## Purpose of the policy

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

- all aspects of the centre 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 according to JCQ and awarding body regulations, guidance and instructions, maintaining the integrity and security of the exam/assessment system at all times.
- exam candidates understand the exams process and what is expected of them.

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

The Exams Policy is on the All-Staff Team, under Documents/Files/Policies and Procedures/Exams.

## Roles and responsibilities overview

- "The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to always ensure the security and integrity of the examinations/assessments.
  The **examinations officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments."

  [GR 2]

- **Principal (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*
- *Suspected Malpractice - Policies and Procedures (SM)*
- *Instructions for conducting non-examination assessments (NEA) (and the Instructions for conducting coursework)*
- *A guide to the special consideration process*

- 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.
- Takes responsibility for responding to the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) by the end of October each year confirming they are aware of and are adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes [GR 1]
- Enables the relevant senior leader(s), the Examinations Officer, and the Director of Additional Learning Needs to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ regulations

- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- Appoints a member of staff to act as the Director of Additional Learning Needs who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures confidentiality and security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions.
- Ensures irregularities are investigated and informs the awarding bodies immediately of any cases of alleged, suspected, or actual incidents of malpractice or maladministration, involving a candidate or a member of staff.
- 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.

## ➢ 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)*
  - *A guide to the special consideration process*

- 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 external invigilators, and keeps a record of the content of training provided to invigilators for the required period.
- Works with the Director of Additional Learning Needs 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 what is not permissible in the exam room
- Supports the Head of Centre in ensuring that awarding bodies are informed of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected, before the published deadline for entries
- 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.

## ➢ Senior leaders (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 coursework)*
- *A Guide to the Special Consideration Process.*

## ➢ Director of Additional Learning Needs

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 ensures the correct procedures are followed.
- Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

## ➢ Heads of Department (HoD)

- 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 DALN
- 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.

## ➢ Teaching Staff

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

## ➢ Invigilators

- Attend/undertake training, 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 and DEO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

## ➢ Site Staff

- Support the EO and DEO in relevant matters relating to exam rooms and resources.
- Support the EO and DEO in dealing with exam related deliveries with due regard to the security of confidential deliveries.

## ➢ 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

### ➢ Principal (Head of Centre)

- Ensures that relevant centre staff are directed to ~~annually~~ updated JCQ publications including GR, ICE, AA, SMPP and NEA (and the instructions for conducting 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 (Exam's Department Team).
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications.
- Produces an annual examination & assessment guide of key dates, deadlines, and relevant information to be made available to students and parents.
- Produces an annual exam 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 mock exams.

### ➢ Heads of Department

- 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

### ➢ Principal (Head of Centre)

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of 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 Director of Additional Learning Needs is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

### ➢ Director of Additional Learning Needs

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements.
- Gathers evidence to support the need for access arrangements for a candidate.
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate.
- Determines candidate eligibility for arrangements or adjustments that are centre delegated.
- 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 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 relevant paperwork and evidence on file for each candidate for JCQ inspection purposes.
- Employs good practice in relation to the Equality Act 2010.
- Liaises with the EO regarding exam time arrangements for access arrangement candidates.
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of specific arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments.
- 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

### • Senior Leaders, Heads of Department, Teaching Staff

- Support the DALN in determining and implementing appropriate access arrangements
- 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

### ➢ Principal (Head of Centre)

- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures an internal appeals procedure is in place for a candidate to appeal against internal assessment decisions and request a review of the centre's marking
- Ensures a non-examination assessment policy is in place for all qualifications which include components of non-examination assessment

### ➢ 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.

### ➢ Director of Additional Learning Needs

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

### ➢ Heads of Department

- Ensures teaching staff delivering Project qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body.
- Ensures teaching staff delivering any qualification, the specification of which includes components of non- examination assessment, follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body.
- Submits marks, endorsement grades and samples to the awarding bodies/moderators/monitors for internally assessed components of qualifications by the published deadline, ensuring compliance with internal procedures as communicated by the DP/EO.
- 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 required samples of work for moderation and sample recordings for monitoring by the internal deadline.

### ➢ 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 (coursework, non-examination assessments, social media, AI) **prior to** assessments taking place.
- Support the Director of Additional Learning Needs 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.

### ➢ 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 documents for candidates when they are updated.

- Distributes to departments moderated work 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

### ➢ Principal (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, that such persons are competent and fully trained, understanding what is and what is not permissible.

### ➢ 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 training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an 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.
- Collects evaluation of training to inform future events.

## Entries

## Estimated Entries

### ➢ Exams Officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met.
- Estimated entry information is collated from the college database using the registration figures for each subject following enrolment and re-enrolment and submitted online using the awarding bodies' secure sites.

## Re-sit entries

**Appendix 13**

### ➢ Exams Officer

- Requests information from GCSE Maths and English departments and teachers delivering relevant BTEC courses about which students are to be entered for re-sits

### ➢ Heads of Department

- Respond to request from EO regarding students being entered for exam re-sits, ensuring they meet the deadline set by the EO so to avoid late fees.

## Transferred candidate arrangements

### ➢ Exams officer

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

## Candidate statement of entry

### ➢ Exams Officer

- Provides candidates with online statements of entry for checking

### ➢ Teaching Staff

- Ensure candidates check statements of entry and communicate any discrepancies to the EO

### ➢ Candidates

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

# Pre-exams: roles and responsibilities

## Access arrangements

### ➢ Director Additional Learning Needs

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to
- exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an 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, 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 if required (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)

## Briefing candidates

**Appendix 2**

➢ **Exams officer**

- Issues online individual exam timetable information to candidates and informs candidates of any designated contingency day awarding bodies may identify in the event of national or local disruption to exams.
- Prior to exams, issues relevant JCQ information for candidates' documents.
- Issues relevant awarding body information to candidates.
- Issues centre exam information to candidates via PDP presentation delivered to tutor groups, including information on:

  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - unauthorised items in exam rooms
  - 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 issued

## Timetabling and rooming

➢ **Exams officer**

- Produces a master centre exam timetable for each exam series.
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort)
- 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 Director of Additional Learning Needs regarding rooming of access arrangement candidates.

➢ **Director of Additional Learning Needs**

- 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 and DEO 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 to timescale by submitting a JCQ Alternative Site arrangement notification through CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

**Internal exams**

Mock exams take place each year for 6:2 students, run under external exam conditions.

➢ **Exams Officer**:

- Prepare for the conduct of internal exams under external conditions.
- Provide a centre exam timetable of subjects and rooms.
- Provide seating plans for exam rooms.
- Request internal exam papers from teaching staff.
- Arrange invigilation.

➢ **Director of Learning Support**

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

➢ **Teaching staff**

- Provide exam papers and materials in accordance with internally set deadlines.
- Support the Director of Learning Support in making appropriate arrangements for access arrangement candidates.
- Mark and standardise completed exam papers within subject departments, submitting results for Progression Review data.

## Exam time: roles and responsibilities

**Exam rooms** **Appendices 1,6,7**

➢ **Principal (Head of centre)**

- Ensures that when a room is designated as an exam room it is not used for any purpose other than conducting external exams
- Ensures only authorised centre staff are present in exam rooms.

➢ **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 and access arrangement candidates).
- Ensures sole invigilators have an appropriate means of summoning assistance.
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam incident log
- 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 leaders**

- 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.

➢ **Site staff**

- Ensure exam rooms are available and set up as requested by the EO/DEO.
- 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 according to JCQ Instructions for conducting examinations and/or awarding body requirements, and as instructed in training/update events and briefing sessions.

➢ **Candidates**

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam and in accordance with JCQ regulations and centre regulations.

## Exam papers and materials

➢ **Exams officer**

- Organises exam question papers and associated confidential resources in date order in the secure storage facility.
- Attaches erratum notices received to relevant sealed exam question paper packets.
- Collates attendance registers and examiner details in date order.
- Regularly checks mail or email inbox for updates from awarding bodies.
- To prevent potential breaches of security, ensures prior to question paper packets being opened, that another member of staff or an invigilator checks the day, date, time and paper details immediately before a question paper packet is opened.
- Ensures this additional/second check (which takes place in the secure room if a question paper packet has to be split or in the designated exam room if not) 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 timetable clash candidates have completed the exam and all scripts parcelled up for collection.

**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/temporary access arrangements as they arise at the time of exams.

### ➢ Director of Additional Learning Needs

- Applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO.

**Unauthorised materials** **Appendix 9**

### ➢ Exams Officer

- Ensures candidates and invigilators are informed of what constitutes 'unauthorised materials' in an exam.
- Ensures candidates are informed of what the penalty may be for entering the exam room with unauthorised material.
- Ensures arrangements are in place for candidates to store unauthorised materials, during the exam.

### ➢ Invigilators

- Keep an active visual check to ensure candidates do not enter the exam room with unauthorised materials.

**Candidate absence** **Appendix 4**

### ➢ Invigilators

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

### ➢ Candidates

- Are informed of the policy/process if absent from an exam and follow it accordingly, seeking advice from the EO when appropriate

**Candidate behaviour** See *Irregularities and Malpractice*

**Candidate belongings** See *Appendices 5 & 9*

## Candidate late arrival Appendix 3

### ➢ Exams officer

- Ensures that candidates who arrive very late for an exam, according to the JCQ definition and timeframe, are reported to the awarding body as soon as practicably possible after the exam has taken place using CAP to timescale
- Warns candidates that in these circumstances their script may not be accepted by the awarding body.

### ➢ Invigilators

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

## Irregularities and Malpractice

### ➢ 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.

### ➢ Senior leaders

- 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.

### ➢ 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 or needing to leave the room temporarily, disruption or disturbance in the exam room, emergency evacuation).

## Dispatch of exam scripts

### ➢ Exams officer

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

## Special consideration Appendix 8

### ➢ Exams officer

- Advises candidates and centre staff on the eligibility of special consideration and its application.
- Processes appropriate requests for special consideration to awarding bodies.

- Gathers evidence which may need to be provided by other staff in centre or candidates.
- Submits requests to awarding bodies.

➢ **Candidates**

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

**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**

➢ **Heads of Department**

- 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)** **Appendix 10**

➢ **Senior leaders**

- 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 any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly.

➢ **Exams officer**

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

➢ **Site staff**

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

## Accessing results

### ➢ Principal (Head of Centre)

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

### ➢ Exams officer

- Informs candidates in advance of when and how results will be released to them for each exam series.
- Resolves any missing or incomplete results with awarding bodies.
- Provides results documentation electronically for relevant centre staff on issue of results date.

### ➢ I.T Director

- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- Issues electronic results to candidates via the portal on issue of results date.
- Provides summaries of results for relevant centre staff on issue of results date

## Post-results services

**Appendix 11**

### ➢ Principal (Head of centre)

- Ensures internal appeals procedures are available where candidates disagree with a centre decision not to support a review of marking, a review of moderation or an appeal.
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected, obtaining candidate consent as grades may be confirmed, lowered or raised

### ➢ 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, enquiries about 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 to 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, in conjunction with MIS, 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

- **I.T Director and MIS Team**

- 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.

## Certificates

**Appendix 12**

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

## Exams review: roles and responsibilities

- **Exams officer**

- Provides the senior staff member with responsibility for exams 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 during line management meetings.
- Collects and evaluates feedback from learning support staff, and invigilators to inform an exams review.

- **Senior leaders**

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

## 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

Please see the related documents for the Exams Archiving Policy

**Related Documents**

Appendices 1-14 Including 'Child Protection and Safeguarding Policy and Procedures (Exams)

Disability Policy (Exams)

Exams Archiving Policy

Non- Examination Policy

Internal Appeals Policy and Procedures

Access Arrangements Policy

Examination Contingency Policy

# Appendices to Examinations policy

## 1. Verifying candidate identity procedure

Individual exam cards populated with a student's ID number, photograph, exam entry details, and access arrangements if appropriate, are used in accordance with seating plans in every exam venue. Staff refer to these for identification purposes and cross check information with the college database and exam database to resolve queries.

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.

## 2. Overnight supervision arrangements policy

In line with JCQ regulations, overnight supervision arrangements will only be applied as a last resort and once all other options have been exhausted.

If a clash involves overnight supervision the Exam Officer will discuss the arrangements with the candidate and then contact a parent/carer or named adult and clarify the rules and regulations for such an arrangement, subject to approval from the exam board(s). A declaration agreeing to abide by such regulations will be signed by the approved parent/guardian/named supervisor and kept on record for inspection purposes.

The declaration makes clear that any breach of clash regulations and conditions will result in disqualification from the exam and possibly the entire qualification.

## 3 Candidate late arrival

Students and their parents/carers are advised of the procedures to follow for late arrival to examinations via the website under The College/Exams /Useful information. Students are briefed on the procedures during a SAS session prior to 6:2 Mocks and external exams.

Within JCQ guidelines and using their professional discretion, the EO may offer an opportunity to latecomers to sit the exam – this will depend on organisational arrangements and provided that adequate supervision arrangements are in place. If the announcements have started, late students will be held outside the exam venue until the announcements are finished. They will have an opportunity to read the regulations whilst waiting and before being admitted to the venue. All examination instructions are given to the student outside the exam venue, and an invigilator supervises the start of their exam once inside the venue.

Latecomers will receive an email from the EO via the college database, copied to parents/carers, recording their lateness and advising against repeat. The recording of persistent lateness will be escalated to senior management for response and appropriate sanction according to college disciplinary procedures.

For **very late arrivals,** one hour or more after the published start of the exam, or after the awarding body's published finishing time for an examination that lasts less than one hour, candidates will be advised that the very late arrival must be reported to the exam board, under JCQ regulations, and that the exam board may not accept the script.
If admitted to the exam room, late/very late arrivals will be allowed the full time for the exam.

## 4. Candidate absence policy

Students and their parents/carers are advised of the procedures to follow for candidates absent for examinations via the website, under The College/Exams/Useful Information. Students are also briefed on the procedures during a SAS session prior to 6:2 Mocks and external exams.

Invigilators taking attendance registers in exam venues are responsible for reporting absences to the Exams Officer/DEO for following up as a matter of urgency, using contact information available on the college database.

EO /DEO will note the outcome on the database.

See also Special Consideration policy

## 5. Policy on food and drink in exam rooms

Students are advised in the pre-exam briefing during SAS, that they may bring a small, clear, bottle of water, label removed, into an exam room. No other food or drink is allowed unless for a documented medical reason i.e. diabetes, known to the College in advance of the examination season. In such cases permission must be sought from the EO or DEO in advance of the exam season.

## 6. Policy on candidates leaving the exam room temporarily

Students are advised in the pre-exam briefing that if they need to leave the exam room temporarily due to illness or distress, they should alert an invigilator, who will then accompany them, and they will not lose exam time under these circumstances.

Students leaving the exam room for non-medical reasons such as a loo break, do so in their own time.

## 7. Emergency evacuation policy

The College emergency evacuation procedure and lockdown procedure is contained within the Disaster Management Strategy document located on the All-Staff Team, under Documents/Files/Policies and Procedures/Disaster and Risk management.

Emergency evacuation and lockdown procedures for students and staff involved in examinations are contained in the invigilator handbook. During exam periods several copies should be available in the Sports Hall and attached to the emergency exit doors.

## 8. Special consideration policy

In the pre-examination briefing that takes place before external exams, candidates are advised that if they feel their exam performance was significantly affect by temporary illness, accident/injury, bereavement, domestic crisis, a flare up of a long-term illness, or other personal circumstances, at the time of the external assessment/exam, they should speak to the EO / DEO as soon as possible.

Applications for Special Consideration can only be made with EO support. Candidates will be asked to provide medical evidence for special consideration for absence.

This information is also available on the website, under The College/Exams/ Useful information /FAQs and in the full Special Consideration Policy

## 9. Arrangements for unauthorised materials taken into the exam room

No unauthorised materials are allowed in the exam rooms. A supervised, lockable bag store is used for candidates to leave bags, coats, and other belongings whilst they sit their examinations. Posters alerting candidates to what is not permissible are on display outside each exam room.

Once in the exam room candidates are asked to empty their pockets of keys, change, and other loose items, and place them under their desks – this does not include papers, mobile phones or other electronic devices as these should be locked in the bag store before entering the venue.

Wristwatches, smartwatches, watches with a storage facility, MP3 players, earbuds, headphones and smart glasses must be treated like mobile phones and kept with other unauthorised items in the bag store. Failure to do so will be considered as malpractice and reported to the JCQ as per the regulations.

Students will be briefed that a handheld scanner may be used to check for unauthorised items if they leave the exam to use the toilet.

## 10. Results day programme

Results are issued to students electronically via the college portal and downloaded into their personal account.

Students who have left college early and no longer have access to the portal have their results emailed to them on their personal email. They must not be sent to parents/carers.

Senior staff and Progression Guidance are available at published times on results day to see students as necessary, and exam office staff are available to answer results queries and advise on post results services.

## 11. Access to scripts /reviews of results and appeals procedures

Detailed information regarding post results services is sent to students in advance of the results dates for each external exam season via Teams and is posted on the college website under The College/ Exams/Results, Support and Post results services.

## 12. Certificates and Retention of certificates

The College receives certificates for qualifications by the end of October/ beginning of November following the summer exams.

Certificates are posted home, signed-for delivery, **during November.**

Certificates returned to college undelivered are kept in storage for 2 academic years, after which they may then be securely destroyed. A record of all certificates that are destroyed must be kept for a further period of four years from the date of their destruction.

## 13. Re-sit policy

Resit opportunities for externally assessed units are made available to GCSE Maths and English students who have not attained Grade 4, and BTEC and Cambridge Advanced Nationals candidates, if applicable, in the January and June examination series. Students taking external vocational re-sit exams will have one re-sit paid for them by the college for each externally marked unit.