



**DISCOVERY**  
EDUCATIONAL TRUST

## **Examinations Policy 2023/24**

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## 1. Purpose

Both Chase High School (CHS) and St. Martin's School (SMS), the Centre(s), are committed to ensuring that the examinations management and administration process is run effectively and efficiently and in compliance with the published Joint Council for Qualifications (JCQ) regulations and Awarding Body requirements.

This Examinations Policy ensures that:

- all aspects of the Centre's examination process are documented, supporting the Examination Contingency Plan, and other relevant examinations-related policies, procedures and plans;
- the workforce is well-informed and supported;
- all Centre staff involved in the examinations process clearly understand their roles and responsibilities;
- all examinations and assessments are conducted according to JCQ and Awarding Body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times;
- examination candidates understand the examinations process and what is expected of them.

This Policy is reviewed annually to ensure that ways of working in the Centres are accurately reflected, and that examinations and assessments are conducted to current JCQ (and Awarding Body) regulations, instructions and guidance.

This Policy is communicated to all relevant Centre staff.

## 2. Roles and Responsibilities Overview

### Head of Centre

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. This individual must have the authority to deploy the necessary resources to ensure that the Centre is always compliant in meeting those published JCQ regulations and Awarding Body requirements.

The Head of Centre must ensure that Senior Leadership Teams (SLT) and Examination Office staff familiarise themselves with the entire contents of [JCQ General Regulations for Approved Centres booklet \(hereafter referred to as GR\)](#). In particular, the Head of Centre must familiarise themselves with Sections 5.1, 5.3 and 5.4.

The Head of Centre must ensure that relevant members of staff respond promptly to requests for information from Awarding Bodies relating to the administration and conducting of examinations/assessments (Section 1 GR).

### Examinations Officer

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.

The Headteacher (HT) on site (the Head of Centre) may not appoint themselves as the Examinations Officer. A Head of Centre and an Examinations Officer are two distinct and separate roles.

The Head of Centre and/or the Examinations Officer may operate across more than one Centre. In such cases, the Head of Centre must ensure that there is suitable SLT support in place, in order that they are able to meet their obligations across all Centres for which they are responsible. The Head of Centre must ensure that these arrangements are covered by the Trust Examination Contingency Plan (Section 2 GR).

### **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 examinations/assessments.

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this Policy. Failure to do so may constitute malpractice as defined in the JCQ publication [Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024](#).

### **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](#) (AARA);
  - [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 that the Centre has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments;
- Where/if using a third party to deliver any part of a qualification (including its assessments) 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 to ensure that there is a shared understanding of the arrangement, and manages the risk of failure by the third party to deliver the expected service;
  - ensures that a copy of the written agreement is available for inspection, if requested by the Awarding Body.

- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (refer to the National Centre Number Register and Other Information Requirements section);
- Ensures that the Centre promptly reports any incidents to the relevant Awarding Body/Bodies, which might compromise any aspect of assessment delivery such as a cyber-attack;
- Ensures that other relevant Centre staff, where they may be involved in the receipt and dispatch of confidential examination materials, are briefed on the requirements for maintaining the integrity and confidentiality of the examination materials;
- Ensures that 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;
- Ensures that members of Centre staff do not advise parents/carers/candidates to contact Awarding Bodies/JCQ directly nor provide them with addresses/email addresses of Awarding Body examining/assessment personnel or JCQ personnel.

#### **Recruitment, Selection, Training and Support**

- 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 (NEAs), and/or fully qualified assessors for the verification of Centre-assessed components;
- Enables the relevant members of the SLT, the Examinations Officer and the Additional Learning Support (ALS) Lead/Special Educational Needs and Disabilities Coordinator (SENDCo) 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/SENDCo, who determines appropriate arrangements for candidates with learning difficulties and disabilities;
- Ensures that the ALS Lead/SENDCo has sufficient time to both manage the access arrangements process within the Centre and familiarise themselves with the JCQ publication [AARA](#);
- Ensures that the Examinations Officer has sufficient time to perform their role and familiarise themselves with relevant Awarding Body and JCQ documentation.
- Ensures that the Examinations Officer is line managed and actively supported by a member of SLT, who has a good working knowledge of the examination system.

#### **External and Internal Governance Arrangements**

- Has in place a documented Escalation Process should the Head of Centre, or a member of SLT with oversight of examination administration, be absent. Refer to GR (Section 5.3, External and Internal Governance Arrangements).

### **Escalation Process**

- Has appointed a member of SLT, who provides effective support and supervision of the Examinations Officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series;
- Ensures that Centre staff undertake key tasks in the examinations process and meet internal deadlines set by the Examinations Officer;
- Can confirm the external governance arrangements to an Awarding Body so that the Awarding Body has confidence in the integrity of Centre activities, such as the delivery of qualifications and the conducting of examinations and assessments;
- Ensures that a teacher, a teaching assistant, a tutor or a senior member of Centre staff, who teaches the subject being examined, or a Learning Support Assistant (LSA), who has supported one or more candidates, is not an invigilator during the examination;

### **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.

### **Public Liability**

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

### **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, which must only be used for the purpose of administering secure examination materials;
  - that the secure room only contains examination-related material;
  - that 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;
  - that access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (the Examinations Officer must be one of the keyholders), and staff, approved by the Head of Centre, are accompanied by a keyholder at all times;
  - that appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of Centre staff;
  - that appropriate arrangements are in place for handling secure electronic materials;
  - that 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 paper packets 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.

(If it is ever subsequently identified, following this check, that the wrong question paper packet has been opened, it is resealed and the incident reported to the relevant Awarding Body's Malpractice Investigation Team immediately).

- Arranges 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 current JCQ ICE publication;
- Arranges to receive and issue material received from the Awarding Bodies to staff and candidates, and notifies 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.

### **Malpractice**

- 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 and after assessments have taken place;
- Ensures that any person involved in administering, teaching or completing examinations/assessments is advised that, where malpractice is suspected, or alleged, personal data about them is 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 that irregularities are investigated, and informs the Awarding Bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation;
- As required by an Awarding Body, ensures that evidence of any instances of alleged or suspected malpractice, which includes maladministration, is collated in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures, and provides such information and advice as the Awarding Body may reasonably require.

### **Policies/Procedures**

All examination-related policies can be located via the DET Policies page [here](#). All policies are available for inspection at both CHS and SMS, and copies are available upon request. Refer to Section 5.3 GR Policies Available for Inspection.

### **Malpractice Policy (Examinations)**

- Refer also to the JCQ publication AI Use in Assessments: Protecting the Integrity of Qualifications, which acknowledges the use of AI, for example, what it is, the risks of using it, what AI misuse is, how this is treated as malpractice, when it may be used and how it should be acknowledged.

### **Examination Contingency Plan and Lockdown Policy (Examinations)**

- Ensures that risks to the examination process are assessed, and that appropriate risk management processes/contingency plans are in place (that allow SLT to act immediately in the event of an emergency or where the Head of Centre, the Examinations Officer or SENDCo is absent at a critical stage of the examination cycle).
- The Examination Contingency Plan should reinforce procedures in the event of the Centre being unavailable for examinations owing to an unforeseen emergency.
- All relevant Centre staff must be familiar with the Examination Contingency Plan. Consideration should be given as to how these arrangements are communicated to candidates, parents/carers and staff should disruption to examinations occur.

### **Lockdown Policy (Examinations)**

#### **Internal Appeals Procedures**

- Ensures that an Internal Appeals Procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers.

#### **Equalities Policy (Examinations)**

- Ensures that the Centre's Equalities Policy (Examinations) 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.

#### **Complaints Policy (Examinations)**

- Ensures that a Complaints Policy (Examinations) 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.

#### **Safeguarding and Child Protection Policy (Examinations)**

- Ensures that the Centre has a Safeguarding and Child Protection Policy (Examinations) in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.

#### **Data Protection Policy (Examinations)**

- Ensures that the Centre has a Data Protection Policy (Examinations) in place that complies with UK General Data Protection Regulation and Data Protection Act 2018 regulations.
- Consideration may also need to be given to the Centre's policy on sharing candidates' results, and other examinations-related information, with those with parental responsibility and third parties.

#### **Legislation on Sharing Information**

Under the principles of the UK General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other examinations-related information with a third party.

Other legislation and guidance may need to be considered regarding sharing information with parents/carers, for example, information from the Department for Education (DfE) for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility (last updated 24 August 2023) [www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility](http://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility);
- School reports on pupil performance: guidance for headteachers [www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers](http://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers).

#### **Publication of Examination Results**

- Refer to Information Commissioner's Office (ICO) schools, universities and colleges information and examination results.

#### **Whistleblowing Policy (Examinations)**

- Ensures that the Centre has a Whistleblowing Policy (Examinations) in place.

#### **Access Arrangements Policy**

- Ensures that the Centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Both CHS and SMS have documented Accessibility Plans available via the School Policies pages on websites:
  - <https://www.chasehigh.org/our-school/policies>;
  - <https://www.st-martins.essex.sch.uk/our-school/school-policies/>.

#### **Conflicts of Interest**

- Ensures that 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 (noting that being entered by the Centre must be 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 a 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 Examinations Office staff has a close relationship to a candidate being entered for examinations 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 (noting that being entered by the Centre must be as a last resort, where unable to find an alternative Centre);
  - a member of Centre staff is taking a qualification at another Centre.

#### **National Centre Number Register and Other Information Requirements**

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed, which must be the registered address of the Centre;

- Ensures that the National Centre Number Register (NCNR) annual update is responded to by the end of October every year;
- Takes responsibility for confirming, on an annual basis, that they are aware of, and adhering to, the latest version of the JCQ regulations. This confirmation is managed as part of the NCNR annual update by completion of the Head of Centre Declaration;
- Understands that this responsibility cannot be delegated to a member of SLT or the Examinations Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre's declaration, results in:
  - the Centre status being suspended;
  - the Centre being unable 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.

### Centre Inspections

- Cooperates 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 that the JCQ Centre Inspector identifies themselves with a photo ID card and must be accompanied throughout their tour of the premises, including inspection of the Centre's secure storage facility.

### Examinations Officer

- Understands the contents of annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR);
  - Instructions for conducting examinations (ICE);
  - Suspected Malpractice - Policies and Procedures (SM);
  - Post-Results Services (PRS);
  - A guide to the special consideration process (SC).
- Completes/submits the NCNR annual update (administered on behalf of the JCQ member Awarding Bodies by Oxford Cambridge and RSA (OCR) <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year;
  - Confirms the details or informs the Awarding Bodies of any changes to the Centre's contact details through the NCNR;
  - Informs the NCNR Team **immediately** (e-mail address – [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) if any changes occur after the NCNR annual update has taken place;
  - (Where it may be applicable) informs the NCNR Team no later than six weeks prior to moving to a new address or a relocation of the secure storage facility;
  - Informs the NCNR Team immediately of any other changes in circumstances that could affect the Centre's status.
- Is familiar with the contents of annually updated information from Awarding Bodies on administrative procedures, key tasks, key dates and deadlines;
- Ensures that 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;
- Works with the ALS Lead/SENDCo to ensure that 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 examination 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 for maintaining records that confirm that measures are taken/protocols are 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 examination materials, on the requirements for maintaining the integrity and confidentiality of the examination materials.

### **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 (GR);
  - Instructions for conducting examinations (ICE);
  - Access Arrangements and Reasonable Adjustments (AARA);
  - 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).
- Ensure that teaching staff undertake key tasks, as detailed in this Policy, within the examinations process (examination cycle) and meet internal deadlines set by the Examinations Officer and ALS Lead/SENDCo;
- Ensure that teaching staff keep themselves updated with Awarding Body subject- and teacher-specific information to confirm effective delivery of qualifications
- Ensure that teaching staff attend relevant Awarding Body training and update events.

### **Additional Learning Support Lead/Special Educational Needs and Disabilities Coordinator**

- Understands the contents, refers to and directs relevant Centre staff to annually updated JCQ publications including:
  - Access Arrangements and Reasonable Adjustments (AARA).
- 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 that the correct procedures are followed;
- Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

### **Teaching Staff**

- Undertake key tasks, as detailed in this Policy, within the examinations process, and meet internal deadlines set by the Examinations Officer and the ALS Lead/SENDCo;
- Keep updated with Awarding Body subject- and teacher-specific information to confirm effective delivery of qualifications;
- Attend relevant Awarding Body training and update events.

#### **Invigilators**

- Attend/undertake training (on the current regulations), update, briefing and review sessions, as required;
- Provide information, as requested, on their availability to invigilate;
- Sign a confidentiality and security agreement, and confirm whether they have any current maladministration/malpractice sanctions applied to them.

#### **Reception Staff**

- Support the Examinations Officer in the receipt and dispatch of confidential examination materials, and follow the requirements for maintaining the integrity and confidentiality of the examination materials.

#### **Site Staff**

- Support the Examinations Officer in relevant matters relating to examination rooms and resources.

#### **Candidates**

- Where applicable in this Policy, the term ‘candidates’ refers to candidates and/or their parents/carers.

### **3. The Examination Cycle**

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

- planning;
- entries;
- pre-examinations;
- examination time
- results and post-results.

This Policy identifies 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, AARA, SM, NEA (and the Instructions for conducting coursework) and SC.

##### **Examinations Officer**

- Signposts relevant Centre staff to JCQ publications and Awarding Body documentation relating to the examinations 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.

## **Information Gathering**

### **Examinations Officer**

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure that data about all qualifications being delivered is up-to-date and accurate;
- 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 examinations plan of key tasks and key dates to ensure that all external deadlines can be effectively met; informs key Centre staff of internal deadlines;
- Collects information on internal examinations to enable preparation for, and conduct of, Pre-Public Examinations (PPEs).

### **Senior Leaders**

- Respond (or ensure that teaching staff respond) to requests from the Examinations Officer on information gathering;
- Meet the internal deadline for the return of information;
- Inform the Examinations Officer of any changes to information in a timely manner, minimising the risk of late or other penalty fees being incurred/imposed by an Awarding Body;
- Note the internal deadlines in the annual examinations plan and direct teaching staff to meet these.

## **Access Arrangements**

### **Head of Centre**

- Ensures that there is appropriate accommodation for candidates requiring access arrangements in the Centre, for all examinations and assessments
- Ensures that 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 [AARA](#);
- Ensures that the ALS Lead/SENDCo is fully supported in effectively implementing access arrangements and reasonable adjustments, once approved.

### **ALS Lead/SENDCo**

- 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;
- Collates signed personal data consent forms from candidates, where required, and ensures that data protection confirmation(s) are completed by the Examinations Officer or SENDCo;
- Applies for approval through Access Arrangements Online (AAO) via the Centre Administration 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 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 Examinations Officer regarding examination time arrangements for access arrangement candidates;
- Ensures that staff appointed to facilitate access arrangements for candidates are thoroughly 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 Examinations Officer to ensure that invigilators, and those acting as a facilitator, fully understand the respective role and what is and what is not permissible in the examination room;
- Liaises with the relevant member of SLT on the Centre's Word Processor Policy (Examinations).

#### **Word Processor Policy (Examinations)**

- Ensures that criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main examination rooms.

#### **Alternative Rooming Arrangements Policy (Examinations)**

In certain circumstances, a candidate with an established difficulty may be eligible to take examinations in alternative rooming arrangements. Centres may also receive requests from candidates and/or parents/carers to take their examinations in alternative rooms. Having a documented policy:

- Ensures that the criteria for candidates granted alternative rooming arrangements is clear and complies with JCQ regulations;
- Ensures that the Centre can demonstrate the Policy is asked/challenges by a candidate and/or parent/carer.

#### **Senior Leaders, Teaching Staff**

- Support the ALS Lead/SENDCo in determining and implementing appropriate access arrangements/reasonable adjustments;
- Produce a Word Processor Policy, specific to the Centre, which details the criteria that the Centre uses to award and allocate word processors for examinations.



## Internal Assessment and Endorsements

### Head of Centre

#### Controlled Assessments, Coursework and Non-Examination Assessments

- Ensures that appropriate controls are in place, which allow accurate data to be submitted to the Awarding Bodies, for example, internally-assessed marks;
- Ensures that arrangements are in place to coordinate 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 NEAs, and/or fully qualified assessors for the verification of Centre-assessed components;
- Ensures that 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 above);
- Ensures that a NEA Policy is in place for GCE and GCSE qualifications, which include components of NEA (for CCEA GCSE centres, this would be a controlled assessment policy).

#### Non-Examination Assessment Policy

- Ensures that 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.
- Refer also to the JCQ document AI Use in Assessments: Protecting the Integrity of Qualifications.

#### Senior Leaders

- Ensure that 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 that appropriate internal moderation, standardisation and verification processes are in place
- Ensure that 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, follow JCQ [Instructions for conducting coursework](#) and the specification provided by the Awarding Body;
- Ensure that teaching staff, delivering reformed GCE and GCSE specifications (which include components of NEA), follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the Awarding Body;
- For other qualifications, ensure that teaching staff follow appropriate instructions issued by the Awarding Body;
- Ensure that teaching staff inform candidates of their Centre-assessed marks as a candidate may request a review of the Centre's marking before marks are submitted to the Awarding Body.

### **Teaching Staff**

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

### **Examinations Officer**

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment;
- Signposts teaching staff to relevant JCQ [Information for candidates documents](#) that are annually updated.

### **Invigilation**

#### **Head of Centre**

- Ensures that relevant support is provided to the Examinations Officer in recruiting, training and deploying a team of invigilators;
- Determines if additional invigilators are deployed in timed Art examinations in addition to the subject teacher to ensure that the supervision of candidates is maintained at all times.

#### **Examinations Officer**

- Recruits additional invigilators, where required, to effectively cover all examination 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 thorough training for new invigilators on the current instructions for conducting examinations, and an 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 examination;
- Ensures that 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 that invigilators are briefed on the access arrangement candidates in their examination room, and made aware of the access arrangement(s) awarded (ensuring that these candidates are identified on the seating plan), and confirms that invigilators understand what is and what is not permissible;
- Collects evaluation of training to inform future events.

### **Entries: Roles and Responsibilities**

#### **Estimated Entries**

#### **Examinations Officer**

- Requests estimated or early entry information, where this may be required by Awarding Bodies, from Heads of Department in a timely manner to ensure that Awarding Body external deadlines for submission can be met;

#### **Estimated Entries Collection and Submission Procedure**

- The Examinations Officer checks the class lists to make the estimated entries with each Awarding Body.
- 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.

#### **Senior Leaders**

- Provide entry information requested by the Examinations Officer to the internal deadline;
- Immediately inform the Examinations Officer of any subsequent changes to entry information.

#### **Final Entries**

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

- Ensures that appropriate controls are in place, which allow accurate data to be submitted to the Awarding Bodies, for example, entries.

##### **Examinations Officer**

- Requests final entry information from Heads of Department in a timely manner to ensure that Awarding Body external deadlines for submission can be met;
- Informs Heads of Department of subsequent deadlines for making changes to final entry information without charge;
- Confirms with Heads of Department 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.

#### **Final Entries Collection and Submission Procedure**

- The Examinations Officer to create Marksheets created from base data from Awarding Bodies. These marksheets link to the up-to-date class lists. Teachers make entries, which are then checked by Heads of Department/Faculty and the Examinations Officer.

#### **Senior Leaders**

- Provide information requested by the Examinations Officer to the internal deadline;
- Immediately inform the Examinations Officer, or, at the very least, prior to the deadlines, of any subsequent changes to final entry information, which includes:
  - changes to candidate personal details;
  - amendments to existing entries;
  - withdrawals of existing entries.

- Check final entry submission information provided by the Examinations Officer and confirms information is correct.

### **Late Entries**

#### **Examinations Officer**

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

#### **Senior Leaders**

- Minimise the risk of late entries by:
  - following procedures identified by the Examinations Officer in relation to making final entries on time;
  - meeting internal deadlines identified by the Examinations Officer for making final entries.

#### **Re-sit Entries**

- Candidates wishing to re-sit a unit should complete an entry form located on the CHS and SMS websites in the Examinations section.

#### **Private Candidates**

- Neither CHS nor SMS accept private candidates.

### **Candidate Statements of Entry**

#### **Examinations Officer**

- Provides candidates with statements of entry for checking.

#### **Teaching Staff**

- Ensure that candidates check statements of entry and return any required relevant confirmation to the Examinations Officer.

#### **Candidates**

- Confirm entry information is correct or notify the Examinations Officer of any discrepancies.

### **Pre-Examinations: Roles and Responsibilities**

#### **Access Arrangements and Reasonable Adjustments**

##### **ALS Lead/SENDCo**

- Ensures that appropriate arrangements, adjustments and adaptations are in place to facilitate access to examinations/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 examination);
- Ensures that a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them;
- Ensures that examination information (JCQ information for candidates' documents, individual examination 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 examinations and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement);
- Where relevant, ensures that the necessary and appropriate steps are undertaken to gather an appropriate picture of need, and demonstrate normal way of working for a private candidate (including distance learners and home-educated candidates), and that the candidate is assessed by the Centre's appointed assessor.

### **Briefing Candidates**

#### **Examinations Officer**

- Issues individual examination timetable information to candidates, and informs candidates of any designated contingency sessions that Awarding Bodies may identify in the event of national or significant local disruption to examinations;
- Prior to examinations, issues relevant JCQ information for candidates' documents;
- Where relevant, issues relevant Awarding Body information to candidates;
- Issues Centre examination information to candidates, including information on:
  - examination timetable clashes;
  - arriving late for an examination;
  - absence or illness during examinations;
  - what equipment is/is not provided by the Centre;
  - food and drink in examination rooms;
  - unauthorised items in examination rooms;
  - when and how results are issued, and the staff that are available;
  - post-results services information, and how the Centre deals with requests from candidates;
  - when and how certificates are issued.

### **Access to Scripts, Reviews of Results and Appeals Procedures**

Details are sent via letter to parents/carers and placed on the CHS and SMS websites. Information is also included with students' results (placed in the envelope with results). Refer to GR (Sections 5.6 and 5.13).

### **Dispatch of Examination Scripts**

#### **Examinations Officer**

- Identifies and confirms arrangements for the dispatch of candidate examination scripts with the DfE (STA) 'yellow label service' or the Awarding Body where qualifications sit outside the scope of the service.

### **Estimated Grades**

#### **Senior Leaders**

- Ensure that teaching staff provide estimated grade information to the Examinations Officer by the internal deadline (where this may still be required by the Awarding Body).

#### **Examinations Officer**

- Submits estimated grade information to Awarding Bodies to meet the external deadline (where this may still be required by the Awarding Body);
- Keeps a record to track what has been sent.

## **Internal Assessment and Endorsements**

### **Head of Centre**

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

### **ALS Lead/SENDCo**

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

### **Teaching Staff**

- Support the ALS Lead/SENDCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements;
- Assess and authenticate candidates' work;
- Assess endorsed components;
- Ensure that candidates are informed of Centre-assessed marks prior to marks being submitted to Awarding Bodies.

### **Senior Leaders**

- Ensure that teaching staff assess and authenticate candidates' work to the Awarding Body requirements;
- Ensure that teaching staff assess endorsed components according to Awarding Body requirements;
- Ensure that teaching staff provide marks for internally-assessed components and grades for endorsements of qualifications to the Examinations Officer to the internal deadline;
- Ensure that teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Examinations Officer to the internal deadline.

### **Examinations Officer**

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

### **Candidates**

- Authenticate their work as required by the Awarding Body.

### **Invigilation**

#### **Examinations Officer**

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on any regulation changes and any changes to Centre-specific processes;
- Deploys invigilators effectively to examination rooms throughout an examination 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 one-to-one basis to enter the room at regular intervals in order to observe the conducting of the examination, ensure that all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination);

- Allocates invigilators to examination rooms (or where supervising candidates due to a timetable clash) according to the required ratios;
- Liaises with the ALS Lead/SENDCo regarding the facilitation and invigilation of access arrangement candidates.

#### **ALS Lead/SENDCo**

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

#### **Invigilators**

- Provide information, as requested, on their availability to invigilate throughout an examination series.

#### **JCQ Centre Inspections**

##### **Examinations Officer or Senior Leader**

- Accompanies the Inspector throughout a visit.

##### **ALS Lead/SENDCo or relevant Senior Leader (in the absence of the ALS Lead/SENDCo)**

- Meets with the inspector, when requested, to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise;
- Ensures that information is readily available for inspection at the venue where the candidate is taking the examination(s).

#### **Seating and Identifying Candidates in Examination Rooms**

##### **Examinations Officer**

- Ensures that a procedure is in place to verify the identity of all candidates.

##### **Candidate Identification Procedure**

Lower school candidates are required to wear full school uniform for examinations. A senior member of staff is present at every examination to ensure the identity of candidates.

Sixth Form students are provided with an ID badge and lanyard upon joining. This must be produced upon entry to the examination room.

Refer to GR (Sections 5.6 and 5.9) and ICE (Section 16).

At CHS, reference is made to the student's photo on SIMS. Additionally, the Sixth Form students are identified by the Head of Sixth Form, lined up and brought to the Sixth Form building. ID passes are handed in once they are seated.

At SMS, if a Sixth Form student does not have their SMS ID available, another form of photo identification will be accepted, e.g. driving licence.

- Ensures that invigilators are aware of the procedure;
- Provides seating plans for examination rooms according to JCQ and Awarding Body requirements (and ensures that candidates with access arrangements are identified on the seating plan, and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded).

### **Invigilators**

- Follow the procedure for verifying candidate identity provided by the Examinations Officer;
- Seat candidates in examination rooms as instructed by the Examinations Officer/on the seating plan.

### **Security of Examination Materials**

#### **Examinations Officer**

- Confirms that appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the Head of Centre;
- Ensures that access to the secure room is restricted, and that staff approved by the Head of Centre are accompanied by a key holder at all times. There must be between two and six key holders only (the Examinations Officer must be one of the key holders), each of whom must fully understand their responsibilities as a key holder to the secure storage facility;
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential examination materials within the Centre;
- Ensures that 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 immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order;
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check;
- Ensures that the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the Centre's secure storage facility);
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows);
- Ensures that the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring that printing is undertaken in a secure environment to prevent unauthorised personnel accessing live assessment materials, and ensuring that only authorised members of Centre staff have access to electronic question papers).
- At least two and no more than six members of Centre staff should be authorised to handle secure electronic materials, one of whom must be the Examinations Officer\*. Other members of Centre staff may assist with printing and collation provided they are under supervision.



\*For AQA examinations, one member of Centre staff can be authorised to handle secure electronic material.

### **Reception Staff**

- Follow the process to log confidential materials delivered to/received by the Centre to the point that materials are issued to authorised staff for transferal to the secure storage facility.

### **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.

### **Timetabling and Rooming**

#### **Examinations Officer**

- Produces a master Centre examination timetable for each examination series;
- Identifies and resolves candidate examination timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the Centre's policy);
- Identifies examination rooms and specialist equipment requirements;
- Allocates invigilators to examination rooms (or where supervising candidates due to an examination timetable clash) according to required ratios;
- Liaises with Site Staff to ensure that examination rooms are set up according to JCQ and Awarding Body requirements;
- Liaises with the ALS Lead/SENDCo regarding rooming of access arrangement candidates.

#### **ALS Lead/SENDCo**

- Liaises with the Examinations Officer regarding rooming of access arrangement candidates;
- Liaises with other relevant Centre staff to ensure that appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to examinations.

#### **Site Staff**

- Liaise with the Examinations Officer to ensure that examination rooms are set up according to JCQ and Awarding Body requirements.

### **Alternative Site Arrangements**

#### **Examinations Officer**

- (Where/if applicable to the Centre), ensures that question papers are only taken to an alternative site where the published criteria for an alternative site arrangement has been met;
- Informs the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification using CAP (or through the Awarding Body where a qualification may sit outside the scope of CAP) of any alternative sites that are to be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

## **Centre Consortium Arrangements**

### **Examinations Officer**

- (Where/if applicable to the Centre), processes applications for Centre Consortium arrangements using CAP to the Awarding Body deadline (or through the Awarding Body where a qualification may sit outside the scope of CAP).

### **Senior Leaders**

- (Where/if applicable to the Centre), informs the Examinations Officer of any joint teaching arrangements in place, and where the Centre is acting as the Consortium Coordinator.

## **Transferred Candidate Arrangements**

### **Examinations Officer**

- (Where/if applicable to the Centre), liaises with the host or entering Centre, as required;
- Processes requests for Transferred Candidate arrangements using 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 arrangement.

## **Internal Examinations**

### **Examinations Officer**

- Prepares for the conduct of internal examinations under external conditions (where applicable to the Centre);
- Provides a Centre examination timetable of subjects and rooms;
- Provides seating plans for examination rooms;
- Requests internal examination papers from teaching staff;
- Arranges invigilation (where applicable to the Centre).

### **ALS Lead/SENDCo**

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

### **Teaching Staff**

- Provide examination papers and materials to the Examinations Officer;
- Support the ALS Lead/SENDCo in making appropriate arrangements for access arrangement candidates.

## **Examination Time: Roles and Responsibilities**

### **Access Arrangements**

#### **Examinations Officer**

- Provides cover sheets for access arrangement candidates' scripts, where required for particular arrangements;
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of examinations:

- applies for approval through AAO, where required, or through the Awarding Body where qualifications sit outside the scope of AAO.

## **Candidate Absence**

### **Candidate Absence Policy**

- The Examinations Office calls/texts any candidate that is not present when the examination begins on the mobile number provided. Failing this, the contact numbers of parents or carers are called. Candidates have 30 minutes from the start time of the examination to guarantee entry.
- If a candidate arrives 30 minutes after the start time, they are allowed to enter the examination room and attempt the paper. If entry is permitted, a late form is sent to the Awarding Body and it decides as to whether it can accept the paper for marking.
- Note that misreading the timetable is not accepted as a satisfactory explanation of absence.

### **Invigilators**

- Are informed of the policy/process for dealing with absent candidates through training;
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

## **Candidates**

- Are recharged relevant entry fees for unauthorised absence from examinations.

## **Candidate Behaviour**

Refer *Irregularities* below.

## **Candidate Belongings**

Refer *Unauthorised items* below.

## **Candidate Late Arrival**

### **Examinations Officer**

- Ensures that candidates, who arrive very late for an examination, are reported to the Awarding Body by submitting a report on candidate admitted very late to examination room using CAP to timescale;
- Warns candidates that their script 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 examination room incident log.

## **Conducting Examinations**

### **Head of Centre**

- Ensures that venues, used for conducting examinations, meet the requirements of JCQ and Awarding Bodies.

### **Examinations Officer**

- Ensures that examinations are conducted according to JCQ and Awarding Body instructions;
- Uses an *examination day checklist* to ensure that each examination session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed.

### **Dispatch of Examination Scripts**

#### **Examinations Officer**

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

### **Examination Papers and Materials**

#### **Examinations Officer**

- Organises examination question papers and associated confidential resources in date order in the secure storage facility;
- Attaches erratum notices received to relevant sealed 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 that care is taken to ensure that the correct question paper packets are opened by ensuring that a member of Centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened;
- Ensures that this second pair of eyes check is recorded;
- Where allowed by the Awarding Body, only releases examination papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the examination, or until any timetable clash candidates have completed the examination.

### **Examination Rooms**

#### **Head of Centre**

- Ensures that internal tests, mock examinations, revision or coaching sessions are not conducted in a room 'designated' as an examination room;
- Ensures that when a room is 'designated' as an examination room, it is not used for any purpose other than conducting external examinations;
- Ensures that only approved Centre staff, who have not taught the subject being examined, are present in examination rooms to perform permitted tasks;
- Ensures that the Centre's policy relating to food and drink that may be allowed in examination rooms is clearly communicated to candidates;
- Ensures that the Centre's policy on candidates leaving the examination room temporarily is clearly communicated to candidates.

### **Food and Drink Policy (Examinations)**

- Food is not permitted in examination rooms, only water in a clear bottle with the label removed. (See Student Examination Instructions (CHS), Student Parent Handbook (SMS)).  
Refer to ICE (Section 18).

### **Leaving the Examination Room Policy**

- Students are not permitted to leave the examination room early or go for toilet breaks (unless medical evidence has been received prior to the examination) – See Student Examination Instructions (CHS), Student Parent Handbook FAQs (SMS). Refer to ICE (Section 23).

### **Examinations Officer**

- Ensures that examination rooms are set up and conducted as required in the regulations;
- Provides invigilators with appropriate resources to effectively conduct examinations;
- Briefs invigilators on examinations to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates and access arrangement candidates);
- Ensures that sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode);
- Ensures that invigilators understand that they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice, or candidates, who may be in distress, recording any incidents or issues on the examination room incident log;
- Ensures that invigilators understand how to deal with candidates, who may need to leave the examination room temporarily, and how this should be recorded on the examination room incident log;
- Provides authorised examination materials, which candidates are not expected to provide themselves;
- Ensures that invigilators and candidates are aware of the emergency evacuation procedure;
- Ensures that invigilators are aware of arrangements in place for a candidate with a disability, who may need assistance if an examination room is evacuated.

### **Senior Leaders**

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

### **Emergency Evacuation Policy (Examinations)**

Please refer Student and Parent Handbook and Policy. Both are available on request. Refer to ICE (Section 25).

### **Site Staff**

- Ensure that examination rooms are available and set up as requested by the Examinations Officer;
- Ensure that grounds or Centre maintenance work does not disturb examination candidates in examination rooms;
- Ensure that fire alarm testing does not take place during examination sessions.

### **Invigilators**

- Conduct examinations in every examination room, according to JCQ Instructions for conducting examinations and/or Awarding Body requirements, and as instructed by the Centre in training/update and briefing sessions.

### **Candidates**

- Are required to follow the instructions given to them in examination rooms by authorised Centre staff and invigilators;
- Are required to remain in the examination room for the full duration of the examination.

### **Irregularities**

#### **Head of Centre**

- Ensures (as required by an Awarding Body) that any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by Centre staff, candidates, invigilators) are investigated and reported to the Awarding Body **immediately**, by completing the appropriate documentation.

### **Managing Behaviour Policy (Examinations)**

Please refer to the Discovery Educational Trust’s Managing Behaviour Policy (Examinations), which is available on request or from the Trust’s website [here](#) and applies to both CHS and SMS.

Refer to ICE (Section 24).

### **Malpractice**

Please refer to the Discovery Educational Trust’s Examinations Malpractice Policy, which is available on request or from the Trust’s website [here](#) and applies to both CHS and SMS.

### **Special Consideration**

Please refer to the Discovery Educational Trust’s Special Consideration Policy (Examinations), which is available on request or from the Trust’s website [here](#) and applies to both CHS and SMS.

### **Unauthorised Items**

#### **Arrangements for unauthorised items taken into the Examination Room**

Unauthorised items and candidates’ personal belongings that are not permitted in the examination room are left outside the room in a designated area.

CHS and SMS also offers to take students’ electronic devices for safe-keeping before the examination starts.

Refer to ICE (Section 18).

### **Results and Post-Results: Roles and Responsibilities**

#### **Internal Assessment**

#### **Senior Leaders**

- Ensure that teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and Awarding Bodies;
- Ensure that work is returned to candidates after the retention period or disposed of according to the requirements.

## **Managing Results Day(s)**

### **Senior Leaders**

- Identify Centre staff, who are involved in the main summer results day(s), and their role;
- Ensure that senior members of staff are accessible to candidates immediately 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 ensure that candidates are informed of the periods during which Centre staff are available, so that they may plan accordingly.

### **Examinations Officer**

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

### **Site Staff**

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

## **Accessing Results**

### **Head of Centre**

- Ensures that results are kept entirely confidential, and restricted to key members of staff until the official dates and times of release of results to candidates;
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances.

### **Examinations Officer**

- Informs candidates, in advance, of when and how results are released to them for each examination series;
- Accesses results from Awarding Bodies under restricted release of results, where this is provided by the Awarding Body;
- Resolves any missing or incomplete results with Awarding Bodies;
- Issues statements of results to candidates on issue of results date;
- Provides summaries of results for relevant Centre staff on issue of results date.

## **Post-Results Services**

### **Head of Centre**

- Ensures that an Internal Appeals Procedure is available when candidates disagree with any Centre decision not to support a clerical recheck, a review of marking, a review of moderation or an appeal;
- Ensures that senior members of Centre staff are available immediately after the publication of results;

- Understands that if the Centre has concerns about one of its component/subject cohorts, requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised).

### **Examinations Officer**

- Provides information to candidates and staff on the services provided by Awarding Bodies, and the fees charged (refer also Briefing Candidates and Access to Scripts, Reviews of Results and Appeals Procedures);
- Publishes internal deadlines for requesting the services to ensure that the external deadlines can be effectively met;
- Provides a process to record requests for services, and to collect candidate informed consent (after the publication of results), and fees, where relevant;
- Submits requests to Awarding Bodies to meet the external deadline for the particular service;
- Tracks requests to conclusion, and informs candidates and relevant Centre staff of outcomes;
- Updates Centre results information, where applicable.

### **Teaching Staff**

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

### **Candidates**

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

### **Analysis of Results**

#### **Data Manager**

- Provides analysis of results to appropriate Centre staff;
- Provides results information to external organisations, where required;
- Undertakes the DfE School and College Checking Exercises (where applicable to the Centre) <https://tableschecking.education.gov.uk>.

### **Certificates**

Certificates are provided to Centres by Awarding Bodies after results have been confirmed.

Certificates are presented in person, posted (first class) or collected and signed for.

Replacement certificates are only issued if a student agrees to pay the costs incurred.

The Centre retains certificates for seven years.

#### **Candidates**

- May arrange for certificates to be collected on their behalf by providing the Examinations Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.



## **Exams Review: Roles and Responsibilities**

### **Examinations Officer**

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

### **Senior Leaders**

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