

	ST ALBANS GIRLS' SCHOOL
Public Examination Policy	
GB sub-committee: Curriculum, Assessment & Standards Committee	
Co-ordinator: Mrs M Maddison	
Last Reviewed: Spring 2024	Next Review: Spring 2026
	
Signed by: Margaret Chapman <i>Head Teacher</i>	Signed by: Claire Barnard <i>Chair of Governors</i>

1. RATIONALE	
1.1	<ul style="list-style-type: none"> • To ensure the centre is committed to the exams management and administration process and that this is run effectively and efficiently and in compliance with the JCQ regulations and awarding body requirements. • To ensure all centre staff involved in the exams process clearly understand their roles and responsibilities. • To ensure that students understand the exams process and what is expected of them.
2. AIMS	
2.1	<p>To ensure:</p> <ul style="list-style-type: none"> • "... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute" JCQ General regulations for approved centres] • To ensure the Head of Centre understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications, including: <ul style="list-style-type: none"> • 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) • A guide to the special consideration process (SC)
3. PROCEDURES	
3.1	Key Roles and Responsibilities Head of Centre

	<ul style="list-style-type: none"> • Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration. A signed copy is held on file in the Exams Office so that it is available for centre inspection. • Appoints a SENCo who will determine arrangements for candidates with learning disabilities and difficulties. • Ensures the Exams Officer attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered. • Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process. • Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the exam officer. • Ensures “that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;” [ICE 6]. • Ensures confidentiality and security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions. • Ensures risks to the exam process are assessed and appropriate risk management processes and contingency plans are in place. These are outlined in the Emergency Evacuation and Exam Contingency Procedures 2023/2024. • Ensures required internal appeals procedures are in place as outlined in the Appeals Against Internal and External Assessment of Work for External Qualifications Procedure. • Ensures a disability procedure is in place for exams showing the centre’s compliance with relevant legislation. This is an exam specific supplement to the centre-wide Special Educational Needs and Disabilities policy • Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments. These can be found in the Exam Access Arrangements Procedure. • Ensures staff are only entered for qualifications through the centre where entry through another centre is not available. • Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff • Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments • Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including: <ul style="list-style-type: none"> ○ the location of the centre’s secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials ○ appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff ○ access to the secure room and secure storage facility is restricted to the authorised 2-4 key holders ○ the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk ○ that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
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	<ul style="list-style-type: none"> • 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 (which includes maladministration) before, during the course of and after examinations have taken place • Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately • Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence) <p>Exams Officer</p> <ul style="list-style-type: none"> • Understands the contents of annually updated JCQ publications including: <p> General regulations for approved centres Instructions for conducting examinations Suspected Malpractice in Examinations and Assessments Post-results services Access Arrangements and Reasonable Adjustments Instructions for conducting non-examination assessments </p> <ul style="list-style-type: none"> • Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines. • Ensures key tasks are undertaken and key dates and deadlines met. • Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required. • Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and is not permissible in the exam room. • Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries and maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected. • Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials <p>Senior Leaders</p> <ul style="list-style-type: none"> • Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including: <p> General regulations for approved centres Instructions for conducting examinations Access Arrangements and Reasonable Adjustments Suspected Malpractice in Examinations and Assessments Instructions for conducting non-examination assessments (and the instructions for conducting coursework) A guide to the special consideration process </p>
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	<p>SENCo</p> <ul style="list-style-type: none"> • Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: Access Arrangements and Reasonable Adjustments • Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’). • If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed. • Presented when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification. <p>Curriculum Leader/ Head of department (HoD)</p> <ul style="list-style-type: none"> • Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the examination officer and SENCo. • Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications • Ensures teaching staff attend relevant awarding body training and update events. <p>Teaching staff</p> <ul style="list-style-type: none"> • Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and SENCo. • Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications. • Attend relevant awarding body training and update events. <p>Invigilators</p> <ul style="list-style-type: none"> • Attend/undertake training, update, briefing and review sessions as required. • Provide information as requested on their availability to invigilate. • Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them. <p>Reception staff</p> <ul style="list-style-type: none"> • Support the Exams Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials <p>Site staff</p> <ul style="list-style-type: none"> • Support the examination officer in relevant matters relating to exam rooms and resources. <p>Candidates</p> <ul style="list-style-type: none"> • Where applicable in this policy, the term ‘candidates’ refers to candidates and/or their parents/carers. <p>The Exam Cycle</p> <p>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:</p> <ul style="list-style-type: none"> • planning • entries • pre-exams
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	<ul style="list-style-type: none"> • exam time • results and post-results <p>This policy identifies roles and responsibilities of centre staff within this cycle.</p>
4. PLANNING: ROLES AND RESPONSIBILITIES	
4.1	<p>Information Sharing</p> <p>Head of Centre</p> <ul style="list-style-type: none"> • Directs relevant centre staff to annually updated JCQ publications including • General regulations for approved centres • Instructions for conducting examinations • Access Arrangements and Reasonable Adjustments • Suspected Malpractice in Examinations and Assessments • Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework) <p>Exams Officer</p> <ul style="list-style-type: none"> • Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has 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. <p>Information Gathering</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • 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 information gathered into one central point of reference. • Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications. • Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines. • Collects information on internal exams to enable preparation for and conduct of exams. <p>Curriculum Leader/ Head of department (HoD)</p> <ul style="list-style-type: none"> • Responds (or ensures teaching staff respond) to requests from the examination officer on information gathering. • Meets the internal deadline for the return of information. • Informs the examination officer of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body. • Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these.
5. ACCESS ARRANGEMENTS	
5.1	<p>Head of Centre</p> <ul style="list-style-type: none"> • Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments

	<ul style="list-style-type: none"> • Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments • Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved <p>SEnCo</p> <ul style="list-style-type: none"> • Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements • Gathers evidence and liaises with the Exams Officer to support the need for access arrangements for a candidate • Liaises with teaching staff to gather evidence of normal way of working of an affected candidate • Determines candidate eligibility for arrangements or adjustments that are centre-delegated • Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (candidate personal data consent form) from candidates where required • Applies for approval with the Exams Officer through Access arrangements online (AAO), via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO • Keeps a file for each candidate of all required documentation and evidence for JCQ inspection purposes • Employs good practice in relation to the Equality Act 2010 • Liaises with the Exams Officer regarding exam time arrangements for access arrangement candidates • Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period • Works with the Exams Officer to ensure invigilators and facilitators fully understand the respective role and what is and is not permissible in the exam room. • Provides and annually reviews a centre procedure on the use of word processors in exams and assessments. Current procedures can be found in the Word Processing Procedure. • 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. The Exam Anxiety Procedure details the school's procedures. <p>Exam Officer</p> <ul style="list-style-type: none"> • Liaises with the SENCo to ensure all candidates that require access arrangements have these in place for both internal and public examinations • Ensures all invigilators have access arrangement training • Liaises with the SENCo to simultaneously make Access Arrangement applications • Ensures information gathering documentation is available during exam series to gather evidence such as History of Evidence forms • Senior Leaders, Curriculum Leaders, Teaching staff • Support the SENCo in identifying and implementing appropriate access arrangements
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	<p>Internal Assessment</p> <p>Head of Centre</p> <ul style="list-style-type: none"> • Ensures an internal appeals procedure is in place for a candidate (or parent/carer) to appeal against an internally assessed marks. Details of this process can be found in the Appeals Against Internal and External Assessment of Work for External Qualifications Procedure. • Ensures a non-examination assessment procedure is in place for GCE and GCSE qualifications. Details of this can be found in the Non-Examination Assessment Procedure. • Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement • Senior Leaders • Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work. • Ensure appropriate internal moderation, standardisation and verification processes are in place. <p>Curriculum Leader/ Head of Department (HoD)</p> <ul style="list-style-type: none"> • Ensures teaching staff delivering OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow JCQ Instructions for conducting controlled assessments and the specification provided by the awarding body. • Ensures teaching staff delivering GCE & GCSE specifications follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body. • For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body. • Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body <p>Teaching Staff</p> <ul style="list-style-type: none"> • Ensure appropriate instructions for conducting internal assessment are followed. • Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed. • 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 <p>Exams Officer</p> <ul style="list-style-type: none"> • Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment <p>Invigilation</p> <p>Head of centre</p> <ul style="list-style-type: none"> • Ensures relevant support is provided to the examination officer in recruiting, training and deploying a team of invigilators.
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	<ul style="list-style-type: none"> • Determines if additional invigilators will be deployed in practical exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times <p>Exams Officer</p> <ul style="list-style-type: none"> • Liaises with Human Resources to recruit additional invigilators where required to effectively cover all exam periods/series' throughout the academic year. • Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them. • Provides a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilators so that they are aware of any changes in a new academic year before they are allocated to invigilate and exam. • Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s). • Ensures invigilators are briefed on the access arrangement candidates in their exam room (and 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. • Collects evaluation of training to inform future events.
6. ENTRIES: ROLES AND RESPONSIBILITIES	
6.1	<p>Estimated Entries</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Requests estimated or early entry information, where this may be required by awarding bodies, from Curriculum Leaders in a timely manner to ensure awarding body external deadlines for submission can be met. <p>Estimated Entries Collection and Submission Procedure</p> <ul style="list-style-type: none"> • In the Summer Term the Exams Officer asks Curriculum Leaders to detail the specification and courses they intend to run for the forthcoming year. They need to ensure they have completed the relevant information required on the form and indicated the projected number of students taking the course. • The Exam Office will re-evaluate this information at the start of the Spring Term before submitting details to the Awarding bodies. <p>Curriculum Leader/ Head of Department (HoD)</p> <ul style="list-style-type: none"> • Provides entry information requested by the Examination Officer to the internal deadline • Informs the Examination Officer immediately of any subsequent changes to information <p>Final Entries</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Requests final entry information from Curriculum Leaders/ Heads of department (HoD) in a timely manner to ensure awarding body external deadlines for submission can be met

	<ul style="list-style-type: none"> • Informs Curriculum Leaders/Heads of department (HoD) of subsequent deadlines for making changes to final entry information without charge • Confirms with Curriculum Leaders/Heads of department (HoD) 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 <p>Final Entries Collection and Submission Procedure</p> <ul style="list-style-type: none"> • The Exams Officer distributes pre-populated subject mark sheets with proposed student entries to Curriculum Leaders for checking and confirmation • Once completed student Statement of Entries are produced and distributed to all students and parents/carers via their Edulink accounts. • Statement of entries have to be checked by the candidate and parent/carer and a declaration of confirmation form submitted via Edulink. • All Statement of entries have to be confirmed by the requested deadline. Any amendments are implemented by the Exams Officer before entries are electronically submitted to the Awarding Bodies. <p>Curriculum Leader/Heads of department (HoD)</p> <ul style="list-style-type: none"> • Provides information requested by the Exams Officer to the internal deadline • Informs the Exams Officer immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes: <ul style="list-style-type: none"> ○ changes to candidate personal details ○ amendments to existing entries ○ withdrawals of existing entries ○ submits details of any new entries • Checks final entry submission information provided by the Exams Officer and confirms information is correct <p>Exam Fee Charges</p> <ul style="list-style-type: none"> • Further details can be found in the Charging and Remissions Policy <p>Late Entries</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Has clear entry procedures in place to minimise the risk of late entries • Charges any late or other penalty fees to departmental budgets unless directed otherwise <p>Curriculum Leader/Heads of department (HoD)</p> <p>Minimises the risk of late entries by</p> <ul style="list-style-type: none"> • following procedures identified by the Exams Officer in relation to making final entries on time • meeting internal deadlines identified by the Exams Officer for making final entries <p>Re-sit entries</p> <ul style="list-style-type: none"> • Resit application forms are available to candidates from December. • Details of charging procedures can be found in the Charging/Remissions Policy. <p>Private candidates</p> <ul style="list-style-type: none"> • Private entries are managed by the Examination Office. A private candidate is a student studying for a qualification who is not enrolled at St Albans Girls' School.
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	<ul style="list-style-type: none"> • Private candidates can only sit examinations at St Albans Girls School that are currently being offered by the school. • Private candidates cannot take examinations that have a coursework element. • A meeting takes place between candidates and a member of the Examination Office to talk through the Examination Procedures before any decision is made regarding acceptance of application. • It is the private candidate's responsibility to check the Statement of Entry and inform the Exams Office of any necessary amendment within seven days of receipt. • On submission of exam entries the private candidate will be issued with a Statement of Entry, a Personal Timetable and a Student Handbook outlining the centre's examination procedures. <p>Transfer of Credit</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Candidates may be eligible to transfer components between awarding organisations. • Learner eligibility is outlined in JCQ Notice to Centres – Transfer of credit • Meets the awarding body deadline for requesting transfer of credit <p>Teaching Staff</p> <ul style="list-style-type: none"> • Identify affected candidates to the Examination Officer
7. PRE-EXAMS: ROLES AND RESPONSIBILITIES	
7.1	<p>Access Arrangements</p> <p>SENCo</p> <ul style="list-style-type: none"> • Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessment 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 <p>Briefing candidates</p> <p>Exams Officer:</p> <ul style="list-style-type: none"> • Attends student assemblies to ensure all students are briefed on their forthcoming exam procedures • Issues individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams • Issues relevant JCQ information for candidates' documents • Where relevant, issues relevant awarding body information to candidates • Issues centre exam information to candidates including information on: <ul style="list-style-type: none"> ○ exam timetable clashes ○ arriving late for an exam ○ absence or illness during exams

	<ul style="list-style-type: none"> ○ what equipment is/is not provided by the centre ○ food and drink in exam rooms ○ when and how results will be issued and the staff that will be available ○ the post-results services and how the centre deals with requests from candidates ○ when and how certificates will be issues <p>Access to scripts, review of results and appeals procedures</p> <ul style="list-style-type: none"> ● Candidates are made aware of the enquiries about the results process and the access to script service in an assembly before the start of the Public Examination Series. ● The options available to the students are also outlined in their Student Exam Handbook. Details of the enquiries and results and access to script process is outlined. ● Guidance on the enquiries about results process is included in their results envelopes in addition to a Review of Results (RoR) request form with up to date fees. ● The Appeals Against Internal and External Assessment of Work for External Qualifications Procedure is on the school website and students are guided to this in their Exam Handbook should they feel it is necessary. <p>Dispatch of Exam Scripts</p> <p>Exams Officer</p> <ul style="list-style-type: none"> ● Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service. <p>Internal assessment</p> <p>Head of centre</p> <ul style="list-style-type: none"> ● 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). Details can be found in the Appeals against Internal and External Assessment of Work for External Qualifications Procedure. <p>SENCo</p> <ul style="list-style-type: none"> ● Liaises with teaching staff and examination officer to implement appropriate access arrangements for candidates undertaking internal assessments <p>Teaching Staff</p> <ul style="list-style-type: none"> ● Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments ● Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies <p>Curriculum Leader/Head of department (HoD)</p> <ul style="list-style-type: none"> ● Ensures teaching staff provide marks for internally assessed components of qualifications to the Exams Officer in order to meet the internal deadline ● Ensures teaching staff authenticate candidates' work to the awarding body requirements ● Ensures teaching staff provide required samples of work for moderation to the Exams Officer to meet the internal deadline
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	<p>Exams Officer</p> <ul style="list-style-type: none"> • Inputs marks together with the Curriculum Leader and submits marks and samples to awarding bodies/moderators to meet the external deadline • Keeps a record to track what has been sent • Logs moderated work returned to the centre • Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work <p>Candidates</p> <ul style="list-style-type: none"> • Authenticate their work as required by the awarding body <p>Invigilation</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Provides an invigilation handbook and briefs invigilators accordingly • Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam) • Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios • Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates <p>SENCo</p> <ul style="list-style-type: none"> • Liaises with the Exams Officer regarding facilitation and invigilation of access arrangement candidates • Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise <p>Invigilators</p> <ul style="list-style-type: none"> • Provide information as requested on their availability to invigilate throughout an exam series <p>JCQ Inspection Visit</p> <p>Exams Officer or Senior Leader</p> <ul style="list-style-type: none"> • Accompanies the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility. <p>Seating and Identifying Candidates in Exam Rooms</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan) • Ensures invigilators follow the procedure for identifying candidates: • All candidates from St Albans Girls' School have a desk label with photo identification. • All 6th Form candidates need to wear their school lanyards.
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	<ul style="list-style-type: none"> Any 6th Form consortium student must bring identification. If they do not have a school lanyard, they must bring another form of photo identification such as a provisional or full driving licence, a passport or any other form of photo identification. Private candidates must bring a passport or driving licence. All external candidates' identification is checked by an invigilator before admission to the exam hall. External candidates need to ensure their identification is clearly displayed on their exam desks. Provides seating plans for invigilators for each exam room according to JCQ and awarding body requirements Seating plans are also displayed outside each examination room for candidates Any seating changes are marked on the invigilator and display seating plans in addition to the internal examination registers. <p>Invigilators</p> <ul style="list-style-type: none"> Follow the procedure for verifying candidate identity provided by the Exams Officer Seat candidates in exam rooms as instructed by the Exams Officer on the seating plan <p>Security of Exam Materials</p> <p>Exams Officer</p> <ul style="list-style-type: none"> Confirms appropriate arrangements are in place to ensure that confidential materials are only delivered to those authorised by the head of centre. Ensures a log is kept recording the receipt of confidential materials at the point of delivery to the centre. Ensure arrangements are in place for confidential materials be transferred immediately to the Exams Office secure storage room until they can be removed from the dispatch packaging, checked in the secure room and stored in the secure facility in timetable order. 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, checks and securely stores question papers and other exam materials, including answer booklets and formula booklets according to JCQ and awarding body requirements <p>Reception Staff</p> <ul style="list-style-type: none"> Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff to be transferred immediately to the secure storage facility. <p>Teaching Staff</p> <ul style="list-style-type: none"> 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 <p>Timetabling and Rooming</p> <p>Exams Officer</p> <ul style="list-style-type: none"> Produces a master centre exam timetable for each exam series
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	<ul style="list-style-type: none"> • Identifies and resolves candidate exam timetable clashes according to the regulations • Identifies exam rooms and specialist equipment requirements • Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios • Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements • Liaises with the SENCo regarding rooming of access arrangement candidates • Liaises with IT Support to ensure any IT support is in place for the examinations; this is particularly important for Modern Foreign Languages, Media and Music examinations. • Liaises with the Office Manager to ensure the appropriate rooming is in place for both internal and public examinations and that staff are clear about any re-rooming that may be necessary <p>SENCo</p> <ul style="list-style-type: none"> • Liaises with the examination officer 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 <p>Site Staff</p> <ul style="list-style-type: none"> • Liaise with the examination officer to ensure exam rooms are set up according to JCQ and awarding body requirements <p>Transferred Candidate Arrangements</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Liaises with the host or entering centre, as required • Processes requests 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 <p>Internal Mock Exams</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • 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 • Liaises with the Director of Learning to ensure candidates are briefed and are clear about expectations • Ensures that in the event of candidate absence every effort is made to re-timetable the exam at a suitable time <p>SENCo</p> <ul style="list-style-type: none"> • Liaises with teaching staff to make appropriate arrangements for access arrangement candidates <p>Teaching Staff</p> <ul style="list-style-type: none"> • Provide exam papers and materials to the examination officer
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	<ul style="list-style-type: none"> Support the SENCo in making appropriate arrangements for access arrangement candidates <p><u>Exam time: Roles and Responsibilities</u></p> <p>Access arrangements</p> <p>Exams Officer</p> <ul style="list-style-type: none"> Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements Has a process in place to deal with emergency access arrangements as they arise at the time of exams Applies for approval through Access Arrangements Online (AAO) where required or through the awarding body where qualifications sit outside the scope of AAO <p>Candidate Absence</p> <ul style="list-style-type: none"> Candidates are advised to telephone the main school number and leave a message on the Exams Office's answer phone in the event of absence. The answerphone is checked regularly every day during the exam's series by the Attendance Officer and Exams Office staff. Prior to the start of the examinations series the Attendance Officer is given a full print out of exam registers. The Exams Officer will inform the Attendance Officer if a student has not arrived. Once the examinations have started, a dedicated invigilator notes down the names and candidate number of any absent students. This information is then passed to the Exams Officer or Director of Learning. Parents/carers and students are telephoned as soon as possible. Every effort is made to ensure the candidate is able to attend the school to complete her exam. Occasionally staff will collect students if they have difficulties in coming to school. It is the candidate's responsibility to produce written evidence to support any unauthorised absence. <p>Invigilators</p> <ul style="list-style-type: none"> 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 <p>Candidate late arrival</p> <ul style="list-style-type: none"> Every effort is made to ensure that candidates are supervised when they are late so that they can sit their exams as planned without jeopardising the integrity of the exam. After this time a very late application will be made following the JCQ regulations. <p>Exams Officer</p> <ul style="list-style-type: none"> Ensures that candidates who arrive very late for an exam are reported to the awarding body through CAP to timescale Warns candidates that their work may not be accepted by the awarding body. <p>Invigilators</p> <ul style="list-style-type: none"> Are informed of the policy/process for dealing with late and or very late arrival candidates through training
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	<ul style="list-style-type: none"> • Ensure that relevant information is recorded on the exam room incident log <p>Conducting Exams</p> <p>Head of Centre</p> <ul style="list-style-type: none"> • Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies. <p>Exams Officer</p> <ul style="list-style-type: none"> • Ensures exams are conducted according to JCQ and awarding body instructions. • Uses an exam day checklist to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed. <p>Dispatch of Exam Scripts</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Dispatches scripts as instructed by JCQ and awarding bodies • Keeps appropriate records to track dispatch <p>Exam Papers and Materials</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • Organises exam question papers and associated confidential resources in date order in the secure storage facility • Attaches erratum notices received to relevant exam question paper packets • Collates attendance registers and examiner details in date order • Regularly checks mail or email inbox for updates from awarding bodies • In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened • Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam <p>Exam Rooms</p> <p>Head of Centre</p> <ul style="list-style-type: none"> • 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 approved centre staff are present in exam rooms • Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates • Some food is admissible in an exam for those students who have medical needs. All packaging has to be removed. <p>Exams Officer</p> <ul style="list-style-type: none"> • Ensures exam rooms are set up 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
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	<ul style="list-style-type: none"> • Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily • Provides authorised exam materials which candidates are not expected to provide themselves • Ensures invigilators and candidates are aware of the emergency evacuation procedure • Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated <p>Senior Leaders</p> <ul style="list-style-type: none"> • Ensure a documented emergency evacuation procedure for exam rooms is in place • Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated • Further details can be found within the Emergency Evacuation and Exam Contingency Procedures 2021/2022 <p>Site Staff</p> <ul style="list-style-type: none"> • Ensure exam rooms are available and set up as requested by the examination officer • Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms • Ensure fire alarm testing does not take place during a public exam session <p>Invigilators</p> <ul style="list-style-type: none"> • Conduct exams in every exam room as instructed in training/update events and briefing sessions <p>Candidates</p> <ul style="list-style-type: none"> • Are required to remain in the exam room for the full duration of the exam <p>Irregularities</p> <p>Head of Centre</p> <ul style="list-style-type: none"> • Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required <p>Senior Leaders</p> <ul style="list-style-type: none"> • Ensure support is provided for the examination officer and invigilators when dealing with disruptive candidates in exam rooms • Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate <p>Exams Officer</p> <ul style="list-style-type: none"> • 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 practically possible after the exam has taken place <p>Invigilators</p> <ul style="list-style-type: none"> • Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)
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	<p>Malpractice</p> <p><i>Please see the Malpractice in Examination Assessments Policy for further details</i></p> <p>Special Consideration</p> <ul style="list-style-type: none"> Appendix 1 details the Special Consideration procedure <p>Unauthorised materials</p> <ul style="list-style-type: none"> Candidates are briefed on what materials they are authorised to bring into the examination room. If they have any unauthorised materials, they are asked to hand these in. No watches are permitted in the examination hall. If students bring in watches or any form of electronic equipment, they MUST hand these into an invigilator. <p>Invigilators</p> <ul style="list-style-type: none"> Are informed of the arrangements through training <p>Internal exams</p> <p>Exams Officer</p> <ul style="list-style-type: none"> Briefs invigilators on conducting internal exams Returns candidate scripts to teaching staff for marking <p>Invigilators</p> <ul style="list-style-type: none"> Conduct internal exams as briefed by the examination officer
8. RESULTS AND POST-RESULTS: ROLES AND RESPONSIBILITIES	
8.1	<p>Internal Assessment</p> <p>Curriculum Leader/ Heads of department (HoD)</p> <ul style="list-style-type: none"> 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 <p>Managing Results Day(s) - See Appendix 2</p> <p>Accessing Results</p> <p>Head of centre</p> <ul style="list-style-type: none"> 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 <p>Exams Officer</p> <ul style="list-style-type: none"> Informs candidates in advance of when and how results will be released to them for each exam series. Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body Resolves any missing or incomplete results with awarding bodies Issues statements of results to candidates on issue of results date Provides summaries of results for relevant centre staff on issue of results date

	<p>Post-Results Services</p> <p>Head of Centre</p> <ul style="list-style-type: none"> • Ensures internal appeals procedures are available where candidates disagree with a centre decision • not to support an enquiry about results • not to appeal against the outcome of an enquiry about results <p>Further details can be found in the Appeals Against Internal and External Assessment of Work for External Qualifications Procedure</p> <p>Exams Officer</p> <ul style="list-style-type: none"> • 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 collect candidate informed consent and fees where relevant • Submits requests to awarding bodies to meet the external deadline • Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes • Updates centre results information, where applicable <p>Teaching Staff</p> <ul style="list-style-type: none"> • Meet internal deadlines to request the services and gain relevant candidate informed consent • Identify the budget to which fees should be charged <p>Candidates</p> <ul style="list-style-type: none"> • Meet internal deadlines to request the services • Provide informed consent and fees, where relevant <p>Analysis of Results</p> <p>Data Team</p> <ul style="list-style-type: none"> • Provides analysis of results to appropriate centre staff • Provides results information to external organisations where required • Undertakes the secondary school and college (key stage 4/16-18) performance tables September checking exercise <p>Certificates</p> <ul style="list-style-type: none"> • Certificates are provided to centres by awarding bodies after results have been confirmed. • Examination office collates and prepares candidate envelopes for GCSE Certificate Tea Party and A Level certificate evening. • Curriculum Leader Assistant prepares invitations and co-ordinates responses of attendees. • Exam Office stores uncollected certificates See Appendix 4 <p>Candidates</p> <ul style="list-style-type: none"> • May arrange for certificates to be collected on their behalf by providing the examination officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates
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9. OTHER: ROLES AND RESPONSIBILITIES	
9.1	<p>Exams Officer</p> <ul style="list-style-type: none"> Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle Collects and evaluates feedback from staff, candidates and invigilators to inform review <p>Senior Leaders</p> <p>Work with the Exams Office to produce a plan to action any required improvements identified in the review</p>
10. RETENTION OF RECORDS: ROLES AND RESPONSIBILITIES	
10.1	<p>Exams Officer</p> <ul style="list-style-type: none"> Keeps records as required by JCQ and awarding bodies for the required period Keeps records as required by the centre's records management policy Provides an exam archiving policy that identifies information held, retention period and method of disposal <p>Exam Archiving - Please see Appendix 3</p>
11. MONITORING	
11.1	<p>St Albans Girls' School monitors and reviews its policies and procedures on a regular basis to ensure that there is compliance.</p>

Appendices

Appendix 1	Alternative Rooming Procedure
Appendix 2	Candidate Late Arrival Procedure
Appendix 3	Escalation Process
Appendix 4	Special Consideration Procedure
Appendix 5	Result Days Procedure
Appendix 6	Exam Archiving Procedure

Alternative Rooming Procedure

Introduction

Formerly known as separate invigilation, Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.

Purpose of the procedure

- To confirm the criteria when these arrangements may be considered and granted for a candidate at St Albans Girls' School in compliance with the regulations.

Decisions on the awarding of the arrangement

At St Albans Girls' School, decisions on the awarding of the arrangement are made by the SENCo.

Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect (AA 5.16)
- The candidate's normal way of working within the centre (AA 5.16)
- Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate (AA 4.2.1)
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre. (AA 5.16)

Additional information:

Criteria for the awarding of the arrangement Alternative rooming arrangements will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's Access Arrangements and Reasonable Adjustments publication (ICE 14.18)
- The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AA 5.16)
- Where a candidate sits their examinations in a smaller environment away from the main examination room, the regulations and guidance within the JCQ publication Instructions for conducting examinations will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)
- Other rooming arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. As and when applicable, these circumstances include:
 - The use of a Reader and/or Scribe
 - Medical conditions that require a mobile phone or smart watch in the exam room such as Diabetes or a heart condition
 - Support for hearing impaired students in ML Listening examinations

This procedure is reviewed and updated to ensure alternative rooming arrangements are awarded and managed with the current requirements and regulations

Changes 2023/2024 – JCQ Access Arrangements and Reasonable Adjustments

References to 'separate invigilation' have changed to 'alternative rooming arrangements'.

Formerly known as separate invigilation, Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.

Under **Criteria for the awarding of the arrangement**: alternative rooming arrangements will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage. Where a candidate is subject to alternative rooming arrangements within the centre, the regulations and guidance within the JCQ publication Instructions for Conducting Examinations will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18) (To)

This procedure is reviewed and updated to ensure that alternative rooming arrangements at St Albans Girls' School are awarded and managed in accordance with current JCQ requirements and regulations.

Candidate Late Arrival Procedure

1. Introduction

The purpose of this procedure is to confirm the arrangements for candidates who arrive late for an examination at St Albans Girls' School.

- 1) A candidate will be considered late if they arrive:
 - after the start of the examination and (for an examination which lasts an hour or more) up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination (ICE 21.1)
- 2) A candidate will be considered **very** late if they arrive:
 - more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination (ICE 21.3)
 - after the awarding body's published finishing time for an examination that lasts less than one hour (ICE 21.3)
- 3) St Albans Girls' School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination, and confirms:
 - the correct procedures are followed when dealing with a candidate who arrives late to an examination
 - appropriate arrangements are in place for the management of late arrivals in order to maintain the security and integrity of the examination

2. Candidates who arrive late

The following procedures are applied at St Albans Girls' School in relation to candidates who arrive late to examinations:

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination (ICE 21.1)
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)
- A candidate who arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination (ICE 21.1) **will** be permitted by the centre to sit the examination
- A candidate who arrives after 10.00am for a morning examination will be considered **very** late (ICE 21.3) and **will** be permitted by the centre to sit the examination
- A candidate who arrives after 2.30pm for an afternoon examination will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination
- A candidate who arrives after the awarding body's published finishing time for an examination that lasts less than one hour will be considered **very** late (ICE 21.3) and **will** be permitted by the centre to sit the examination
- A candidate who arrives very late will be warned that the awarding body may not accept their script (ICE 21.4)

- A candidate who arrives in the afternoon for a paper that had been rearranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. The awarding body will be informed of the situation and will decide whether or not to accept the script (ICE 21.5)
- In all cases the centre will submit a declaration for the **very** late arrival of a candidate for examinations, in accordance with the current JCQ publication **Instructions for conducting examinations** (GR 5.9)

3. Roles and responsibilities

The role of the exams office/officer:

- Inform invigilators of the policy/process for dealing with candidates who arrive late/very late through training
- Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late/very late
- Warn a candidate who arrives **very** late that the awarding body may not accept their script (ICE 21.4)
- Send the script of a candidate who arrives late/very late to the awarding body/examiner in the normal way (ICE 21.4)
- Send the script of a candidate who arrives late/very late to the awarding body/examiner in the normal way (ICE 21.4)

Submit on-line, using the Centre Admin Portal (CAP), Form JCQ/VLA - Report on candidate admitted very late to examination room within seven days of the examination having taken place, providing the following details:

- the time the candidate came under centre staff supervision
- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre
- the actual starting and finishing times of the examination
- the time the candidate started the examination
- the time the candidate finished the examination
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam (ICE 21.4)

The role of invigilators:

- Ensure candidates who arrive late/very late are given the required instructions prior to starting the examination (the invigilator's announcement) without disturbing other candidates
- Ensure relevant information is recorded on the exam room incident log relating to candidates who arrive late/very late
- Allow a candidate who arrived late/very late, and is allowed the full working time to do the examination, to continue after the normal finishing time, instructing them to stop working after the full working time allowed has passed (ICE 26.2)

Escalation Process

1) Introduction

To fulfil internal governance arrangements, the head of centre has in place this written escalation process should the head of centre, and/ or a member of the senior leadership team with oversight of examination administration, be absent (GR 5.3).

This process also supports St Albans Girls' School being able to confirm to an awarding body the external governance arrangements 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. (JCQ Gen Regs 5.3)

2) Purpose of the process

The purpose of the process is to confirm where responsibility will be escalated to ensure continued compliance with JCQ regulations.

3) Before examinations/assessments

Planning

(a) Responsibility for ensuring compliance will be escalated to **Tessa Lambert, Deputy Head Teacher**

Main areas of compliance relate to:

- The agreement between the centre and awarding bodies (JCQ Gen Regs. 3)
- Third party agreements
- Centre status
- Confidentiality
- Retention of candidates' work
- Communication

(b) The responsibility for Centre management (JCQ Gen Regs 5) includes:

- Recruitment, selection, training and support
- External and internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections
- Policies available for inspection

(c) Personal data, freedom of information and copyright (JCQ Gen Regs 6)

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Additional JCQ publications for reference:

- JCQ Centre Inspection Service Changes

4) Entries and Pre-exams

Responsibility for ensuring compliance will be escalated to **Tessa Lambert, Deputy Head Teacher**

Main areas of compliance relate to:

- The responsibility of the centre (JCQ Gen Regs 5)
- Access arrangements and reasonable adjustments
- Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)
- Centre assessed work (including ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)
- Candidate information

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (sections 1-15)
- Access Arrangements and Reasonable Adjustments (sections 6-8)

Additional JCQ publications for reference:

- Key dates
- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation
- Guidance Notes – Centre Consortium Arrangements
- Information for candidates documents
- Exam Room Posters

5) During examinations/assessments – Exam time

Responsibility for ensuring compliance will be escalated to **Tessa Lambert, Deputy Head Teacher**

The centre also has in place a member of the senior leadership team, **Tessa Lambert, Deputy Head Teacher**, who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

Main areas of compliance relate to:

- The agreement between the centre and the awarding bodies (JCQ Gen Regs 3)
- Retention of candidates' work
- The responsibility of the centre (GR 5)
- Conducting examinations and assessments
- Malpractice

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-31)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

Additional JCQ publications for reference:

- Guidance Notes – Very Late Arrival

6) After examinations/assessment

As a contingency to enable the prompt handling of urgent issues only, the centre responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. The head of centre will ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself (JCQ Gen Regs 5.3)

Responsibility for ensuring compliance will be escalated to **Tessa Lambert, Deputy Head Teacher**

Main areas of compliance relate to:

- The responsibility of the centre (JCQ GEN Regs 5)
- Results
- Post-results services and appeals
- Certificates

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)

Additional JCQ publications for reference:

- JCQ Release of results notice
- JCQ Post-Results Services (Information and guidance to centres)
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

This process is reviewed and updated annually to ensure compliance with current requirements and regulations.

Reference in the process to **Gen Regs** relates to relevant sections of the current JCQ publication **General Regulations for Approved Centres**.

Special Consideration Procedure**Roles and Responsibilities****Head of Centre**

- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ Publication Special Consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding bodies by the Exams Officer

Exams Officer

- Understands the JCQ Special Consideration regulations to determine when candidates will or will not be eligible for special consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration are submitted to awarding bodies

Teaching Staff and/or SENCo

- Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration

Candidates or Parents and Carers

- Provide medical or other evidence that may be required to determine eligibility for special consideration

Applying for Special Consideration

- The Exams Officer will submit an application for special consideration if all the JCQ regulations are met.
- The Head of Centre or member of the Senior Leadership Team approves each application prior to submission and signs evidence to support the application for special consideration

Processing Applications for Special Consideration**Head of Centre/Senior Leadership Team**

- Ensures where a candidate may be a relative of the Exams Officer, the application is authorised by an alternative member of centre staff

Exams Officer

- Ensures applications are processed as required by the awarding bodies
- Keeps evidence to support applications on file until after the publication of results
- Meets the required deadline for submitting applications

Teaching Staff and/or SENCo

- Provide any appropriate evidence or information that may be required to support a candidate's application for special consideration

Candidates and/or parents/carers will

- Provide any required medical or other evidence that may be required to support an application for special consideration

Submitting applications for Special Consideration

- Where a candidate or group of candidate/ is/are eligible for special consideration applications are submitted to the relevant awarding body following the published JCQ processes
- Evidence to support applications is kept on file until after the publication of results

Timetabled written exams

- For GCE and GCSE qualifications, applications for individual candidates are submitted online by logging in the relevant awarding body secure extranet site and following the links to special consideration
- The processes for submitting a single application to cover all exams where a candidate is present but disadvantaged and a separate application for each day where a candidate is absent from an examination for an acceptable reason follows JCQ regulations
- For other qualifications, applications are submitted online where the awarding body's secure system accepts these
- A JCQ Form 10 is only completed and submitted where the online system does not accept applications for a particular qualification
- For groups of candidates, applications are made online where the awarding body's secure system accepts group applications, or a Form 10 is completed
- A Form 14 JCQ Self Certification for candidates who have missed an examination is only completed by a candidate where circumstances warrant this and is not used where the centre knows the candidate was ill
- A Form 14 JCQ Self Certification form must be completed by private candidates

Internally assessed work

- Where appropriate, applications are made online where the awarding body's secure system accepts them or a JCQ Form 10 is completed and submitted
- Where a short extension to a deadline is being requested an application is submitted online or by direct email, dependent on the awarding body
- Where an application relates to a shortfall in work, this submitted online or by completing a JCQ Form 10 dependent on the awarding body

Result Days Procedure

Task: Result Day Planning	Date	Responsibility
Agree Centre opening times with Senior Leaders	May	Exam Officer
Update SISRA templates in MIS system with correct exams	May	Data Team
Obtain email address and mobile numbers for Year 12 and Year 13 students so that they can be contacted should consent be required for access to scripts	May	Exams Officer
Update Results Day information detailing where Consortium students collect their certificates and what to do if they are unable to collect their results. This information is to be put on school website and set out to students and parents via SchoolComms	May	Exams Officer
Update Review of Results, consent and Payment form with new Awarding Body fees and date deadlines	May	Exams Officer
Update GCE and GCSE Post Exam Results Next Steps Information for students	May	Exams Officer
Print labels and prepare envelopes for Statement of Results for Year 11 , Year 12, Year 13, Consortium candidates, private candidates, out of year students	June	Exams Office
Prepare letters for result envelopes for Year 11 students going into Year 12 Year 12 going into Year 13 Year 13 going to work or university	May/June	Head of Sixth Form, Deputy Head, Sixth Form Assistant
Arrange for local press to come to Results Day or arrange for select students to have their photos taken on the day to send to the local press	June	Director of Learning, Deputy Head
Create list of students needing results to be posted home or emailed to them	June/July	Exams Assistant
Create results and equivalent marksheets for exam results	July	Exams Officer
Distribute centre opening times to candidates	July	Exams Assistant
Create list of embargoed staff	July/	Exams Officer
Confirm with site team preparations for centre opening and times	July	Exams Officer

Results Days Centre Only Staff	Date	Responsibility
Download results from Awarding Body sites	August	Exams Officer and Exams Assistant
Print results and put in envelopes	August	Exams Officer and Exams Assistant
Set-up dining hall with 4 x tables for results and 4 x tables for sixth form team/Curriculum Leaders		
Run PI Data	August	Exams Officer
Import data from MIS system to SISRA – Headline figures to be given to Head of Centre	August	Data Team
Excel results analysis sheets to be prepared for staff	August	Data Team
Awarding Body data information regarding results to be produced and copied for Curriculum Leaders	August	Exams Officer
Results Day		
Email results to all staff	August	Data Team
Distribute results to candidates	August	Exams Office
Import GCE results into ALPS	August	Data Team
Deadline for Priority remark options GCE	August	Exams Officer
Deadline for Standard enquiries about results	September	Exams Officer
Receive back Access to script forms from teachers with permission from students	October	Exams Officer

Exams Archiving Procedure

The purpose of this procedure is to identify exams- related information and records held by the exams office, identify the retention period, determine the action required at the end of the retention period and the method of disposal and supplement the centre-wide records management policy/data retention policy.

Record type	Record description	Retention Information	Action at end of retention period
Access arrangements	Any hard copy information relating to an exam access arrangement	Information filed in the SENCo office, in the students' folder	Retained in SENCo office until the student has left the school. Archived. If a student moves to another school/college any relevant documentation is forwarded onto them.
Alternative site arrangements	Hard copy information generated on an alternative site arrangement. Notifications submitted online via JCQ CAP	Retained until the deadline for reviews of results or the resolution of any outstanding appeals or malpractice investigations	Material shredded
Overnight Supervision Information	The JCQ Overnight Supervision form is completed online using CAP. The JCQ Overnight Supervision Declaration form is downloaded from CAP for signing by the candidate, the supervisor and the head of centre.	Records retained in accordance with the requirements of ICE, section 8 (...keep 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.	Material sent for shredding via confidential waste

		Forms are stored in hard copy paper format and sent to an awarding body if requested.	
Attendance register copies		To be retained in the exam packs until the deadline for EAR's or the resolution of any outstanding enquiries/appeals for the relevant exams.	Material sent for shredding via confidential waste
Candidates' work	Non-examination assessment work (including controlled assessment/coursework) returned to the centre after awarding body moderation	To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically) until after the deadline for EARs or the resolution of any outstanding enquiries/appeals or malpractice investigations for the exam series	Returned to teaching staff and/or candidates for safe disposal.
Candidate Scripts	Scripts returned to the centre through the Access to Scripts (ATS) service	Retain securely until the awarding body's earliest date for confidential disposal of unwanted scripts in accordance with the requirements of GR, section 3.15	Material sent for shredding via confidential waste
Certificates	Certificates always remain the property of the awarding bodies	Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue.	Confidential destruction. A record of destroyed certificates must be kept for 4 years

Certificate issue information	A record of certificates that have been issued to candidates	Information kept on a spreadsheet.	Where applicable, inform candidates that some awarding bodies do not offer a replacement certificate service and in such circumstances the awarding body will issue Certifying Statement of Results which will provide an accurate and complete record of results for all qualifications covered by the original certificate.
Confidential materials delivery logs	A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.	Retained at reception until the end of the exam series.	Recycling
Confidential materials tracking logs	A log to track materials taken from or returned to secure storage throughout the time the material is confidential.	Retained in the Exam Office until the end of the exam series.	Recycling
Dispatch logs	Proof of dispatch to awarding body examiners of exam packages covered by the DfE yellow label service.	Retained in the Exam Office until the end of the exam series.	Recycling

Entry information	Any hard copy information relating to candidates' entries	Retained at reception until the end of the exam series.	Shredding/Confidential waste
Exam question papers	Question papers for timetabled written exams	Not to be issued to subject staff until after the published finishing time for the exam	Issue to subject staff
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms	Retained in exam packs until the next exam season.	Shredding
Second pair of eyes check form	Hard copy record of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened	Held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).	Recycle
Handling secure electronic materials logs	Hard copy record of accessing and downloading secure electronic materials provided to the centre and accessed by the exams officer	Held in the centre is retained at the very least until after the deadline for reviews of results or other results enquiries (or the resolution of any outstanding reviews/appeals or malpractice investigations) for the relevant exams series).	Recycle

Examiner reports		Both electronic and hardcopy reports are passed onto Curriculum Leaders and Head of Centre	
Finance information	All invoicing approvals and records are managed electronically on PS Financials		
JCQ publications	Any hard copy publications provided by JCQ	To be retained until the current academic year update is provided	Recycled
Moderator reports		Both electronic and hardcopy reports are passed onto Curriculum Leaders and Head of Centre.	
Post-results services: confirmation of candidate	Hard copy or email record of candidate consent for an EAR or ATS request	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given.	

Post-results services: scripts returned from ATS service	Copy or original exam scripts returned to the centre by the awarding body	Electronic copies are forwarded to candidates and stored on the system and then archived at the end of the season. Hard copy files are given to candidates or teaching staff.	Safe disposal
Private candidate information	Any hard copy information relating to private candidates' entries	Hard Copy information stored in the exam office. Online information archived after the completion of the exam series.	Electronic archiving and confidential disposal of hard copies
Results information	Broadsheets of results summarising candidate final grades by subject by exam series	Records for current year plus previous 6 years to be retained as a minimum. Electronic information archived.	Confidential disposal.
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken	Retained in exam packs until the EAR process is complete	Shredding
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate	Electronic copies of requests are retained on-line and archived. Hardcopies are retained in the Exam Office until the end of the Exam Series.	Confidential disposal and electronic archiving

Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body	Information retained on-line until the end of the exam series and then archived.	Electronic archiving
Transfer of credit information	Any hard copy information relating to a GCE AS transfer of credit arrangement for a legacy unitised GCE AS specification, application submitted to an awarding body for a candidate	To be retained until the issue of the GCE A level result for the candidate	Confidential disposal
Transferred candidate information	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate	To be retained until the end of the exam series	Confidential disposal
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body	To be retained until the end of the exam series.	Electronic copies archived. Hardcopies confidentially disposed