

PLASHET SCHOOL



Working together to promote & celebrate achievement

Examination Policy

Revised and applicable from October 2017

Signed:

A handwritten signature in black ink, appearing to read 'Irene Papadopolou', with a long horizontal flourish extending to the right.

Chair of Governors

Purpose

The purpose of this policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented and other relevant exams-related policies, procedures and plans are signposted.
- Plaset staff are well informed and supported.
- all centre staff involved in the examinations process clearly understand their roles and responsibilities.
- all examination and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that "... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute" [JCQ General regulations for approved centres (GR)1].
- exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually by the Examination and Data Officer and their Leadership Team line manager to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

This policy is held in the school portal in the policy folder for all staff to access. They will be made aware of the policy at the beginning of each academic year. It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

The policy will be reviewed by Governors on a three-year cycle.

Responsibilities

Head of Centre

The Head Teacher as Head of Centre (HoC) has overall responsibility for the school as an exam centre. The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. They should refer to the JCQ document '*Suspected Malpractice in Examinations and Assessments*'.

The HoC understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications. including:

- General regulations for approved centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Suspected Malpractice in Examinations & Assessments

- Instructions for conducting non-examination assessments and the instructions for conducting controlled assessment and coursework

The HoC:

- Ensures the centre has appropriate accommodation to support the size of the cohorts being examined;
- Ensures venues used for conducting examinations meet the requirements of JCQ and awarding bodies;
- 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 Examination & Data officer (EDO) 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 Co-ordinator (SENCo);
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the examination process;
- Ensures centre staff undertake key tasks within the examination process and meet internal deadlines set by the EDO;
- 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'*;
- 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 examination process are assessed and appropriate risk management processes/contingency plans are in place that allows the HoC to act immediately in the event of an emergency or staff absence - see Examination Contingency Plan;
- Ensures required internal appeals procedures are in place - see Internal Appeals Procedure;
- Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place - see Examination Equal Opportunity Policy;
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place see - Examination Complaints Policy;
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements - see Safeguarding Policy;
- Ensures the centre has a Data Protection Policy in place - see Data Protection Policy;
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments - see Access Arrangements Policy.
- 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.

Deputy Head Teacher

The Deputy Head Teacher with responsibility for Examinations has responsibility for:

- Line Managing all examinations;
- Oversight of the examination cost centre;
- Planning timing and resources for Controlled Assessments/Non-exam Assessments;
- Planning timing & resources for all internal examinations;
- refers to and directs relevant centre staff to annually updated JCQ publications. including:

General regulations for approved centres

Instructions for conducting examinations

Access Arrangements and Reasonable Adjustments

Suspected Malpractice in Examinations & Assessments

Instructions for conducting non-examination assessments and the instructions for conducting controlled assessment and coursework

- Support the SENCo in identifying 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.
- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work.
- Ensure appropriate internal moderation, standardisation and verification processes are in place.
- Ensures relevant support is provided to the EDO in recruiting, training and deploying a team of invigilators.
- Accompanies the JCQ Inspector throughout the course of his/her centre visit, including inspection of the centre's secure storage facility.
- Ensure a documented Emergency Evacuation Procedure for examination 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.
- Ensure support is provided for the EDO and invigilators when dealing with disruptive candidates in examination rooms.
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.
- Identify centre staff who will be involved in the main summer results day and their role.
- Ensures EDO & LT line manger 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.

Examination Officer

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

- Understands the contents of annually updated JCQ publication including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Suspected Malpractice in Examinations and Assessments
 - Post-results services

- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Manages the administration of public and internal examinations.
- Advises the Leadership Team, Curriculum/Subject Leaders and Subject Teachers on annual examination timetables and application procedures as set by the various Awarding Bodies.
- Communicates regularly with staff concerning imminent deadlines and events.
- Creates timetables for internal examinations for all year groups.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- 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.
- Consults with teaching staff to ensure that necessary Controlled Assessment/Non-Exam Assessment is completed on time and in accordance with JCQ guidelines.
- Notifies Awarding Organisations of estimated entries if required.
- Receives, checks and stores securely (meeting JCQ requirements), all examination papers and completed scripts.
- Organises examination question papers and associated confidential resources in date order in secure storage.
- Attaches erratum notices received to relevant examination 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
- Dispatches scripts as instructed by JCQ and awarding bodies.
- Keeps appropriate records to track dispatch.
- Supports the SENCo in the administration of access arrangements.
- Supports the SENCo in making applications for special consideration using the JCQ publication '*Access Arrangements, Reasonable Adjustments and Special Consideration*'.
- Identifies and manages examination timetable clashes.
- Makes all preparations for internal and external examinations and liaises with the Site Staff in the preparation of examination rooms.
- Signs examination budget for income and expenditures relating to all examination costs/charges and passes relevant information to line manager.
- Line manages the Examination and Data Assistant as well as Examination Invigilators.
- Organises the recruitment, training and monitoring of a team of Examination Invigilators responsible for the conduct of examinations.
- Submits candidates' Controlled Assessment/Non-exam Assessment marks, tracks despatch and distributes returned Controlled Assessment/Non-exam Assessments to Subject Leaders correctly and on schedule.
- Arranges for dissemination of Examination results and certificates to candidates and forwards, in consultation with the Leadership Team, any appeals/re-mark request.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Provides an invigilation handbook and/or trains/updates invigilator annually.
- Deploys invigilators effectively to examination 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 examination rooms (or where supervising candidates due to a timetable variation) according to the required ratios.
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates.
- Accompanies the JCQ Inspector throughout the course of his/her centre visit, including inspection of the centre's secure storage facility.
- 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 examination materials according to JCQ and awarding body requirements.
- Ensures examination rooms are set up and conducted as required in the regulations.
- Provides invigilators with appropriate resources to effectively conduct examinations.
- Briefs invigilators on examinations to be conducted on a session by session basis.
- Ensures sole invigilators have an appropriate means of summoning assistance.
- Ensures invigilators understand how to deal with candidates who may need to leave the examination room temporarily.
- Provides authorised examination 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 examination room is evacuated.
- Supervises emergency evacuation of examination hall, liaises with Head of Centre following emergency evacuation of any exam room and supervises actions following his/her decision.
- Provides an examination room incident log in all examination rooms for recording any incidents or irregularities.
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the examination has taken place.
- Processes appropriate requests for special consideration to awarding bodies - see Special Consideration Policy.
- Gathers evidence which may need to be provided by other staff in centre or candidates.
- Submits requests to awarding bodies to meet the external deadline.
- Works with DHT line manager to ensure procedures for managing the main summer results day(s) are in place.
- Informs candidates in advance of when and how results will be released to them.
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- Resolves any missing or incomplete results with awarding bodies.
- Issues statements of results to candidates on issue of results data.
- Provides summaries of results for relevant centre staff on issue of results date.
- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged.
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- Provides a process to record requests for services and collect candidate informed consent (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.

- 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 examination archiving policy that identifies information held, retention period and method of disposal - Examination Archiving Policy.

Curriculum/Subject 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 EDO and SENCo.
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications.
- Ensures teaching staff attend relevant awarding body training and update events guidance to candidates who are unsure about examination entries or amendments to entries.
- Are actively involved in post-results procedures such as remarks, appeals and receiving moderation report feedback.
- Accurately complete Controlled Assessment/Non-exam Assessments mark sheets and declaration sheets or submit marks online by the deadline.
- Accurately complete entry and all other mark sheets and adhere to deadlines as set by the Examination & Data Officer.
- 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 EDO to the internal deadline.
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EDO to the internal deadline.
- Meet internal deadlines to request the services and gain relevant candidate informed consent in terms of Post-Results Services.

Subject Teachers

- Undertake key tasks, as detailed in this policy, within the examination process and meet internal deadlines set by the EDO and SENCo.
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications Attend relevant awarding body training and update events.
- Implement access arrangements in lesson time (as soon as possible after the start of the course) as notified by the SENCo.
- Liaise with SENCo regarding 'Normal Way of Working' evidence for Access Arrangements candidates.

SEND Coordinator (SENCo)

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process.
- 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
- Is responsible for the identification and testing of candidates' requirements for access arrangements.
- Is responsible for completing 'Form 8' applications and supplying evidence of 'Normal Way of Working'.
- Provides additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages (in collaboration with the Curriculum Leader for EAL), IT equipment (in collaboration with the AHT overseeing IT) to help candidates achieve their course aims.
- Is responsible for working with the Examination & Data Officer to submit online applications for Access Arrangements.
- Maintains accurate and complete records of Access Arrangements applications and 'Normal Way of Working' evidence.
- Keeps records of Access Arrangements supporting evidence and meets with the JCQ Examination Inspector when requested to demonstrate compliance.
- Liaises with the EDO regarding facilitation and invigilation of access arrangement candidates.

Invigilators

- Attend training, update, briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.
- Collect examination papers and other material from the examination office before the start of the exam when required.
- Oversee the conduct of students during the examination.
- Follow the procedure for verifying candidate identity provided by the EDO.
- Seat candidates in examination rooms as instructed by the EDO/on the seating plan.
- Alert the Examination & Data Officer or Examination & Data Assistant to any issues during examinations.
- Collect in all examination papers in the correct order at the end of the examination and maintain examination script security until they are returned to the examinations office.
- 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.
- Are informed of the policy/process for dealing with late arrival candidates through training - see Candidate Late Arrival Policy.
- Ensure that relevant information is recorded on the examination room incident log.
- Record any incidents or irregularities on the examination 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).

Reception staff

- Support the EDO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.
- Follow the process to record confidential materials delivered to the centre and issued to authorised staff.

Site staff

- Support the EDO in relevant matters relating to examination halls, rooms and resources
- Liaise with the EDO to ensure examination rooms are set up according to JCQ and awarding body requirements.
- Ensure grounds or centre maintenance work does not disturb examination candidates in examination rooms.
- Ensure fire alarm testing does not take place during examination sessions.
- Ensure the centre is open and accessible to centre staff and candidates, as required on results day(s).

Candidates

- Check and confirm their examination entry forms.
- Authenticate their work as required by the awarding body.
- Understand Controlled Assessment/Non-exam Assessments regulations and sign a declaration that authenticates the Controlled Assessment/Non-exam Assessments as their own.
- Are required to inform the centre of any absence in good time before the start of each examination – Candidate Absence Policy.
- Are required to arrive promptly and on time to sit all examinations and controlled assessments.
- Are re-charged relevant entry fees for unauthorised absence from examinations.
- Provide appropriate evidence to support special consideration requests, where required.
- Follow rules and regulations on unauthorised materials in the examination room.

Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre in conjunction with the Leadership Team and Curriculum/Subject Leaders.

The qualifications offered are GCSE, Cambridge Nationals, BTEC, Cambridge iGCSE, Entry level, ESOL, AQA Unit Award and occasionally GCE in Community languages.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed. Informing the exams office of changes to a syllabus is the responsibility of the Subject Leaders.

All candidates will be entitled and enabled to achieve an entry of qualifications from an external Awarding Body.

Any decision not to enter a candidate for any individual GCSE subject for which they have studied will be taken in consultation with the candidates, parents/carers, SENCo and appropriate school staff.

Examination Series

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

- Planning
- Entries
- Pre-examination
- Examination time
- Results and Post-results

In this centre internal examinations and assessments are scheduled in November-December for all year groups and May-June for Years 7, 8, 9 and 10. External examinations are scheduled in May-June for GCSEs, BTECs & OCR Nationals. All examinations are held under external examination conditions as set out by the JCQ.

Once confirmed, the Examination & Data Officer will circulate the examination timetable for Internal and External examinations.

Examination Entries

Candidates are selected for their exam entries by the Curriculum/Subject Leaders and Subject Teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal, but this must be approved by the Curriculum/Subject Leader and the parent may be asked to pay a deposit if the entry goes against the advice of the Subject Teacher.

It is the responsibility of Curriculum/Subject Leader to ensure that students are prepared for the correct course and that the Exams Manager is notified of entry details at the appropriate time.

The Examination & Data Officer will liaise with Curriculum/Subject Leaders regarding entries and tiers of entry for individual candidates and will make the exam entries to the appropriate Awarding Body to meet the entry deadlines set by the Awarding Bodies.

Entry deadlines are circulated to Curriculum/Subject Leaders via email and the Go4Schools data management system. Late entries and changes of tier are to be authorised by a member of the Leadership Team.

Examination Fees

GCSE examination fees and BTEC registration fees are paid by the Centre.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the Awarding Organisations.

Late entry or amendment fees are paid by departments unless these are caused by circumstances outside the control of the department, for example mid-phase admissions.

Fee reimbursements may be sought from candidates who:

- Decide to sit an exam after the late entry/withdrawal deadline.
- Fail to sit an exam without medical evidence or evidence of other mitigating circumstances.
- Fail to meet the necessary Controlled Assessment/Non-exam Assessments requirements

Examination Resits

Almost all examinations are linear and are taken by students at the end of Year 11. There are therefore no opportunities for resits. If a vocational component examination is taken before the end of Year 11, the candidate may be asked to pay for a resit if required.

Equality Act 2010

All examination centre staff must ensure they meet the requirements of the Equality Act 2010.

The Equality Act 2010 legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single Act, making the law easier to understand and strengthening protection in some situations. It sets out the different ways in which it's unlawful to treat someone. The main provisions of the Act give protection to disabled people in the areas of employment and education.

The characteristics that are protected by the Equality act are:

- Age
- Disability
- Gender reassignment
- Marriage or Civil Partnership
- Pregnancy & Maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

'A person has a disability for the purposes of the Equality Act 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 requirements of the Equality Act by ensuring that the examination centre is accessible and improving candidate experience. All candidates will be allocated to an examination room to which they are able to gain access. This is the responsibility of the Examination & Data Officer, Leadership Team Line Manager and SENCo.

Access Arrangements

The SENCo will lead on all access arrangements within the centre as prescribed in the JCQ booklet 'Access Arrangements and Reasonable Adjustments'.

The SENCo will liaise with Subject Teachers regarding candidates with special educational needs who are embarking on a course leading to an examination. The SENCo will inform Curriculum/Subject Leaders of any access arrangements that individual candidates are granted for their examinations so that Curriculum/Subject Leaders can ensure these are applied throughout the course.

A candidate's access arrangements requirement is determined by the SENCo who will carry out any testing that is required.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Examination & Data Officer. The SENCo will complete the relevant paperwork and pass it to the Examination & Data Officer who will make the online application in conjunction with the SENCo.

Rooming for access arrangement candidates will be arranged by the Examination & Data Officer.

Candidates who require a floating reader, rest breaks, extra time or a laptop will normally be seated in the main examination room. The type of Access Arrangement to which they are entitled will be shown on their desk card. The SENCo will ensure that candidate for whom Access Arrangements have been requested are aware of this and know what they need to do in the exam room to use the facility.

If the SENCo requests that a candidate requires a one-to-one reader or a scribe the candidate will be allocated to separate room.

The SENCo may request that a candidate sit their examination in a separate room for other reasons if there is satisfactory evidence to support this request.

Invigilators for candidates in separate rooms will be arranged by the Examination & Data Officer; readers and scribes will be provided by the SENCo. The SENCo will ensure that readers and scribes abide by JCQ regulations.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Examination & Data Officer. See Appendix A1 (Examinations Contingency Policy) and A2 (Exams Risk Assessment)

Private Candidates

The centre accepts entries from external candidates only under the following conditions and with the approval of the Head of Centre:

- They are former Plashet students.
- Candidates who are known to and vouched for by members of staff.
- The subjects they are being examined in are offered within the school and where no Controlled Assessment/Non-exam Assessment is involved.

The centre does not act as an examination centre for other organisations.

Invigilators

Casual staff are employed to invigilate examinations each series. These members of staff are used for Internal and External examinations. Recruitment of invigilators is the responsibility of the Leadership Team member with responsibility for examinations and the Examination & Data Officer.

Invigilators are timetabled and briefed by the Examination & Data Officer.

Malpractice

Invigilators are responsible for reporting malpractice to the Examination & Data Officer.

The Examination & Data Officer is responsible for reporting malpractice to the Head of Centre.

The Leadership Team member with responsibility for examinations is responsible for investigating suspected malpractice.

Examination Days

The Examination & Data Officer will book all examination rooms after liaison with the Leadership Team member with responsibility for examinations, Cover Operator, School Business Manager.

The Examination & Data Officer will make the question papers, other examination stationery and materials available for the invigilators.

Curriculum/Subject Leaders are responsible for sending electronic copies of Internal examination question papers to the Examination & Data Officer in good time to allow for the examinations team to get the papers printed.

The Premises manager and Site Team are responsible for setting up the allocated rooms.

The Examination & Data Officer and Examination & Data Assistant will ensure all examinations are started in accordance with JCQ guidelines.

Subject staff may be present outside the exam room at the start of the exam but cannot enter the exam room.

Examination papers must not be read by Subject Teachers or removed from the examination room before the end of a session. Spare papers from external examination will be released to curriculum/Subject Leaders at the end of the examination session once the examination scripts have been checked and packed.

Internal examination papers will be returned to the Examination Office by the invigilators and will be distributed to Curriculum/Subject Leaders immediately after the examination

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Candidates will be identified by means of a photo card in every examination desk bearing their candidate number, set number and school photo. Invigilators will check candidate against photo while invigilating. A member of the Leadership Team will normally be present at the start of the examination to support the identification of candidates.

External candidates will be asked to bring photo identification such as passport or photo driving licence to identify themselves.

It is the responsibility of the candidate to be aware of the start time of all their examinations to arrive at the centre in good time before the examination. Candidates who are absent at the start of the examination will be contacted by telephone as quickly as possible by the attendance officer. If it is not possible to contact a candidate by telephone (for example if there is no reply or the telephone number does not connect) every other effort will be made, within reason, to contact the candidate and assist them in getting to the examination.

Candidates who arrive late for an examination will be given time outside the examination room to prepare themselves for the examination and then allowed to enter the room and start the examination. It is at the discretion of the school whether candidate will be allowed the full amount of time to complete the examination (by the additional of time at the end of the session) and this will normally be the case. The EDO will be notified of the arrival of late candidates by the invigilators.

Candidates will be considered 'very late' if they arrive more than one hour after the published start time of an examination (which may not be the same as the school start time) or, for examinations which last less than 1 hour, after the published end time. 'Very late' candidates who have been under supervision before their arrival at the centre may be allowed to sit the examination but will be warned that their script may not

be accepted by the Awarding organisation. 'Very late' candidates will be reported to JCQ according to JCQ regulations.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time and may only be released early at the discretion of the EDO or Exams Assistant.

Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times.

Candidates will be permitted to bring a bottle of water into the examination room in a clear bottle with no label on it. No other food or drink will be allowed in the examination room. Candidates who are who require food or medicines inhalers etc. for medical reasons during the examination will be allowed to bring this in, provided they make arrangements with the EDO in advance and that the packaging complies with JCQ regulations.

For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the EDO.

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

The candidate must support any special consideration claim with appropriate evidence as soon as possible after the examination, for example by providing a letter from their doctor.

The EDO will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

Special Consideration

The EDO is responsible for applying for Special Consideration, using the JCQ guidelines and regulations.

Candidates who are ill or otherwise disadvantaged for one of more of their examinations should notify the EDO as soon as reasonably possible after the exam and, at the latest, by the end of the examination season.

Applications for Special Consideration must be supported by documentary evidence – normally a doctor's certificate.

The final decision on Special Consideration is made by the Awarding Organisations.

Internal Assessments & Appeals

It is the duty of Subject Leaders to administer all non-exam assessments in accordance with Awarding Organisation regulations and to follow the centre NEA policy.

Curriculum/Subject Leaders must ensure that all internal assessment is ready for despatch at the correct time. The EDO will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and Forecast grades are provided to the exams office by the Curriculum/Subject Leaders. The process for managing appeals against internal assessments is detailed in the Internal Appeals and Assessment Policy - see Non-Exam Assessment and Internal Appeals Policy.

Results, Enquiries about Results (EaRs) & Access to Scripts (ATS)

Candidates will receive individual result slips on results days, in person at the centre.

Arrangements for the centre to be open on results days are made by the Leadership Team in conjunction with the EDO.

The provision of staff on results days is the responsibility of the Leadership Team.

Candidates will be given information regarding how to request Enquiries about Results and Access to Scripts in advance of the exam season, in the Candidate Information booklet.

EaRs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EaR is requested.

Curriculum/Subject Leaders will discuss with their LT line manager any potential reviews of marking at the centre's expense. Curriculum/Subject Leaders are responsible for contacting the candidate to obtain their permission. The EDO is responsible for making the online applications and notifying Curriculum/Subject Leaders and candidates of the outcomes.

When the centre does not support a candidate's or parent's request for an EaR, a candidate may apply to have an enquiry carried out, providing that the centre does not consider there is a likelihood that the candidate's grade might go down. In this case, the candidate will be charged.

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE reviews of marking cannot be applied for once a copy of the original script has been returned.

Retention Policy

Documentation relating to examination will be retained for the current year plus 6 years. In some cases, this will be in the form of electronic documentation.

Documents that are stored as hard copies will be destroyed by shredding at the end of the retention period. Electronic documents will be securely deleted.

Examination certificates: The centre is required to retain certificates for one year as a minimum, although in practice they are often retained for longer. Any certificates that are not to be retained are returned to the Awarding organisation or shredded.

Examination Certificates

Certificates are collected and signed for by candidates at a pre designated time which will be notified to candidates via the Sixth form colleges.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so by the candidate.

