

Exams policy

2024/25

Exams Policy	November 2024
Person(s) Responsible:	Head, Deputy Head (Academic)
Date Approved:	November 2024
Approved by:	Deputy Head (Academic)
Date of next Review:	November 2025

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the policy

Role	Name(s)
Head of Centre	Debbie Picton - Head
Exams Officer line manager (Senior Leader)	Peter Forrest-Biggs - Deputy Head (Academic)
Exams Officer	Gemma Loates
Head of Personalised Learning	Alexa Clarke
SLT member(s)	Heather O'Connor, Steven Berryman, Adrian Durand-Deslongrais
Data manager	John Lawson

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Purpose of the policy

Sir William Perkins's School is committed to ensuring that the examinations/assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the centre's contingency plan, and other relevant exams-related policies and procedures are signposted
- the workforce is well informed and supported
- all centre staff involved in the process clearly understand their roles and responsibilities
- all exams 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
- exam candidates understand the process and what is expected of them

This policy is reviewed annually, or as events or legislation change require, 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 made available to the staff of Sir William Perkins's School via the staff shared area and Firefly. The deputy head (academic) will draw attention to this policy, changes made and its significance via school staff briefings and meetings (including those taking place on INSET days); SLT and heads of departments' meetings; and emails.

Candidates will be briefed on relevant sections by the Exams Officer and the deputy head (academic) with relevant pastoral staff in attendance. Candidates will be provided with a summative document of key information. Further information is provided via school email.

OTHER INFORMATION

Sir William Perkins's School is fully committed to ensuring that the implementation of this policy is non-discriminatory, in accordance with the UK Equality Act (2010). Further details are available in the school's Equal Opportunities Policy. These documents are available to all interested parties on the school's website and on request from the Exams Officer.

Roles and responsibilities overview

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. The Head of Centre has the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

The Head of Centre will ensure that the senior leadership team and the Exams Officer familiarise themselves with the entire contents of JCQ *General Regulations for Approved Centres* booklet. In particular, the Head of Centre will familiarise themselves with sections 5.1, 5.3 and 5.4.

The Head of Centre will ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. ([GR](#), section 1)

The Exams Officer is the person appointed by the Head of Centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The Head of Centre would not normally appoint themselves as the Exams Officer. A Head of Centre and an Exams Officer are two distinct and separate roles.

The Head of Centre and/or Exams Officer may operate across more than one centre. In such cases the Head of Centre must ensure there is suitable senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible. The Head of Centre must ensure that these arrangements are covered by their examination contingency plan. ([GR, section 2](#))

Head of Centre responsibilities

(GR 1)

Heads of Centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet. In particular, Heads of Centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

(ICE Introduction) **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the Instructions for conducting examinations document.** Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025.

(GR 5.1)

The Head of Centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

Head of Centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - [General regulations for approved centres \(GR\)](#)
 - [Instructions for conducting examinations \(ICE\)](#)
 - [Access Arrangements and Reasonable Adjustments \(AARA\)](#)
 - [Suspected Malpractice in Examinations and Assessments \(SMPP\)](#)
 - Instructions for conducting coursework (ICC)
 - [Instructions for conducting non-examination assessments \(NEA\)](#) (and the instructions for conducting coursework)
 - [A guide to the special consideration process \(SC\)](#)

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party (unless exclusions apply) to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- 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 emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel

Exams Officer

- Understands the contents of annually updated JCQ publications including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Suspected Malpractice - Policies and Procedures
 - Suspected Malpractice in Examinations and Assessments
 - Post-results services (PRS)
 - A guide to the special consideration process
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year to confirm the centre's contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
 - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
 - Informs the National Centre Number Register Team immediately (e-mail address - ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
 - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility

- Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- 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 as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the Head of Personalised Learning 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 (where required) of any Conflict of Interest declared by members of centre staff and in maintaining internal 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 for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination / assessment materials

Senior Leadership Team (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ documents including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Access Arrangements and Reasonable Adjustments
 - Suspected Malpractice - Policies and Procedures
 - Instructions for conducting coursework
 - 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
 - Post-Results Services
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exams Officer and Head of Personalised Learning
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

Head of Personalised Learning

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents 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 (GR 5.4)
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The Head of Personalised Learning will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes

Teaching staff

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

Invigilators

- Attend/undertake training (on the current regulations), update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception staff

- Support the Exams Officer in the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination / assessment materials

Site staff

Support the Exams Officer in:

- the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials
- 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.

Resilience and contingency arrangements

(GR 3.16-19) The centre will ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system. Sir William Perkins's School will consider putting in place a process for gathering evidence of candidate performance in line with the published guidance.

Sir William Perkins's School will have an up to date written contingency plan.

The contingency plan will cover all aspects of examination/assessment administration and delivery. Senior leaders will have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan will cover the following scenarios:

- the Head of Centre, relevant senior leader(s) with oversight of examination and assessment administration, Head of Personalised Learning, Examinations Officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of our contingency plan we will identify an alternative site if examinations cannot be conducted at the registered address.

Sir William Perkins's School will have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts will be provided to reduce the risk of this falling on one individual throughout the summer holidays.

Sir William Perkins's School will ensure that candidates' work is backed-up and, in addition, consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Sir William Perkins's School will implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber security

(GR 3.20-21) The Head of Centre will ensure there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever possible
- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*
Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

National Centre Number Register and other information requirements

(GR 5.3)

- Provides contact details as follows:
 - a physical address to which all examination and assessment materials will be despatched - this must be the registered address of the centre
 - a landline telephone number - this must be the number of the main office/switchboard of the centre
 - a contact email address for communications - this must be the email address of the person or team responsible for the administration of examinations (Personal email are not acceptable)
 - the name of the Head of Centre and their email address
 - senior designated contact details (this might include a personal mobile number and/or email address) (These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue)
- Responds to the National Centre Number Register annual update by the end of October every year
 - informs the National Centre Number Register Team immediately (email address - ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the Head of Centre)
 - informs the National Centre Number Register Team (email address - ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)
 - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
 - responds, by completing the Head of Centre Declaration, to the National Centre Number Register request for confirmation that they are aware of and adhering to the latest versions of the JCQ regulations, and does so no later than the end of October every year
 - responds to any other reasonable requests made by the National Centre Number Register Team
- (GR 1.9) Understands that this responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papersand ultimately, awarding bodies could withdraw their approval of the centre

Centre inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility

Recruitment, selection, training and support

(GR 5.3)

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
- Enables the relevant senior leader(s), the Examinations Officer (EO) and the Head of Personalised Learning to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ and awarding body regulations
- Ensures that the Head of Personalised Learning understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the Examinations Officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role
- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the Examinations Officer and the Head of Personalised Learning are supported as well as ensuring effective centre decision making in line with the published regulations)
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations

External and Internal governance arrangements

(GR 5.3)

Sir William Perkins's School has in place a written escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent.

Delivery of qualifications

(GR 5.3)

- Delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject concerned

Public liability

(GR 5.3)

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

Security of assessment materials

(GR 5.3)

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the security of all assessment materials
 - that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre
 - reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials
- Makes arrangements to:
 - receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document *Instructions for conducting examinations*
 - access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*
 - receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

Handling of secure electronic materials

- The Head of Centre will authorise up to six members of staff to be permitted to handle the secure electronic materials, this will include the Exams Officer, Deputy Head (Academic) the Head of Centre and. If required, a lead invigilator can help with copying to coloured paper for access arrangements, but this would be completed under supervision.
- The email accounts used for secure access must belong to an individual not a group ie The Exams Officer
- Secure files will never be shared or forwarded. They will only be accessed by the named individual they have been sent to. A review of all such accounts will be reviewed annually to ensure access is still required and current.
- The secure files downloaded will only be stored locally for the purpose of printing and for listening exams then they will be deleted immediately.
- Once printed the exam papers will be stored in a sealed non transparent envelope for delivery to the exam room.

Malpractice

- 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 and after assessments have taken place. This includes giving due consideration to AI, in accordance with JCQ guidelines: <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures

- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff completing the appropriate documentation
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures and provides such information and advice as the awarding body may reasonably require

Exam Policies / Procedures available for inspection

Sir William Perkins's School has in place the following policies for inspection that will be reviewed and updated annually:

Access Arrangements policy confirms the processes in place relating to access arrangements and reasonable adjustments. The Head of Centre/senior leadership team will have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments.

Alternative rooming policy (exams) ensures criteria for alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Archiving policy to identify information held by the exams office and determine the action required at the end of the retention period.

Child Protection / Safeguarding Policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements. This policy is also located on the school website. See also our Safeguarding Child Protection Policy and Safer Recruitment Policy, available on the school website; the staff shared area; and a hard copy via a request to the school office.)

Complaints policy (exams) covering general complaints regarding the centre's delivery or administration of a qualification and is to the attention of candidates and their parents/carers.

Conflicts of Interest policy (exams) ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential 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) or a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with close relationship to the candidate.

Data Protection Policy complies with General Data Protection Regulation and Data Protection Act 2018 regulations. This policy is also located on the school website.

Emergency evacuation Policy includes instructions from relevant local or national agencies.

Escalation process policy confirms the main duties and responsibilities to be escalated.

Equalities policy demonstrates the centre's compliance with relevant legislation and details the processes followed in respect of identifying the need for requesting and implementing access arrangements.

Exam contingency plan which covers all aspects of examination / assessment administration and delivery. This will ensure risks to the exam process are assessed and appropriate risk management

Exams policy

processes/contingency plans are in place that allow the senior leadership team to act immediately in the event of an emergency or where the Head of Centre, the Exams Officer or Head of Personalised Learning is absent at a critical stage of the examination cycle. The exam contingency plan will also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

Internal Appeals Procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers. This covers appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration

Malpractice policy details the procedures Sir William Perkins's School uses for dealing with suspected malpractice and breaches of security in the examinations process in accordance with the requirements of JCQ Suspected Malpractice: Policies and Procedures. This includes reference to JCQ's guidance on AI and protecting the integrity of assessments: <https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence/>. The policy covers all qualifications delivered by the Sir William Perkins's School. It details how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It also acknowledges the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice).

Non-examination assessment policy with regard to the management of GCE and GCSE non-examination assessments including controlled assessments and coursework

Shutdown policy (exams) details the measures taken at Sir William Perkins's School in the event of a centre shutdown during the conducting of examinations.

Special consideration policy identifies the roles and responsibilities in the special consideration process and confirms that Sir William Perkins's School will submit any applications for special consideration where candidates meet the published criteria.

Whistleblowing policy sets out the whistleblowing procedures at Sir William Perkins's School.

Word processor policy including a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is referred to as the **exam cycle** and relevant tasks which need to be undertaken before, during and after an exam series grouped into the following stages;

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

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

Planning: roles and responsibilities

Secure materials

Head of centre

(GR 3.6)

Ensures the centre has a secure storage facility in a room solely assigned to examinations

(ICE 3.1)

The secure room and the secure storage facility

The secure room

The secure room must only be used for the purpose of administering secure examination materials.

Access to the secure room **must** be restricted to two to six key holders, one of whom **must** be the exams officer. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures...

The secure storage facility

Access to the secure storage facility **must** be restricted to two to six key holders, one of whom **must** be the exams officer.

The two to six key holders **must** either be part of the exams team or the senior leadership team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room **must** be closed.

Information sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ documents including GR, ICE, SM AARA, SMPP and ICC, NEA and SC

Exams Officer

- Signposts relevant centre staff to JCQ documents and awarding body documentation relating to the examination / assessment process that has been updated
- Signposts relevant centre staff to JCQ information that must be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information gathering

Exams Officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of mock exams

Senior Leadership Team

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

Access arrangements

Head of Centre

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures the Head of Personalised Learning is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

Head of Personalised Learning

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements/reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** for a candidate
- Determines candidate eligibility for arrangements or adjustments that are centre delegated
- Gathers signed **Personal data consent** forms (candidate personal data consent form) from candidates where required and ensures Data Protection confirmation(s) by the Exams Officer or Head of Personalised Learning are completed
- Applies for **approval** using **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 documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the Exams Officer regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly 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 Exams Officer 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
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations

Senior Leadership Team, Teaching staff

- Support the Head of Personalised Learning in determining and implementing appropriate access arrangements/reasonable adjustments
- Produce a word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

Head of Centre

Controlled assessments, coursework and non-examination assessments

(GR 5.7)

- Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
- Ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (This will allow the candidates for each specification to be treated as a single group for the moderation of centre- assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed)
- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
- Before submitting marks to the awarding body ensures candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking
- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body)
- Ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date (It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review)
- Ensures a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates
- Ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework is in place
- Ensures that candidates' work is backed-up and considers the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up (Implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks)

Senior Leadership Team

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering relevant qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensure 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
- Ensure teaching staff delivering qualifications which include (wholly or in part) units of coursework follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the relevant awarding body
- Ensure teaching staff are aware of [JCQ guidance on AI in Assessments](#).
- Ensure 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

Exams Officer

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

Invigilation

Head of Centre

- Ensures relevant support is provided to the Exams Officer in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible
- 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
- Ensures that, wherever possible a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates is not an invigilator during the examination

Exams Officer

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides thorough training for new invigilators on the current instructions for conducting examinations and an 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 made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

Entries: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.4 Entries](#))

Estimated entries

Exams Officer

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

Estimated entries collection and submission procedure

Candidates' examination entries are collected via SIMS registers and confirmed/adjusted by the Heads of Departments. This information is submitted to the Exams Officer by internally set deadlines. The Exams Officer submits these in line with the examination boards' procedures and deadlines.

Candidates can request a subject entry, change of level or withdrawal; the relevant Head of Department and the Deputy Head (academic) will be informed and consulted as appropriate.

The centre accepts occasional entries from students who wish to re-sit an exam but have left the school. These entries would be considered as a private candidate entry and must be agreed by the Exams Officer and authorised by the deputy head - academic and the Head of Personalised Learning. Sir William Perkins's School does not accept any other private candidates.

Sir William Perkins's School makes candidates aware of the JCQ **Information for candidates - Privacy Notice** at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

Heads of Departments

- Provide entry information requested by the Exams Officer to the internal deadline
- Inform the Exams Officer immediately of any subsequent changes to entry information

Final entries

Head of Centre

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries

Exams Officer

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Submits registrations, examination entries and certification claims by the deadline(s) and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

Final entries collection and submission procedure

Heads of department check final entry lists provided by the Exams Officer; candidates check their entries and sign a Microsoft form; these are then approved/edited by an internally set deadline. The latter allows for sufficient time before the final exam board deadline for the Exams Officer to process all entries (via SIMS and A2C).

Senior Leadership Team

- Provides information requested by the Exams Officer to the internal deadline
- Informs the Exams Officer 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 Exams Officer and confirms information is correct

Entry fees

All public examinations (GCSE, IGCSE, AS, and A level) examination fees are paid by the candidates via school fee bills.

Extended Project Qualification (EPQ) and University Admissions Test fees are paid by the candidates via school fee bills.

Late entry or amendment fees are paid by the candidates via school fee bills.

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 bodies. Late amendments incurring penalty fees will be paid for by the candidate via school fee bills or the relevant department, depending on the reason for the lateness.

Re-take fees for first and any subsequent re-takes are paid by the candidates via school fee bills.

Candidates must pay the fee for an Enquiry About a Result (EARs), if charged by the awarding body. Payment is taken at the time of application for the EAR via the exams. office.

Late entries

Exams Officer

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

Heads of Department

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

Re-sit entries

Re-sits entries will be requested by the candidate and in conjunction with the advice of the relevant Head of Department. All costs incurred will be paid for by the candidates via school fee bills.

Candidate statements of entry

Exams Officer

- Provides candidates with statements of entry for checking

Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the Exams Officer

Candidates

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

Pre-exams: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.8 Candidate information](#))

Access arrangements and reasonable adjustments

Head of Personalised Learning

- 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 them
- Ensures exam information (JCQ information for candidates' documents, individual exam timetable, etc.) is adapted where this may be required for a 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 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

Exams Officer

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

- Prior to exams issues relevant JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices
- 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
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff that will be available
 - the post-results services information and how the centre will deal with requests from candidates
 - when and how certificates will be issued

Access to scripts, reviews of results and appeals procedures

Results, Enquires About Results and Access to Scripts

Details of below are given to candidates, parents/carers and relevant staff in exam. briefings, meetings, letters home and other relevant documentation.

Results

Candidates will receive individual results slips on results days in person at the centre or by email (school email account).

Arrangements for the school to be open on results days are made by the Exams Officer in accordance with the Head of Centre's requests.

The provision of staff on results days is the responsibility of the Deputy Head (academic) and appropriate Head of Year(s): staff are available to offer advice about EARs and options for the next stage of education or employment based on results.

Enquiries About Results (EARs)

EARs may be requested by candidates if there are reasonable grounds for believing there has been an error in the marking process.

The EARs can only be requested by the candidate. The candidate fills in the correct EAR form and submits it to the Exams Officer by the deadline. The Exams Officer processes the application (including payment). The Exams Officer will inform the candidate, Head of Department, Head of Centre and the Deputy Head - academic of EARs and their outcomes.

Access to Scripts (ATS)

If a photocopy of script is requested by the candidate, the ATS form submitted to the Exams Officer by the deadline. When the script is downloaded or when a copy of the script arrives at the centre, it is returned to the candidate who may request that Heads of Departments read their scripts.

EARs, if within the deadline, can then be applied for if there are reasonable grounds, having assessed the photocopy or script.

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

All EAR and ATS processes follow the guidelines and deadlines as set out by JCQ and the examination boards.

Dispatch of exam scripts

Exams Officer

- 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

Senior Leadership Team

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

Exams Officer

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

Internal assessment and endorsements

Head of Centre

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

Head of Personalised Learning

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

Teaching staff

- Support the Head of Personalised Learning 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

Heads of Department

- 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 Exams Officer to the internal deadline
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Exams Officer to the internal deadline

Exams Officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline

- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams Officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements
- 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, prompter, 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, ensure all relevant rules are being adhered to and support 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 Head of Personalised Learning regarding the facilitation and invigilation of access arrangement candidates

Head of Personalised Learning

- Liaises with the Exams Officer 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

Exams Officer or a member of the **Senior Leadership Team** will accompany the Inspector throughout the visit

Head of Personalised Learning or relevant member of the **Senior Leadership Team** (in the absence of the Head of Personalised Learning)

- 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

Exams Officer

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

Candidate Identification Procedure

Invigilators will establish the identity of all candidates sitting examinations. Candidates enter the examination venue. Invigilators then check students are seated at the correct seat by matching the student to their photo identity card on the desks and checking these against the exam venue register.

In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by the Exams Officer (or an invigilator) of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. Once identification has been established, the candidate can replace, for example, their veil and proceed as normal to sit the examination.

Sir William Perkins's School will inform candidates in advance of this procedure and well before their first examination.

Sir William Perkins's School will verify the identity of all students that they enter for examinations or assessments. Their identities will be checked as part of the initial registration process.

Invigilators will be informed of candidates with access arrangements and made aware of the access arrangement(s). The Exams Officer will provide seating plans for exam rooms according to JCQ and awarding body requirements and ensure candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.

Invigilators are made aware of these procedures during their training session.

Invigilators

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

Security of exam materials

Exams Officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are handed over to those authorised by the Head of Centre.
- Ensures access to the secure room is restricted and staff approved by the Head of Centre are accompanied by a keyholder at all times.
- 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.
- Carefully checks question paper packets when they are removed from the dispatch packaging and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures 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)

- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment at the centre to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question paper materials)
- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the Exams Officer*. Other members of centre staff may assist with printing and collation provided they are under supervision.

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

Site 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

Exams Officer

- Produces a master centre exam timetable for each exam series
- 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 Head of Personalised Learning regarding rooming of access arrangement candidates
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy).

Overnight supervision arrangements policy

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted.

Candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

The overnight supervision arrangements will ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, Internet and social media. It also extends to television, radio and extended family members, which could report key details of the day's examinations.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed by the candidate and their parents before the overnight supervision is to commence.

Alternative site arrangements

Sir William Perkins's School will ensure that any examination arranged to take place in the candidate's home is conducted in accordance with the Joint Council for Qualifications (JCQ) *Instructions for conducting examinations* document.

In compliance with these instructions, Sir William Perkins's School will notify the JCQ Centre Inspection Service of the intention that exam(s) will be conducted at a student's home address and the date(s) which they will be taken by submitting a JCQ Alternative Site form.

The Exams Officer will conduct a pre-exams visit/meeting in the candidate's home to confirm the arrangements that will be in place at the time of the exam(s). The Exams Officer will discuss and confirm the required exam room and invigilation arrangements) and the invigilator who will be conducting the exams will be present on this visit so the student is familiar with them prior to the start of exams.

Maintaining the integrity and security of the examination system

Question papers will be kept under secure conditions at Sir William Perkins's School until taken to the candidate's home address by the invigilator within the time permitted by the JCQ regulations.

Question papers will be securely packaged and transported to the home address and kept under secure conditions by the invigilator at all times.

At the end of the exam, the invigilator will collect the candidate's script/objective test sheet, question paper and any other materials before the candidate is allowed to leave the designated exam room.

The invigilator will securely return these to the Exams Officer at Sir William Perkins's School where the script/objective test sheet will be securely dispatched for marking with those of the other candidates who have taken the same exam.

Transferred candidate arrangements

Exams Officer

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

Internal exams / assessments

Exams Officer

- Prepares for the conduct of internal exams / assessments 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

Head of Personalised Learning

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

Teaching staff

- Provide exam papers and materials to the Exams Officer

- Support the Head of Personalised Learning in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.9 **Conducting examinations and assessments**)

Access arrangements

Exams Officer

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

Candidate absence

Candidate absence policy

If a candidate is absent for medical reasons, all relevant documentation is obtained for the exam boards. Any absence is reported to the exams board and their guidance is sought and followed.

If a candidate is unexpectedly absent, the Exams Officer will 'phone them directly to check they are not simply late (see late arrival policy below). All candidates provide the Exams Officer with a 'phone number which is held centrally for the duration of the exams.

Relevant senior and/or pastoral staff as well as parents/carers are involved as appropriate.

Invigilators

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

Candidates

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

Candidate behaviour

See Irregularities below.

Candidate belongings

See Unauthorised items below.

Candidate late arrival

Exams Officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using 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

Candidate late arrival policy

A candidate will be allowed into the exam up to 1 hour after the official start time (09:00 or 13:30). The Exams Officer will brief them, identify them and accompany them into the venue to ensure no disruption for other candidates. Their lateness will be reported to the Deputy Head (academic), the Head of Centre, Head of Year and to their parents/carers.

Repeated lateness will be dealt with by the Deputy Head (academic), as appropriate and to ensure other candidates are not affected by this.

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

Conducting exams

Head of Centre

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

Exams Officer

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

Dispatch of exam scripts

Exams Officer

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

Exam papers and materials

Exams Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed 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 care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date,

time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened

- Ensures this second pair of eyes check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

Exam rooms

Head of Centre

- 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 approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- 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

Food and drink policy (exams)

Only unlabelled bottles of water are allowed in the examination room. Exceptions will only be made for medical conditions, notably diabetes.

Leaving the examination room Policy

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.

Exams Officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept 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

Exams policy

- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior Leadership Team

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated
- Ensure a procedure is in place in case of an emergency evacuation (shutdown)

Site staff

- Ensure exam rooms are available and set up as requested by the Exams Officer
- 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

- Ensures (as required by an awarding body) 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 policy (exams)

The Exams Officer will immediately consult the Deputy Head (academic) and/or the Head of Centre in the event of any problematic behaviour.

Either the Deputy Head, the Head of Centre or a member of Senior Leadership Team to whom this role has been delegated in their absence will remove a candidate in exceptional circumstances in order to prevent disruption to others.

Parents/carers will be informed; the exam board will be contacted; and exam board advice and/or the school's disciplinary policy will be followed.

Where a candidate is being disruptive, the invigilator will warn the candidate that they 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 will record what has happened using the incident log.

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

Senior Leadership Team

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

Exams Officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

Malpractice

See Irregularities above and the schools Malpractice policy.

Special consideration

Senior Leadership Team

- Support eligible applications for special consideration by signing appropriate evidence

Exams Officer

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

Candidates

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

Special consideration policy

All requests and documentation for special consideration are submitted to the Exams Officer who informs the Head of Centre and the Deputy Head (Academic) of any applications. Exam boards are contacted, and exam board procedures are followed. Please refer to our special consideration policy for more information.

Unauthorised items

Arrangements for unauthorised items taken into the exam room

Unauthorised items must be left outside the examination room by candidates. The Exams Officer or invigilators will remind students of what constitutes an unauthorised item at the beginning of every examination and any items will be collected by the invigilators and placed at the front of the examination venue.

Tutors and senior staff are also present at the beginning of examinations in order and will remind students of relevant procedures.

Prior to the examination starting, the invigilator will ensure that candidates have checked for and handed in any unauthorised items by reading out the suggested wording in the JCQ Instructions for Conducting Examinations guidance.

Invigilators

- Are informed of the arrangements through training

Internal exams / assessments

Exams Officer

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

Invigilators

- Conduct internal exams as briefed by the Exams Officer

Results and post-results: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.12 **Results**, 5.13 **Post-results services and appeals**, 5.14 **Certificates**)

Internal assessment

Head of department

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

Managing results day(s)

Senior Leadership Team

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

Exams Officer

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

Results day programme

This is published annually by the Exams Officer and the Deputy Head (academic). It details arrival times, rooming, procedures and staff available.

Results can only be released to a parent/carer or third party if the candidate has written to the Exams Officer from either their school email account or a signed and dated, hand delivered letter. Verbal requests or requests made to other members of staff will not be accepted.

See above and below for further details (e.g. results, EAR, ATS arrangements and the data protection policy).

Site staff

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

Accessing results

Head of Centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

Exams Officer

- Informs candidates in advance of when and how results will be released to them for each exam series
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

Post-results services

Head of Centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- 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)

Exams Officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Reviews of Results and Appeals Procedures**)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and 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

Analysis of results

The Data Manager

- Provides statistical analysis of results to appropriate centre staff (notably SLT and heads of departments) who carry out detailed subject/candidate/student group level analysis
- Above is used in annual department reviews, SLT meetings, DDPs and SDPs.
- Provides results information to external organisations where required
- Provides results information to the director of communications for the press and to external organisations where required by the deputy head (academic) and/or the head; e.g. With the Exams Officer, uploads results to CEM and ISC
- Undertakes, in conjunction with the SIMS Manager and Exams Officer, the DfE School and College Checking Exercises (where applicable to the centre) <https://check-your-performance-measures-data.education.gov.uk/hc/en-gb>

Certificates

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

Certificate Issue Procedure and Retention Policy

These are presented to candidates in formal, celebratory events in the Autumn term. The Exams Officer co-ordinates the distribution of certificates for these ceremonies and makes alternative arrangements with candidates who are unable to attend to collect their certificates from the school.

See our Archiving policy for details concerning certificates not collected.

Candidates

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

Exams review: roles and responsibilities

Exams Officer

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle

- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

Senior Leadership Team

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

Retention of records: roles and responsibilities

Exams Officer

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