



Archbishop Temple School

A Church of England Specialist College

EXAMINATIONS POLICY

Date Agreed : February 2021

To Be Reviewed : February 2022

Name of Policy: Examinations Policy

Sub-Committee Responsible: Education & Curriculum Committee

Lead Responsibility in School: Assistant Headteacher

Source of Policy: (Please tick)

- LA:**
- Diocesan:**
- School: X**
- Other – Please specify:**

This policy supports our work as a Church school as summarised in our Vision Statement:

Purpose

Archbishop Temple School seeks to care for young people and prepare them well for adulthood, valuing the whole person.

Mission

Through our faith in God, Father, Son and Holy Spirit, we strive to nurture each person's ability, gifts and talents so that they can 'have life and have it to the full' (John 10:10) and use it in the service of God and other people.

RATIONALE

At Archbishop Temple School, we endeavour to recognise, develop and maximise the intellectual, moral, social, physical, aesthetic and spiritual potential of all involved with the school. We educate all pupils in accordance with the requirements of the National Curriculum, whilst preparing pupils for the world of work, and for life in the community beyond school. As such, Archbishop Temple School fully recognises its responsibilities for external examinations and assessments and, therefore, aims to ensure that the planning and management of these assessments are conducted efficiently and in the best interests of the candidates, and that there are clear guidelines for all relevant staff.

It is the responsibility of all staff involved in Archbishop Temple School's examination and assessment process to read, understand and implement this policy.

See also: Non-Examination Assessment Policy, Non-Examined Assessment Risk Management Plan, Internal Appeals Policy and Procedures, Examinations Emergency Evacuation Procedures, Lockdown in Exams Policy and Procedures, Examination and Assessments Contingency Plan, Appeals and Enquiries about Results for Externally Assessed Examinations Policy and Procedures, SEND Use of a Word Processor Policy, JCQ Instructions for Conducting Examinations, JCQ Appeals Booklet, JCQ Access Arrangements and Reasonable Adjustments, JCQ A Guide to the Special Consideration Process and the JCQ Suspected Malpractice in Examinations and Assessments document.

AIMS

The purpose of this examinations policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff
- To maintain the integrity of Archbishop Temple School as an examinations and assessment centre.

This examinations policy will be reviewed annually by the AHT i/c Examinations and Assessments and Exams Officer.

GUIDELINES

The statutory tests and qualifications offered at Archbishop Temple School are decided by the Senior Leadership Team in consultation with the governing body.

Qualifications currently routinely offered are GCSE and Level 1 / 2 Cambridge National Awards.

The subjects offered for these qualifications in any academic year may be found in the school prospectus for that year. If there has been a change of syllabus from the previous year, the examinations office must be informed as soon as possible.

Alternative certified courses may be offered to individual pupils as part of a personalised curriculum.

Decisions on whether a candidate should study towards a qualification will be taken in consultation with the candidate, parents/carers and the SLT, in consultation with the SENCo, subject teachers, Heads of House and Subject Leaders as appropriate.

At key stage 4, all candidates will be entitled, and enabled, to achieve an entry for appropriate qualifications from an external awarding body.

Internal Governance Arrangements

The Head Teacher delegates oversight of examinations to the Assistant Headteacher with responsibility for examinations. The Assistant Headteacher provides support and guidance to the examinations officer and ensures that the integrity and security of examinations and assessments is maintained throughout the academic year.

In the event of absence of the Examinations Officer the Assistant Headteacher with responsibility for examinations will undertake the duties of the Examinations Officer until the return or replacement of the Examinations Officer.

In the event of absence of the Assistant Headteacher with responsibility for examinations, the Headteacher will take on responsibility for the oversight of examinations until the return or replacement of the Assistant Headteacher with responsibility for examinations.

Examination seasons

Internal examinations for pupils in year 9 are scheduled in January and year 10 in April/May. Internal practice GCSE examinations for year 11 candidates are scheduled in December.

External examinations are scheduled in May/June for all candidates in all qualifications. For vocational qualifications, external assessments may be undertaken in November, January and/or June.

Subject Leaders select the appropriate examination season, course components/ elements for their subject and the tier of entry for each candidate.

Timetables

Once entries are confirmed, the Exams Officer will circulate the examination timetables for internal and external examinations.

Timetables will be publicised on the school website, sent to parents via Parent Mail, to school staff by email and to pupils via Firefly.

Entries

Candidates are selected for their examination entries and tiers of entry by the Subject Leaders.

Registration for BTEC qualifications is completed in September of year 10. Entry for the externally assessed component of these qualifications is completed prior to the publicised deadline for the relevant season in which the examination is to be undertaken.

Entry/registration for Cambridge National Award courses is completed prior to the publicised deadline for the examination season in which the externally assessed component is to be undertaken.

Entry for all other examinations is undertaken by the deadline in February of year 11.

Prior to the final submission of registrations and/or entries, the Examinations Officer will distribute provisional registration/entry lists to Subject Leaders, who will undertake a final check of accuracy and sign to approve the registrations/entries.

Candidates, or parents/carers, may submit a request for a subject entry, change of level or withdrawal. In this instance, the fees for the change of tier of entry /amendment must be paid by the parent/carer.

Subject Leaders, Heads of House and the Director of Pupils will consider and decide upon the outcome of the requests made. The fees for the change of tier of entry /amendment initiated by the teacher must be paid by the subject making the request.

Subject Leaders are responsible for informing the Exams Officer of withdrawals, transfers or changes to learner details. The Examinations Officer will then inform the relevant awarding body of these changes.

The centre does not accept entries from external candidates.

The Exams Officer will inform the awarding bodies, before the published deadline for entries, of any members of centre staff for whom there is a conflict of interest. This may include, but is not limited to sitting examinations and assessments, teaching and preparing members of their family or household for examinations and assessments, or where members of their family will be sitting examinations and assessments.

The awarding bodies will also be informed when members of the family or household of exams office staff are being entered for examinations and assessments at any exam centre.

Late entries

Entry deadlines are circulated to Subject Leaders by either internal post, email or at meetings with the Exams Officer.

Late entries are authorised by the Subject Leaders, the Exams Officer and senior leadership team.

The additional fees for the late entry /amendment must be paid by the subject/department making the request.

Examination Fees

All normal examination entry fees will be paid from the examinations budget.

Any additional charges incurred in relation to late entries or amendments will be paid from the relevant department budget.

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.

Candidates who do not sit any examination for which they have been entered and the school is not satisfied with the reason for non-attendance will be charged for all costs incurred.

Where an examination is a re-sit of a component, the candidate or his/her parents/carers will be charged for all costs incurred.

Estimated grades

The Subject Leaders will submit estimated grades to the Exams Officer when requested by the Exams Officer.

The Equality Act 2010

The Equality Act 2010 extends to general qualifications. All staff at Archbishop Temple School must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Educational Needs

A candidate's special educational needs requirements are determined by the SENCo, a qualified state registered medical professional or educational psychologist.

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination.

The SENCo will inform individual staff of any special arrangements that individual candidates can be granted during the course, non-examined assessments and in the examination.

Access arrangements

Identifying need of and making provision for special arrangements for candidates to take examinations is the responsibility of the SENCo, and is undertaken in accordance with the JCQ Access Arrangements and Reasonable Adjustments publication. Evidence of need must be held by the SENCo and made available to awarding bodies on request.

The SENCo must produce a short concise file note on centre headed paper, signed and dated, confirming the nature of the candidate's impairment and that the special provision reflects his/her normal and current way of working.

The special provision sought must be the pupil's normal way of working and evidenced in the pupil's EHC or ILP. Evidence includes, but is not limited to comments from teaching staff of the need for and impact of special provision; samples of previous work undertaken under such provision, and, where appropriate, reports from medical professionals/HCP registered psychologists/specialist diagnostic assessor. This evidence is required before an application to awarding bodies is made.

SENcos must consider the need for access arrangements on a subject-by-subject basis.

All access arrangement documentation must be held in both digital and paper format.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer.

Identification of an appropriate venue(s) for candidates with additional access arrangements will be undertaken by the SENCo in consultation with the Exams Officer.

Invigilation and support for candidates with additional access arrangement will be organised by the SENCO with the Exams Officer.

For supervised rest breaks the SENCo must produce a short concise file note on centre headed paper, signed and dated, confirming the need for supervised rest breaks to a JCQ Centre Inspector upon request. This must confirm the nature of the candidate's impairment and that supervised rest breaks reflect his/her normal way of working within the centre.

Use of word processors on computers, laptops and tablets

The procedures and arrangements for identifying the need and making provision for the use of computers, laptops and tablets are the same as all other special provision. In addition to the previous points, the following must be adhered to.

Candidates may use a computer, laptop or tablet where it is their normal way of working, the candidate's quality of language significantly improves as a result of using a word processor or the candidate is suffering from a medical condition, unless an awarding body's specification says otherwise. (JCQ Access Arrangements and Reasonable Adjustments 2020-21 pages 51-52). Additional details regarding the identification, provision and review of pupils' needs is detailed in the SEND Use of a Word Processor Policy.

The use of word processors in non-examination assessment components will be considered standard practice unless prohibited by the specification.

It is permissible for a candidate using a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers.

Candidates using word processors are accommodated, where possible, in the Learning Support Room, which has its own printer and the invigilator will undertake supervision of checking the format, labelling and printing of candidates' work (as detailed below).

Where there are several candidates, they will be seated such that it is not possible for a candidate to view the screen of another.

If candidates are not seated in the Learning Support room, an ICT technician will be available to assist with the printing of scripts at the end of the exam. Students will remain present to handover their script to the Lead Invigilator to send off to the exam board with the rest of the cohorts' completed papers.

A JCQ Form 4 will be given to the invigilator at the beginning of each exam for each student using a word processor or will be in the examination box along with the exam paper.

The battery capacity of a laptop or a tablet must be fully charged and checked before the candidate's examination(s). The Exams Officer must ensure that the battery is sufficiently charged for the entire duration of the examination so that the machine can be used as a 'stand-alone unit'.

The spelling and grammar check facility/predictive text must be disabled or switched off.

Candidates must use 12-point font and double-space the lines of their work.

Each page of the typed script must be numbered: e.g. 1 of 4.

Invigilators must remind candidates to save their work at regular intervals.

Candidates must be reminded to ensure that their centre number, candidate number and the unit/component code appear on each page, ideally as a header or footer. If using Notepad or WordPad, when the candidate has completed the examination and printed off his/her typed script, he/she must handwrite their details as a header or footer. The candidate must be supervised to ensure that he/she is solely performing this task and not re-reading their answers or amending their work in any way.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer. See the Examination and Assessments Contingency Plan.

Accommodation

The Exams Officer will identify and book appropriate venues for all examinations after liaison with other users. Accommodation for candidates with additional access arrangement will be organised by the SENCo.

This will be done with consideration for teaching and learning and the Exams Officer will aim to minimise the impact of examinations on the delivery of the curriculum, whilst recognising the feasibility of setting up and removing examination furniture.

The Exams Officer, with support from site supervisors, IT manager, and invigilators, will ensure that the examination environment; the layout of examination furniture; computer work station screens; guidance, warnings and notices to candidates in the examinations venues, and other appropriate resources meet the requirements stipulated by the JCQ.

Invigilation

External invigilators will be used for internal and external key stage 4 examinations.

The recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary CRB clearance for new invigilators is the responsibility of the business manager.

CRB fees for securing such clearance are paid by the school.

Invigilators are trained, timetabled and briefed by the Exams Officer.

Invigilators are made aware of the school's safeguarding procedures by the Exams Officer.

Invigilators' rates of pay are set by the Headteacher with approval by the governors.

Examination materials

A JCQ Materials Receipt Log (at the point of delivery) is kept in reception to record the delivery of confidential materials by awarding bodies to school. Materials are moved immediately, in their despatch packaging, to the secure storage. The Exams Officer removes confidential exam materials from the despatch packaging, checks, and then immediately locks away in the secure storage facility. This process is recorded on a further JCQ Materials Receipt Log.

The Exams Officer retains these logs until after deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Only live examination materials are held in the secure exams store.

Exams Officer retains examination records and stationery until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

At the end of the exam season, any surplus stationery will be confidentially destroyed.

Non-examined assessments, coursework and bought-back candidates scripts will be stored securely within departments to return to candidates and/or for standardisation/moderation and professional development purposes.

Examination days

The Exams Officer will make available for the invigilators the question papers, other examination stationery and resources.

An additional member staff must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened.

Where necessary, for the organisation of additional assessment rooms or the modifying of scripts (size/colour) the question paper packet must be opened no more than 90 minutes before the awarding body's published start time in the secure room and not in the examination room. The question paper packet must be re-sealed and placed back into the centre's secure storage facility. The question papers extracted from the packet must be taken to the allocated room in a sealed envelope. An invigilator must be present in the room at all times. Question papers must not be left unattended.

The Exams Officer, AHT i/c Examinations, lead invigilator or, in the case of those with additional access arrangements, the supervising invigilator will start all examinations in accordance with JCQ guidelines using the Archbishop Temple School *starting examinations script*.

Only senior members of centre staff, approved by the Headteacher and who have not had overall responsibility for the candidates' preparation for the examination(s), may be present at the start of the examination.

These senior members of centre staff must not provide advice and guidance with regard to the completion of the examination. They must not comment on the question paper or advise on which sections of the paper and which particular questions should be attempted.

In practical examinations and assessments subject teachers may be on hand to advise in the event of any technical difficulties.

Any food or drink brought into the examination room whether by the candidate or the centre must be free from packaging and all labels removed from drink containers.

Examination papers must not be removed from the examination venue before the end of a session. Papers will be distributed to Subject Leaders once completed scripts have been collected from the centre.

All unused stationery must be collected and checked by invigilators and returned to the Exams Officer at the end of the exam season any surplus stationery will be confidentially destroyed.

Candidates

Archbishop Temple School's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

All candidates must be present to commence the examination at the published time and enter the venue at the designated entrance so that they are made aware of the expectations of their conduct during the examination in accordance with JCQ.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines. They may be removed from the examination venue and, where appropriate, guidance as detailed in the JCQ Suspected Malpractice in Examinations and Assessments will be followed.

Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination venue, in which case an invigilator must accompany them.

Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be feeling unwell or require a toilet break. Such incidents are recorded on an incident log by the lead invigilator.

Candidates are entirely responsible for bringing to the examination all equipment required to complete the paper, with the exception of tracing paper where this is allowed in the examination.

Candidates arriving late

A candidate who arrives no more than one hour after the scheduled start of the examination will be allowed to sit the examination; however, the candidate may be required to do so in a different room to that originally allocated. In this case, the candidate will be allowed the full time for the examination.

If they arrive after the awarding body's published finishing time for the examination, the candidate will be warned that the awarding body may not accept their script.

The Exams Officer will complete the necessary paperwork as detailed on page 39 of the JCQ Instructions for Conducting Examinations 2019-20.

Absent candidates

The Exams Officer will attempt to contact any candidate who is not present at the start of an examination.

School will make every effort to support the candidate in getting to school: centre staff may go to the candidate's address to collect them, or pay for a taxi if the candidate is unable to do so themselves.

In cases where the candidate is able to arrive at school, albeit later than the scheduled start time of the examination, the candidate will be able to sit the examination in accordance with the procedures for candidates arriving late stated on page 39 of the JCQ Instructions for Conducting Examinations 2019-20.

Candidates with a clash of examinations

The Exams Officer will arrange appropriate supervision, in accordance with the published JCQ instructions, and a secure venue to hold candidates in the event of a clash of scheduling on the examination timetable. When necessary, the Exams Officer will arrange overnight supervision of candidates.

Special consideration

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 Exams Officer, or the examinations invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor.

When sufficient appropriate evidence has been submitted, the Exams Officer will make an online application for special consideration to the relevant awarding body within seven days of the end of the examination season.

Non-Examined Assessment

Roles and responsibilities of relevant individuals are stated in the Archbishop Temple School Non-Examined Assessment Policy documents.

Candidates who have to prepare non-examined assessment should do so by the deadline issued by the Subject Leaders.

Subject Leaders will ensure all non-examined assessment is ready for despatch at the time designated by the awarding body.

The Exams Officer will keep a record of documents sent, when and to whom.

Marks for all internally assessed work and estimated grades are provided to the examinations office by the Subject Leaders.

Appeals against internal assessments

Details of the appeals process are to be found in the Archbishop Temple School Internal Appeals Policy and Procedure.

Results

Candidates will personally receive an individual Candidate Statement of Results on publicised results days or by post to their home address, if candidates have provided a stamped, self-addressed envelope.

In the event that a candidate wishes for their results to be collected by another named individual, they are to arrange this in person with the Exams Officer and provide a hand written and signed statement of consent.

Arrangements for the school to be open on results days are made by the Headteacher.

The provision of staff on results days is the responsibility of the Headteacher.

Enquiries About Results (EARs)

EARs may be requested by Subject Leaders, if there are reasonable grounds for believing there has been an error in marking or interpretation of a markscheme. In this event, the review of marking will be undertaken at the centre's expense.

If a candidate's score lies very close to a grade boundary, and the subject leader believes a review of marking may be beneficial to the pupil, the Exams Officer will notify the candidate. If the candidate wishes to pursue a review of marking, they will be asked to pay the fee incurred.

If a result is queried by a candidate with his parent's/carer's consent, the Exams Officer, subject specialist and AHT i/c Examinations will investigate the feasibility of asking for a review of marking; however, the candidate will be liable for the cost incurred.

Certification and Access to Scripts

Within three days of the release of results, candidates may ask subject staff to request the return of papers through the Access to Scripts process.

Subject Leaders may also request scripts for investigation or for teaching, standardisation and professional development purposes. For the latter, the consent of candidates must be obtained. Any cost of such a script request is to be met by the department budget.

GCSE review of marking cannot be applied for once a script has been returned.

In the rare event that a learner has not completed all components of a qualification, the relevant subject leader may request that the Examinations Officer make a certification claim for the units that have been completed.

The Examinations Officer must undertake an audit of the certificates received from awarding bodies to ensure accuracy and completeness.

Certificates are presented to candidates in person at publicised awards ceremonies or collected at any subsequent time from school and signed for.

Certificates may be collected on behalf of a candidate by a named third party, provided they have been authorised to do so.

Individual candidates are to apply directly to the relevant examination boards to request replacement certificates; the candidate must pay the costs incurred.

The centre retains unclaimed certificates for five years in the school's archive. After this time, these certificates are confidentially destroyed. The Exams Officer will keep a record of destroyed certificates.

RESPONSIBILITIES

1. Headteacher

- 1.1. Has overall responsibility for the school as an examination centre
- 1.2. Delegates the day-to-day management, organisation and conduct of the examinations to a school senior leader e.g. AHT.

2. Senior Leadership Team

- 1.1. Identification of the statutory tests and qualifications to be offered at Archbishop Temple School
- 1.2. Publication of these qualifications, and the subjects in which these are offered, in the school prospectus
- 1.3. Nominating a member of the SLT to take responsibility of assessments and examinations and to whom the Headteacher may delegate the day-to-day responsibility for the leadership of internal and external examinations and assessment.

3. AHT i/c of Examinations

- 3.1. Accountable for the safe and secure conduct of examinations.
- 3.2. Accountable for the examinations budget, minimising costs whilst ensuring the examinations are conducted in the best interests of the candidates and according to the JCQ regulations.
- 3.3. Ensure examination procedures comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- 3.4. Advises on appeals and review of marking.
- 3.5. Responsible for reporting all suspicions or actual incidents of malpractice with reference to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

4. Exams Officer

- 4.1. Organises the administration of public and internal examinations and non-examined assessments.
- 4.2. Advises the senior leadership team, subject teachers and other relevant support staff on annual examination timetables and application procedures as set by the examination boards.
- 4.3. Oversees the production and distribution by hard copy and/or via Parent Mail, Firefly and the school website to candidates, parents, staff and governors of an examination season calendar for all examinations in which candidates will be involved, and communicates regularly with staff concerning imminent deadlines and events.
- 4.4. Issues individual candidate examination timetables to ensure that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- 4.5. Creates and publishes a seating plan for each examination and communicates candidates' seating positions to them.

- 4.6. Creates individual photographic identification cards using the most up to date image held on SIMS and ensures that these are distributed on tables accurately according to the seating plan.
- 4.7. Issues individual candidates with JCQ Information to Candidates documentation.
- 4.8. Consults with teaching staff to ensure that necessary non-examined assessments are completed on time and in accordance with JCQ guidelines.
- 4.9. Provides and confirms detailed data on estimated entries.
- 4.10. Notifies awarding bodies of any members of centre staff or exams office staff who are either sitting examinations and assessments, or teaching and preparing members of their family or household for examinations and assessments, or where members of their family will be sitting examinations and assessments in any centre.
- 4.11. Receives checks and stores securely all examination papers, associated assessment resources and completed scripts.
- 4.12. Keeps a log of deliveries of examination materials.
- 4.13. Keeps a log to track the movement of examination materials within school.
- 4.14. Ensures only live external examination material is stored in the secure exams storage facility.
- 4.15. Administers access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- 4.16. Identifies and manages examination timetable clashes.
- 4.17. Ensures appropriate accommodation for all examinations that meets the requirements stipulated by the examination boards and JCQ.
- 4.18. Ensures laptops, tablets or computers used by candidates are fit for purpose, have spelling and grammar checks disabled and batteries are sufficiently charged for the duration of the exam.
- 4.19. Accounts for income and outgoings relating to all examination costs/charges including invigilation.
- 4.20. Recruits and trains invigilators providing them with the necessary documentation to conduct examinations to the regulations published by the JCQ
- 4.21. Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years.
- 4.22. Submits candidates' non-examined assessment marks, tracks dispatch and stores returned non-examined assessment and any other material required by the appropriate awarding bodies correctly and on schedule.
- 4.23. Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT
- 4.24. Manages Appeals and EARs as directed by the Headteacher.
- 4.25. Has responsibility for requesting from the awarding bodies certification of units for partially completed programmes.
- 4.26. Maintains systems and processes to support the timely entry of candidates for their examinations.

5 Subject Leaders

- 5.1. Have a full understanding of the relevant specification(s) for their subject(s) and qualifications and the implications for subject teaching, external and non-examined assessment and entry of candidates for the qualification(s).
- 5.2. Provide guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- 5.3. Provide information to the Headteacher to support in the decision making for EARs and appeals.
- 5.4. Provide accurate data to the Exams Officer for the completion of online coursework and non-examined assessment mark sheets and declaration sheets.
- 5.5. Provide accurate data to the Exams Officer for the completion of examination entry and all other mark sheets, and adhere to deadlines as set by the Exams Officer.
- 5.6. Provide accurate data to the Exams Officer regarding withdrawals, transfers or changes to candidate details.

6. Teachers

- 6.1. Give notification of appropriate access arrangements to SENCo as soon as possible after the start of the course.
- 6.2. Submit candidates' names to Subject Leaders.
- 6.3. Ensure all non-examined assessment tasks are undertaken in appropriate conditions with respect to the security and integrity of the assessment, and candidate health and safety.

7. SENCo

- 7.1. Liaise with Exams Officer in the administration of access arrangements
- 7.2. Identify an appropriate assessor and facilitate the testing of candidates as required for access arrangements.
- 7.3. Provide appropriate additional support as detailed in the current version of *JCQ Access Arrangements, Reasonable Adjustments and Special Consideration* to help learners achieve course aims.
- 7.4. Ensure computers, laptops and tablets are available to candidates for whom use of these is their normal way of working or in the event of a short-term medical condition.
- 7.5. For each pupil with access arrangements, produce a short concise file note on centre headed paper, signed and dated, confirming the nature of the candidate's impairment and that the special provision reflects his/her normal and current way of working.

8. Designated Safeguarding Officer

- 8.1 Liaise with the Exams Officer to ensure invigilators are aware of and understand the school's safeguarding procedures.

9. Invigilators

- 9.1. Collect examination papers and other material from the examinations office before the start of each examination.
- 9.2. Support the Exams Officer in the preparation of the assessment environment.
- 9.3. Undertake a register of candidates undertaking the examination ensuring that photographic identity cards on the tables match the candidate sat at each table.
- 9.4. Understand and ensure adherence to the rules regarding conduct during examinations and non-examined assessments including that regarding mobile phones.
- 9.5. Check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened.
- 9.6. Collect all examination papers in the correct order at the end of the examination and prepare for despatch to awarding body.
- 9.7. Collect and check all unused exam stationery and return it to the Exams Officer.
- 9.8. During the exam, remind candidates who use a word processor to save their work at regular intervals.
- 9.9. Record on an incident log any incidents of malpractice or suspected malpractice and candidates who feel unwell or require a toilet break.
- 9.10. Supervise candidates who word process their work when printing the final document at the end of the exam and writing their centre number, candidate number and the unit/component code on each page.
- 9.11. Complete a JCQ word processor cover sheet (form 4).

10. IT Manager

- 10.1 Ensures that a word processor complies with the regulations as stipulated on pages 29 and 30 of JCQ Instructions for conducting examinations 2019-20.
- 10.2 Ensures that hardware required for on-screen tests functions fully, is fit for purpose and complies with the mandatory the regulations as stipulated on pages 29 to 30 and 48 to 50 of JCQ Instructions for conducting examinations 2019-20.

11. Candidates

- 11.1. Understand non-examined assessment regulations and sign a declaration that authenticates the non-examined assessment as their own
- 11.2. Check the name listed on their personal examination timetable (and consequently their exam certificates) is complete and accurate, ensure entries for all components/units are complete and accurate, and alert the Exams Officer of a clash of examinations
- 11.3. Understand and adhere to the rules regarding conduct during examinations and non-examined assessments including that regarding mobile phones
- 11.4. Attend all examinations no later than the publicised time
- 11.5. Read, understand and adhere to the JCQ Information to Candidates documentation that outlines the rules and guidance underpinning external assessment activities.

Glossary of Terms

BTEC – Business and Technology Education Council

CRB – Criminal Records Bureau

EARs – Enquiries About Results

GCSE – General Certificate of Secondary Education

JCQ – Joint Council of Qualifications

SENCo – Special Educational Needs Coordinator