy**

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mark Lester</b>
Exams officer line manager (Senior Leader)	<b>Daniel Quinn</b>
Exams officer	<b>Sam Burden</b>
SENCo	<b>Kerry Sauntry</b>

## Purpose of the policy

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

- all aspects of the centre's exam process is documented, (including the exams contingency plan, other relevant exams-related policies, procedures and plans) and are signposted to relevant staff members on the Y drive – Exams/Staff/Centre policies and contingency plans
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus 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.

This exam policy will be reviewed annually by the SLT member in charge of exams in conjunction with Exams Officer and approved by the Head of Centre.

Centre staff will be informed of this policy by email.

## Roles and responsibilities overview

### 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 controlled assessment and coursework)
  - ▶ **Ensures all key policies and procedures are in place and available for inspection and scrutiny**
  - ▶ 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) is responded to by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs/returns the head of centre's declaration which is then kept on file 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 (e.g. EO networking events and training provided by awarding bodies, MIS providers and other external providers)
  - ▶ Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
  - ▶ 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 candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...”*
- [ICE 6]

- 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 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 members of centre staff
- ▶ Takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after 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 a 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 head of centre to act immediately in the event of an emergency or staff absence)

### **Exam contingency plan**

The Folkestone School for Girl's contingency plan can be found under the Y drive:

#### **Exams/Staff/Centre policies and contingency plans**

*"It is the responsibility of the head of centre to ensure that his/her centre...has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan must be available for inspection purposes;*

*(The examination contingency plan should also reinforce procedures in the event of the centre being unavailable for examinations or on results day owing to an unforeseen emergency.)"* [GR 5]

- ▶ Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
- ▶ Ensures the centre's disability policy 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 staff are only entered for qualifications through the centre as a last resort where the member of centre staff is unable to find another centre
- ▶ Ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate
- ▶ 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 e-mails and letters from awarding body 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 Policies**

The Folkestone School for Girl's policies can be found under the Y drive:

**Exams/Staff/Centre policies and contingency plans**

#### Exams officer (EO)

- ▶ 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 content of training provided to invigilators for the required period
- ▶ Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff 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 leadership team (SLT)

- will be 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 co-ordinator (SENCo)/Specialist Teacher**

- will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:

#### [Access Arrangements and Reasonable Adjustments](#)

- will lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If they are not the qualified access arrangements assessor, they will work with the person appointed, on all matters relating to assessing candidates and ensure the correct procedures are followed
- will present, when requested by a JCQ centre inspector, evidence of the assessor's qualification

### **Directors of Learning (DoLs)**

- ▶ will ensure 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
- will ensure teaching staff keep themselves updated with awarding body subject and teaching-specific information to confirm effective delivery of qualifications
- will ensure teaching staff attend relevant awarding body training and update events

### **Teaching staff**

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

### **Invigilators**

- will attend training, refresher, briefing and review sessions as required
- will provide information as requested on their availability to invigilate
- will sign a confidentiality and security agreement

### **Reception staff**

- will 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**

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

### **Candidates**

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

## The exam cycle

The exams management and administration process that needs to be undertaken throughout the year 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 exam policy identifies the roles and responsibilities of centre staff within this cycle.

### Planning

#### Information sharing

The head of centre will:

- direct relevant centre staff to annually updated JCQ publications including:
  - <http://www.jcq.org.uk/exams-office/general-regulations>
  - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
  - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
  - <http://www.jcq.org.uk/exams-office/malpractice>
  - <https://www.jcq.org.uk/exams-office/non-examination-assessments>
  - and the instructions for conducting coursework

The EO will:

- inform relevant centre staff of JCQ and awarding body documentation relating to the exam cycle that has been updated
- signpost relevant centre staff to information that should be provided to candidates
- as the centre administrator, approves relevant access rights for centre staff to access awarding bodies secure extranet sites

#### Information gathering

The EO will:

- undertake 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
- collate all data into one central point of reference
- research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications
- produce an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; inform key centre staff of internal deadlines
- collect information on internal exams to enable preparation for and conduct of all internal and mock exams
- provide a suggested examination budget for the current year and three years in advance in conjunction with SLT i/c examinations

DoLs will:

- respond (or ensure Teaching staff respond) to requests from the EO on information gathering
- meet the internal deadline for return of information
- inform the EO of any changes to information in a timely manner to minimise the risk of late or other penalty fees being incurred by an awarding body
- familiarise themselves and their staff with the annual exams plan of internal deadlines

### 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 their appointed assessor(s) 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

The SENCo will:

- assess students (or work with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- gather **evidence** of need to support access arrangements
- liaise with teaching staff to gather evidence of **normal way of working**
- gather signed data protection notices from candidates where required
- apply for **approval** via the Centre Admin Portal (CAP) where required or through the awarding body where qualifications sit outside the scope of CAP e.g. BTEC PAOO.
- keep relevant evidence on file for JCQ inspection purposes
- liaise with the EO regarding exam time arrangements for access arrangement candidates
- ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s) and keeps a record of training provided to facilitators for the required period
- provide and annually review a centre policy for the **use of word processors** in exams and assessments

### Word processor policy (exams)

The Folkestone School for Girl's word processor policy can be found under the Y drive: **Exams/Staff/Centre policies and contingency plans**

- 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

### Separate invigilation within the centre

The Folkestone School for Girl's separate invigilation policy can be found under the Y drive: **Exams/Staff/Centre policies and contingency plans**

SLT, DoLs, Teaching staff will:

- 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

The head of centre will ensure:

- ▶ provide fully qualified teachers to mark non-examination assessments
- ▶ a procedure is in place for a candidate (or parent/carer) to appeal against an internal assessment decision
- ▶ an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities section).
- ▶ ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment

## ► **Non-examination assessment policy**

The Folkestone School for Girl's non-examination policy can be found under the Y drive: **Exams/Staff/Centre policies and contingency plans**

The Folkestone School for Girl's internal appeal policy can be found under the Y drive: **Exams/Staff/Internal appeal policy**

- 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.

SLT will ensure:

- teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates' work
- a process of internal moderation and standardisation is in place

DoLs will ensure:

- teaching staff delivering legacy GCE unitised AS and A-level qualifications (which include elements of coursework) and Entry Level or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- teaching staff delivering 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, teaching staff follow appropriate instructions issued by the awarding body
- teaching staff follow appropriate instructions issued by the awarding body for other qualifications
- 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 will ensure:

- appropriate instructions for conducting internal assessment are followed
- candidates are aware of JCQ or awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- that 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
- they are aware of relevant key dates in relation to internal assessments

### **Invigilation**

The Head of centre will:

- ensure relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- determine 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.

The EO will:

- recruit additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- collect information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- provide a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes.
- Ensure 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)

- Ensure 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

Invigilators will:

- attend an annual training or refresher event (some which may be online) and undertake online safeguarding training.

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

The term 'entries' is used to describe entry/registration information for internally and externally assessed components, and certification of qualifications against which a result will be reported.

#### **Estimated entries**

The EO will:

- request estimated or early entry information, required by awarding bodies, from DoLs in a timely manner to ensure awarding body external deadlines for submission can be met, this will be done using SIMS class-list information and signed off by DoLs
- 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

DoLs will:

- provide information requested by the EO to the internal deadline
- inform the EO immediately via email of any subsequent changes to information

#### **Final entries**

The EO will:

- request final entry information from DoLs in a timely manner to ensure awarding body external deadlines for submission can be met
- inform DoLs of subsequent deadlines for making changes to final entry information without charge
- confirm with DoLs final entry information that has been submitted to awarding bodies
- ensure, 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. Missed deadlines by departments may lead to penalty fees being charged to department budgets.
- Produce an entry sign-off sheet using course data provided by DoLs and SIMs class list information

DoLs will:

- 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, including tier
  - withdrawals of existing entries, including candidates who have left the school
- check final entry submission information provided by the EO and confirm information is correct

#### **Entry fees**

The EO will:

- provide finance with a breakdown of entry fees by exam board
- check and authorise all invoices received by exam boards

#### **Late entries**

The EO will:

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

DoLs will:

- 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

## Re-sit entries

The EO will:

- provide candidates wishing to re-sit an exam with clear information on deadlines and re-sit fees in a timely manner to ensure awarding body external deadlines for submission can be met, this will be provided by email on request

## Private candidates

The EO will:

- provide any private candidates (ex-students only) with an 'external candidate' form which will request relevant information from the private candidate
- will also provide them with information regarding fees (to include an admin fee) and deadlines in a timely manner to ensure awarding body external deadlines for submission can be met
- liaise with SENCO regarding any access arrangements and reasonable adjustments required by a private candidate (including distance learners and home educated candidates)

## Transfer of GCE AS credit

The EO will:

- provide information to relevant centre staff/candidates on transferring credit for a GCE AS award between specifications and/or awarding bodies
- meet the awarding body deadline for requesting transfer of credit

Teaching staff will:

- identify affected candidates to the EO prior to the internal deadline set by the EO

## Candidate statements of entry

The EO will:

- provide candidates with statements of entry for checking

Teaching staff and SDL staff will:

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

Candidates (or parents/carers) will:

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

## Pre-exams: roles and responsibilities

### Access arrangements

#### SENCo

- ▶ Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements for exams/assessments
- ▶ 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 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 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
- informs candidates of the access arrangements that are in place for their exams

- ▶ In conjunction with the EO, agrees a deadline for the main summer series for access arrangement needs that are 'normal way of working' so that seating plans and other administrative tasks can be set up in good time, there is a risk to the exam series if too many last minute changes need to be implemented
- ▶ 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**

The EO will:

- issue 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 (this includes up to and including the contingency date)
- issue relevant JCQ information for candidates
- where relevant, issue awarding body information to candidates
- issue centre exam information to candidates which will include information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - food and drink in exam rooms (including water bottle requirements)
  - wristwatches and mobile phones in exam rooms
  - equipment needed
  - information about when results will be issued and 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

### **Dispatch of exam scripts**

The EO will

- identify and confirm 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**

DoLs will:

- ensure teaching staff provide estimated grade information to the EO to the internal deadline (where this is required by the awarding body)

The EO will:

- submit estimated grade information to awarding bodies to meet the external deadline (where this is required by the awarding body)
- keep a record to track what has been sent

### **Internal assessment and endorsements**

Head of Centre will ensure:

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

The SENCo will:

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

DoLs will ensure:

- Teaching staff assess endorsed components according to awarding body requirements
- teaching staff provide marks for internally assessed components of qualifications and upload to the awarding body extranet site by the internal deadline
- teaching staff authenticate candidates' work as per awarding body requirements
- teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

The EO will:

- keep a record to track what has been sent by post
- log moderated samples returned to the centre
- ensure teaching staff know there are requirements in terms of retention and subsequent disposal of candidates' work and signpost them to awarding body websites for information

Candidates will:

- authenticate their work as required by the awarding body

### **Invigilation**

The EO will:

- ▶ Provide an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators annually
- ▶ Deploys invigilators effectively (as per required ratios) to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- ▶ 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

The SENCo will:

- liaise with the EO regarding invigilation of access arrangement candidates

Invigilators will:

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

### **JCQ inspection visit**

#### **Exams officer or Senior leader**

- Will accompany the Inspector throughout the visit

*"It is the responsibility of the head of centre to ensure that his/her centre....allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection. (JCQ Centre Inspectors will identify themselves with a photo ID card.) The Inspector must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility"* [\[ICE 5\]](#)

#### **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

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

The EO will:

- ensure a system is in place for identifying candidates in exam rooms, including private candidates
- provide seating plans for exam rooms as per JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)
- ensure invigilators are aware of the procedures

Invigilators will:

- follow the system for identifying candidates provided by the EO
- seat candidates in exam rooms as instructed by the EO

Candidates will:

- bring their school ID card to all examinations

SDL and SLT will:

- assist the EO and invigilators to identify any candidate who doesn't have their school ID badge

## Verifying candidate identity procedure

The Folkestone School for Girl's candidate identification policy can be found under the Y drive: **Exams/Staff/Centre policies and contingency plans**

### Security of exam materials

The EO will:

- have a process in place to demonstrate the receipt, secure movements and secure storage of confidential materials delivered to the centre and issued to authorised staff
- ensure a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be placed in the secure storage facility
- have in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- receive, check and securely store question papers and other exam materials as per JCQ and awarding body requirements
- ensure the secure storage facility contains only current and live confidential material

Reception staff will:

- follow the process to record confidential materials delivered to the centre and issued to authorised staff for placing directly into the secure storage facility

Teaching staff will:

- adhere to the recording system to track the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

### Timetabling and rooming

The EO will:

- produce a centre exam timetable for each exam series
- identify and resolve candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- identify exam rooms and specialist equipment requirements
- Produce individualised student exam timetables
- Allocate invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to JCQ required ratios
- liaise with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements
- liaise with the SENCo regarding rooming of access arrangement candidates

The SENCo will:

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

Site staff will:

- liaise with the EO to ensure exam rooms are set up as per 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 by submitting a JCQ *Alternative Site arrangement* notification through CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

### Centre consortium arrangements

#### Exams officer

- Processes applications for *Centre Consortium arrangements* through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

### Head of department

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

### Transferred candidate arrangements

The EO will:

- liaise with the host or entering centre as required
- process requests for Transferred Candidate arrangements through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP e.g BTEC PAOO)
- where relevant (for an internal candidate) inform the candidate of the arrangements that have been made for their transferred candidate arrangements

### Internal exams

The EO will:

- prepare for the conduct of internal exams under external conditions
- provide a centre exam timetable of subjects and rooms with assistance from SLT i/c exams
- request internal exam papers from teaching staff by a set internal deadline
- arrange invigilation (*where applicable*)

The SENCo will:

- liaise with teaching staff to make appropriate arrangements for access arrangement candidates and advise EO in good time to allow the set up of seating plans and other admin such as registers

Teaching staff will:

- provide exam papers and materials to the admin team (copying in the EO) by the agreed deadline
- support the SENCo in making appropriate arrangements for access arrangement candidates

## Exam time: roles and responsibilities

### Access arrangements

The EO will:

- provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements
- have a process in place to deal with emergency access arrangements as they arise at the time of exams
- apply for approval through Access arrangements online (AAO) where required or through the awarding body where qualifications sit outside the scope of AAO

### Candidate absence

The process for dealing with candidate absence from exams is:

- SDL to be present at start of exams to assist exams staff identify absences
- SDL to try to make contact with the candidate or parents/carers to ensure there is a valid reason for the absence

This is managed by:

- SDL with support from EO

Invigilators will:

- ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

### Candidate behaviour

The process for managing candidate behaviour in exam rooms is:

- the exams officer supported by the SDL

This is managed by:

- the invigilators present in the room

SLT will:

- ensure that internal disciplinary procedures relating to behaviour are followed when appropriate

### **Candidate late arrival**

The EO will:

- ensure that candidates who arrive very late for an exam are reported to the awarding body through CAP to timescale
- warn candidates that their work may not be accepted by the awarding body

The process for dealing with persistent late arrival for exams is:

- to inform parents/carers and also head of centre/SLT

This is managed by:

- head of centre/SLT

### **Conducting exams**

The head of centre will:

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

The EO will:

- ensure exams are conducted as per JCQ and awarding body instructions

### **Dispatch of exam scripts**

The EO will:

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

### **Exam papers and materials**

The EO will:

- organise exam question papers and associated confidential resources in date order in the secure storage facility
- attach erratum notices received to relevant exam question paper packets
- collate attendance registers and examiner details in date order
- regularly check 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 day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- 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 at the earliest the following working day), or until any timetable clash candidates have completed the exam

### **Exam rooms**

The head of centre will:

- Ensure that internal tests, mock exams, revision or coaching sessions are not held in the designated exam room(s) and adequate time is allowed for set up and clearing of the room before and after any scheduled examination if the room is to be used for this purpose
- ensure only approved centre staff are present in exam rooms
- ensure that centre's policies regarding exam rooms is clearly communicated to candidates

SLT will:

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

The EO will

- ensure exam rooms are set up as instructed by JCQ and awarding bodies

- provide authorised exam materials which candidates are not expected to provide themselves
- brief invigilators on exams to be conducted on a session by session basis (including the access arrangements in place for any transferred candidate and access arrangement candidates)
- ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- ensure invigilators and candidates are aware of the emergency evacuation procedure
- ensure sole invigilators have an appropriate means of summoning assistance
- ensure invigilators and candidates are aware of the emergency evacuation procedure
- ensure invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Site staff will:

- ensure exam rooms are available and set up as requested by the EO to JCQ requirements
- ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- ensure fire alarm testing/lock down drills do not take place during exam sessions

Invigilators will:

- conduct exams in every exam room as instructed in training/refresher and briefing sessions

Candidates will:

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

### **Irregularities**

The head of centre will:

- ensure 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

SLT staff will:

- 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

The EO will:

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

Invigilators will:

- record any incidents or irregularities on the exam room incident log (e.g. late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, toilet visits, disruption or disturbance in the exam room, emergency evacuation)

### **Special consideration**

The EO will:

- keep a log and process appropriate requests for special consideration
- gather evidence which may need to be provided by other staff in centre or candidates
- submit to awarding bodies to the external deadline

Candidates will:

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

### **Unauthorised materials**

- Mobile phones and watches are not allowed in the exam room, they will be stored in a separate locked room
- Invigilators will ask candidates to check their pockets once seated (empty pocket rule) and unauthorised materials can be handed in at that point, mobile phones will be taken out of the room

and handed to the reception team if the baggage store has already been locked. Other articles will be held with the invigilators at the front of the exam room

- The school has a policy of completely clear bottles and pencil cases (not coloured and no markings), any that do not comply will be removed from the candidate's desk

## **Internal exams**

The EO will:

- brief invigilators on conducting internal exams
- return candidate scripts to teaching staff for marking

Invigilators will:

- conduct internal exams as briefed by the 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
- ▶ Ensures work is returned to candidates or disposed of according to the requirements

#### **Managing results day(s)**

SLT will:

- identify centre staff who will be involved in 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-results 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 will:

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

#### **Accessing results**

The head of centre will:

- ensure results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates

The EO will:

- inform candidates in advance of when and how results will be released to them for each exam series
- access results from awarding bodies under restricted release of results, where this is provided by the awarding body
- resolve any missing or incomplete results with awarding bodies
- provide provisional statements of results to candidates on publication of results day
- signpost or provide summaries of results for relevant centre staff on publication of results where available from awarding bodies

#### **Post-results services**

The Head of centre will:

- ▶ Ensure 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
- Understand 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

The EO will:

- ▶ provide information to candidates (including private 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*)
- publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- provide a process to record requests for services and collect candidate informed consent (**after** the publication of results) and fees where relevant
- submit requests to awarding bodies to meet the external deadline
- track requests to conclusion and inform candidates and relevant centre staff of outcomes
- update centre results information, where applicable and advises SLT, DoL and Data Manager

Teaching staff will:

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

Candidates will:

- meet internal deadlines to request the services
- provide informed consent and fees via Wisepay, where relevant

### Analysis of results

Following the publication of results, the assistant head teacher for assessment for learning will:

- provide analysis of results to appropriate centre staff
- provide results information to external organisations where required
- undertake the checking and submission of Secondary school and college performance tables information

### Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. The process for issuing certificates to candidates is:

- all certificates to be collated appropriately and securely stored for presentation at Prize Giving evening

Candidates may:

- arrange for certificates to be collected on their behalf by providing the EO with written or email authorisation; authorised persons must provide ID evidence on collection of certificates

Unclaimed or uncollected certificates are retained for:

- 2 years. A log of all uncollected certificates is made and they are destroyed in a secure manner

The issue and retention of certificates is managed by:

- the exams officer

### Review

The EO will:

- provide 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 the stages of the exam cycle

SLT will:

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

## Retention of exam records

The EO will:

- provide an exam archiving policy that identifies information held, retention period and dates of disposal
- keeps records as required by JCQ and awarding bodies for the required period e.g. seating plans until after post-results deadline

## Equality Legislation

All exam centre staff must ensure that they comply with the Equality Act 2010.

The centre will comply with the legislation by making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding organisations, and JCQ. Disabled candidates must be fully supported with appropriate access arrangements. This is the responsibility of the Senior Leadership Team.