



CANSFIELD
ACHIEVING EXCELLENCE TOGETHER

Exams Policy

<u>Approval Date</u>	23 rd September 2021
<u>Policy Review Date</u>	September 2022
<u>Chair of Governors</u>	
<u>Headteacher</u>	

1. Key Staff Involved

Role	Name(s)
Head of Centre	Dr G Baker
Exams Manager	Miss L Archer
SLT member(s)	Mr C Lomas
SENCo	Mrs H Cashman

2. Purpose of the Policy

Cansfield High School is committed to ensuring that 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 to
- 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 according to 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 policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff by the Data & Exams Manager.

3. Roles and Responsibilities

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.

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

The Head of Centre may not appoint themselves as the Exams Manager. A Head of Centre and an Exams Manager are two distinct and separate roles.

4. Head of Centre Responsibilities

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this booklet. Failure to do so may constitute malpractice as defined in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2021 to 31 August 2022: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

4.1 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 - Policies and Procedures](#) (SM)
- [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting coursework)
- [A guide to the special consideration 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.

4.2 National Centre Number Register

Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update.

Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:

- the centre status being suspended
- the centre not being able to submit examination entries
- the centre not receiving or being able to access question papers
- and ultimately, awarding bodies could withdraw their approval of the centre

4.3 Recruitment, Selection and Training of Staff

Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.

Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.

Enables the relevant senior leader(s), the examinations officer (EO) and the ALS lead/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations.

Appoints an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.

4.4 Internal Governance Arrangements

Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.

Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination.

4.5 Delivery of Qualifications

Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.

Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned.

Where/if using a third party to deliver any part of a qualification at the centre:

- maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements.
- has in place a written agreement with the third party ensuring that a copy of the written agreement is available for inspection if requested by the awarding body.

4.6 Public Liability

Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

4.7 Security of Assessment Materials

Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:

- The location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
- The secure room only contains exam-related material
- There are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the Head of Centre are accompanied by a keyholder at all times (Dr G Baker, Mr D Forshaw, Miss L Archer, Mr C Lomas, Mrs K Smith, Mrs J Rafferty)
- Appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff (Dr G Baker, Mr D Forshaw, Miss L Archer, Mr C Lomas, Mrs K Smith, Mrs J Rafferty and invigilators)
- The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- That when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
- The secure storage is checked by the key holders in September to ensure it is fit for purpose
- Papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

- 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/maladministration before, during the course of and after examinations have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected malpractice – Policies and procedures

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 allow the senior leadership team to act immediately in the event of an emergency or staff absence).

4.8 Policies

Cansfield High School's policies can be found on our website and in our Exams Policy folder which is held securely by our Exams Manager and will be readily available for inspection purposes.

- **Exam Contingency Plan:** This plan examines potential risks and issues that could cause disruption to the exams process at Cansfield High School. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.
- **Lockdown Policy (Exams):** Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.
- **Internal Appeals Procedures:** Ensures the centre's equalities 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.
- **Equalities Policy:** 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.
- **Complaints and Appeals Procedure (Exams):** Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- **Child Protection and Safeguarding Policy (Exams):** Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.
- **Data Protection Policy (Exams):** Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- **Access Arrangements Policy**
- **Conflicts of Interest Policy**
- **Word Processor Policy (Exams)**
- **Non-Examination Assessment Policy**
- **Access to Scripts, Reviews of Results and Appeals Procedures**
- **Candidate Absence Policy**
- **Candidate Late Arrival Policy**
- **Certificate Issue Procedure and Retention Policy**

- **Emergency Evacuation Procedures**
- **Escalation Process Policy**
- **Exam Archiving Policy**
- **Food and Drink Policy**
- **Leaving the Examination Room Policy.**
- **Malpractice Policy (Exams)**
- **Managing Behaviour Policy**
- **Overnight Supervision Arrangements Policy**
- **Procedure to Identify Candidates**
- **Separate Invigilation Policy**
- **Special Consideration Policy**

4.9 Conflicts of Interest

For more information, see the **Conflict of Interest Policy (Exams)**.

Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where 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 close relationship to the candidate

Maintains clear 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 close relationship 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 (taking at the centre as a last resort where unable to find an alternative centre)
- a member of centre staff is taking a qualification at another centre

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 body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications. This is checked by the Senior Leadership Team.

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 personnel or JCQ personnel.

4.10 Centre Inspections

Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.

Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.

Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility.

Regular meetings are conducted with the EM with the Senior Leadership Team to ensure the centre is ready for an inspection.

5. Exams Manager

Understands the contents of annually updated JCQ publications including:

- [General Regulations for Approved Centres](#)
- [Instructions for Conducting Examinations](#)
- [Suspected Malpractice - Policies and Procedures](#)
- [Post-results services](#) (PRS)
- [A guide to the special consideration process](#)

Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year.

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.

Calendars training for invigilators throughout the year as well as briefings prior and during exam season.

Works with the ALS lead/SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.

Supports the Head of Centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series.

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.

6. Senior Leaders

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 - Policies and Procedures](#)
- [Instructions for conducting non-examination assessments](#) (and the instructions for conducting coursework)
- [A guide to the special consideration process](#)

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 ALS lead/SENCo.

Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.

Ensure teaching staff attend relevant awarding body training and update events.

Checks that the invigilators DBS clearance is up to date.

Ensures staff and students are provided with and understand the JCQ regulations relevant to them. Ensures declarations have been signed to document this.

7. Special Educational Needs Co-Ordinator (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')

If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed

Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

8. Teaching Staff

Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALS lead/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

9. 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

10. 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

11. Site Staff

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

12. Candidates

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

13. 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.

13. 1 Planning: Roles & Responsibilities

13.1.1 Information Sharing

13.1.1.1 Head of Centre

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SM](#), [NEA](#) (and the Instructions for conducting coursework) and [SC](#)

13.1.1.2 Exams Manager

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have 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

13.1.2 Information Gathering

13.1.2.1 Exams Manager

- Undertakes an annual, in September, 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 (insert the titles these internal exams are referred to in the centre)

13.1.2.2 Senior Leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information
- Inform 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
- Note the internal deadlines in the annual exams plan and directs teaching staff to meet these

13.1.3 Access Arrangements

13.1.3.1 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(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication [Access Arrangements and Reasonable Adjustments](#)
- Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

13.1.3.2 SENCo

- All deadlines are calendared with flags raised 4 weeks prior to the deadlines to ensure key dates are not missed
- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments 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 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 a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- 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
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments
- Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

13.1.3.3 Senior Leaders, Teaching Staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

13.1.4 Internal Assessment & Endorsements

13.1.4.1 Head of Centre

- Controlled Assessments, Coursework and Non-Examination Assessments
 - Ensures arrangements are in place to co-ordinate and standardise all marking of centre- assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)

- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures 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 overview)
- Ensures a non-examination assessment policy is in place for GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)
- Non-examination Assessment 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
 - 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
 - Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications and WJEC GCE legacy AS and A-level Health & Social Care) follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
 - Ensure 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, 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

13.1.4.2 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

13.1.4.3 Exams Manager

- 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

13.1.5 Invigilation

13.1.5.1 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, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- 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

13.1.5.2 Exams Manager

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides training for new and existing invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- 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 in a new academic year before they are allocated to invigilate an exam
- 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 made aware of the access arrangement(s) awarded (ensuring 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

13.2 Entries: Roles & Responsibilities

13.2.1 Estimated Entries

13.2.1.1 Exams Manager

- Requests estimated or early entry information, where this may be required by awarding bodies, from Heads of Faculty's in a timely manner, 3 weeks before, to ensure awarding body external deadlines for submission can be met
- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

13.2.1.2 Senior Leaders

- Provide entry information requested by the EO to the internal deadline
- Inform the EO immediately of any subsequent changes to entry information
- Check all entries to ensure no errors have occurred

13.2.2 Final Entries

13.2.2.1 Exams Manager

- Requests final entry information from Heads of Faculty's in a timely manner, 3 weeks before, to ensure awarding body external deadlines for submission can be met
- Informs Heads of Faculties of subsequent deadlines for making changes to final entry information without charge
- Confirms with Heads of Faculty's 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
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

13.2.3 Final Entries Collection & Submission Procedure

- Entries are requested by internal deadline set by the EO (7 working days before official submission deadline).
- Heads of Faculty's are required to complete and sign initial entries form. Once these have been entered into SIMs, marksheets are then printed and Heads of Faculty's are required to further sign and confirm final entries before these are submitted to the Exam Boards.
- All deadlines are calendared with flags raised 4 weeks prior to the deadlines to ensure key dates are not missed

13.2.3.1 Heads of Faculty

- Briefed on changes to JCQ regulations
- Provides information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the EO and confirms information is correct

13.2.4 Late Entries

13.2.4.1 Exams Manager

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

13.2.4.2 Heads of Faculty

- Minimises the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries

13.2.5 Private Candidates

- Cansfield High School rarely accept private candidates. If applicable, candidates are invoiced directly from our Finance Team.

13.2.6 Candidates Statement of Entry

13.2.6.1 Exams Manager

- Provides candidates with statements of entry for checking

13.2.6.2 Teaching Staff

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

13.2.6.3 Candidates

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

13.3 Pre Exams: Roles & Responsibilities

13.3.1 Access Arrangements & Reasonable Adjustments

13.3.1.1 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' documentation, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

13.3.2 Briefing Candidates

13.3.2.1 Exams Manager

Issues individual exam timetable information to candidates and informs candidates of any designated contingency day awarding bodies may identify in the event of national or local disruption to exams

- Prior to exams issues relevant JCQ information for candidate's 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
 - 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
- This is calendared within a drop down day during March to ensure students have ample time to understand and process the information.

13.3.3 Access to Scripts, Reviews of Results & Appeals Procedure

"The centre will have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made

aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results...”

“The centre will treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals.”

“Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly”

13.3.4 Dispatch of Exam Scripts

13.3.4.1 Exams Manager

- 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
- 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

13.3.4.2 Head of Centre

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

13.3.4.3 SENCo

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

13.3.4.4 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

13.3.4.5 Heads of Faculty

- Ensures teaching staff assess and authenticate candidates’ work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

13.3.4.6 Candidates

- Authenticate their work as required by the awarding body

13.3.5 Invigilation

13.3.5.1 Exams Manager

- Provides an annually reviewed/updated invigilator handbook 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 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

13.3.5.2 SENCo

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

13.3.5.3 Invigilators

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

13.3.6 JCQ Inspection Visit

13.3.6.1 Exams Manager & Head of Centre

- 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/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

13.3.7 Seating & Identifying Candidates in Exam Rooms

13.3.7.1 Exams Manager

- Ensures a procedure is in place to verify candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements
- Provides identification in the form of photographic ID for all exam rooms

13.3.7.3 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

For further information, see the **Procedure to Identify Candidates Policy**

13.3.8 Security of Exam Materials

13.3.8.1 Exams Manager

- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures access to the secure room is restricted and staff named and approved by the Head of Centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be placed in the secure storage facility
- 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)

13.3.8.2 Reception Staff

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for placing in the secure storage facility

13.3.8.3 Teaching Staff

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

13.3.9 Timetabling & Rooming

13.3.9.1 Exams Manager

- 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

13.3.9.2 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

13.3.9.3 Site Staff

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

13.3.10 Alternative Site Arrangements

13.3.10.1 Exams Manager

- 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

13.3.11 Transferred Candidate Arrangements

13.3.11.1 Exams Manager

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

13.3.12 Internal Exams

13.3.12.1 Exams Manager

- 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

13.3.12.2 SENCo

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

13.3.12.3 Heads of Faculty

- Provide entry lists & exam papers/materials to the EO
- Support the SENCo in making appropriate arrangements for access arrangement candidates

13.4 Exam Time: Roles & Responsibilities

13.4.1 Access Arrangements

13.4.1.1 Exams Manager

- 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

13.4.2 Candidate Absence

For further information, see the **Candidate Absence Policy**

13.4.3 Candidate Behaviour

For further information, see the **Managing Behaviour Policy**

13.4.4 Candidate Belongings

- All student bags are stored outside the exam room.

- See Unauthorised materials below.

13.4.5 Candidate Late Arrival

For further information, see the **Candidate Late Arrival Policy**

13.4.6 Conducting Exams

13.4.6.1 Head of Centre

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

13.4.6.2 Exams Manager

- 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

13.4.7 Dispatch of Exam Scripts

13.4.7.1 Exams Manager

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

13.4.8 Exam Papers & Materials

13.4.8.1 Exams Manager

- 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 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, or until any timetable clash candidates have completed the exam
- Informs the awarding bodies of any changes within the key members/contact (in the case that the EM is the change in staff/contact the Senior Leadership Team will do so with the support of the Head of centre)

13.4.9 Exam Rooms

13.4.9.1 Head of Centre

- Ensures that on the day of the exam, relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s)
- 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

13.4.9.2 Exams Manager

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

13.4.9.3 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

13.4.10 Food & Drinks in Exam Rooms

For further information, see the **Food and Drink Policy**

13.4.11 Emergency Evacuation Procedures Policy

For further information, see the **Emergency Evacuation Procedures Policy**

13.4.12 Irregularities

13.4.12.1 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

13.4.13 Managing Behaviour

For further information, see the **Managing Behaviour Policy**

13.4.14 Malpractice

For further information, see the **Managing Behaviour Policy** and **Malpractice Policy (Exams)**

13.4.15 Special Consideration

For further information, see the **Special Consideration Policy**

13.4.15.1 Exams Manager

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

13.4.15.2 Candidates

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

13.4.16 Unauthorised Materials

13.4.16.1 Arrangements for Unauthorised Materials Taken into The Exam Room

- In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- Any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks.
- A Head of Centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their watches outside of the examination room.

13.4.16.2 Invigilators

- Are informed of the arrangements through training

13.4.17 Internal Exams

13.4.17.1 Exams Manager

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

13.4.17.2 Invigilators

- Conduct internal exams as briefed by the EO

13.5 Results & Post Results: Roles & Responsibilities

13.5.1 Internal Assessment

13.5.1.1 Heads of Faculty

- 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

13.5.2 Managing Results Day

13.5.2.1 Results Day Programme

- Examination results are available from 9:30am for current Year 11 students. There will be Heads of Department to discuss the results and offer advice. Post results paperwork / access to scripts forms will also be available for students to complete.

13.5.2.2 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-results

services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

13.2.2.3 Exams Manager

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

13.2.2.4 Site Staff

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

13.5.3 Accessing Results

13.5.3.1 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

13.5.3.2 Exams Manager

- 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

13.5.4 Post Results Services

13.5.4.1 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

13.5.4.2 Exams Manager

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

13.5.4.3 Heads of Faculty

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

13.5.4.4 Candidates

- Meet internal deadlines to request the services

- Provide informed consent and fees, where relevant

13.5.5 Analysis of Results

13.5.5.1 Data & Exams Manager

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

13.5.6 Certificates

For further information, see the **Certificate Issue Procedure and Retention Policy**

13.5.7 Retention of Certificates Policy

For further information, see the **Certificate Issue Procedure and Retention Policy**

13.5.8 Exams Review: Roles & Responsibilities

13.5.8.1 Exams Manager

- 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 the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

13.5.8.2 Senior Leaders

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

13.5.8 Retention of Records: Roles & Responsibilities

13.5.8.1 Exams Manager

- 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 exams archiving policy that identifies information held, retention period and met Heads of Faculties of disposal