



## Park High School Examination Policy

### Key staff involved in the exams policy

Role	Name(s)
Head of School	Mrs C Eulert
Exams officer line manager (Senior Leader)	Mr J Allen – Assistant Head teacher
Examination officer	Mrs A Holmes
SENDCo	Mr I Singleton

### The Policy Purpose

Park High School is committed to ensuring that the examination management and the administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This examination policy will ensure that:

- all aspects of the centre's examination process are documented, supporting the examination contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the examination process clearly understand their roles and responsibilities
- all examination and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times
- examination candidates understand the examination 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 examination and assessments are conducted to current JCQ (and awarding body) regulations, instructions, and guidance.

This policy will be communicated to all relevant centre staff.

# Roles and Responsibilities Overview

## Head of School Mrs C Eulert

- 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 coursework)
  - A guide to the special consideration process (SC)
- All exam centre staff must ensure that conditions for examinations meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education. 'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.' The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the examination centre is accessible and improving candidate experience.
- 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 [ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/](http://ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/)) by the end of October each year confirming they are both aware of and 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.
- Enables the relevant senior leader(s), the examinations officer Mrs A Holmes and the SENCo Mr I Singleton 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
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the examination process and meet internal deadlines set by the Examination Officer Mrs A Holmes
- Makes sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examination or on-screen test

- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including
  - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised 2-4 key holders
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
- Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers
- 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 that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
- 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 the member of centre staff is unable to find another centre
- Ensures the relevant awarding bodies are informed of any **Conflict of Interest** where
  - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
  - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate

- Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
  - a member of exams office staff has a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
  - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
  - a member of centre staff is taking a qualification at another centre
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- 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 and applications
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel

### **Examination Officer Mrs A Holmes**

- 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 content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and 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/protocols in place 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 in Examinations and Assessments](#)
- [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)
- [A guide to the special consideration process](#)

## **SENCo – Mr I Singleton**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification
- **Access arrangements –**
  - These are arrangements made to assist those pupils with Special Educational Needs to best demonstrate their ability in written or practical exams. They might include having a reader or scribe to assist the pupil, extra time to complete written papers or the use of word processors in exams.
  - A candidate's access arrangements requirement is determined by the Special Needs Co-ordinator – Mr I Singleton. Invigilation and support for access arrangement candidates will be organised by the SEN Department, along with the Examination Officer Mrs A Holmes.

## **Curriculum Leaders**

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

## **Invigilators**

- 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

### **Admin Team**

- Support the Examination Officer Mr A Holmes 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 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 Examination Cycle**

The exams management and administration process that needs to be undertaken for each **examination series** is often referred to as the **examination 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. External examinations and assessments are scheduled throughout the year. The examination season for GCSE's is May-June. There are a number of Vocational Qualifications that are externally examined in November and January.

Once confirmed, the examination officer Mrs A Holmes will circulate the examination timetable for the external examination season. Copies will be posted on the Exam Noticeboard and emailed to students and parents. Students will be issued with their own copies of their personal exam timetables through Form Tutors

# Planning: Roles and Responsibilities

## Information sharing

### Head of Centre Mrs C Eulert

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

### Examination Officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have 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

### Examination Officer Mrs A Holmes

- 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
- Research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of Mock examination series

### Curriculum Leaders

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

## Access Arrangements

### Head of Centre Mrs C Eulert

- 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 SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

### **SENCo Mr I Singleton**

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **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 a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of an inspection is able to access this documentation in an alternative format)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the 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. please see separate Word Processing Policy on the school website.
- 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, Curriculum Leaders, Teaching staff**

- Support the SENCo 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

## Head of Centre Mrs C Eulert

- Provides fully qualified teachers to mark non-examination assessments
- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)
  - Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

## Senior Leader Mr J Allen

- 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

## Curriculum Leader

- Ensures teaching staff delivering any remaining legacy GCE unitised AS and A-level qualifications (which include elements of coursework), AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensures teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

## Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (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

### **Examination Officer Mrs A Holmes**

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

## **Invigilation**

### **Head of Centre Mrs C Eulert**

- 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 (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

### **Examination Officer Mrs A Holmes**

- 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 event 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: roles and responsibilities**

Candidates or departments will not be charged for changes of tier or withdrawals made by the proper procedures, provided these are made within the time allowed by the awarding bodies. All GCSE entry exam fees are paid by the school.

Vocational and other registration fees are paid by the school. Fee reimbursements may be sought from candidates who fail to sit an exam or who do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

## **Estimated Entries**

### **Examination Officer Mrs A Holmes**

- Requests estimated or early entry information, where this may be required by awarding bodies, from CLs in a timely manner to ensure awarding body external deadlines for submission can be met
- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification

### **Curriculum Leaders**

- Provides entry information requested by the EO to the internal deadline
- Informs the Examination Officer Mrs A Holmes immediately of any subsequent changes to entry information

## **Final Entries**

### **Exams Officer Mrs A Holmes**

- Requests final entry information from Curriculum Leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs Curriculum Leaders of subsequent deadlines for making changes to final entry information without charge
- Confirms with Curriculum Leaders final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies

### **Curriculum Leaders**

- 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

## **Late Entries**

### **Examination Officer Mrs A Holmes**

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

### **Curriculum Leader**

- Minimises the risk of late entries by
  - following procedures identified by the Examination Officer Mrs A Holmes in relation to making final entries on time
  - meeting internal deadlines identified by the Examination Officer Mrs A Holmes for making final entries

## **Private Candidates**

- Private candidate entries are managed and charged for. Candidates must liaise with Assistant Headteacher Mr J Allen and the SENCo regarding any access arrangements and reasonable adjustments (including distance learners and home educated candidates)

## **Candidate Statements of Entry**

### **Exams Officer Mrs A Holmes**

- Provides candidates with statements of entry for checking

### **Teaching staff**

- Ensure candidates check statements of entry and return any relevant confirmation required to the Examination Officer Mrs A Holmes

### **Candidates**

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

# Pre-Examination: Roles and Responsibilities

## Access Arrangements

### SENCo Mr I Singleton

- 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 candidate's 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

## Briefing Candidates

### Examination Officer Mrs A Holmes and Senior Leader Mr J Allen

- Issues individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams through written documents and assemblies.
- Prior to exams issues relevant JCQ information for candidate's documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates 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
  - 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

# **Dispatch of Examination Scripts**

## **Examination Officer Mrs A Holmes**

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

## **Estimated Grades**

### **Curriculum Leaders**

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

### **Exams Officer Mrs A Holmes**

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

## **Internal Assessment and Endorsements**

### **Head of Centre Mrs C Eulert**

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

### **SENCo Mr I Singleton**

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

### **Teaching staff**

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

### **Curriculum Leaders**

- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements

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

### **Examination Officer Mrs A Holmes**

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

### **Candidates**

- Authenticate their work as required by the awarding body

## **Invigilation**

### **Examination Officer Mrs A Holmes**

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators annually
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

### **SENCo Mr I Singleton**

Liaises with the Examination Officer Mrs A Holmes regarding facilitation and invigilation of access arrangement candidates

### **Invigilators**

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

## JCQ Centre Inspections

**Examination Officer Mrs A Holmes or Senior leader Mr J Allen**

- Will accompany the Inspector throughout a visit

**SENCo Mr I Singleton or relevant Senior leader Mr J Allen** (in the absence of the SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

## Seating and Identifying Candidates in Exam Rooms

**Examination Officer Mrs A Holmes and LP Mr A Hughes**

- Ensures a procedure is in place to verify candidate identity including private candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)

### Invigilators

- Follow the procedure for verifying candidate identity provided by the Examination Officer
- Seat candidates in exam rooms as instructed by the Examination Officer Mrs A Holmes /on the seating plan

## Security of Exam Materials

**Examination Officer Mrs A Holmes**

- Confirms appropriate arrangements are in place to ensure that confidential materials are only delivered to those authorised by the head of centre.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Ensures the secure storage facility contains only current and live confidential material
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)



## **Reception staff**

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

## **Teaching staff**

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

# **Timetabling and Rooming**

## **Examination Officer Mrs A Holmes and LP Mr A Hughes**

- Produces a master centre examination timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort, once all other options have been exhausted and according to the centre's policy)
  - Seek awarding body guidance and instructions.
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

## **SENCo Mr I Singleton**

- Liaises with Examination Officer Mrs A Holmes regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

## **Site staff**

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

# **Alternative Site Arrangements**

## **Examination Officer Mrs A Holmes**

- 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**

### **Examination Officer Mrs A Holmes**

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

### **SENCo Mr I Singleton**

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

### **Teaching staff**

- Provide exam papers and materials to the Examination Officer Mrs A Holmes
- Support the SENCo Mr I Singleton in making appropriate arrangements for access arrangement candidates

## **Examination Time: Roles and Responsibilities**

### **Access Arrangements**

#### **Examination Officer Mrs A Holmes**

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

### **Candidate Absence**

- Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts.
- Absence will be chased up immediately by the Examination Officer Mrs A Holmes and the Attendance Team.

## **Candidate Late Arrival**

The default starting times for Exams are 9.00am for the morning session and 1.00 pm for the afternoon session.

These starting times may occasionally be varied to deal with possible timetabling clashes. The school is allowed to vary the starting time of exams by 30 minutes without needing the specific permission of the Exam Boards. All affected students will be informed in advance of any changes to start times.

‘A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

A candidate who arrives late, and is permitted by the centre to sit the examination, must be allowed the full time for the examination’

### **Examination Officer Mrs A Holmes**

- Ensures that candidates who arrive very late for an examination are reported to the awarding body by submitting a *report on candidate admitted very late to examination room* through CAP to timescale
- Warns candidates that 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
- Ensure that relevant information is recorded on the exam room incident log

## **Conducting Examinations**

### **Head of Centre Mrs C Eulert**

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

### **Examination Officer Mrs A Holmes**

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

## **Dispatch of Examination Scripts**

### **Examination Officer Mrs A Holmes**

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

## Examination Papers and Materials

### Examination Officer Mrs A Holmes

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- Ensures this additional/second check (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

## Examination Rooms

The start of all examinations are in accordance with JCQ guidelines.

Members of SLT, such as an Assistant Headteacher, approved by the Head of Centre Mrs C Eulert and who **have not** had overall responsibility for the subject department and/or preparing the candidates for the examination(s), may be present at the start of the examination(s). This is to:

- a) identify and settle candidates and instil discipline;
- b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate;
- c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted;
- d) start the examination.

Only those senior members of centre staff authorised by the Head of Centre Mrs C Eulert to specifically perform the above tasks may be present in the examination room.

In practical exams, subject teachers may be on hand in case of any technical difficulties. IT technical assistance will be available for any online tests.

Students will not be allowed to leave the exam hall before the stated finishing time, even if they have completed the examination. The JCQ regulations state that no candidate may leave an examination until at least one hour after the published start time

### Head of Centre Mrs C Eulert

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- 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
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates
  - Candidates who are allowed to leave the examination room temporarily **must** be accompanied by a member of centre staff. This **must not** be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. *JCQ ICE document*

### **Examination Officer Mrs A Holmes**

- 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 (if this is a mobile phone, instructs the invigilator that this must be on silent mode)
- 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 room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- 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 Leader Mr J Allen**

- Ensure an emergency evacuation procedure for each exam rooms is in place and shared with candidates.
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Reference should also be made to the following document -

<https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bombthreats>

### **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 according to JCQ *Instructions for conducting examinations* and/or awarding body requirements and as instructed by the centre in training/update 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

## **Irregularities**

### **Head of Centre Mrs C Eulert**

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

## **Managing Behaviour in Examination Rooms Procedure**

**Full school uniform** is expected for all external exams, as is appropriate behaviour within the exam room. A copy of the JCQ document “Instructions for Candidates” which outlines acceptable behaviour in the exam hall will be issued to all pupils before their examinations

Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The invigilator must record what has happened. The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

### **Senior leader Mr J Allen**

- Ensure support is provided for the Examination Officer Mrs A Holmes and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

### **Examination Officer Mrs A Holmes**

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

## **Emergency Evacuation from the Exam Room**

- On Hearing the Fire Alarm - the invigilator must take the following action in an emergency such as a fire alarm:
- In the Sports Hall – continue the examination until advised to follow the instructions below by a member of the SLT.
- In the School building – immediately follow the instructions below:
  - Tell the candidates to stop writing and leave the question papers and scripts on their desks.
  - Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.
  - The invigilator should collect the exam seating plan/register and evacuate the candidates by following the emergency exit signs
  - Assemble the candidates on: The tennis courts
  - When assembled check the candidates against the exams register.
  - The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.
  - Make sure that the candidates are supervised as closely as possible while they are out of the examination room.
  - Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.
  - Make a note of the time of the interruption and how long it lasted.
  - At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.
  - On return to the examination room allow the candidates the full working time set for the examination.
  - Make a full written report of the incident to the Examination Officer Ann Holmes using the Incident Sheets provided.

## **Malpractice**

The Head of Centre Mrs C Eulert is responsible for investigating suspected malpractice.

## **Unauthorised Materials**

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject. Potential technological/web enabled sources of information such as mobile are not permitted. Please note

that **mobile phones and other electronic devices** are not allowed at all in examination rooms. A mobile phone in the possession of the candidate is regarded as malpractice, even if it is not used.

In all examination rooms there is provision for all mobile phones to be turned off and handed in at the start of each examination

Ideally, all unauthorised items are left outside of the examination room. Any pencil cases taken into the examination room **must be see-through**... any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts.

If candidates have access to unauthorised items in the examination room this may be considered as malpractice. They could be subject to penalties in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures* - <http://www.jcq.org.uk/exams-office/malpractice>

## Wrist Watches

The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks. Park High School may, if so wish, prohibit candidates bringing a wrist watch into the examination room

## Special Consideration

### What is special consideration?

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the examination. (JCQ's **A guide to the special consideration process**, chapter 10)

## Roles and responsibilities

### Head of Centre Mrs C Eulert

- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ publication SC
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the exams officer



### **Exams officer Mrs A Holmes**

- Understands the criteria as detailed in SC to determine where candidates will/will not be eligible for special consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies

### **Teaching staff and/or SENCo**

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

### **Candidates (or parents/carers)**

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

## **Applying for Special Consideration**

Where eligible, special consideration will be applied for in a specific exam series where candidates... have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. (SC 2)

### **Examples**

1. Where a candidate may arrive for an exam and is clearly unwell, extremely distressed and/or may have sustained an injury that requires emergency access arrangements to be put in place:
  - the candidate will be kept comfortable and under supervision from the required time while appropriate arrangements are put in place for the candidate to take the exam in the best possible conditions
  - a judgement will be made on how the candidate's situation or disposition affected performance in the exam
  - where appropriate and where eligible, special consideration will be applied for
2. Where candidates may be affected by a major disturbance in the exam room (emergency evacuation etc.), special consideration will be applied for on behalf of all candidates.
3. Where a candidate takes multiple exams (three or more exams) timetabled for the same day and the total duration for those papers is more than 6 hours for GCE exams or more than 5 hours 30 minutes for GCSE exams including any approved extra time but not any time taken for supervised rest breaks, special consideration for an allowance on the last paper taken will be applied for.
4. Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate (momentary bad behaviour, mobile phone ringing etc.), special consideration cannot be applied for.

If a candidate is absent for acceptable reasons, and the centre can support this, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. If there is an opportunity to re-enter the candidate in the next available exam series, the centre will make the entry and special consideration will not be applied for.

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored in [SC 5](#) and applied for where eligible. This might include, for example:

- other certification
- coursework/non-examination assessment extensions
- shortfall in work (coursework/non-examination assessment)
- lost or damaged work (non-examination assessment components)
- candidates taking an incorrect or defective question paper
- candidates undertaking the wrong controlled assessment or non-examination assessment assignment

Where a candidate may be eligible for special consideration (a post assessment adjustment) in a vocational qualification, the centre will follow [SC 7](#) and awarding body guidance to determine if, when and how an adjustment can be applied for.

## Processing applications

### Exams officer Mrs A Holmes

- Understands that special consideration must be applied for at the time of the assessment
- Understands that special consideration cannot be applied in a cumulative fashion and that where a candidate may be affected by different indispositions, **special consideration should only be applied for the most serious indisposition.**
- Ensures applications will be processed as required by the awarding bodies
- Keeps evidence to support all applications on file until after the publication of results and provides the signed evidence provided by a member of the senior leadership to support an application where this may be requested by an awarding body
- Meets the required deadline(s) for submitting applications

## Submitting applications for special consideration

Where a candidate or group of candidates is/are eligible for special consideration, applications will be submitted to the relevant awarding body following the published processes in [SC](#). Evidence to support all applications will be kept on file until after the publication of results.

## Internally assessed work

- Where appropriate, applications will be made online where the awarding body's secure system accepts them or form 10 will be completed and submitted to the awarding body
- Where a short extension to a deadline is being requested, the awarding body will be contacted directly

- Where an application relates to a shortfall in work, this will be submitted online or by completing form 10, dependent on the awarding body

## **Post assessment adjustments – vocational qualifications**

- Where relevant and eligible, form 10 or form VQ/SC Application for special consideration Vocational qualifications will be completed and submitted to the awarding body

## **Private candidates**

- Any private candidate entered by the centre must liaise with the exams officer (not the awarding body) regarding any application for special consideration

## **Late applications**

If, after the publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a member of the senior leadership team is able to produce evidence to support a late application.

If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.

## **Internal Examinations**

**Examination Officer Mrs A Holmes and LP Mr A Hughes**

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

### **Invigilators**

- Conduct internal exams as briefed by the EO

## **Results and Post-Results: Roles And Responsibilities**

### **Internal Assessment**

#### **Curriculum Leader**

- 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)**

### **Results, enquiries about results (EARs) and access to scripts (ATS)**

Candidates will receive their individual result slips, along with copies of any certificates already issued, on results days, in person at the centre. School will be open from 9.00 on results days (August each year) for pupils to collect their results.

Any results envelopes not collected by 2.30pm will be securely stored and parents will be contacted for collection arrangements.

#### **Senior leader Mr J Allen**

- 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

#### **Examination Officer Mrs A Holmes**

- Works with Senior Leader Mr J Allen 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 Enquiries About Results (EARs)**

EARs should be decided by SLT and Curriculum Leaders and would normally be requested where marks awarded fall close to the grade boundaries. The candidate's consent is required and obtained before any EAR is submitted. If a result is queried, the Head of School Mrs C Eulert will make the final decision on which EARs to submit. When the centre receives a request for an EAR from a student or parent, they will be expected to pay the fees for any such request

#### **Head of Centre Mrs C Eulert**

- 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

#### **Examination Officer Mrs A Holmes**

- Informs candidates in advance of when and how results will be released to them for each exam series. Candidates will be issued with a letter, emailed and reminder sent through Twitter.

- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

## **Post-Results Services**

### **Head of Centre Mrs C Eulert**

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, 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 (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

### **Examination Officer Mrs A Holmes**

- Provides information to candidates (including private 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 for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

### **Teaching staff**

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

### **Candidates**

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant. Ideally this consent is collected on Results Day.

## **Analysis of Results - SMID Report**

### **Data Manager**

- On Results Day uploads CTF to SMID Report
- Provides analysis of results to appropriate centre staff

### **Examination Officer Mrs A Holmes**

- Provides results information to external organisations where required
- Undertakes the secondary school and college (key stage 4/16-18) performance tables *June and September checking exercise*

## **Certificates**

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

### **Candidates**

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

## **Exams Review: Roles and Responsibilities**

### **Examination Officer Mrs A Holmes**

- 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 an exams review

### **Senior leader Mr J Allen**

- Work with the Examination Officer Mrs A Holmes to produce a plan to action any required improvements identified in the review

## **Retention of Records: Roles and Responsibilities**

### **Examination Officer Mrs A Holmes**

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

## ***Exams Archiving Policy***

### **Examination Officer Mrs A Holmes**

- *Purpose to identify exams-related information/records held by the exams officer Mrs A Holmes*
- Including record type, description where appropriate and retention period where required

**Access arrangements information** - Any hard copy information kept by the EO relating to an access arrangement candidate- To be returned to SENCo as records owner at end of the candidate's final exam series

**Attendance register copies** - ...keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. You must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later...[Reference ICE 12, 22]

**Candidates' scripts** - Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service- To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. Confidentiality disposed of when not in use - Confidential disposal

**Candidates' work** - Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period. - Returned to candidates or safe disposal after the appeals process is complete usually after October half term

**Certificates** - Candidate certificates issued by awarding bodies- ...retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue. Our Archive will store for up to 20 years.

**Certificate issue information** - A record of certificates that have been issued –

**Confidential materials:** initial point of delivery logs - Logs recording awarding body confidential exam materials received by an authorised member of staff

**Conflicts of Interest records** - Records demonstrating the management of Conflicts of Interest recording in Microsoft Forms and saved in SharePoint.

Dispatch logs - Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service

**Entry information** - Any hard copy information relating to candidates' entries.

**Exam question papers** - Question papers for timetabled written exam - For confidentiality purposes question papers must not be released to centre personnel for use in accordance with the above licence until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations

**Exam room incident logs** - Logs recording any incidents or irregularities in exam rooms for each exam session.

**Examiner reports** - To be immediately provided to head of department as records owner.

**Invigilator and facilitator training records** - A record of the content of the training given to invigilators must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal

**Post-results services:** confirmation of candidate consent information - Hard copy or email record of required candidate consent –

**Post-results services:** confirmation of candidate consent information - Hard copy or email record of required candidate consent - *Consent forms or e-mails from candidates must be retained by the*

*centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal.*

**Post-results services:** tracking logs - Logs tracking to resolution all post-results service requests submitted to awarding bodies.

**Resolving timetable clashes information** - Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers

**Results information** - Records for current year plus previous 6 years to be retained as a minimum – stored with SMID

**Seating plans** - *signed records of the seating plan, the invigilation arrangements, and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. You must keep them until the deadline for reviews of marking has passed or until any appeal.*

**Suspected malpractice reports/outcomes** - Any hard copy information relating to a suspected or actual malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.

## **Lockdown Policy**

### **Purpose of the policy**

This policy details the measures taken at Colne Park High School in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

- an incident or civil disturbance in the local community which poses a risk.
- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud.
- a major fire in the vicinity
- a dangerous animal roaming loose.
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates.

Colne Park High School has devised lockdown procedures after consulting GOV.UK [Stay Safe](#) guidance. With regard to conducting examinations, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process
- how to achieve an effective lockdown
- how to let people know what's happening
- training staff engaged/involved in the conducting of examinations.
- stay safe principles (Run, Hide, Tell)



# Roles and responsibilities

## Head of Centre Mrs C Eulert

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates.
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities.
- To arrange appropriate training for all exams-related staff in lockdown procedures
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due it being locked down.
- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the exam room becomes unsafe.
- To provide written lockdown procedures for exam room/invigilator use
- To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates

## Senior Leadership Team (SLT)

- To have accountability for all exams staff and candidates taking examinations during a lockdown
- To run training/drills for examination candidates on lockdown procedures
- To inform parents/carers about the centre's Lockdown policy in relation to the conducting of examinations
- To have a presence around exam room areas prior to the start of each exam session
- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown
- To use the exam room attendance register(s) to compile a list of all candidates not accounted for.

## Exams Officer Mrs A Holmes

- To train invigilators in the centre's lockdown procedure
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown
- To assist with Lockdown training for staff and students where applicable to the conducting of examinations

## Invigilators

- To be aware of the centre's lockdown procedure
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room

## **Lockdown procedure**

### **Before an examination**

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- The exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- Invigilators will
  - lock all windows and close all curtains/blinds
  - switch off all lights
  - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
  - take an attendance register/head count if possible
  - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

### **During an examination**

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

#### **Invigilators**

- Will tell candidates to stop writing immediately and close their answer booklets
- Must collect the attendance register
- Will make a note of time when the examination was suspended
- Instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
- Where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
- Lock all windows and close any/all curtains/blinds and switch off all lights
- Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

### **Examination Officer Mrs A Holmes**

- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure.
- The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

### **Head of Centre Mrs C Eulert**

- Will make informed decisions on alerting parents/carers, awarding bodies and emergency services

## **After an examination**

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

### **Invigilators**

- Will stop dismissing candidates from the exam room
- They will instruct candidates who have left the room to re-enter the exam room
- Instruct candidates to remain silent and hide under desks/tables
- Where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- Lock all windows and close any blinds and switch off all lights
- Lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

### **Examination Officer Mrs A Holmes**

- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately

## **Ending a lockdown**

- The lockdown will be ended by either
  - the sound of a defined alarm, or
  - the identification/authorisation of Emergency Service officers/SLT/head of centre entering each exam room
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine
- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT

- Where applicable and if advised to do so by SLT/head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination

### **Invigilators**

- ask candidates to return to their desks, remind them they are under formal exam conditions and allow a settling down period
- allow candidates the full working time remaining to do their examination
- recalculate the revised finish time(s)
- tell the candidates to open their answer booklets and re-start their exam
- amend the revised finish time(s) on display to candidates
- note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies and where relevant, any centre-wide lockdown recording form/log)

### **Examination Officer Mrs A Holmes**

- provide a report of the incident for the awarding body/bodies (via the special consideration process or as advised by the awarding body/bodies)
- safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- discuss any alternative exam sittings with the awarding body/bodies
- offer, arrange and provide support services to staff and candidates

### **Head of Centre Mrs C Eulert**

- At the earliest opportunity will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and candidates will be invited to attend an assembly lead by Mrs C Eulert to discuss the lockdown and offer ongoing support
  - If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

## **Qualifications Offered at Park High School**

The qualifications offered at Park High School are decided by the Curriculum Leaders and Senior Leadership Team. The qualifications offered include GCSE's, BTEC Technical Awards L1/2, NCFE L1/2 Technical Awards and OCR Cambridge Nationals L1/2.

Decisions on whether a particular candidate should be entered for examinations in a particular subject will be taken in consultation with the Curriculum Leader and Senior Leadership Team. The criteria used to decide on entries and tiers for qualifications: include satisfactory levels of progress on the course, completion of content, completion of controlled assessments and good attendance.

Where a candidate's attendance level falls below 50%, entries will only be made after contact with parents. Where candidates are being educated elsewhere, transferred candidate arrangements may be made.

Statements of entry are produced for all students prior to the main summer examinations series entry deadline of 21st February. These are checked and signed as correct by all students.

Where a student or their parent has issues with an examination entry (changes of tier, withdrawals etc.) these must first be raised with the student's subject teacher. If agreement cannot be reached with the subject department, a parental request in writing should be forwarded to the Head of School Mrs C Eulert for a final decision.

## **Internal Assessments and Appeals**

### **Internal Controlled Assessment / Non-Examined Assessments**

In accordance with the Code of Practice for the conduct of external qualifications, Park High School is committed to ensuring that: -

- Internal assessments of controlled assessments are conducted by staff who have the appropriate subject knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specification for each subject.
- The consistency of internal assessment is assured through internal standardisation meetings between subject staff in school, as instructed by the Awarding Bodies.
- Staff responsible for marking and internal standardisation of controlled assessments will attend any compulsory training sessions organised by the Awarding Bodies.
- The grounds for any appeal against internal assessment relate only to the procedure used in arriving at internal assessment decisions—NOT the marks themselves.

A parent wishing to appeal against the procedure used to arrive at internal assessment marks should contact the school as early as possible.

***A separate policy on Appeals against Internal Assessments, including an application form to be submitted to school, is available on the school website.***

The parent will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to review procedures for internal assessments.

## **Equal Opportunities**

**A separate policy for Equal Opportunities can be found on the website Single Equalities Policy**

### **Statement of Principles**

This policy outlines the commitment of the staff, pupils and governors of Park High School to ensure that equality of opportunity is available to all members of our school community. For our school this means not simply treating everybody the same but understanding and tackling the different barriers which could lead to unequal outcomes for different groups of pupils in school, whilst celebrating and valuing the achievements and strengths of all members of the school community. These include:

- Pupils
- Staff
- Parents/carers
- The governing body
- Multi-agency staff linked to the school
- Visitors to school
- Students on placement

## Safeguarding

**A separate policy for Safeguarding and Child Protection can be found on the website.**

Colne Park High School fully recognises the contribution we can make to protect children from harm and to support and promote the welfare of all children who are pupils at our school. This policy applies to all stakeholders; this includes pupils, staff, parents, governors, volunteers, placement students and visitors.

This policy will give clear direction to all stakeholders about expectations and our legal and moral responsibility to safeguard and promote the welfare of all children at our school.

Colne Park High School is committed to safeguarding and promoting the physical, mental and emotional welfare of every pupil. We implement a whole-school preventative approach to managing safeguarding concerns, ensuring that the wellbeing of pupils is at the forefront of all action taken. We recognise that no single professional can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.