

Report on Examination Arrangements for General and Vocational Examinations and Assessments

Centre name	INSPIRE ACADEMY
Centre number	61216
Date of visit	18/05/2017
Session	AM
Inspector	Mr A Brown
Name of Examinations Officer/SMT member seen	Alexis Bull (EO)
Normal start time AM	9:00 AM
Normal start time PM	1:00 PM
Exam(s) in progress	AQA GCSE CHEMISTRY CH1FP
On screen exams	No
Paper based exams	Yes

Criteria

Examination accommodation and environment suitable for mode of delivery	Yes
Examination held at notified address	Yes
Notices displayed outside the examination room: Warning to Candidates, No Mobile Phone	Yes
Satisfactory seating arrangements for mode of delivery/Record of seating arrangements	Yes
Centre number, start and finish times displayed as appropriate to exam	Yes
No unauthorised material introduced into exam room by staff or candidates	Yes
No reference material displayed which may be helpful to candidates	Yes
Clock visible to all candidates (analogue or digital)	Yes
Copy of ICE available (hard copy or accessible on-screen)	Yes
Appropriate arrangements in place for supervision of candidate(s) where starting times altered due to timetable clash	n/a
Overnight supervision forms completed - signed by all parties	n/a
Appropriate arrangements in place for supervision of candidate(s) who arrive late, temporarily leave the room or leave early	Yes
Adequate invigilation, any centre staff other than exams officers and invigilators	Yes

present undertaking permitted tasks only	
Appropriate physical exam room conditions and invigilation for access arrangements	Yes
Able to confirm identity of candidates	Yes
Sole invigilator: not subject teacher/relative of candidate(s), means of summoning assistance	Yes
Satisfactory receipt and storage of examination/assessment material	Yes
Security of 'live' examination/assessment material is maintained	Yes
Remaining packets of question papers intact	Yes
Appropriate arrangements for collection and despatch of examination scripts	Yes
Candidates requiring Access Arrangements Confirmation of approval of Access Arrangements and appropriate evidence of need available	Yes
Written disability policy showing centre's compliance with relevant legislation, e.g. Equality Act 2010	Yes
Procedures for the emergency evacuation of the exam room	Yes
Written examination contingency plan	Yes
Internal Appeals Procedure, covers EaRs and internally assessed GCSE/GCE marks (OfQual requirement)	Yes
Procedures for planning and managing GCSE controlled assessments, including staff responsibilities and risk management	Yes

General comment	
-----------------	--