

Examinations Policy

2026-2027



Approved by:

Review Date:

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Key Staff

Role	Name(s)
Head of centre	Chris Steed
Senior leader(s)	Julian Williams, Oliver Yates, Delvinder Roudh, Sunita Bhabra, Usman Choudhury
Exams manager/officer	Aidan Rothnie
SENCo (or equivalent role)	Samantha Williams

Purpose

Atam Academy 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 policy will ensure that:

- All aspects of the centre's process is documented, supporting the centre's contingency plan, and other relevant exams-related policies and procedures are signposted to
- 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

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

This examination policy will be reviewed annually by the head of centre, senior leadership team, examinations manager, and the governors to ensure that 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 is communicated to all relevant centre staff by sharing in a Google Drive folder and is available on the school's website.

Scope

- Internal and external examinations and assessments.

Objectives

To ensure that internal and external examinations and assessments are run in compliance with the regulations from the JCQ (Joint Council for Qualifications).

To ensure good practice in the running of examinations and assessments at ATAM Academy, and to provide an equal and fair opportunity for all candidates undertaking examinations and assessments at the centre.

Responsibilities

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. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant with published JCQ regulations and awarding body requirements.

The examinations 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 cannot also be the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

The head of centre and/or examinations officer may operate across more than one centre. In such cases, the head of centre must ensure there is suitable senior leadership team and examinations officer 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.

Head of Centre responsibilities

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ *General Regulations for Approved Centres* booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3, and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to requests and/or 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.

Where an action letter is issued by the JCQ Centre Inspection Service, the head of centre must ensure that arrangements are put in place within the centre, in accordance with the timeframes and process set out in the action letter, to prevent any recurrence of the issue (s)

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.

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 publication Suspected Malpractice: Policies and Procedures.

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. registrations, entries, learner claims, centre-assessed marks, or modified papers
- 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:

- Overall responsibility for the school as an examination centre.
- Advises on appeals and Enquiries About Results (EARs).
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document suspected malpractice in examinations and assessments.
- Accounts for income and expenditures relating to all examination costs/charges.
- Understands the contents, refers to, and directs relevant centre staff to current JCQ documents including:
 - General Regulations for Approved Centres (GR)
 - Instructions for conducting examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AARA)
 - Suspected Malpractice – Policies and Procedures (SM)
 - Instructions for conducting coursework (ICC)

- o Instructions for conducting non-examination assessments (GCSE and GCSE specifications) (NEA)
- o Instructions for conducting non-examination assessments (Vocational and Technical Qualifications) (NEA VTQs)
- o A guide to the special consideration process (SC)
- o AI Use in Assessments: Your role in protecting the integrity of qualifications
- o Guidance for centres on cyber security
- o Notice to Centres – Informing candidates of their centre-assessed marks
- o Plagiarism in Assessments – Guidance for Teachers/Assessors
- Ensures the centre has appropriate accommodation at the registered address 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 the assessments or the administration) at the centre
 - o Maintains oversight of, and responsibility for, the delivery, and administration of the qualification in accordance with JCQ regulations, and awarding body requirements and the regulator's Conditions of Recognition
 - o Has in place a robust written agreement with the third party (unless exclusions apply), that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body, 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
 - o Ensures that a copy of the written agreement is available for inspection if requested by the awarding body
 - o Monitors delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments
 - o Ensures sufficient managerial and other resources are in place to resolve any issues
- Ensures that relevant members of centre staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service, understand 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 members of centre staff do not forward emails and letters from awarding body of 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

Resilience and contingency arrangements

The centre must ensure they are familiar with the regulators' guidance and/or awarding body guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering evidence of candidate performance in line with the published guidance.

In the unlikely event that the government determines that examinations cannot go ahead, the centre will need evidence of candidate assessment performance, such as mock examinations to enable alternative methods of awarding grades.

Process for gathering evidence of candidate assessment performance

- By the time students in Year 11 sit their Key Stage 4 assessments and Year 13 sit their Key Stage 5 assessments in the June series, they will have conducted a mock exam series under JCQ exam regulations at the end of their previous academic year, a soft mock in the Autumn Term, and another mock exam series under JCQ exam regulations in the Spring Term
- The mock exam series will be conducted under the same conditions as official public examinations, as per JCQ regulations
 - This means the following:
 - Students will not know the questions in the assessment beforehand
 - Students will work independently and without assistance (other than as required for an access arrangement)
 - Students will not have access to books or revision notes
 - Students will be supervised during the assessment
 - Students will be assessed under timed conditions equivalent to those under which they would expect to complete the assessment during their exam
 - Students taking the same qualification will all be assessed at the same time
- Subject teachers will mark the assessments in line with published exam board mark schemes and guidance where appropriate. Moderation within departments, supported by SLT line management, will ensure consistency of marking
 - Teachers must make it clear that any grade used to indicate performance is not an indication of what their final grade would be if this assessment(s) is used to determine a final grade. It will not be possible to determine a final qualification grade unless Ofqual sets specific guidance in the event of exams being cancelled
- If a qualification includes non-exam assessment (NEA), teachers will support their students to complete that assessment in line with the timescales set by the exam boards, where possible. Should exams be cancelled, teachers will take student NEAs into account when determining grades
 - Qualifications without a formal written exam, such as GCSE Art, will rely upon NEAs for determining grades
- Completed mock exam papers and NEA material must be kept securely by subject teachers for the duration of the candidates' academic career, in anticipation for the unlikely event that exams are cancelled.

The centre must have **in place, and at all times comply with,** an up to date written contingency plan.

The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must 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 must cover the following scenarios:

- The head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo (or equivalent role), 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 its contingency plan the centre must identify an alternative site or alternative sites which can be used if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different year groups.

The centre must 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 can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The centre must ensure that where candidates' work is produced electronically it is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud. The centre must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber security

The head of centre must 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
- Ensuring that all members of centre staff who access awarding bodies' online systems undertake annual cyber security training
 - The training must include
 - The importance of creating strong, unique passwords for all accounts
 - Keeping all account details strictly confidential
 - The critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access
 - How to properly set up and use MFA for both centre and awarding bodies' systems
 - An awareness of all types of social engineering/phishing attempts
 - The importance of staff quickly reporting any suspicious activity, events, incidents, and encouraging a safe and supportive reporting culture
 - Certificates of completed staff cyber training must be downloaded and held on file for inspection. The NCSC training resource provides a certificate of completion of cyber training. This record could take the form of a certificate, a paper checklist, a spreadsheet-based checklist, or a Learning Management System (LMS) report. Developing and maintaining a comprehensive cyber security policy for the centre. The National Cyber Security Centre (NCSC) provides resources to assist centres in creating such policies
- Developing and maintaining a comprehensive cyber security policy for the centre. The National Cyber Security Centre (NCSC) provides resources to assist centres in creating such policies
- Implementing and enforcing robust security measures, including:
 - Mandatory Where available, MFA must be used for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data. Where MFA is not available on the centre's systems, an equivalent multi-layered security approach must be in place. For example, strong log-in controls, access and monitoring controls, and secure storage so that exam-related data is protected in line with cyber security best practice.
 - Regularly reviewing and updating security settings to align with current best practices
- 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 *Guidance for centres on cyber security*. Authorised staff will have access, where necessary, to a device which complies with awarding bodies' MFA requirements
- Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.

It is the responsibility of the head of centre to ensure that the centre:

Recruitment, selection, training, and support

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other appropriate resources, to undertake the delivery and administration 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
The centre's contingency planning must include succession arrangements for members of staff involved in examination and assessment administration
- Provides fully qualified teachers/assessors for the verification and marking of centre-assessed components
- Ensures that teaching staff do not use AI tools as the sole or primary means of marking candidates' work. Teachers must review all the work in its entirety and determine the mark it warrants using their own professional judgement regardless of the outcomes of an AI tool. The teacher remains responsible for the mark/grade awarded. This is subject to any further guidance published by the regulators
- Enables the relevant senior leader(s), teachers, the examinations officer (EO), and the SENCo (or equivalent role) to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ and awarding body regulations
- Ensures the SENCo (or equivalent role), the centre's appointed access arrangements assessor and the examinations officer undertake regular CPD, such as attending an annual update course
- Ensures that the SENCo (or equivalent role) 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 SENCo 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

- 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

- The process is available on the Google Drive folder for exams and on the centre's website
- Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the exams manager/officer
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of the centre activities, such as the delivery of qualifications and the conducting of examinations and assessments
- Makes sure that 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 examinations

Delivery of qualifications

- 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

Public liability

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

Controlled assessments, coursework, and non-examination assessments

- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated, and marked, or assessed and quality assured in accordance with the awarding bodies' instructions
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including:
 - Ensuring the security of all assessment materials
 - Ensuring 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 publication *ICE*
 - 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 *ICE*

- ~~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
- Give candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

National Centre Number Register and other information requirements

- 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 addresses such as 'Yahoo', 'Hotmail', and 'Gmail' are not acceptable). Note: Except for WJEC, if there is a shared email account it must not be used to access awarding body secure websites
 - 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)
- Completes 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 six 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 including the signature of the head of centre)
 - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
 - Completes the National Centre Number Register Head of Centre Declaration by the end of October every year confirming they are aware of and adhering to the latest versions of the JCQ regulations
 - Responds to any other reasonable requests made by the National Centre Number Register Team
- Understands that the 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 and/or requests or actions raised by the JCQ Centre Inspection Service, 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 papers

And ultimately, awarding bodies could withdraw their approval of the centre

Centre inspections

- Cooperates with the JCQ Centre Inspection Service, an awarding body, or a regulatory authority when subject to an inspection, an investigation, or an unannounced visit, or any requests for information within the stipulated timeframe
- 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.

Policies available for inspection

- Has in place the following written policies for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre:
 - A child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
 - A complaints policy
 - A conflicts of interest policy
 - A cyber security policy
 - An equalities policy
 - A contingency plan which covers all aspects of examination/assessment administration and delivery
 - A internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration with reference to the JCQ document *A guide to the awarding organisations' appeals processes*
 - A malpractice policy which covers all qualifications delivered by the centre with reference to the JCQ document *Suspected Malpractice Policies and Procedures*. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations/assessments and how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It must also acknowledge 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)
 - A policy regarding the management of non-examination assessments including controlled assessments and coursework, which includes details on how candidates' work will be authenticated with reference to the JCQ documents *Instructions for conducting coursework* and *Instructions for conducting non-examination assessments*
 - A whistleblowing policy
 - A policy on the use of word processors in examinations

Conflicts of interest

- Manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:
 - Any members of centre staff who are taking a qualification at this centre which includes internally-assessed components/units
 - Any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally-assessed components/units. This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening, or Oracy components/units

Maintains internal records (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) of all instances where:

- Exams office staff have members of their family (which includes step-family, foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at this centre or other centres
- Centre staff are taking qualifications which do not include internally-assessed components/units
- Centre staff are taking qualifications at other centres
- Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (the records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice, or other results enquiry has been completed, whichever is later)
- Notes that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre, and ensures:
 - Proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
 - During the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials, and does not receive any preferential treatment

Access arrangements and reasonable adjustments

The head of centre/senior leadership team will:

- Appoint a SENCo, or an equivalent member of staff, to coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, those for whom English is an additional language, as well as those with a temporary illness or injury
- Ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (the recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)
- Recognise their duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010, particularly Section 20 (7) (this must include a duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the services the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)
- Ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate, such as a distance learner or a home educated student (the centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request, and implement access arrangements)

- Ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (evidence of the assessor's qualification(s) must be obtained before they assess candidates and must be held on file for inspection)
- Have a written process in place to check the qualification(s) of their assessor(s) and that the correct procedures are followed, as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments*
- Assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requested access arrangements, where required, and fully support the SENCo in effectively implementing those arrangements once approved

Malpractice

The centre will:

- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during, and after assessments have taken place
- Inform the awarding body immediately of any alleged, suspected, or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensure evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice – Policies and Procedures* and provides such information and advice as the awarding body may reasonably require
- Ensure 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 document *Suspected Malpractice – Policies and Procedures* (Centres are required to identify and have in place a lawful basis for sharing such information and maintain relevant privacy notices as required by data protection legislation)

Personal Data

It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purposes of examining and awarding qualifications. (Relevant privacy notices should be provided to candidates)

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs, and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

Exams Manager/Officer

- Understands the contents of current JCQ documents including:
 - o General Regulations for Approved Centres
 - o Instructions for conducting examinations
 - o Suspected Malpractice – Policies and Procedures

- o Post-Results Services (PRS)
 - o A guide to the special consideration process
- Completes/submit the National Centre Number Register annual update (the Register is administered on behalf of the JCQ awarding bodies AQA, Cambridge OCR, CCEA, City & Guilds, NCFE, Pearson, and WJEC) by Cambridge OCR by the end of October every year even if there are no changes to centre details, 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)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates, and deadlines
- Recruits, trains, and deploys a team of internal/external invigilators; appoints lead invigilators, as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo (or equivalent role) 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
- Manages the administration of all public and internal examinations.
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework, controlled assessments and non-examination assessment is completed on time.
- Receives, checks and stores securely all examination papers and completed scripts.
- 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 and on the instruction and guidance of the SENCO.
- Identifies and manages examination timetable clashes.
- Line manages the examination administrator in organising the training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Submits candidates' NEA marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review of marking requests.

- Maintains systems and processes to support the timely entry of candidates for their examinations.

Senior leaders

- Are familiar with the contents, refer to, and direct relevant centre staff to current JCQ documents including:
 - o General Regulations for Approved Centres
 - o Instructions for conducting examinations
 - o Access Arrangements and Reasonable Adjustments
 - o Suspected Malpractice – Policies and Procedures
 - o Instructions for conducting coursework
 - o Instructions for conducting non-examination assessments (GCE and GCSE specifications)
 - o Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)
 - o A guide to the special consideration process
 - o Post-Results Services
 - o AI Use in Assessments: Your role in protecting the integrity of qualifications
 - o Guidance for centres on cyber security
 - o Notice to Centres – Informing candidates of their centre-assessed marks
 - o Plagiarism in Assessments – Guidance for Teachers/Assessors
- 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 manager/officer and SENCo (or equivalent role)
- 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

SLT Link:

- External validation of courses followed at Key Stage 4 and 5.
- Provides support to ensure effective delivery of Examination Manager role.
- Facilitates contact time with students and parents in order to distribute information and materials.
- Ensures the correct conduct of non-examination assessments (including endorsements) which comply with “Instructions for conducting non-examination assessments” and awarding body subject-specific instructions
- Oversees the Examination process.

Subject Leaders:

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets (or electronic submission procedures) and declaration sheets.
- Oversight of the non-examination assessment process.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations manager.

Subject Teachers:

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the exams manager/officer and SENCo (or equivalent role)

- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of faculty.
- Agreement with heads of faculty any tiered entry requirements.
- Adherence to guidance on coursework and controlled assessment conditions, completion and deadlines, specifically JCQ publication "Instructions for completing controlled assessments"
- Adherence to JCQ publication "Instructions for conducting non-examination assessments"

Special Educational Needs Coordinator (SENCo) or equivalent role:

- Understands the contents, refers to, and directs relevant centre staff to current 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
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo 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) and supporting evidence of need (This information must be readily available for inspection at the venue where the candidate is taking the examination)
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of the examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English translation for speakers of other languages, IT equipment to help candidates achieve their course aim.

Head invigilator/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
- Familiar with the roles and responsibilities of the invigilator as defined by JCQ.
- Must be conversant with the content of the JCQ publication "Instructions for conducting examinations", which must be applied at all times.
- Will formally report any suspected incidences of malpractice.
- Collection of examination papers and other material from the examination's office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examination's office.

- Assistance with paperwork and dispatch of examination papers as necessary.
- Will attend training as provided, and read all relevant material issued.

Reception staff

- Support the exams manager/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 manager/officer in relevant matters relating to exam rooms and resources

Candidates:

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers

- Confirmation and signing of entries.
- Understanding coursework, controlled assessment and non-examination assessment regulations and signing a declaration that authenticates the coursework/assessment as their own, where necessary.
- Adherence to all "Information for Candidates" JCQ publications outlining the responsibilities and conduct of candidates

The Examinations Package

The qualifications offered:

- The qualifications offered at this centre are decided by the Principal and the senior leadership team.
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the parents/carers, heads of subject, SENCo, and the Senior Leadership Link.
The final decision rests with the school.

Examination Timetables:

- Draft timetables for external examinations will be issued to students for checking.
- Once confirmed, final timetables will be issued to students. Details will also be made available on the school calendar and website.

Entries:

- Candidates are selected for their examination entries by the subject leaders and SLT for Curriculum.
- Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal.
- The centre will only accept entries from external candidates in exceptional circumstances, once agreed by the Principal.

Late entries:

- Entry deadlines are circulated to heads of subject via email.
- Late entries are authorised by the principal and examinations manager.

Examination fees:

- The centre will pay all normal examination fees on behalf of candidates.
- Late entry or amendment fees are paid by departments.
- 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.

The exam cycle

The exam 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

Security of assessment materials

Head of centre

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

The secure room and the secure storage facility

Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe or security cabinet.

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 between two and six key holders, one of **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 room **must** be accessible throughout an examination series for the storage of question papers and be available for inspection

The secure storage facility

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

The two to six key holders **must** either be a 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 current JCQ documents including GR, ICE, AARA, SMPP, ICC, NEA, and SC

Exams manager/officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the examination/assessment process that have 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 bodies secure online systems

Information gathering

Exams manager/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/assessments to enable preparation for and conduct of mock exams

Senior leaders

- Respond (or ensure teaching staff respond) to requests from the exams manager/officer on information gathering
- Meet the internal deadline for the return of information
- Inform the exams manager/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
- Note the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access arrangements

Arrangements for students with disability

- ATAM Academy understands its duties towards disabled candidates as defined under the terms of the Equality Act 2010.
- We will explore and provide access to suitable courses
- We will make reasonable adjustments to the service we provide to disabled candidates and submit relevant applications to do so
- Approved access arrangements will be applied during the course, and relevant applications for approval will be made
- Further information can be found in our Disability Policy

Access arrangements and special consideration:

- ATAM Academy is committed to making its courses accessible by all.
- We will ensure that any request for access arrangements is considered fairly and appropriate testing of candidates is undertaken
- Where appropriate, an access arrangement application will be made and applied where approved.
- Applications for special consideration will be made where appropriate.
- Further information can be found in our Access Arrangements Process.

Head of centre

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

- Ensures the SENCo (or equivalent role) is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SEnCo (or equivalent role)

- 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 of a candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Informs relevant candidates that an application for access arrangements will be processed using *Access Arrangements Online (AAO)*, complying with the UK GDPR and the Data Protection Act 2018
- Applies for approval using AAO via the Centre Admin Portal (CAP), where required or through the awarding body where any 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 hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the exams manager/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 manager/officer to ensure invigilators and those acting as a facilitator fully understand the respective role and what 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
 - o This policy can be found on the Google Drive folder for exams and on the centre's website
- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations, and best meets the needs of individual candidates and remaining candidates in main exam rooms
 - o This policy can be found in the Access Arrangements policy, located on the Google Drive folder for exams and on the centre's website

Senior leaders and Teaching staff

- Support the SENCo (or equivalent role) in determining and implementing appropriate access arrangements/reasonable adjustments

Internal assessment and endorsements

Head of centre

- 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 **the awarding body's specification as well as** ethical standards and the centre's safeguarding responsibilities
- **(As applicable)** 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/verification 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 any possible conflict of interest is declared to the relevant awarding body before the published deadline for entries for each examination series, i.e. where a member of staff assesses a candidate with whom they have a close personal relationship (The candidate's work will be submitted for moderation whether or not it is part of the moderation sample)
- 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, which includes details on how candidates' work will be authenticated, 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 leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark, and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation, and verification processes are in place
- Ensure teaching staff delivering GCE and GCSE specifications and Vocational and Technical Qualifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examinations 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
- 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 (AI (Artificial Intelligence and assessments) coursework, non-examination assessments, social media) prior to assessments taking place
- Ensure candidates are informed of their centre-assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Exams manager/officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant and current JCQ Information for candidates documents

Invigilation arrangements

Head of centre

- Ensures relevant support is provided to the exams manager/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 (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times
- Ensures that, wherever possible the following individuals are not assigned as invigilators during an examination: a teacher, teaching assistant, tutor, or senior member of centre staff who teaches the subject being examined or a learning support assistant who has supported one more candidates ~~is not an invigilator during the examination~~

Exams Manager/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 or malpractice sanctions are applied to them
- Provides thorough training for new invigilators on the current instructions for conducting examinations and an update 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
- Collects evaluation of training to inform future events

Entries and registrations: roles and responsibilities

Estimated entries

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met

Exams manager/officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from senior leaders in a timely manner to ensure awarding body external deadlines for submission can be met
 - o It is assumed that all students attending a timetabled course at Atam Academy will be entered for that qualification. However, the EO will request senior leaders provide preliminary information on candidates who may be withdrawn from courses or additional entries (such as Additional Maths or Community Languages)
 - o The EO will make the estimated entries on the awarding bodies' extranet sites by their deadline

Senior leaders

- Provide entry information requested by the exams manager/officer to the internal deadline
- Inform the exams manager/officer immediately of any subsequent changes to entry information

Final entries

Head of centre

- Ensures appropriate controls are in place which ensure accurate data is submitted to the awarding bodies **by the required deadlines**, e.g. registrations, entries, learner claims

Exams manager/officer

- Requests final entry/registration information from senior leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs senior leaders 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 must be met at the point of certification
- Confirms with senior leaders final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Follows each awarding body's terms and conditions for the registration, entry, and timely withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification
- Final entries/registrations collection and submission procedure:
 - o The deadline for the May/June series of GCE and GCSE exams is the 21st of February
 - o It is assumed that all students attending a course at Atam Academy will be entered for that qualification. The exams manager/officer will make preliminary entries in Arbor based on this assumption
 - o The exams manager/officer will request information from senior leaders about any additional entries, such as community languages, and make those entries on Arbor
 - o As entries can be withdrawn with a refund up until the high late fee date, if there is any ambiguity about a candidate being entered for a qualification, the exams manager/officer and senior leaders will err on the side of entering the candidate
 - o Tiers are provisional at this stage and may be subject to change based on later data analysis and discussion between teachers. These can be changed without a fee up until the high late fee deadline
 - o Once the entries are in Arbor, the exams manager/officer will print entry reports for senior leaders. Senior leaders will check and return these to the exams manager/officer, signed and with amendments
 - o Any amendments will be made in Arbor and another entry report will be printed for the senior leaders to check
 - o Once confirmed and signed, the exams manager/officer will submit the entries to the awarding bodies via EDI
 - o The deadline for Vocational BTEC registrations is the 1st November
 - o It is assumed that all students attending a course at Atam Academy will be entered for that qualification. The exams manager/officer will confirm with HoDs/DoLs the learners to be registered for a BTEC qualification ahead of the deadline
 - o Once confirmation has been received, the exams manager/officer will make the registrations in Edexcel Online and inform the relevant HoDs/DoLs

Senior leaders

- Provide information requested by the exams manager/officer to the internal deadline

- Inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - o changes to candidate personal details
 - o amendments to existing entries
 - o withdrawals of existing entries
- Check final entry submission information provided by the EO and confirms information is correct

Late entries

Exams manager/officer

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

Senior leaders

- Minimise the risk of late entries by
 - o following procedures identified by the exams manager/officer in relation to making final entries on time
 - o meeting internal deadlines identified by the exams manager/officer for making final entries

Resit entries

Exams manager/officer

- Identify candidates who have not achieved a 4 or more in English and/or Maths and enter them into resit exams in the November series
 - o Should candidates not achieve a 4 or more in English and/or Maths in the November series, the exams manager/officer will enter them for the June series

Senior leaders

- Support the resit candidates by organising revision classes

Private Candidates

ATAM Academy does not ordinarily accept private candidates except in exceptional circumstances. This will usually be limited to relatives of ATAM Academy staff who cannot find an appropriate centre elsewhere, however, further circumstances may be considered on a case-by-case basis. The Head of Centre has the final decision in entering prospective private candidates.

Candidate statements of entry

Exams manager/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 manager/officer

Candidates

- Confirm entry information is correct or notify the exams manager/officer of any discrepancies

Pre-exams: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met

Access arrangements and reasonable adjustments

SENCo (or equivalent role)

- Ensures appropriate arrangements, adjustments, and adaptations are in place to facilitate access to exams/assessments for candidates with learning difficulties or disabilities, those for whom English is an additional language, and those with a temporary illness or injury)
- 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 (such as a distance learner or a home educated student) and that the candidate is assessed by the centre's appointed assessor

Briefing candidates

Exams manager/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 assessments and or examinations taking place issues/distributes relevant JCQ *information for candidates* documents (AI (Artificial Intelligence and assessments), coursework, non-examination assessments, on-screen examinations, 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:
 - o exam timetable clashes
 - o arriving late for an exam
 - o absence or illness during exams
 - o what equipment is/is not provided by the centre
 - o food and drink in exam rooms
 - o unauthorised items in exam rooms
 - o when and how results will be issued and the staff that will be available
 - o post-results services information and how the centre will deal with requests from candidates
 - o when and how certificates will be issued

Dispatch of exam scripts

Exams manager/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

Internal assessment and endorsements

Head of centre

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

SENCo (or equivalent role)

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

Teaching staff

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

Senior leaders

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the exams manager/officer to the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the exams manager/officer to the internal deadline

Exams manager/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

- Read and understand the *Notice to Candidates* within the Candidate declaration form and sign the declaration (or authenticate their work as required by the awarding body)

Invigilation arrangements

Exams manager/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 one-to-one 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 to support the practical assistant/prompter/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo (or equivalent role) regarding the facilitation and invigilation of access arrangement candidates

SENCo (or equivalent role)

- Liaises with the exams manager/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 manager/officer or Senior leader

- Will accompany the Inspector throughout a visit

SENCO (or equivalent role) or relevant Senior leader (in the absence of the SENCo)

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

Seating and identifying candidates in exam rooms

Exams officer

- Ensures a procedure is in place to verify the identity of all candidates
 - Candidates' identity will be verified through use of school's MIS, ID badges, and registers taken as students enter examinations
 - Candidates' seats will have labels with their name, photograph, and candidate ID number, which invigilators will use to identify candidates once seated
 - Senior leaders will be on hand to resolve any issues with identifying candidates
 - Private candidates will be instructed to provide valid photo ID (such as a driving licence, passport, etc), to be verified by the invigilation team prior to the start of the exam
 - Candidates who wear religious clothing (such as a veil) may be asked to uncover in order to verify their identities. This will be done as part of randomised checks and conducted in private by a member of the invigilation team or senior centre staff of the same gender as the candidate. Candidates must be warned that they may be subject to random identity checks
- Ensures invigilators are aware of the procedure
- Provides seating plans for every exam room according to JCQ and awarding body requirements (and ensures 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

- Follow the procedure provided by the exams manager/officer which details how the identity of all candidates witting exams will be confirmed
- Seat candidates in exam rooms as instructed by the exams manager/officer/on the seating plan

Security of assessment materials

Exams officer

- Confirms appropriate arrangements are in place to ensure that confidential exam materials are only handed over to authorised members of staff
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a key holder 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 papers materials)

A minimum of two and a maximum of 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.

- Ensures that the question paper is printed correctly, is of good quality, and is collated in the right order

Reception staff

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

Teaching staff

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

Timetabling and rooming

Exams manager/officer

- Produces a master centre exam timetable for each exam series
- 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)
- The examinations manager and vice principal will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays in line with JCQ guidelines. Appropriate documentation will be completed and delivered to JCQ as necessary.
 - Should the potential need for overnight supervision be identified, the EO will notify the SLT line lead and the Head of centre. A meeting with the affected candidate and his/her parents will be arranged where the possible options are laid out (usually, complete three exams in a single day or undertake overnight supervision)
 - The EO will explain the JCQ regulations about overnight supervision, that the candidate must remain isolated for the duration of the overnight supervision from the Internet, media, and anyone except for the designated supervisor. The EO will explain that the awarding bodies will be notified of these arrangements and that breaching these rules may result in disqualification
 - The candidate, the designated supervisor, and the Head of centre will sign a form stating that they understand the requirements and the consequences of failing to adhere to them

- On the days of the exams affected by overnight supervision, the candidate will be escorted to and from the main reception by a senior leader, who will hand them over to the designated supervisor to collect
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo (or equivalent role) regarding rooming of access arrangement candidates

SEnCo (or equivalent role)

- Liaises with the exams manager/officer regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the exams manager/officer to ensure exam rooms are set up according to JCQ and awarding body requirements

Alternative site arrangements

Exams manager/officer

- (Where/if applicable to the centre) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Internal exams/assessments

Exams manager/officer

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

SEnCo

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

Teaching staff

- Provide exam papers and materials to the exams manager/officer
- Support the SENCo 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

Access arrangements

Exams manager/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 SENCo for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

- Candidates are briefed prior to the start of the exam series of the importance of punctuality to exams, and of the consequences of arriving 'very late' to the exam. They are expected to be present at exams line-up at 8.30 for AM exams at 1.30 for PM exams
- Attempts will be made by the Year 11 head of year, **attendance officer**, or other member of staff to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.
- If a candidate is absent, the pastoral team will make contact to verify the circumstances of the absence. Information will be forwarded to the exams manager/officer and, if appropriate, an application for special consideration will be made

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 late arrival

Exams manager/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

SEnCo or Pastoral Team

- Provide information on any mitigating circumstances that may improve the chances of the awarding body accepting a candidate who has arrived very late to the exams manager/officer
 - These could include, but are not limited to, SEN status, safeguarding issues, and illness

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 procedure

- Candidates are briefed prior to the start of the exam series of the importance of punctuality to exams, and of the consequences of arriving 'very late' to the exam. They are expected to be present at exams line-up at 8.30 for AM exams at 1.30 for PM exams
 - 'Very late' is defined by the awarding bodies as 10am for AM exams and 14.30 for PM exams

- Candidates who arrive late to the exam but prior to the 'very late' cut-off point will be escorted from main reception to the exam venue. They will be allowed the full allocated time for the exam, and the invigilators will note down the start and end time
- If a candidate is very late (comes under centre supervision one hour after the published start time for the exam), the EO will make a judgement on whether or not to allow the candidate into the exam, based on the length of the exam, the lateness of the candidate, and any other mitigating circumstances. If the candidate is allowed into the exam, the EO must report this to the awarding body via the CAP
- Using the exam log, the EO will identify any candidates who are persistently late, and will forward those names onto the pastoral team to arrange interventions for that candidate

Conducting exams

Head of centre

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

Exams manager/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 manager/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
- Ensures question papers are always kept in their sealed packets until the second pair of eyes check and log have been completed
- Ensures the second pair of eyes check takes place immediately before each question paper packet is opened in the designated examination room
- If the question paper packet needs to be split for different rooms on one or more sites for an access arrangement, ensures the check takes place in the secure room
- Ensures unused question papers are not released to any individual until 24 hours after the awarding body's published finishing time for the examination (Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination)

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
 - Only water in a clear bottle without labels is permitted in the exam venue
 - Invigilators may provide candidates with water in clear cups
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates
 - Candidates are not permitted to leave an examination room within the first 60 minutes of an examination commencing.
 - Candidates may request to leave the examination room for a genuine purpose after 1 hour, requiring an immediate return to the examination room.
 - The student must be accompanied by a member of staff at all times during this absence. These absences should be minimal.
 - Toilet breaks will be only be permitted in exceptional circumstances or where there is a medical need.

Exams manager/officer

- The examinations manager will book all examination rooms after liaising with other users and make the question papers, other examination stationery and materials available for the invigilator.
- 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
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
 - The emergency evacuation procedure is available on the Google Drive folder for exams and on the centre's website
- 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 (lockdown)

Site staff

- Site management is responsible for setting up the allocated rooms
- Ensure exam rooms are available and set up as requested by the exams manager/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
- Candidates are responsible for bringing their own equipment.
 - Spare equipment will be provided for public exams only. No equipment will be provided for candidates in internal exams, except for students with pupil premium

Staff present in the examination room

- Examination and invigilation staff will start all examinations in accordance with JCQ guidelines.
- Subject staff will not be permitted to enter the examination rooms.
- Papers must not be read by subject teachers or removed from the examination room before the end of a session.
- Any unused examination papers will be distributed by the Examinations Manager to heads of subject the day after the examination session.

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

Senior leaders

- Ensure support is provided for the exams manager/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 manager/officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Completes 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)

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times and in all internal and external examinations and controlled assessments.
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Candidates who attempt to communicate with or distract other candidates inside the exam venue will be reported to the awarding body as suspected malpractice
- Candidates need to make the most of their examination time and absences from the room cause disturbance for other candidates. Only students with the supervised rest break access arrangements will be allowed out of the exam venue and not within the first thirty minutes of the exam
- Candidates must follow the JCQ "Instructions for Candidates" regulations. Any deviance from this will be dealt with by the SLT link in accordance with JCQ guidelines.

Special consideration

- The special consideration policy is available on the Google Drive folder for exams and on the centre's website

Senior leaders

- Support eligible applications for special consideration by authorising appropriate evidence

Exams manager/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

Unauthorised items

Arrangements for unauthorised items taken into the exam room

- Candidates are reminded of the rules about unauthorised items prior to the start of the exam series and of the consequences of bringing them into the exam room
- Candidates are also reminded at the start of each exam. Before the exam starts, the lead invigilator will allow them to hand in any unauthorised items. Once the exam starts, any unauthorised items found on a candidate's person will constitute malpractice
- If an invigilator finds an unauthorised item, the EO must be contacted immediately. The invigilator will confiscate the item, but the candidate will be allowed to complete the rest of the paper
- The EO will speak with the candidate after the end of the exam. A senior leader must be present if a search is required. If malpractice has been found, the EO will enact the malpractice policy accordingly.

Invigilators

- Are informed of the arrangements through training

Internal exams/assessments

Exams manager/officer

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

Invigilators

- Conduct internal exams as briefed by the exams manager/officer

Results and post-results: roles and responsibilities

Internal assessment

Head of centre

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

Senior leaders

- 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 result day(s)

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensure 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 ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams manager/officer

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

Results day programme

- Candidates will receive individual results slips on results days in person at the centre.
- Results will not be issued over the telephone or to a third party.
- Results will be issued to staff and pupils on the results days, and not before.
- Arrangements for the school to be open on results days are made by the head of centre.
- The provision of staff on results days is the responsibility of the senior leadership team.
- Should it not be possible for a candidate to collect their results in person they may nominate a representative. If possible, the examinations manager should be informed in writing prior to results day. On results day the representative should also provide the exams manager/officer with a letter of authorisation from the candidate, and their birth certificate or passport.

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 manager/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 Service

Following the issue of results, the post results service becomes available. This enables centres to make an enquiry about a result (EAR). This service covers a clerical re-check or a review of marking

Reviews of Marking

- The centre will not normally support a clerical re-check or a review of marking unless a subject teacher has examined the candidate's paper(s) (after first acquiring written permission) and is confident that a review of marking is likely to succeed
- Candidates may proceed with reviews of marking provided that they pay the appropriate fee charged by the awarding body/bodies. This fee can be paid for with cash at the school's main reception. The exams manager/officer will maintain a log of requests for reviews of marking and only make the application(s) once the fee has been collected
- The centre will consider paying for review for candidates who are pupil premium, however, this remains the discretion of the centre and may be denied if centre staff do not believe a review of marking is likely to result in an increase of grade(s)
- The centre will advise candidates that a review of marking does not guarantee an increase in grade and that marks and grades can increase, decrease, or remain the same. As grades can go down as a result of a review of marking, the centre will advise candidates that to only consider reviews of marking where they are within three marks of the boundary for the next grade up
- The exams manager/officer is responsible for tracking requests for reviews of marking and communicating with candidates and their parents/carers about the process and the outcomes.

Internal Appeals

- ATAM Academy has a written internal appeals policy relating to internal assessment decisions. This policy also details the procedure to manage disputes when a candidate disagrees with a centre decision not to support an Enquiry about Results (EAR)
- Candidates may appeal against an internal assessment that contributes to the final grade of the qualification (a non-examination assessment). The appeal may be that procedures have not been followed, or may be to request of review of marking of the assessment.
- Candidates may appeal against a centre decision not to support an EAR.

Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- 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 **after the publication of results** as marks and subject grades may be lowered, confirmed or raised)

Exams manager/officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Access to Scripts, 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 (where relevant) fees

Analysis of results

Data officer

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes 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

- Examination certificates and results are the property of the individual student, and are to be either collected in person, presented in person at awards evening, or collected by a third party requiring a signed letter of authority which will be retained for future reference.
- Enquiries for replacement certificates will be directed to the Awarding Body's web-sites - candidates must agree to pay the costs incurred.
- The centre retains certificates for 12 months as per the JCQ requirement.

Candidates

- May arrange for certificates to be collected on their behalf by providing the exams manager/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 the senior leadership team 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 leaders

- Work with the exams manager/officer to produce a plan to action any required improvements identified in the review

Retention of records: roles and responsibilities

Exams manager/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