

# OVERNIGHT SUPERVISION POLICY

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| <b>Reviewed by</b>       | C Hobbs - Assistant Headteacher<br>– Exams<br>E Seddon - Exams Officer |
| <b>Date Approved:</b>    | January 2025   |
| <b>Next Review Date:</b> | January 2026   |

## OVERNIGHT SUPERVISION

1. If the total duration of three or more examinations to be taken in one day is **more than 5 hours 30 minutes** for GCSE examinations, Hollingworth Academy will always aim to complete the examinations on the same day but will consider the benefits of overnight supervision.
2. If overnight supervision is considered to be significantly advantageous, the candidate(s) will be offered the opportunity to sit all the examinations on the scheduled day or have overnight supervision. The Exams Manager will submit a request for special consideration to the relevant awarding body for the final paper which has been taken.
3. Where the candidate will take an examination scheduled for the afternoon session the following morning\*, the Exams Manager will appoint a member of centre staff or an invigilator to supervise the candidate while he/she is on the premises sitting examinations. The candidate **must** be under centre supervision **from 30 minutes after the awarding body's published starting time for the delayed examination**. Staff will ensure there is no contact with other candidates.

\*If an examination from Friday afternoon is deferred, it must be taken the following morning, i.e., Saturday morning.

4. The supervision of a candidate on journeys to and from the centre and overnight must be undertaken by the candidate's parent/carer. The supervisor **must** supervise the candidate from the time when he/she leaves the academy until supervision of the candidate is transferred back again to the appointed person at the centre.
5. The overnight supervisor **must** ensure that the candidate **does not** have advance warning of the content of the examination deferred until the following morning. This means the candidate **must not** meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. email, internet, online streaming services, social media and telephone. It also includes printed media, radio and television which could report key details of the day's examinations. Candidates will be required to leave their mobile devices in the academy overnight, which will be locked in the safe.
6. The *Overnight Supervision Declaration* form **must** be completed **no later than 24 hours prior to the overnight supervision commencing**, so that those involved fully understand their responsibilities.

The centre and the supervisor **must** retain a copy of the form.

7. *Overnight Supervision Declaration* forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.
8. All completed *Overnight Supervision Declaration* forms **must** be kept on file for inspection. Forms may be stored electronically or in hard copy paper format. They **must** be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms **must not** be sent to an awarding body, unless specifically requested.
9. The Head of Centre **must** be satisfied that the arrangements meet the awarding body's requirements.
10. The awarding body **must** be informed **immediately** of any known or suspected contravention of these conditions.

11. The awarding body may use appropriate means to check that these conditions have been adhered to and will act if there is evidence of any contravention. This could lead to the disqualification of the candidate(s) involved and could affect whether the awarding body would allow such arrangements to be made in the future.