



DISCOVERY
EDUCATIONAL TRUST

Overnight Supervision Arrangements Policy (Examinations) 2023/24

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1. Purpose

The purpose of this Policy is to confirm that Chase High School (CHS) and St. Martin's School (SMS):

- follow the correct procedures when considering the arrangements for a candidate entered for multiple examinations timetabled for the same day;
- reserve the right to exercise discretion when considering allowing a candidate to take an examination the following morning;
- have appropriate arrangements in place to maintain the security and integrity of the examination(s).

This document references the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations (ICE) throughout, with relevant clause numbers from that guidance also provided.

2. Overnight Supervision Arrangements

- When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day, and the total duration for those papers is:
 - more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks; or
 - more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks;

candidates may, at the Centre's discretion, be allowed to take an examination the following morning, including Saturdays (ICE8.1).

- These arrangements do not apply where a GCSE candidate has five and a half hours, or less, of examinations in one day or where a GCE AS or A-level candidate has six hours, or less, of examinations in one day (ICE 8.1).
- Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted (ICE8).
- The Head of Centre must be satisfied with any arrangement for overnight supervision of a candidate, where necessary, and must accept full responsibility for the security of the examination throughout (ICE 8).
- Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable (ICE 8.1).
- The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means that the candidate must not meet or communicate with anyone, who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations (ICE 8.3).

3. Roles and Responsibilities

The Head of Centre:

- Ensures that, where a candidate takes an examination the following morning, a member of Centre staff or an invigilator is appointed to supervise the candidate at all times while the candidate is on the premises sitting examinations (ICE8.2);
- Must be satisfied that the arrangements maintain the integrity and security of the examination (ICE8.4);
- Informs the relevant Awarding Body, immediately, of any known or suspected contravention of the arrangements for overnight supervision of a candidate (ICE8.4).

The Examinations Officer:

- Discusses with an affected candidate all possible options to resolve, within the same day, their timetable clash of multiple examinations, only applying overnight supervision arrangements as a last resort and once all other options have been exhausted (ICE 8).
- Rearranges any examination that cannot be taken in the scheduled afternoon session for the following morning, ensuring that, if an examination is deferred from Friday afternoon, it is rearranged for Saturday morning (ICE8.5).
- Ensures that the Joint Council for Qualifications (JCQ) Overnight Supervision and Overnight Supervision Declaration forms are completed before the overnight supervision is to commence (ICE8.4).
- Confirms the supervision of a candidate on journeys to and from the Centre, and overnight may be undertaken by the candidate's parent/carer or Centre staff, determining a method of supervision, which ensures the candidate's wellbeing (ICE 8.2).
- Downloads the JCQ Overnight Supervision Declaration form for signing by the candidate, the supervisor and the Head of Centre (ICE8.4).
- Informs the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the Awarding Body being unable to accept the script and/or the application of sanctions/penalties, as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures (ICE 8.4).
- Keeps all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later, and does not send them to an Awarding Body, unless specifically requested (ICE8.4).
- Ensures that, where a candidate takes an examination the following morning, the candidate is under Centre supervision from 30 minutes after the Awarding Body's published starting time for the delayed examination, and ensures that there is no contact with other candidates (ICE8.2).
- If a candidate is allowed to take an examination on a later day than other candidates at the Centre, ensures that all copies of the question paper used on the earlier day are sealed in an envelope and returned to the Centre's secure storage facility until all candidates at the Centre have taken that examination (ICE8.6).