

# Exams Policy

## 2026/27

This policy is reviewed annually to ensure compliance with current regulations

**Approved/reviewed by**

FGB

<b>Date of next review</b>	July 2027

## Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of Centre	<b>Mrs J Polley</b>
Exams Officer (Senior Leader)	<b>Mrs R Smith</b>
SENDCo	<b>Ms V McArthur</b>
SLT member(s)	<b>Mrs J Polley</b>
	<b>Mr C Barnett</b>
	<b>Mrs R Smith</b>
	<b>Mr R Lundie</b>

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## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- ▢ all aspects of the centre's exam process are documented and other relevant exams-related policies, procedures and plans are signposted
- ▢ the workforce is well informed and supported
- ▢ all centre staff involved in the exams process clearly understand their roles and responsibilities
- ▢ all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

*"... 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 (GR) 1]

- ▢ exam candidates understand the exam process and what is expected of them.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

Wensleydale School's Exams Policy can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/ policies/2024\_25. All exam policies are uploaded to Google Drive so that they can be accessed by staff at any time.

## Roles and responsibilities overview

The 'head of centre' is the headteacher. It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet. For details about specific head of centre responsibilities, see sections 1, 8, 11, 12, 13, 16, 24, Appendix 1, section 6 and Appendix 8. (ICE Introduction)

### Head of Centre

- ▢ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - General regulations for approved centres (GR)*
  - Instructions for conducting examinations (ICE)*
  - Access Arrangements and Reasonable Adjustments (AA)*
  - [\*Suspected Malpractice policies and procedures \(SM\)\*](#)
  - Instructions for conducting non-examination assessments (NEA)* (and the instructions for conducting controlled assessment and coursework)

- ▢ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught
  - ▢ Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update
  - ▢ Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in: the centre status being suspended, the centre not being able to submit examination entries, the centre not receiving or being able to access question papers
  - ▢ Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
  - ▢ Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
  - ▢ Ensures the Exams Officer (EO) 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 a named member of staff acts as the Special Educational Needs & Disabilities Co-ordinator (SENDCo) (Ms V McArthur)
  - ▢ 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 EO
  - ▢ 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 timetabled written examination or on-screen test..."*
- [ICE 6]
- ▢ Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including

- ▢ the location of the centre's secure storage unit is in an area solely assigned to examinations
- ▢ 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
- ▢ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence)
- ▢ Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent

#### ▢ **Escalation process**

Wensleydale School's escalation process can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/ policies/2024\_25

*It is the responsibility of the head of centre to ensure that his/her centre... has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent (GR 5.3)*

- ▢ Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series (Mr R Lundie)
- ▢ Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- ▢ Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during an examination
- ▢ 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

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims
- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (ensuring only persons authorised by the head of centre and the, exams officer are allowed access to the centre's secure storage facility as one of the two to six 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
  - Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Obtains written approval from the relevant awarding body before permitting a third party to deliver any part of a qualification including assessments
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

- Ensures 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)

### Exam Contingency Plan

Wensleydale School's Exam Contingency Plan can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25 ***It is the responsibility of the Head of Centre to ensure that his/her centre... has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the Senior Leadership Teamhip team to act immediately in the event of an emergency or staff absence. The examination contingency plan must be readily available for inspection purposes; (The examination contingency plan should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.)*** [GR 5]

- Ensures required internal appeals procedures are in place

### Internal Appeals Procedures

Wensleydale School's Internal Appeals Policy can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25

*"The centre agrees to... have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates"* [GR 5.8]

*"The centre agrees to... have readily available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."* [GR 5.14]

- Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place

### Disability Policy (Exams)

Wensleydale School's Disability Policy (Exams) can be accessed from the school

website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25

*"The Head of Centre/Senior Leadership Team agrees to... recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates must be available for inspection purposes. †or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect* [GR 5.4]

- Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place

### **Complaints and Appeals Procedure**

Wensleydale School's Complaints & Appeals Policy (Exams) can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25

*"The centre agrees to... draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."* [GR 5.7]

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

### **Child protection/Safeguarding Policy**

Wensleydale School's Child Protection/Safeguarding Policy can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/Policies/2024\_25

All aspects of the policy apply to the exams process.

#### **Agency Invigilation Staff:**

The school employs agency invigilation staff, primarily but not exclusively through Principal Teachers in Colburn, North Yorkshire. Staff are fully vetted by the agency. It is the agency's duty to provide the school with summary confirmation that all checks are in place. Agency staff provide the school with photo ID, which is recorded in the school's Single Central Record. This allows the school to verify the agency staff members' identity.

Agency staff are provided with a copy of the school's Child

Protection/Safeguarding policy together with the school's Child Protection statement, which is pinned up in Reception and in every office. This details signs to watch out for, how to raise a concern and the procedure to follow in the event of a disclosure, including the name of the school's Designated Safeguarding Lead (DSL).

As part of the invigilator training process, invigilation staff are taken through child protection and safeguarding procedures. Staff are required to complete a pro-forma confirming that they have been informed of child protection and safeguarding procedures and that they have been provided with the school policy, the Staff Behaviour Policy and Keeping Children Safe in Education (Part 1). It is the school's expectation that staff read the policy and abide by the procedures.

*It is the responsibility of the head of centre to ensure that his/her centre... has in place the following policies available for inspection... a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements... [GR 5.3]*

- Ensures the centre has a data protection policy in place

### **Data Protection Policy**

Wensleydale School's Data Protection Policy (Exams) can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024-25

*"Do you have a written data protection policy?"*

[GR Appendix B]

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

### **Access Arrangements Policy**

The Wensleydale School & Sixth Form's Exam Access Arrangements Policy can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024-25

*"...with its obligations in respect of identifying the need for, requesting and implementing access arrangements."*

[GR 5.5]

*"The Head of Centre/Senior Leadership Team agree to... have a written process in place to not only check the qualification(s) of their specialist assessor(s) but that the assessment process is administered correctly;"*

[GR 5.4]

- ▢ Ensures staff are only entered for qualifications through the centre as a last resort 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 members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- ▢ Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly
- ▢ Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- ▢ Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- ▢ Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

*"The examinations officer or quality assurance co-ordinator is the person appointed by a Head of Centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments."*

[

GR 1]

## **Exams Officer**

- ▢ Understands the contents of annually updated JCQ publications including:
  - General regulations for approved centres*
  - Instructions for conducting examinations*
  - [Suspected Malpractice](#) –policies and procedures*
  - Post-results services (PRS)*
- ▢ Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year/Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines

- ▮ Ensures key tasks are undertaken and key dates and deadlines met
- ▮ Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- ▮ Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments

### **Senior Leadership Team (SLT)**

- ▮ Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - General regulations for approved centres*
  - Instructions for conducting examinations*
  - Access Arrangements and Reasonable Adjustments*
  - [Suspected Malpractice -policies](#) and procedures*
  - Instructions for conducting non-examination assessments* (and the instructions for conducting controlled assessment and coursework)

### **Special educational needs co-ordinator (SENCo)**

- ▮ Is familiar with 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 the administration of the assessment process
- ▮ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

### **Curriculum Leaders (CLs)**

- ▮ Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- ▮ Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- ▮ Ensures teaching staff attend relevant awarding body training and update events

## Teaching staff

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

## Invigilators

- ▮ Attend 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

## Reception staff

- ▮ Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

## Site staff

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

## Candidates

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

## The exam cycle

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

- ▮ planning
- ▮ entries
- ▮ pre-exams
- ▮ exam time
- ▮ results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

## **Planning: roles and responsibilities**

### **Information sharing**

#### **Head of Centre**

- ▮ Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM and NEA (and the instructions for conducting controlled assessment and coursework)

#### **Exams Officer**

- ▮ 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

### **Information gathering**

#### **Exams Officer**

- ▮ Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- ▮ Collates all 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 all mocks

#### **Curriculum Leaders**

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

## Access arrangements

### Head of Centre

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

### SENDCo

- ▢ Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- ▢ Gathers **evidence** to support the need for access arrangements for a candidate
- ▢ Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- ▢ Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- ▢ Gathers signed **data protection notices** from candidates where required
- ▢ Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- ▢ Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate.)
- ▢ Employs good practice in relation to the Equality Act 2010
- ▢ Liaises with the EO regarding exam time arrangements for access arrangement candidates
- ▢ Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period
- ▢ Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

### Word Processor Policy (exams)

Wensleydale School's Word Processor Policy (Exams) can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25

*"It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers. Principally, that a word processor cannot simply be granted to a candidate*

*because he/she now wants to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.*

*The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs...*

*A member of the centre's Senior Leadership Teamship team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations."*

[AA 5.8]

- 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

### **Separate invigilation within the centre**

Wensleydale School's criteria for granting separate invigilation in the centre is contained within the Access Arrangements Policy. This can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25

[See AA 5.16 plus centre-determined criteria]

### **Senior Leadership Team, Curriculum Leaders, Teaching staff**

- Support the SENDCo in identifying and implementing appropriate access arrangements
- Senior Leadership Team provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

### **Internal assessment and endorsements**

#### **Head of Centre**

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

- ▮ Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- ▮ Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- ▮ Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment

### Controlled Assessment Policy

Wensleydale School's Controlled Assessment Policy can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25

- ▮ Ensures a **Non-examination Assessment Policy** is in place for new GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)

### Non-examination Assessment Policy

Wensleydale School's Exam Non-Examination Assessment Policy can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25

*"The centre agrees to... have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a written controlled assessments policy.)"* [GR.5.8]

- ▮ Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

### Senior Leadership Team

- ▮ 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

### Curriculum Leaders

- ▢ Ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ [\*Instructions for conducting controlled assessments\*](#) and the specification provided by the awarding body
- ▢ Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and (which include elements of coursework) Entry Level or Project qualifications follow JCQ [\*Instructions for conducting coursework\*](#) and the specification provided by the awarding body
- ▢ Ensures teaching staff delivering new GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [\*Instructions for conducting non-examination assessments\*](#) and the specification provided by the awarding body
- ▢ For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- ▢ Ensures 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 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 (controlled assessments, coursework, non-examination assessments, social media) prior to assessments taking place
- ▢ Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

### **Exams Officer**

- ▢ Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- ▢ Signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated

### **Invigilation**

#### **Head of Centre**

- ▢ Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- ▢ Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- ▢ Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher

## **Exams Officer**

- ▢ Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- ▢ Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- ▢ Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- ▢ Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- ▢ Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- ▢ Collects evaluation of training to inform future events
- ▢ Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

## **Entries: roles and responsibilities**

### **Estimated entries**

## **Exams Officer**

- ▢ Requests estimated or early entry information, where this may be required by awarding bodies, from FLs in a timely manner to ensure awarding body external deadlines for submission can be met

### **Estimated entries collection and submission procedure**

At the start of each academic year, the EO liaises with FLs to collect specific information and teaching group numbers. The external deadline for estimated entries is 10 October, however the EO will set an internal deadline for the return of this information one week prior to this date to allow her to submit estimated entries to the awarding bodies on time.

## **Faculty Leaders**

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

## **Final entries**

### **Exams Officer**

- ▢ Requests final entry information from FLs in a timely manner to ensure awarding body external deadlines for submission can be met
- ▢ Informs FLs of subsequent deadlines for making changes to final entry information without charge
- ▢ Confirms with FLs 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

### **Final entries collection and submission procedure**

During January of each year, the EO will trawl for final exam entry information. FLs will be provided with electronic class lists and asked to annotate these with the correct unit and accreditation codes. Once the entries have been processed, FLs are provided with a record of entries which they are asked to sign and return to the EO to confirm the submitted entries are correct. The internal deadline is set 2 weeks prior to the external deadline to allow corrections to be submitted before penalty fees apply.

### **Faculty Leader**

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

## **Entry fees**

Every effort is taken to ensure that the external entry deadline is met, thus ensuring penalty fees do not apply. Where a Faculty Leader requests a late change to an exam entry (after the external entry deadline has passed), the penalty fee will be charged to

their Faculty budget. Where a Parent/Carer requests a late change to an entry and this is not supported by the school, the penalty fee will be charged to the Parent/Carer and will be payable before the amended entry is processed.

## **Late entries**

### **Exams Officer**

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

### **Curriculum Leaders**

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

## **Re-sit entries**

Any resit fees are charged to Parents/Carers and will be payable before the entry is processed.

## **Private candidates**

The centre does not accept private candidates.

## **Transfer of credit**

*"Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a unitised GCE A-level course (having completed and certificated a GCE AS award).*

*A new GCE linear AS specification cannot be transferred to a legacy GCE unitised A-level specification."*

[JCQ [GCE AS Transfer of Credit arrangements](#) page 1]

### **Exams Officer**

- ▢ Provides information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- ▢ Meets the awarding body deadline for requesting transfer of credit

### **Teaching staff**

- ▢ Identify affected candidates to the EO

## **Candidate statements of entry**

### **Exams Officer**

- ▮ Provides candidates with statements of entry for checking

### **Teaching staff**

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

### **Candidates**

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

## **Pre-exams: roles and responsibilities**

### **Access arrangements**

#### **SENDCo**

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

### **Briefing candidates**

#### **Exams Officer**

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

- Prior 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:
  - exam clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - wrist watches in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

### **Access to scripts, enquiries about results and appeals procedures**

Wensleydale School's Enquiries about Results procedures can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically they can be accessed by admin and SLT via J:Documents/ policies/2024\_25

*"The centre agrees to... have in place written procedures for how it will deal with candidates' access to scripts, enquiries about results and appeals to the awarding bodies and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results..."*

[GR 5.14]

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

[GR 5.6]

### **Dispatch of exam scripts**

#### **Exams Officer**

- 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

### **Estimated grades**

#### **Curriculum Leaders**

- Ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

## **Exams 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 procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

### **SENDCo**

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

### **Teaching staff**

- ▮ Support the SENDCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- ▮ Assess and authenticate candidates' work
- ▮ Assess endorsed components
- ▮ Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

### **Curriculum Leaders**

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

### **Exams 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 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**

### **Exams Officer**

- ▢ Updates invigilators annually at a centre meeting
- ▢ Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)
- ▢ Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios
- ▢ Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates

### **SENDCo**

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

### **Invigilators**

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

## **JCQ inspection visit**

### **Exams Officer or Headteacher**

- ▢ Will accompany the Inspector throughout the visit

*"A senior member of staff or a member of the exams office must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility."*

[ICE Introduction]

## **Seating and identifying candidates in exam rooms**

### **Exams Officer**

- ▢ Ensures a procedure is in place to verify candidates' identity

Verifying candidate identity procedure

At Wensleydale School, a colour photograph is printed of all candidates and this is kept on the invigilator desk at the front of the exam room to enable invigilators to identify candidates easily. All desks are labelled with the student forename and surname and this is cross-checked against the attendance register and student

photos to ensure all students are present and seated correctly in the correct exam

*"The centre agrees to... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment..."*

[GR 5.10]

*Invigilators must establish the identity of all candidates sitting examinations.*

*...A private, external or transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...*

*...In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.*

*Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination."*

[ICE 9]

- Ensures invigilators are aware of the procedure
- 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 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 EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

### **Security of exam materials**

#### **Exams Officer**

- Has a process in place to record confidential materials delivered to the centre and handed over to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements
- Ensures only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility as one of the two to six key holders
- Ensures 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 the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

### **Reception staff**

- ▮ Follow the process to record confidential materials delivered to the centre and handed over to authorised staff

### **Teaching staff**

- ▮ Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

### **Timetabling and rooming**

#### **Exams Officer**

- ▮ Produces a master centre exam timetable for each exam series
- ▮ Identifies and resolves candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- ▮ Identifies exam rooms and specialist equipment requirements
- ▮ Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) 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 SENDCo regarding rooming of access arrangement candidates

#### **SENDCo**

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

#### **Site staff**

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

## **Alternative site arrangements**

### **Exams Officer**

- ▢ Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- ▢ Will inform the JCQ Centre Inspection Service using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

## **Transferred candidate arrangements**

### **Exams Officer**

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

## **Internal exams**

### **Exams Officer**

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

### **SENDCo**

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

### **Teaching staff**

- ▢ Provide exam papers and materials to the EO
- ▢ Support the SENDCo in making appropriate arrangements for access arrangement candidates

## **Exam time: roles and responsibilities**

### **Access arrangements**

## Exams Officer

- ▢ Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- ▢ Has a process in place to deal with emergency access arrangements as they arise at the time of exams
  - ▢ applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

## Candidate absence

### Candidate absence policy

It is essential that all candidates follow their exam timetables carefully and report on time to their exams. At Wensleydale School, if a candidate is identified as absent when the attendance register is taken at the start of the exam, a message will be radioed across to Reception and Parents/Carers will be contacted. We will contact Parents/Carers on all the telephone numbers we have in our management information system for the student in question. We will call all the numbers we have once only. If we are unable to make contact, we will send an email and an SMS message (subject to these details having been provided to the school via the annual data checking exercise conducted in September of each academic year).

#### **Illness:**

If a student is ill, Parents/Carers should contact the Exams Office between 7.00 am-8.00 am so that the Exams Officer can give advice on the most appropriate course of action.

If a student fails to report for an exam and the school is not notified in advance, Parents/Carers will be charged the relevant exam fee.

*"Advice: it is good practice for a centre to have a policy for late and absent candidates. Invigilators must be made aware of this policy."*

[ICE 14]

## 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 re-charged relevant entry fees for unauthorised absence from exams

### **Candidate behaviour**

See *Irregularities* below.

### **Candidate belongings**

See *Unauthorised items* below.

### **Candidate late arrival**

#### **Exams Officer**

- ▢ Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- ▢ Warns candidates that their work may not be accepted by the awarding body

#### **Invigilators**

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

#### **Candidate late arrival policy**

Lateness:

Candidates arriving late for an exam cause disruption and must be avoided at all costs. The centre takes a very dim view of candidates who report late to an exam for reasons that are avoidable. The centre acknowledges however that sometimes circumstances arise that are unavoidable and can lead to candidate lateness. If a candidate finds themselves in this position, it is important that the school is notified as soon as possible so that appropriate advice can be given, and appropriate provision organised in school.

Where a student can get to school within 60 minutes of the published start time of the exam, they will be allowed to take the exam and have the full entitlement of time although they may have to be invigilated separately, away from the main cohort. Students must understand that this is strictly subject to the centre being available to provide additional invigilation arrangements.

Students arriving more than one hour after:

- a) the published starting time for an examination lasting one hour or more or
- b) after the published finishing time for the examination

will be considered 'very late'. Where this happens the student may still be permitted

to sit the exam however the awarding body may not accept their work.

If a student is persistently late for exams a sanction will be applied which may include not being allowed to participate in the end of year Prom.

Late students must sign in at Reception and report immediately to the Exams Officer. Under no circumstances must they enter the Exam room without being escorted there by a member of centre staff. The student will be informed where they will take the exam i.e. with the main cohort or elsewhere. The Exams Officer will take the student through the rubric for the relevant paper as well as the general regulations, before handing the student over to an invigilator.

## **Conducting exams**

### **Head of Centre**

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

### **Exams Officer**

- ▢ 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

## **Dispatch of exam scripts**

### **Exams Officer**

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

## **Exam papers and materials**

### **Exams Officer**

- ▢ Organises exam question papers and associated confidential resources in date order in secure storage
- ▢ Attaches erratum notices received to relevant exam question paper packets
- ▢ Collates attendance registers and examiner details in date order
- ▢ Regularly checks mail or inbox for updates from awarding bodies
- ▢ In order to avoid potential breaches of security, ensures care is taken to ensure the correct

question paper packets are opened by ensuring 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 this additional/second check is recorded
- ▢ Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

## **Exam rooms**

### **Head of Centre**

- ▢ Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- ▢ Ensures only authorised 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

### **Food and drink in exam rooms**

At Wensleydale School, food is not allowed in the exam room. The only exception to this rule is where a student has diabetes and the school holds medical evidence to this effect. Students are permitted and encouraged to bring a drink into the exam room, although only water (no squashes, juices or other drink) is allowed. Students can either use their school water bottle or any other clear plastic bottle. The maximum capacity of any drinks vessel should be no more than 500 mls. All labels must be removed from drinks bottles prior to admission into the exam room.

*"Food and drink may be allowed in the examination room at the discretion of the Head of Centre. However, this is on the condition that any food brought into the examination room by the candidate is free from packaging and all labels are removed from drink containers."*

[ICE 11]

### **Exams Officer**

- ▢ Ensures exam rooms are set up and conducted as required in the regulations
- ▢ Provides invigilators with appropriate resources to effectively conduct exams
- ▢ Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates)
- ▢ Ensures sole invigilators have an appropriate means of summoning assistance

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

### Senior Leadership Team

- 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

### Emergency evacuation policy

If the alarm (continuous siren) sounds during an exam, students should put down their pens and the invigilator will note the time of the interruption on the board. Students must remain under exam conditions and await instructions from the lead invigilator. If the exam room has to be evacuated the EO or other senior leader will notify the lead invigilator. Scripts should be left on the desk and students evacuated row by row to the emergency evacuation point. Students must remain in silence and will be escorted by invigilation staff. The lead invigilator will be the last to leave the exam room, having switched off the lights and locked the door.

If students do not need to evacuate the exam room, the exam will restart as soon as the siren has been switched off and the full entitlement of time given. The exam board will be notified accordingly, and special consideration forms submitted by the EO.

If a full evacuation is necessary, exam students will return to their exam as soon as it is safe to do so and the full entitlement of time will be given. The exam board will be notified accordingly and special consideration forms submitted by the EO.

In the event of a serious emergency where continuation of the exam on the school site is not possible, the EO will contact the relevant exam board and agree a course of action. Students will kept fully informed as events unfold.

*"...You must have a written centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service."* [ICE 18]

### Site staff

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

### Invigilators

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

## Candidates

- Are required to remain in the exam room for the full duration of the exam

## Irregularities

### Head of Centre

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

### Managing behaviour

There is a very strict behaviour code in the exam room, which is rigorously upheld by the EO and centre staff, so that the integrity of the exam is not compromised. If a student contravenes behaviour expectations, then sanctions will apply, both at centre and exam board level.

If a student breaches behaviour expectations, their actions will be reported to the exam board. Sanctions up to and including zeroing all marks for the paper of subject may be applied, depending on the circumstances.

The Head of Centre or EO has the authority to remove a candidate from the examination room, if the candidate would disrupt others by remaining in the room.

*"The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room."*

[ICE.17]

### Senior Leadership Team

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate
- In exceptional circumstances a senior leader may need to enter an exam room to support with discipline then; they must not enter an exam for a specification they have delivered, they must not look at the papers or materials, and they must announce themselves to the senior invigilator in the room and be recorded on the exam log.

### Exams Officer

- 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

## **Invigilators**

- ▢ 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)

## **Malpractice**

See *Irregularities* above.

## **Special consideration**

### **Senior leaders**

- ▢ Provide signed evidence to support eligible applications for special consideration

### **Exams Officer**

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

### **Special consideration policy**

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise be disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examinations Officer, or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor. The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

### **Candidates**

- ▢ Provide appropriate evidence to support special consideration applications, where required

## **Unauthorised materials**

### **Arrangements for unauthorised items taken into the exam room**

Candidates are not permitted to take any unauthorised items into the exam room. Mobile phones (switched off) and any other unauthorised possessions should be handed into

invigilation staff as the student enters the exam room (placed in a plastic box). When the EO leaves the exam room, she will take the plastic box to Reception. Students should collect their unauthorised possessions from Reception at the end of the exam.

Students are not allowed to have in their possession a Smart Watch or any other watch with data storage or Internet capability. Prior to the examination starting, the invigilator must ensure that candidates have removed their wrist watches, placing them on their desks.

*"...any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.*

*...The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks.*

*...A Head of Centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their watches outside of the examination room."*

[ICE 11]

### **Exams Officer**

- ▢ Must display the unauthorised items poster (A3), warning to candidates poster (A3) prominently in each exam room

### **Invigilators**

- ▢ Are informed of the arrangements through training

### **Internal exams**

#### **Exams Officer**

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

#### **Invigilators**

- ▢ Conduct internal exams as briefed by the EO

### **Results and post-results: roles and responsibilities**

#### **Internal assessment**

##### **Curriculum Leaders**

- ▢ Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- ▢ Ensures work is returned to candidates or disposed of according to the requirements

#### **Managing results day(s)**

##### **Senior Leadership Team**

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed, and decisions made on the submission of enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

### **Exams Officer**

- Ensures procedures for managing the main summer results day(s) (a results day programme) are in place

### **Results day programme**

Results are available to students from 9.00 am to 12.00 pm on the following dates.

GCSE: 3<sup>rd</sup> Thursday in August

Results are given to students in a sealed envelope by a senior leader in the Hall. The sealed envelope will contain:

- an overall statement of results produced from the centre's management information system
- a statement of results from each awarding body (these results are provisional and may change as a result of any post results service)
- any certificates the school has received by results day (BTEC, ECDL and Cambridge National results)

Specific information on how to access post results services will be given to each student by the senior leader giving them their results. Before students leave the Library, they will be asked to complete a destinations form indicating where they will be undertaking the next phase of their education or training. It is mandatory for schools to collect this information which has to be returned to the Department for Education (DfE).

Students needing advice on post results services or next steps should speak to a senior member of staff on results day. Alternatively, students can email their specific query (including their telephone number) to [admin@wensleydaleschool.net](mailto:admin@wensleydaleschool.net) and provision will be made for a senior member of staff to make contact as necessary.

Post results services have strict deadlines which are indicated on the sheet issued to students. Students are advised to plan accordingly so that deadlines are not missed.

Students who are away on holiday or unable to collect their results from school on results day can contact the Exams Office on 01969 621000 and receive their results over the phone. Advance arrangements need to be made with the Exams Officer if students wish to take advantage of this service so agreed procedures for identifying the student can be made.

Students who wish someone else to collect their results for them must make advance arrangements with the Exams Officer. Unless this has happened, results will not be released to anyone other than the student themselves.

## Site staff

- ▢ Ensure the centre is open and accessible to centre staff and candidates, as required

## Accessing results

### Exams Officer

- ▢ Informs candidates in advance of when and how results will be released to them
- ▢ 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 an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- ▢ Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised
- ▢ Understands that it is not permitted to withhold provisional results from candidates under any  
Circumstances
- ▢ Ensures that senior members of centre staff are available immediately after the publication of  
results

### Exams Officer

- ▢ Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, reviews of results and appeals procedures*)
- ▢ Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- ▢ Provides a process to record requests for services and collect candidate informed consent (**after** the publication of results) and fees where relevant
- ▢ Submits requests to awarding bodies to meet the external deadline
- ▢ Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- ▢ Updates centre results information, where applicable

## 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

### Assistant Head – Mr M Ashcroft

- ▢ 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 performance tables September checking exercise*

## Certificates

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

### Issue of certificates procedure

Certificates arrive in centre in November and are held securely for 12 months. It is the responsibility of all candidates to collect their certificates during this time. Certificates should be collected from Reception where candidates will be asked to sign for them. A record of all certificates that have been collected is retained in Centre for 7 years. This includes the candidate's name, the signature of the person collecting the certificates and the date of collection. If someone other than the candidate themselves is collecting the certificates, a copy of the permission letter from the candidate and a copy of the photo ID of the person collecting the certificates, will be stapled to the record sheet. Replacement certificates cost approximately £40 and can be obtained by following the relevant links on the home page of all awarding bodies' websites. At the end of the 12-month period, certificates are securely destroyed, and candidates will have to obtain copies at their own expense from the relevant exam board(s).

## Candidates

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

## Retention of certificates policy

At the end of the 12-month period, any unclaimed certificates will be securely destroyed by a reputable data shredding company. The school usually uses PHS for its data shredding services. A destruction certificate will be issued by the data shredding company to confirm that the destruction of certificates has been carried out according to GDPR regulations. Destruction certificates will be stored within the centre for 7 years.

## Review: roles and responsibilities

### Exams Officer

- ▢ Holds an exam-debrief with senior colleagues, including an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- ▢ Collects and evaluates feedback from staff, candidates and invigilators to inform review

### Senior Leadership Team

- ▢ Produces a plan to action any required improvements identified in the exam-debrief

## Retention of records: roles and responsibilities

### Exams Officer

- ▢ Keeps records as required by JCQ and awarding bodies for the required period
- ▢ Keeps records as required by the centre's records management policy
- ▢ Provides an Exams Archiving Policy that identifies information held, retention period and method of disposal

### Exams Archiving Policy

Wensleydale School's Exams Archiving Policy can be accessed from the school website and is stored in the Master Policy Document file in the Exam office. Electronically it can be accessed by admin and SLT via J:Documents/policies/2024\_25