

Examinations Policy

Policy Number: HBS036

Governor Committee: T&L

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Issue Date: 03/05/2023

Review Date: 03/05/2025

Policy Review

This policy will be reviewed in full by the Governing Body every two years.

The policy was last reviewed and agreed by the Governing Body on 03/05/2023
It is due for review in 24 months from the above date.

Signature _____

Date _____

Head Teacher

Signature _____

Date _____

Chair of Governors

Contents

1. Purpose of The Policy	4
2. Roles and Responsibilities Overview	
THE EXAM CYCLE	
3. Exam Planning	8
3.1 Roles and Responsibilities	
3.2 Access Arrangements	
3.3 Invigilation	
4. Exam Entries: Roles and Responsibilities	10
4.1 Estimated Entries	
4.2 Final Entries	
4.3 Entry Fees	
4.4 Late Entries	
4.5 Re-Sit Entries	
4.6 Personalised Candidate Timetables	
4.7 External Candidates	
4.8 Entries for Subjects not offered at School	
5. Pre-Exams: Roles and Responsibilities	13
5.1 Access Arrangements	
5.2 Briefing Candidates	
5.3 Estimated Grades	
5.4 Internal Assessment and Endorsements	
5.5 Reviews of Marking	
5.6 Invigilation	
5.7 JCQ Inspection Visit	
5.8 Seating and Identifying Candidates in Exam Rooms	

5.9 Security of Exam Materials	
5.10 Timetabling and Rooming	
5.11 Alternative Site Arrangements	
5.12 Transferred Candidate Arrangements	
5.13 Internal Exams	
6. Exam Time: Roles and Responsibilities	20
6.1 Access Arrangements	
6.2 Candidate Absence	
6.3 Candidate Late Arrival	
6.4 Conducting Exams	
6.5 Exam Papers and Materials	
6.6 Exam Rooms	
6.7 Irregularities	
6.8 Managing Behaviour	
6.9 Special Consideration	
6.10 Arrangements for Unauthorised Materials Taken into The Exam Room	
6.11 Dispatch of Exam Scripts	
6.12 Internal Exams	
7. Exam Results and Post-Results: Roles and Responsibilities	24
7.1 Internal Assessment	
7.2 Managing Results Day(s)	
7.3 Collection of Results	
7.4 Accessing Results	
7.5 Post-Results Services	
7.6 Analysis of Results	
7.7 Issue of Certificates	
7.8 Retention of Certificates	
8. Exam Review: Roles and Responsibilities	27

1. Purpose of The Policy

Hitchin Boys' School is committed to ensuring that the exams management and administration process is run effectively and efficiently.

This Exams Policy will ensure that:

- all aspects of the Hitchin Boys' School (HBS) exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- exam candidates understand the exams process and what is expected of them
- all HBS staff involved in the exams process clearly understand their roles and responsibilities and that 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](#))]

This policy is reviewed annually to ensure ways of working in Hitchin Boys' School 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 HBS staff.

2. Roles and Responsibilities Overview

"The Head of Centre is responsible to the awarding bodies for making sure all examinations/ assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies." [[GR](#) 1]

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 in Examinations and Assessments](#) (SMEA)
 - [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
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- 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 and Disabilities Co-ordinator (SENDCo)

- 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 candidate’s 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 Head of Centre to act immediately in the event of an emergency or staff absence
- Ensures required internal appeals procedures are in place
- Ensures a disability policy for exams showing the Centre’s compliance with relevant legislation is in place
- Ensures a *complaints and appeals procedure* covering general complaints regarding the Centre’s delivery or administration of a qualification is in place
- Ensures the Centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Ensures the Centre has a data protection policy in place
- Ensures the Centre has documented processes in place relating to access arrangements and reasonable adjustments
- 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

“...informs the awarding bodies, before the associated entries are submitted, of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments. Awarding bodies should also be informed where children of exams office staff are being entered for examinations and assessment.

The head of centre must ensure that during the examination series the member of Centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

If a candidate is entered for an awarding body’s examinations at a Centre where a relative is employed, the head of Centre must ensure that during the examination series the candidate’s relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts.

If the relative in question is the Centre’s examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate’s examinations. (For example, any application for special consideration must be authorised by a member of centre staff other than the candidate’s relative.)”

- 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

“The examinations officer 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 in Examinations and Assessments](#)
[Post-results services](#) (PRS)
- 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 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 in Examinations and Assessments](#)
[Instructions for conducting non-examination assessments](#) (and the instructions for conducting controlled assessment and coursework)
- To confirm that the Centre's specialist assessor has the correct qualifications

Special Educational Needs and Disabilities Co-ordinator (SENDCo)

- 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

Head 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 SENDCo
- 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

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 are grouped into the following stages:

- Planning
- Entries
- Pre-Exams
- Exam Time
- Results and Post-Results

3. Exam Planning

3.1 Roles and Responsibilities

Head of Centre

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) 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 candidate
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites
- 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
- Collects information on internal exams to enable preparation for and conduct of mock exams

Head 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

3.2 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
- Applies for approval through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- 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
- 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 room
- Allocates Teaching Assistants to act as readers and scribes as timetable by the EO

Senior Leaders, Head of Department, Teaching staff

- Support the SENDCo in identifying and implementing appropriate access arrangements

3.3 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

4. Exam Entries: Roles and Responsibilities

4.1 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

Head of Department

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

4.2 Final Entries

Exams Officer

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

- Informs HoDs of subsequent deadlines for making changes to final entry information without charge 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

Head of Department

- 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
- Confirms with HoDs final entry information that has been submitted to awarding bodies

4.3 Entry fees

- Any re-sits are charged to the candidate at the rate which the centre is charged from the exam board

4.4 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

Head of Department

- 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

4.5 Re-sit entries

Exams Officer

- Inform candidates via the newsletter and assemblies the deadline for entering for a re-sit
- Resit entries for ex-students will be considered on an individual basis and permitted at the discretion of the Head of Centre and the EO.

4.6 Personalised Candidate Timetables

Exams Officer

- Provides candidates with personalised examination timetables for checking

Teaching Staff

- Ensure candidates check their examination timetables and return any relevant confirmation required to the EO

Candidates

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

4.7 External candidates

- The school does not accept external candidates.

4.8 Entries for subjects not offered at the school

- The school will enter students for subjects not offered at the school at the discretion of the Head of Centre and HoD
- Specifications to be entered must not have any coursework units

Head of Department

- Will liaise with any visiting Speaking examiner for any Language examinations containing a Speaking unit
- Will ensure that a suitable recording device is available for any Speaking units and that any visiting Speaking examiner understands how to use it
- Will fully organise any Speaking exams for any Language examinations containing a Speaking unit

Exams Officer

- Will process the entry and inform candidates of their exam dates
- Will fully organize any written exams

5. Pre-Exams: Roles and Responsibilities

5.1 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)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

5.2 Briefing Candidates

Exams Officer

- Issues individual exam timetable information to candidates
- 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

5.3 Estimated Grades

Head of Department

- 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

5.4 Internal Assessment and Endorsements

Head of Centre

- 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 reviews of marking 5.6)
- 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)
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

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 (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place

Head of Department

- 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
- Organises MFL speaking / Online computer examinations and ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring
- Send samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- 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 to the EO to the internal deadline
- Submits marks and endorsements grades on to the exam boards secure web sites
- 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

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
- 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
- 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

5.5 Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and Project qualifications)

Head of Department

- Ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
- Where there is a request for a review of marking, heads of departments will provide candidates with copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
- Where there is a request for copies of materials, heads of department will make them available within **two working days** to the Exams Officer.

Exams Officer

- Candidates have two calendar days from receiving their centre assessed marks to request copies of materials. Requests **must** be made in writing to the Exams Officer

- Having received a request for copies of materials, the EO will liaise with the HoD and make them available to the candidate **within 2 working days**.
- The candidate has a further **five** days from receiving copies of the materials to submit a request for a review of the centre's marking.
- Requests **must** be made in writing to the Exams Officer. No requests will be accepted after the deadline.
- The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

Senior Leaders

- Where there is a request for a review of the centre's marking, the school will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
- Will instruct the assessor to ensure that the candidate's mark is consistent with the standard set by the centre.
- Will allow **five** calendar days from the date of the request being received by the EO for reviewing the request and deciding upon whether a review is necessary. Where this is the case, a period of time will be used for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, in writing, all before the awarding body's deadline.

5.6 Invigilation

Exams Officer

- Provides an invigilation handbook and/or trains/updates invigilator annually
- 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

5.7 JCQ inspection visit

Exams Officer or Senior Leader

- 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]

SENDCo

- Will be available to produce and discuss Access Arrangement documentation as requested by the inspector

5.8 Seating and identifying candidates in exam rooms

Exams Officer

- Ensures a procedure is in place to verify candidate identity including private candidates

Verifying candidate identity procedure

A senior member of staff will be at the entrance to the exam room to identify the candidates. invigilators will have photocopies of a private candidate’s photographic documentary evidence to prove that he/she is the same person who has been entered/registered for the examination/assessment, e.g. passport etc

- Provides seating plans for exam rooms according to JCQ and awarding body requirements

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

5.9 Security of Exam Materials

Exams Officer

- Has a process in place to record confidential materials delivered to the centre and issued 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

Reception Staff

- Follow the process to record confidential materials delivered to the centre and issued 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

5.10 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

5.11 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

5.12 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

5.13 GCSE /A Level Internal Examinations

These are taken by all students throughout the year and must all adhere to the expectations outlined in the External Examinations. These include, but are not exclusive to:

Access arrangements - Students are to follow the access arrangements as detailed by the SENDCo. These could include: 25% extra time – where this is awarded students should change pen colour whilst using their extra time / Laptop (SPaG disabled) / Modified papers (coloured papers) / Rest breaks / Prompts / Scribes

Staff Responsibilities for Internal Examinations

Assistant Head (Examinations Line Manager).

- Plan examinations with appropriate time for Heads of Department to plan and mark assessments.
- Oversee the school calendar to ensure reporting cycles and data entries are correct and organised.
- Stand in for the Examinations Officer in case of absence.

Exams Officer

- Manage the administration of internal examination timetables for Key Stage 4 & 5 Mock and End of Year examinations. To include:
- Sourcing and briefing external invigilators
- Booking of venues
- Providing seating plans
- Creating the examination timetable
- Retrieving checked exam papers from reprographic
- Distribute papers to invigilators and ensure students are given the correct papers as per the seating plan.
- Ensure students and parents are informed of and understand the aspects of internal examination. Including providing face to face and support documentation to students on exam expectations.
- Report any malpractice reported from invigilators to the appropriate Head of Department and the Assistant Head (Examinations Line Manager).

Head of Department

- Provide guidance to students on the content to be assessed in each examination.
- Ensure assessments set are appropriate for the cohort and enable students to be able to access the highest grades.
- Compile the question paper and materials for the invigilators with:
the correct length of time written on the front / a space for the students to write their name on the front / questions that are numbered consecutively / pages that are numbered consecutively / VERY clear instructions as to which questions to answer
- Give the paper to another member of your department to check (a new pair of eyes can often spot mistakes that the author does not)
- Give a checked PAPER copy of the paper (including any source booklets, also ensuring to specify if any pages are needed in colour) including a repro request form (countersigned by a second member of the department) to Reprographics stating how

many copies are required adding on at least two for spares. This should be done by the deadline given.

- Check whether any of your students need enlarged or coloured papers and arrange for these to be printed
- Supply any lined paper needed if students do not write on the question papers
- Ensure a named department member of staff is present at the start of their exam until all students are settled and any initial issues resolved, or in the event if this is not possible, identify a named department member of staff to contact if there are issues during the exam.
- Ensure accurate marking and moderation of papers.
- Calibration of grade boundaries to ensure an appropriate range of grades are given in line with school expectations and historical trends.
- Accurately report on all internal examinations and oversee the upload of this data to SIMS

6. Exam Time: Roles and Responsibilities

6.1 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

6.2 Candidate Absence

Reception Staff

- The centre will contact the candidate immediately their absence is known. The reason will be relayed to the EO for further action to be taken if required

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

6.3 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

Candidates arriving late will be met by the EO. The EO will decide, in accordance with JCQ regulations, if they can sit the exam

6.4 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

6.5 Exam Papers and Materials

Head of Department

- Ensures that the school is in possession of sufficient IT/Audio/Specialist Equipment to cover the requirements of their examinations
- Ensures that any IT/Audio/Specialist Equipment is booked in advance and is provided and available on the exam day

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 prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- 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

6.6 Exam Rooms

Exams Officer

- Ensures only authorised centre staff are present in exam rooms
- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

No food is allowed in the exam room, unless for medical reasons.

Water in a clear plastic bottle, with the label removed, is allowed.

- 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 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
- 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

6.7 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

6.8 Managing Behaviour

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, disruption or disturbance in the exam room, emergency evacuation)

6.9 Special Consideration

Exams Officer

- 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 to the external deadline

Candidate

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

6.10 Arrangements for Unauthorised Materials Taken into the Exam Room

“...any unauthorised items that have been taken into the examination room must be handed in

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

Invigilators

- Are informed of the arrangements through training

6.11 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

6.12 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

7. Exam Results and Post-Results: Roles and Responsibilities

7.1 Internal Assessment

Head 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

7.2 Managing Results Day(s)

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 enquiries 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)

Site staff

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

7.3 Collection of Results

Exams Officer

- If the candidate is unable to collect their results, the EO receives prior to results day a letter of authorisation from the candidate confirming who will be collecting their results. The person collecting their results must bring proof of ID with them. Results will not be provided via email.

7.4 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
- Provides statements of results to relevant centre staff to give to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

7.5 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

Exams Officer

- Provides information to candidates (including private candidates) and staff on the services provided by awarding bodies and the fees charged
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met with both staff and candidates.
- 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

Senior Leaders

- All remarks paid for by the school are subject to reasonable cost.
- School to finance up to 30 English exam paper remarks (not 30 students for all 4 papers), maths for up to 30 papers
- Pupil premium students remarks paid for by the school at GCSE for any subject. (up to 3 papers per pupil)
- HODs to be provided with access to grade boundaries for each module/exam and the marks for all their students.
- Deputy Head Teacher and the Assistant Head Teacher with responsibility to look at proposed remark lists.
- All students pre-sign application letter for Maths/English remarks before going on study leave, pupil premium students to pre-sign for all subjects.
- Post result forms to be signed by Deputy Head Teacher and the Assistant Head Teacher
- Office contact home on results day for any remarks deemed necessary by school for PPI and in Maths and English
- Office and pastoral team speak to home and boy (if still at HBS) in first week of September to request funding for remark in non-Maths and English subjects.

Head of Department

- Take a proactive role in helping students understand their results (including accessing their marks for individual papers online) and the remarking process and advise where appropriate
- Look for students that are close to the next grade boundary.
- Consider discrepancies between modules for individuals and discrepancies between mock/internal predictions and results.
- Provide a provisional list to SLT of students and which exam module to be considered for remarking.
- Consider 4 to 5 and 6 to 7 conversions a priority for English, Maths and Ebacc subjects.
 - Maths and English to provide this on results day to SLT. Other Depts. for 1st day back in September
 - Meet internal deadlines from EO 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 service
- Provide informed consent and fees, where relevant

7.6 Analysis of Results

Senior Leaders and Data Manager

- Provides analysis of results to appropriate 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*

7.7 Issue of Certificates

Exams Officer

- Certificates are provided to centres by awarding bodies after results have been confirmed.
- Provides reception staff with an alphabetised set of certificates with proof of collection forms.

Reception staff

- Give out certificates ensuring that a proof of collection form is signed each time.

Candidates

- May arrange for certificates to be collected on their behalf by providing reception staff with written permission/authorisation; authorised persons must provide ID evidence on collection of certificates

7.8 Retention of Certificates

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

8. Exam Review: Roles and Responsibilities

Exams Officer

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

Senior Leaders

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

