



The Hayesbrook School

A Brook Learning Trust Academy

Examinations Policy



Introduction

At Brook Learning Trust we bring together our unique academies in our belief in the power of education to change lives and communities. It is our steadfast purpose to challenge and defy the barriers that constrain the educational progress of any child. We set high aims for aspiration and secure collective responsibility for all our children's achievements. Our work is underpinned by the values of Integrity, Respect, Courage, Optimism, Excellence and Accountability.

Purpose of the policy

The Hayesbrook School is committed to ensuring that the exams management and administration process is run effectively and efficiently. This policy reflects and sustain the values and ethos of The Hayesbrook School and promotes equal opportunity and inclusivity. This exam policy will ensure that:

- the workforce is well informed and supported;
- 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;
- 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 available on the school website www.hayesbrook.kent.sch.uk and any updates communicated to all relevant staff by the Exam Officer. This policy should be read in conjunction with:

Exam Contingency Plan
Internal Appeals Policy
Non-Examination Assessment Policy
Emergency Evacuation Policy (Exams)
Word Processor Policy (Exams)
Complaints and Appeals Procedure
Procedures for Identifying Candidates
Disability Policy (Exams)
Special Consideration Policy

Copies of these documents are available from the Exams Office upon request.

Roles and responsibilities overview

Head of Centre (HoC)

"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 time". (JCQ GR 2.3)

The head of centre will:

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

- [General regulations for approved centres](#) (GR)
- [Instructions for conducting examinations](#) (ICE)
- [Access Arrangements and Reasonable Adjustments \(AA\)](#)

- [Suspected Malpractice in Examinations and Assessments \(SMEA\)](#)
- [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)

It is the responsibility of the head of centre to ensure that his/her centre:

- *a) takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials;*
- *b) delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation;*
- *c) enables the examinations officer to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre;*
- *d) informs the awarding bodies, before the published deadline for entries, of any members of centre staff who are either sitting examinations and assessments, or teaching and preparing members of their family (which includes step-family, foster-family and similar close relationships) or household for examinations and assessments, or where members of their family will be sitting examinations and assessments;*
- *e) 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.)*
- *f) has in place a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements;*
- *g) makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the JCQ publication Instructions for conducting examinations 1 September 2018 to 31 August 2019 ;*
- *h) 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;*
- *i) allows candidates access to relevant pre-release materials, on or as soon as possible after the date specified by the awarding bodies;*
- *j) 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;*
- *k) 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;*
- *l) submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date;*
- *m) 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;

- *n) provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components;*
- *o) has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions. This applies to both internal and private candidates;*
- *p) enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned;*
- *q) complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims. (JCQ GR 5.3)*

Exam Officer (EO)

"The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments". (JCQ GR 2.4)

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](#)

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

Senior Leadership team (SLT)

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

- [General regulations for approved centres](#) (GR)
- [Instructions for conducting examinations](#) (ICE)
- [Access Arrangements and Reasonable Adjustments \(AA\)](#)
- [Suspected Malpractice in Examinations and Assessments \(SMEA\)](#)
- [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)

Special Educational Needs Co-ordinator (SENCo)

- Is familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
[Access Arrangements and Reasonable Adjustments](#)

- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’);
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process;
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification.

Curriculum Lead (CL)

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

Teaching staff

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

Invigilators

- Attend training, refresher, briefing and review sessions as required;
- Provide information as requested on their availability to invigilate.

The examination cycle

For the purpose of the policy, 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 exam policy identifies the roles and responsibilities of centre staff within this cycle.

Planning: Roles and Responsibilities

Information sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SMEA and NEA.

Exam Officer

- Signpost relevant centre staff of JCQ and awarding body documentation relating to the exam cycle that has been updated;
- Signposts 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 body secure extranet sites.

Information gathering

Exam Officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct;
- Collates all data into one central point of reference;

- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all 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 as and when appropriate;
- Collect information on PPEs (internal exams);
- Provided and annually reviews a centre policy on the use of word processors in exams and assessments.

Curriculum Lead

- Responds (or ensure Teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for return of information;
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by the awarding body;
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these.

Access arrangements

Head of Centre

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

Special Educational Needs Co-ordinator

- Assesses students (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements;
- Gathers evidence of need to support access arrangements;
- 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;
- Keeps the EO informed whilst approval is applied for through Access arrangements online (AAO), and confirms the requirements;
- 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 access arrangement(s);
- 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 ;
- Applies for approval through Access arrangements online (AAO) via the Centre Admin Portal (CAP), where required or through the awarding bodies where qualifications sit outside the scope of AAO.

“Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre”. (AA 5.8.1)

Senior Leaders, Curriculum Leads & Teaching staff

- Supports the SENCo in identifying and implementing appropriate access arrangements;
- Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations AA 5.8.

Internal assessment and endorsements

Head of Centre

- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking ;

*"have in place and **be available for inspection purposes**, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates"* (GR5.7d)

- Provides fully qualified teachers to mark non-examination assessments;
- Ensures a non-examination assessment policy is in place for GCE and GCSE qualifications: *Non-Exam Assessment Policy*.

"have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a written controlled assessments policy.)" (GR5.7e)

- Ensures 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;
- Ensures teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates' work.

Senior Leadership Team

- Ensures teaching staff delivering GCE & GCSE specifications follow JCQ *Instructions for conducting non-examination assessments* and the specification provided by the awarding body;
- Ensure appropriate internal moderation, standardisation and verification processes are in place.

Curriculum Lead

- Ensure teaching staff delivering legacy GCSE qualifications follow JCQ Instructions for conducting controlled assessments and the specification provided by the awarding body;
- Ensure teaching staff delivering legacy GCE unitised AS and A-level qualifications and Entry Level or Project qualifications follow JCQ instructions for conducting coursework and the specification provided by the awarding body;
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body.

Teaching staff

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

Exams Officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessments.

Invigilation

Head of Centre

- Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible GR 5.9c;
- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators.

Exams Officer

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

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

Exams Officer

- Provides CLs with a summary of the coursed being taught that academic year and completed estimated numbers based upon the students in classes on SIMs;
- Requests confirmation of the information from CLs, where this may be required by awarding bodies, in a timely manner to ensure awarding body external deadlines for submission can be met.

Curriculum Lead

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

Final entries

Exams Officer

- Requests final entry information from CLs in a timely manner to ensure awarding body external deadlines for submission can be met;
- Informs CLs of subsequent deadlines for making changes to final entry information without charge;
- Confirms with CLs 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, by ensuring all Marksheet entries are signed off by the relevant Curriculum Lead.

Curriculum Lead

- 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 confirm information is correct.

Late entries

Exams Officer

- Has clear entry procedures in place to minimise the risk of late entries.

Curriculum Lead

- 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.

Re-sit entries

Students entering the 6th form having not achieving an equivalent Grade 4 in Maths and/or English are entered automatically.

Private candidates

The Hayesbrook School does not normally accept external candidates, however, in exceptional circumstances we will try to accommodate students who have recently left the school.

Candidate statements of entry

Exams Officer

- Provides candidates with statements of entry;
- Meets the awarding body deadlines.

Curriculum Lead/Teaching staff

- Ensures candidates check statements of entry and query any discrepancies with the EO.

Candidates (or parents/carers)

- Notify the EO of any discrepancies.

Pre-exams: Roles and Responsibilities

Access arrangements

Special Education Needs Co-ordinator

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam);
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her;
- Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it;
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement);
- Applies for approval of Access Arrangements through Access arrangements online (AAO), and where required through the awarding body where qualifications sit outside the scope of AAO, e.g. Edexcel BTECs.

Exams Officer

- Supports the SENCo with applying for the Access Arrangement by entering the basic candidate details ready for the SENCo to seek approval.

Briefing candidates

Exams Officer

- Issues exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of a national or local disruption to exams;
- Issues relevant JCQ information for candidates;
- Where relevant, issues awarding body information to candidates;
- Issues centre exam information to candidates which will include information on:
 - exam timetable clashes

- arriving late for an exam
- absence or illness during exams
- what equipment is/is not provided by the centre
- wrist watches in exam rooms
- when and how results will be issued and the staff that will be available
- the post-results services and how the centre deals with requests from the candidates
- when and how Certificates will be issued
- Advise candidates of the arrangements for Enquiries about Results.

Dispatch of exam scripts

Exams Officer

- Identifies 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.

Forecast grades

Curriculum Lead

- Ensures teaching staff provide estimated grade information to the EO to the internal deadline.

Exams Officer

- Submits estimated grade information to awarding bodies to meet the external deadline;
- Keeps a record to track what has been sent.

Internal assessment and endorsements

Head of Centre

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

Special Educational Needs Co-ordinator

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

Curriculum Lead

- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline;
- Ensure teaching staff assess and authenticate candidates' work as per awarding body requirements;
- Ensures teaching staff assess endorsed components according to awarding body requirements;
- Ensure teaching staff provide required samples of work for moderation to the EO to the internal deadline.

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements;
- Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies.

Exams Officer

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

Candidates

- Complete the necessary paperwork at the teachers' request to authenticate their work as required by the awarding body.

Invigilation

Exams Officer

- Provides an invigilation handbook and updates invigilator annually;
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis);
- Allocates invigilators to exam rooms as per the required ratios;
- Liaises with the SENCo regarding invigilation of access arrangement candidates.

Special Educational Needs Co-ordinator

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

Invigilators

- Provides information as requested on their availability to invigilate throughout an exam series;
- Invigilates as per JCQ and awarding body regulations.

JCQ inspection visit

"You must co-operate with any visit from an Inspector. A senior member of staff, or a member of the exams office, must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility. Authorised Inspectors will present and identify themselves to the centre by means of an identity card." (ICE – Introduction)

Seating and identifying candidates in exam rooms

Exams Officer

- Ensures a procedure is in place to verify candidate identity including private candidates in exam rooms, (See *Procedure for identifying candidates*).

"have in place written procedures to verify the identity of all candidates at the time of the examination or assessment.")GR5.9d)

- Ensures invigilators are aware of the procedure;
- Provides seating plans for exam rooms as per JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan).

Invigilators

- Follow the system for identifying candidates provided by the EO;
- Seat candidates in exam rooms as instructed by the EO/on the seating plan.

Security of exam materials

Exams Officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff;
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential;
- Receives, check and securely store question papers and other exam materials as per JCQ and awarding body requirements;
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment).

Reception staff

- Follows the process to record confidential materials delivered to the centre and issued to authorised staff with due regard to security the security of confidential materials, ensuring that secure deliveries are logged upon receipt/correctly signed for and are immediately delivered to the EO or locked in the secure storage.

Teaching staff

- Adheres to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential;
- Adhere to the regulations in regard to the storing of confidential materials whilst in their possession.

Timetabling and rooming

Exams Officer

- Produces a centre exam timetable for each exam series;
- Identifies and resolve candidate exam timetable clashes;
- Identifies exam rooms and specialist equipment requirements;
- Allocates invigilators to exam rooms according to required ratios;
- Liaises with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements;
- Liaises with the SENCo regarding rooming of access arrangement candidates;
- Liaises with IT department regarding IT arrangements.

Special Educational Needs Co-ordinator

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

Site staff

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

IT staff

- Liaise with EO to ensure that computer technology is up to date and available in room required.

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* of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

Transferred candidate arrangements

Exams Officer

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

Internal exams (PPEs)

Exams Officer

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

Special Educational Needs Co-ordinator

- Liaise with EO and teaching staff to make appropriate arrangements for access arrangement candidates.

Teaching staff

- Provides exam papers and materials to the EO;
- Supports the SENCo in making appropriate arrangements for access arrangement candidates.

Exam time: Roles and Responsibilities

Access arrangements

Exams Officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular access arrangements;
- Has 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

Invigilators

- Carry out a check of each exam room and hand list or text list to EO;
- Complete an absent form for the missing candidate and place it on their desk;
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

Exams Officer

- Arranges with reception and support staff to contact candidates/parent by phone;
- If student is unable to attend (e.g. through illness), the EO will require evidence (e.g. medical) to apply for special consideration;
- If no reason given for absence, the cost of the exam entry is to be paid by the parent/carer.

Candidate behaviour

The process for managing candidate behaviour in exam rooms is:

- Any evidence of malpractice to be brought to the lead invigilator's immediate attention;
- Lead invigilator to warn candidate that they may be removed from the exam room and that the awarding body will be informed and may decide to disqualify the candidate;
- Any unauthorised material to be removed from the candidate;
- EO to be informed;
- Head of centre must report to the awarding body as soon as possible all cases of suspected or actual malpractice in connection with the exam; Form JCQ/M1 Report of suspected malpractice;
- any disruption to be brought to the lead invigilator's attention;
- If continues, student to be escorted from the room and EO/SLT to be called.

Head of Centre

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

Senior Leadership Team

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

Exams Officer

- EO to support invigilators in exam room;
- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities;
- Actions any required follow-up and reports to awarding bodies as soon as possible after the exam has taken place.

Invigilators

- Any evidence of malpractice to be brought to the Lead Invigilators attention immediately and thence the EO. Depending upon the misdemeanour the candidate will either be spoken to at the time or held at the end of the exam. And warned that the awarding body may decide to disqualify the candidate;

- Any unauthorised materials to be removed from the student as soon as possible and the EO contact immediately and student held at the end of the exam etc;
- Record any incidents or irregularities on the exam room incident log(for example, late/very late, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation).

Candidate late arrival

Exams Officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body through CAP to timescales;
- Warns candidates that although they can sit the exam for the fully allocated time that their work may not be accepted by the awarding body.

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training;
- Ensure that relevant information is recorded on the exam room incident log.

Conducting exams

Head of Centre

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

Exams Officer

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

Food and Drink

Candidate

- May bring a clear bottle of water into the examination room with the label removed;
- May not bring any food into the examination room.

Dispatch of exam scripts

Exams Officer

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

Exam papers and materials

Exams Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility;
- Attaches erratum notices received to relevant exam question paper packets;
- Collates attendance registers and examiner details in date order;
- Regularly checks mail or email inbox for updates from awarding bodies;
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened;
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam and once the completed papers have been collected from the school.

Exam rooms

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 room.

Senior Leadership Team

- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated. (See Disability Policy (Exams) and Emergency Evacuation Procedure).

Exams Officer

- Ensures exam rooms are set up and conducted as required in the regulations;
- Provides invigilators with appropriate resources to effectively conduct exams;
- Briefs invigilators on exams to be conducted on a session by session basis;
- 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. A copy of the procedure to be held in each exam room file;
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated;
- Ensures a documented emergency evacuation procedure for exam rooms is in place (See Emergency Evacuation Procedure);
- Communicates with students so that they know only clear plastic water bottle are allowed in exam room and no food.

Site staff

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

IT Staff

- Support the EO to ensure that computers/laptops are set up correctly.

Invigilators

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

Candidates

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

Irregularities

Head of centre

- Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation Form JCQ/M1 Report of suspected malpractice.

Exams Officer

- Provides an incident log in all exam rooms for recording any incidents or irregularities;
- Actions any required follow-up and reports to awarding bodies.

Invigilators

- 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, disruption or disturbance in the exam room, emergency evacuation).

Special consideration

Exams Officer

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

Candidates

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

Unauthorised Materials

- Any unauthorised items must be left in the candidates' bags or if forgotten handed in to an invigilator prior to the examination starting;
- Any wrist watches must be left in the candidates' bags.

Internal exams (PPEs)

Exams Officer

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

Invigilators

- Conduct internal exams as briefed by the EO.

Results and post-results: Roles and Responsibilities

Internal assessment

Curriculum Lead

- 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)

Senior Leadership Team

- Identifies 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.

“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.” (PRS 4.1.1 paragraph 3)

Exams Officer

- Works with SKT to ensure procedures for managing the main Summer results day(s) (a results day programme) are in place;
- Ensure details are communicated on the school website.

Site staff

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

IT Staff

- Ensure that all IT programmes are up to date and ready to accept results.

Accessing results

Head of Centre

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

Exams Officer

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

The Data manager/assistant

- Provides summaries of results for relevant centre staff on publication of results.

Post-results services

Head of Centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal;
- Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised.

Exams Officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged;
- 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 collects candidate informed consent and fees where relevant;
- Submits requests to awarding bodies to meet the external deadline;
- Tracks requests to conclusion and inform candidates and relevant centre staff of outcomes;
- Updates centre results information, where applicable;
- Keeps a summary of the amount spent on enquiry about results.

Curriculum Lead/Teaching staff

- Meet internal deadlines to request the services.

Candidates

- Meet internal deadlines to request the services;
- Provide informed consent and fees before the submission of the request, where relevant.

Analysis of results

Data Manager/assistant

Following the publication of results

- 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.

Exams Officer

- Download exam results and transfer into PI data on SIMs for use by the Data Manager.

Certificates

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

Exams Officer

- To create a master document recording each certificate against each student that they can the sign for;
- Certificates to be stored securely whilst candidates are contacted to collect them.

Invigilators

- Certificates to be crossed check against result achieved.

Candidates

- Candidates to sign for certificates upon collection;
- May arrange for certificates to be collected on their behalf by providing the EO with written authorisation; authorised persons must provide ID evidence on collection of certificates.

Review: Roles and Responsibilities

Exams Officer

- Discuss with SLT 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 review.

Senior Leadership Team

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

Exams Officer

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

All plans and procedures are available on the school website www.hayesbrook.kent.sch.uk/policies or hard copies are available upon request from the Exams Officer.

POLICY REVIEW AND RATIFICATION	
Policy reviewed annually and ratified by the academy council in July	
The review by SLT	July 2019
Summary of amendments to this iteration	Changes to better reflect JCQ policies and procedures IT staff added Complaints and Appeals Procedure added Controlled Assessment Policy removed
Ratified by the academy council	July 2019
Next review	July 2020