



# Examinations Policy

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| Status:             | JCQ Requirements            |
| Responsible Person: | Headteacher / Exams Officer |
| Review Date:        | September 2025              |

## Contents

1. Introduction and Aims
2. Roles and Responsibilities
  - Everyone
  - Head of Centre
3. Escalation Process
4. Planning Roles and Responsibilities
  - Senior Leadership Team
  - Exams Officer
  - Subject Teacher
  - SENCo
  - Attendance and Family Support Officer
  - Business and Human Resources Manager
  - Reception Staff
  - Invigilator
  - Candidate
  - Parent/Carer
5. Qualifications Offered
6. Exam Series
7. Exam Timetables
8. Entries, Entry Details and Late Entries
9. Exam Fees
10. Equality Legislation
11. Access Arrangements
12. Contingency Planning
13. Managing Invigilators
14. Malpractice
15. Examination Papers and Exam Board Materials
16. Exam Days
17. Candidates
18. Special Consideration
19. Internal Assessments and Appeals
20. Results and Certificates
21. Public Health Arrangements for Exams (DfE)
22. Additional Exams Sub Policies (Separate Documents)

## 1 Introduction and aims

**1.1 Our School** is committed to ensuring that exams are managed and administered effectively.

### 1.2 The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- All stakeholders are well informed and supported
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies
- The exams policy will be reviewed every year or to fit with alterations made to JCQ regulations/guidelines and awarding body regulations or our curriculum offer.
- The exams policy will be reviewed by the Exams Officer in consultation with SLT and SENCo.
- Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## 2 Roles and Responsibilities

### 2.1 Everyone

- Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.
- Our Head of centre is Nicola Laughton (Headteacher)

### 2.2 Head of Centre responsibility

Our Head of Centre is **Nicola Laughton Acting Headteacher**:

#### Overview

- conducting examinations and assessments in accordance with the General Regulations and, where relevant, the following JCQ publications:
  - a) The Special Consideration Process
  - b) Access Arrangements and Reasonable Adjustments.
  - c) Instructions for conducting coursework.
  - d) Instructions for conducting examinations.
  - e) Instructions for conducting non-examination assessments; and
  - f) Suspected Malpractice – Policies and Procedures.
- ensures the National Centre Number Register Annual update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration. Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCN annual update, and/or the head of centre's declaration, will result in:
  - a) the centre status being suspended
  - b) the centre not being able to submit examination entries
  - c) the centre not receiving or being able to access question papers
- overall responsibility for the school as an exam centre and advises on appeals and re-marks.

- ensures the following written policies are in place
  - a) Child Protection / Safeguarding
  - b) Complaints
  - c) Conflicts of Interest and Confidentiality
  - d) Data Protection
  - e) Equalities
  - f) Exam Contingency Plan
  - g) Internal Appeals Procedure
  - h) Malpractice
  - i) Controlled Assessment/Coursework and Non-Exam Assessment
  - j) Whistleblowing
  - k) Word Processing
  - l) Disability
  - m) Evacuation
  - n) Access Arrangements
- ensures the requirements are met in support of resilience of the exams should there ever be a situation where formal examinations/NEA/Coursework cannot be completed.
- ensures there is a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.
- ensures there is a member of the senior leadership team Catherine Hughes Assistant Headteacher who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.
- ensures the Exams Officer and SENCo have sufficient time to fulfil their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- can confirm to an awarding body the external governance arrangement so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments.
- ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g., entries, internally assessed marks see appendix 1
- ensures all relevant staff respond promptly to request for information from awarding bodies relating to the administration and conducting of examinations/assessments see appendix 1
- ensure that relevant staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre see appendix 1
- ensures prompt reporting of any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack.
- ensure that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.
- manages conflicts of interest by informing the awarding bodies before the published deadlines for entries.
- ensures all staff comply with and directs staff to annually updated JCQ publications
  - a) General regulations for approved centres
  - b) Instructions for conducting examinations

- c) Access Arrangements and Reasonable Adjustments
- d) Suspected Malpractice Policies and Procedures
- e) Instructions for conducting non-examination assessments
- f) Instructions for conducting coursework
- g) AI Use in Assessments Protecting the Integrity of Qualifications
- h) A guide to the special consideration process
- ensures the senior leadership team, Exams Officer and SENCo attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered.
- ensures that the staff are appropriately trained and fully understand the rules, key tasks within the exams process.
- ensures centre staff undertake key tasks within the exams process and meet internal deadlines and external deadlines set by the awarding bodies.
- ensures that a teacher, teaching assistant, tutor, learning mentor, or senior member of staff that teaches or supports the subject being examined or a learning support assistant who has supported one or more candidates is not an invigilator during an exam.
- ensures that the secure room and secure storage (exams safe) meet all JCQ requirements and is inspected on a regular basis.
- ensures there is appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments.
- ensures the centre obtains and maintains accurate candidate contact information to ensure the correct and secure despatch of certificates
- the head of centre can delegate tasks related to the responsibilities above but cannot delegate the overall responsibility.
- ensures duties towards disabled and private candidates and compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7).

#### JCQ Centre Inspection Visit

- cooperate with any visit from an inspector.
- ensure a senior member of staff is available during the visit.
- ensure the SENCo is available to cooperate with all access arrangement documentation.
- ensure a prompt centre response to actions raised by the JCQ Centre Inspection Service.

#### Invigilation

- ensure relevant support is provided to the EO in recruiting, training and deploying a team of internal invigilators. We use internal invigilators due to the nature of our students who are not directly involved in the delivery or support of the subject being examined.
- determine if additional invigilators will be deployed in practical exams in addition to the subject teacher.

#### Internal Assessment and NEA

- ensure an internal appeals procedure is in place for a candidate (or parent/carer) to appeal against internally assessed marks.
- ensure a policy for the management of non-examination assessment is in place for legacy GCSE qualifications, identifying staff responsibilities and examining potential risks.

- ensure procedures are in place for candidates to appeal against the internal assessment process – an appeal may only be made against the assessment process and not against the mark to be submitted to the awarding body.

#### Conducting Exams

- ensure venues used for conducting exams meet the requirements of JCQ and awarding bodies.
- must promptly report any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack.

#### Irregularities and Malpractice

- ensure any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required Senior leaders.

#### Results Day

- 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 after the publication of results.

#### Post-results Services

- ensure internal appeals procedures are available where candidates disagree with a centre decision
  - a) Not to support an enquiry about results.
  - b) Not to appeal against the outcome of an enquiry about results.

#### Review

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

### 3 Escalation Process

In the occasion that the head of centre or member of the senior leadership team with oversight of exams is absent, another member of the senior leadership team will be allocated to oversee the examination administration and examination cycle. They should then refer to this policy and the contingency policy for guidance and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

In an emergency situation where the secure room and the secure storage facility cannot be accessed and the centre will need to invoke a contingency arrangement, the JCQ Centre Inspection Service must be contacted immediately.

### 4 Planning Roles and Responsibilities

#### 4.1 Senior Leadership Team (Deputy Head & Assistant Head) responsibility:

Our SLT is **Dave Francis Acting Deputy Head; Catherine Hughes Acting Assistant Head; Jon McKune DSL; Evette Bainbridge SENCo; Rachel Savage School Business Manager**

### Internal Assessment and NEA

- 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
- ensure SENCo and Assessor have the necessary and appropriate knowledge, understanding, skills, and training to assess and authenticate candidates for Access Arrangements
- ensure appropriate internal moderation, standardisation and verification processes are in place
- ensure all staff accessing secure assessment material via awarding bodies' online systems must have a device complying with awarding bodies' multi-factor authentication (MFA) requirements
- ensure devices used for the purposes of multi-factor authentication (MFA) must never be shared by more than one member of staff.

### Access Arrangements

- support the SENCo in identifying and implementing appropriate access arrangements.
- ensure where a third party is used to assess candidates requiring access arrangements or reasonable adjustments that they maintain oversight of and responsibility for this assessment.
- ensure where a third party is used to assess candidates requiring access arrangements or reasonable adjustments that there is a written agreement with the third party. This will 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. The centre must ensure that a copy of the written agreement is available for inspection if requested by the awarding body.
- ensure appropriate steps are taken to gather an appropriate picture of need and demonstrating normal way of working with regards to access arrangements.
- ensuring the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments.

### JCQ Inspection Visit

- cooperate with any visit from an inspector.
- ensure a senior member of staff is available during the visit.
- ensure the SENCo is available to cooperate with all access arrangement documentation.
- ensure a prompt centre response to actions raised by the JCQ Centre Inspection Service.

### Identifying Candidates

- identification of candidates upon arrival into school for all examinations.
- ensure a Candidate Identification Procedure (Exams) is in place.

### Conducting Exams

- ensure a documented emergency evacuation procedure for exam rooms is in place.
- ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated.

### Irregularities and Malpractice

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

### Results Day

- 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 after the publication of results.

### Review

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

## **4.2 Exams Officer responsibility:**

Our Exams Officer is Helen Lyons.

### Information sharing and gathering

- manage the administration of internal exams and external exams in accordance with JCQ guidelines ICE; General Regulations and Access Arrangements.
- advise the Senior Leadership Team, subject and class teachers, and other relevant support staff on any material, advice or instructions issued or received by the exam bodies, annual exams timetables and procedures as set by the various awarding bodies including JCQ.
- manage appropriate controls which allow accurate data to be submitted to the awarding bodies, e.g., entries, internally assessed marks, access arrangements and all relevant staff to respond promptly to request for information from awarding bodies relating to the administration and conducting of examinations/assessments
- oversee the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- produce an annual examination and assessment guide of key dates, deadlines, and relevant information to be made available to students and parents.
- administer access arrangements and makes applications for special consideration following the regulations in the JCQ publication A guide to the special consideration process
- undertake 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.
- research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications.
- ensure a contingency plan is in place in the event of their absence.
- ensure all relevant examination policies, JCQ notices and examination information is published on the school website.

### Non-Examination Assessment (NEA)

- identify relevant key dates and administrative processes that need to be followed in relation to internal assessment.



- ensure that candidates and their parents are informed of and understand those aspects of the examinations, NEA and Controlled Assessments that will affect them including entries, dates and times, GDPR aspects regarding candidate data and any relevant JCQ information for candidates. This will be in the form of written notification and on the school's website.
- check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- ensure candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule along with any other material required by the awarding bodies.
- track, dispatch, and store returned coursework / controlled assessments.
- keep a record of submitted marks for each subject.
- distribute to departments moderated work returned to the centre
- ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work.

#### Invigilators

- identify, train, and update invigilators required to effectively cover all exam series throughout the academic year.
- ensure confidentiality forms (invigilators) and conflict of interest declarations (all staff) are completed prior to the published deadlines for entries.
- ensure 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).
- provide invigilators with an invigilation handbook.
- ensure invigilators are made aware of the Equality Act 2010 in relation to their role.

#### Estimated and Final Entries Collection and Submission

- provide and confirm requested data on estimated entries to ensure awarding body deadlines for submission can be met.
- maintain systems and processes to support the timely entry of candidates for their exams and confirm final entry information to teachers.
- ensure entry deadlines are circulated to subject teachers and SLT via email and briefing meetings.
- ensure 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.

#### Entry Fees

- account for income and expenditure relating to all exam costs/charges.
- sign off on all invoices/credit notes for timely payment to be made by the Business Manager.

#### Statements of Entry

- provide all candidates/parents/carers with personal examination timetables and statements of entry for checking.

#### Briefing Candidates

- issue individual exam timetable information to candidates
- issue relevant JCQ information for candidates' documents
- issue relevant awarding body information for candidates

- issue centre exam information to candidates including information on:
  - a) Exam clashes
  - b) Arriving late for exams
  - c) Absence or illness during exams
  - d) What equipment is/is not provided by school
  - e) Food and drink in exam rooms
  - f) When and how results will be issued and the staff that will be available
  - g) The post-results services and how the school deals with requests from candidates
  - h) When and how certificates will be issued

#### Dispatch Arrangements of Exam Scripts and Internal Assessment and NEA

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service.

#### Invigilation

- deploy invigilators effectively to exam rooms throughout an exam series.
- allocates invigilators to exam rooms according to the required ratios and SEMH pupil needs.
- liaises with the SENCO regarding the facilitation and invigilation of access arrangement candidates.

#### JCQ Inspection Visit

- cooperate with any visit from an inspector and provide information requested.
- ensure a senior member of staff is available during the visit.
- ensure the SENCo is available to cooperate with all access arrangement documentation.

#### Seating Plan and Identifying Candidates

- ensure a procedure is in place to verify a candidate identity.
- ensure invigilators are aware of the procedure.
- provide seating plans for exam rooms according to the JCQ and awarding body requirements and EHCP needs.
- identification of candidates at the time of entering the examination room and being issued with the examination paper

#### Security of Exam Materials

- has a process to receive, check and store securely all exam papers, exam materials and confidential materials according to JCQ and awarding body requirements and that another person is present during this process.
- ensures care must be taken when handling question paper packets to ensure the packaging is not damaged.
- ensures question papers must always be kept in their sealed packets until signed out for the appropriate exam session.
- has a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential and that another person is present during this process.
- has a process for completed scripts and ensures that scripts are securely stored and dispatched as per the JCQ ICE guidelines and that another person is present during this process.

- ensures access to the secure room must be restricted to two to six key holders one of whom must be the exams officer. The two to six key holders must either be part of the exams team or the senior leadership team and 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.
- ensures facilities staff may have access to the secure room when accompanied by a keyholder.
- ensures secure files are accessed and printed within a secure environment at the centre. Files must not be accessed or printed at alternative locations without the awarding body's prior permission.

#### Timetabling and Rooming

- produce a master centre exam timetable for each exam series.
- identify and resolve candidate exam clashes.
- identify exam rooms and specialist equipment requirements allocate invigilators to exam rooms according to required ratios and EHCP needs.
- liaise with site staff to ensure exam rooms are set up according to JCQ and awarding body requirement.
- liaise with the SENCO regarding rooming of access arrangement candidates.

#### Transferred Candidates

- liaise with the mainstream school/entering centre, as required.
- process transferred candidate requests.
- where required to the awarding body deadline where relevant, inform the transferred candidate of the arrangements that have been made by the entering centre.

#### Internal and Mock Exams

- prepare for the conduct of internal exams under external conditions.
- provide a centre exam timetable of subjects and rooms.
- provide seating plans for exam rooms.
- request internal exam papers from teaching staff.
- arrange invigilation.
- brief invigilators on conducting internal exams.
- return candidate scripts to teaching staff for marking.

#### Access Arrangements

- advise head of centre, SLT, SENCo and staff on the correct procedures to be followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments
- provides cover sheets for access arrangement candidates' scripts where required for particular arrangements.
- has a process in place to deal with emergency access arrangements as they arise at the time of exams.
- has a word processing policy in place.

#### Candidate Absence and Late Arrival

- ensure candidates and parents/carers are informed of the policy/process if absent from an exam and follow it accordingly, seeking advice from the Exams Officer or Attendance Officer when appropriate.

- instruct the Attendance Officer to follow up absentees as a matter of urgency, using contact information available on the school's database, and reporting back the outcome to the Exams Officer.
- ensure that candidates who arrive very late for an exam, according to the JCQ definition and timeframe, are reported to the awarding body as soon as practicably possible after the exam has taken place.
- warns candidates that in these circumstances their work may not be accepted by the awarding body.
- advise parents/carers of the procedures for late arrival to examinations
- use professional discretion within JCQ guidelines to offer an opportunity for latecomers to sit the exam.
- ensure the pupil is collected by the Exams Officer or member of SLT and accompanied to the exam room.
- ensure all examination instructions are given to the pupil outside the exam room and an invigilator supervises at the start of their exam once inside the room.

### Conducting Exams

- ensure 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.

### Dispatching Exam Papers and NEA

- dispatch scripts as instructed by JCQ and awarding bodies.
- keep appropriate records to track dispatch Exam papers and materials.

### Exam Papers and Materials

- organise exam question papers and associated confidential resources in date order in secure storage. attach erratum notices received to relevant exam question paper packets.
- collate attendance registers and examiner details in date order.
- regularly check mail or inbox for updates from awarding bodies.
- in order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details.
- where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the exam has been completed and all scripts parcelled up for collection.

### Exam Rooms

- ensure exam rooms are set up as required in the regulations.
- ensure only approved centre staff are present in the exam rooms.
- brief invigilators on exams to be conducted on a session-by-session basis.
- ensure sole invigilators have an appropriate means of summoning assistance
- ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily.
- ensure 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.

- ensure information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates.

#### Irregularities and Malpractice

- provide an exam room incident log in all exam rooms for recording any incidents or irregularities.
- action any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place.
- report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments.

#### Special Consideration

- advise candidates and centre staff on the eligibility of special consideration and its application.
- process appropriate requests for special consideration to awarding bodies.
- gather evidence which may need to be provided by other centre staff or candidates to support the request.
- submit requests to awarding bodies.

#### Results and Post-Results

- work with senior leaders to ensure procedures for managing the main summer results day(s) are in place.
- inform candidates in advance of when and how results will be released to them.
- inform candidates in advance of the arrangements for post results services.
- resolve any missing or incomplete results with awarding bodies.
- issue printed copies of result slips to candidates on results day(s).
- access results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- provide summaries of results for relevant centre staff on issue of results date.

#### Post-Results Services

- advise on appeals and re-marks.
- provide information to candidates and staff on the services provided by awarding bodies and the fees charged.
- publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- provide a process to record requests for services and collect candidate informed consent and fees where relevant.
- submit requests to awarding bodies to meet the external deadline.
- track requests to conclusion and informs candidates and relevant centre staff of outcomes.
- update centre results information, in conjunction with MIS, where applicable.

#### Certification

- record and issue certificates to pupils after results have been confirmed and issued by the awarding bodies.
- retain certificates in the secure storage.

### Analysis of Results

- provide analysis of results to appropriate centre staff.
- provide results information to external organisations where required.

### Review

- provide the senior staff member with responsibility for exams with an overview of the exam year.
- highlight what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle during line management meetings.
- collect and evaluate feedback from the SENCO and invigilators to inform review.

### Retention of Records

- keep records as required by JCQ and awarding bodies for the required period.

## **4.3 Subject Teachers responsibility:**

As a small SEMH school there are Curriculum Leaders who alongside teachers are responsible for their own subject area with oversight provided by the Assistant Headteacher.

### Information Gathering

- respond to requests from the Exams Officer on information gathering.
- meet the internal deadlines for the return of information.
- advise the Exams Officer of any changes to syllabus or assessment details for subject area.
- understand the course specifications and the information that relates to what aspects are required for fulfilling entry and award criteria.
- declare any conflict of interest in relation to themselves, family members or close friends who are taking qualifications in the exam series.

### Internal Assessment and NEA

- ensure delivering of legacy GCSE qualifications follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body.
- ensure for other qualifications, appropriate instructions issued by the awarding body are followed.
- 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.
- complete internal moderation, standardisation and verification processes within the internal deadlines.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- supply marks to the Exams Officer for internally assessed components of qualifications by the published deadline, ensuring compliance with internal procedures and deadlines as communicated by the Exams Officer.
- ensure candidates' work is authenticated to the awarding body requirements.
- ensure required samples of work is provided for moderation by the internal deadline.

### Exam Entries

- provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exam office.
- check subject statements and candidate entries are correct and appropriate for each exam series and confirm the information is correct.
- provide any amendments to subject exam entries – errors, withdrawals and late entries within the deadline dates outlined internally and by the exam boards.
- ensure 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.

### Estimated Grades

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

### Access Arrangements

- record and evidence of reasonable adjustments / access arrangements provided to a candidate as part of their normal way of working where a need is identified and supported by EHCP and or professional's medical evidence.
- support the SENCO in making appropriate arrangements for access arrangement candidates.

### Security of Exam and NEA Materials

- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential.

### Internal Exams and Mock Exams

- provide exam papers and materials to the Exams Officer in accordance with internally set deadlines.
- provide all stationary in accordance with exam rules and regulations for official exams.
- mark and standardise completed exam papers within subject areas, submitting results for Progression Review data.

### Results and Post-Results

- ensure candidates' work is kept, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies.
- ensure work is returned to candidates or disposed of according to the requirements.

### Post-results Services

- Meet internal deadlines to request the services, provide information required and gain relevant candidate informed consent.

#### 4.4 The (SENCO/Additional Needs Coordinator) responsibility:

Our SENCo is **Eve Bainbridge** and an external SENCo advisor/assessor when required.

##### Information Gathering Access Arrangements

- provide and annually review an access arrangement policy.
- assess candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements.
- gathers evidence to support the appropriate picture of need for access arrangements for a candidate.
- liaise with teaching staff to gather evidence of normal way of working of an affected candidate.
- determine candidate eligibility for arrangements or adjustments that are centre delegated.
- gathers signed data protection notices from candidates where required.
- apply for approval through Access arrangements online (AAO), where required.
- keeps relevant paperwork and confidential evidence on file for JCQ inspection purposes which contains each approved access arrangements and reasonable adjustments application along with supporting evidence and a signed data protection notice.
- ensures duties towards disabled candidates and compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7). Also, a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service provided to disabled candidates.
- liaise with the Exams Officer regarding exam time arrangements for access arrangement candidates.
- ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s).
- provide and annually review a centre policy on the use of word processors in exams and assessments.
- ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

##### Pre-Exams

- ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam).
- ensure a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for him/her.
- ensure exam information (JCQ information for candidates' information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it.
- allocate appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments.

##### Internal Assessment

- liaise with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments.



#### Invigilation

- liaise with the Exams Officer regarding facilitation and invigilation of access arrangement candidates.

#### JCQ Inspection Visit

- cooperate with any visit from an inspector and provide information requested regarding students with Access Arrangements.

#### Timetabling and Rooming

- liaises with the Exams 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.

#### Internal and Mock Exams

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

### **4.6 Attendance Officer responsibility:**

Our Attendance Officer is **Rob Fairclough**.

#### Identifying Candidates

- identification of candidates upon arrival into school for all examinations.
- in the absence of the Attendance Officer the deputy head / head of centre will confirm identification.

#### Candidate Absence and Late Arrival

- follow up absentees as a matter of urgency, using contact information available on the school's database, and reporting back the outcome to the Exams Officer.

### **4.7 Business Manager / Human Resources Manager responsibility:**

Our Business Manager / Human Resources Manager is **Rachel Savage**

#### SENCo and Assessor

- ensure that the qualifications of their SENCo and assessor are appropriate and that an up-to-date copy of the relevant certificates is held on the employee record prior to any assessment of candidates taking place. As per St Helens borough Council and Willow Bank School Recruitment and Human Resources Process.

#### Security of Exam and NEA Materials

- ensure that reception staff follow the process to identify and record confidential materials delivered to the centre and ensure immediate delivery to Exams Officer.

#### Rooming and Conducting Exams

- ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms.
- ensures fire alarm testing does not take place during exam sessions.

#### **4.8 Reception Staff responsibility:**

##### Security of Exam and NEA Materials

- follow the process to identify and record confidential materials delivered to the centre and ensure immediate delivery to Exams Officer.
- ensures care must be taken when handling question paper packets to ensure the packaging is not damaged.

#### **4.9 Invigilator responsibility:**

##### Supplying Information

- provide information as requested on their availability to invigilate throughout an exam series.

##### Candidate Identification

- follow the procedure for verifying candidate identity provided by the Exams Officer.

##### Seating Plan and Identifying Candidates

- seat candidates in exam rooms as instructed by the Exams Officer on the seating plan.

##### Late and Absent Candidates

- 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.
- are informed of the policy/process for dealing with late/very late arrival candidates through training.
- ensure the relevant information is recorded on the exam room incident log.

##### Conducting the Exam

- conduct exams in every exam room as instructed in training/update events and briefing sessions by the Exams Officer.

##### Irregularities and Malpractice

- 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, disruption or disturbance in the exam room, emergency evacuation).

#### **4.10 Candidate responsibility:**

##### Candidate Statement of Entry

- notify the Exams Officer of any discrepancies or omissions on their personal examination timetable. Due to all pupils having SEN, entries are normally confirmed with parents and carers through a personal schedule or other notification.

##### Briefing Candidates

- understand coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

#### Arrival for Exams

- arrive on time for all examinations and where issues arise inform school immediately so assistance can be put in place.

#### Exam Rooms

- required to remain in the exam room or holding room for the full duration of the exam and in accordance with JCQ regulations and centre regulations.

#### Candidate Behaviour

- adhere to any rooming, timing and invigilator arrangements.
- ensure they conduct themselves in all exams according to the JCQ regulations.

#### Special Consideration

- provide appropriate evidence to support special consideration requests, where required.

#### Internal Exams

- meet internal deadlines.
- provide informed consent.

### **4.11 Parent and Carer responsibility:**

#### Candidate Statement of Entry

- notify the Exams Officer of any discrepancies or omissions on their personal examination timetable.

#### Arrival for Exams

- ensure their child arrives on time for all examinations and where issues arise inform school immediately so assistance can be put in place.
- ensure any medication that is required in relation to their child's special needs, prior to the exam, is taken.

#### Special Consideration

- provide appropriate evidence to support special consideration requests, where required.

## **5 Qualifications Offered**

The qualifications offered at this centre are decided by the Head of Centre and Governing Body, ensuring duties towards disabled candidates and compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7) are met.

The types of qualifications offered are GCSE (and equivalent), Functional Skills, Entry Level Certificate (and equivalent), and other academic, vocational and outdoor certification of appropriate units based on the provisions provided.

The subjects offered for these qualifications in any academic year include the core subjects of English, Mathematics and Science, along with other curriculum subjects that are appropriate to the set timetable and programme of studies for individual students.

Qualifications offered to pupils are chosen based on the fundamental value of preparing pupils for their next stage of education, training, or employment. If there is to be a change of specification for the next year, the exams office must be informed.

Informing the Exams Officer of changes to a specification is the responsibility of the teacher delivering the specification. For instance, switching from OCR to AQA for English. If there will be a change to a specification for the next year, the exams office must be informed by first week in September of the new academic year.

Discussions on whether a candidate should be entered for a subject, will be held by Senior Leaders in consultation with the teachers who deliver the subject, the SENCo and EHCP and where appropriate, the parents or carers responsible for individual pupils. The final decision on exam entries for each cohort will be made by Senior Leaders.

## **6 Exam Series**

Internal exams (mock or trial exams) and assessments are scheduled as appropriate – a decision made by Senior Leaders in consultation with the Exams Officer at the start of the academic year ensuring they meet the requirements of the Resilience in Examinations DfE guidance.

Internal exams, classed as internal and NEA and controlled assessments are not held under external exam conditions, but under the guidelines for NEA and controlled assessments as expressed by the JCQ and as per the NEA and Controlled Assessment school policy.

External exams and assessments are scheduled in any exam series that is appropriate.

The Head of Centre and SLT decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the subject teachers and the Exams Officer in line with exam board guidelines.

## **7 Exam Timetables**

Once confirmed, the Exams Officer will circulate the exam timetables for external exams at a specified date before each series begins to both staff, pupils and parents/carers both written and on the school website.

## **8 Entries, Entry Details and Late Entries**

Candidates or parents/carers cannot request a subject entry, change of level, or withdrawal.

The centre does not accept entries from private candidates, due to the nature of being a SEMH school. However, will support and direct private candidates to a list of centres willing to accept entries from private candidates which can be found on the JCQ website: <https://www.jcq.org.uk/private-candidates/>

The centre does not enter candidates for a qualification at the same level and in the same subject multiple times in the same series (e.g. by entering a candidate for the same

subject qualification with different awarding bodies). For example, a candidate must not be entered for AQA GCSE Mathematics and OCR GCSE Mathematics in the same series. This is to manage the increased risk of security breaches due to inappropriate timetable variations and is also generally in the interests of candidates to avoid detrimental effects;

The centre does not act as an exams centre for other organisations.

Teachers will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e., late) require the authorisation of a member of the Senior Leadership Team in writing.

Re-sit decisions will be made by the Head of Centre in consultation with the teachers and the Exams Officer. These decisions will be made on an individual basis.

## **9 Exam Fees**

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 Exams Officer will publish the deadline for actions well in advance for each exam series.

- All exam entry fees are paid by the centre.
- Late entry or amendment fees are paid by the centre.

Fee reimbursements are not normally sought from candidates:

- if they fail to sit an exam
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances
- payment decision of re-sit fees will be made on an individual basis by the Head of Centre.

## **10 Equality Legislation**

<https://www.gov.uk/government/publications/equality-act-guidance>

All exam centre staff must ensure that they meet the requirements of any equality legislation as per the Equality Act 2010. This includes a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. They must enable candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned. Please refer to Willow Bank School Equality Plan Policy and Disability Equality Scheme & Accessibility Plan.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

The delivery of examinations and assessments involving the processing of candidate personal data is undertaken in line with the General Data Protection Regulation and Data

Protection Act 2018. All candidates and parents/carers (Re: pupils having SEMH needs as per their EHCP) are informed of the processing of this data during the appropriate examination process. Please refer to Willow Bank School GDPR Policies.

## **11 Access Arrangements**

The SENCO/Additional Needs Coordinator will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCO/Additional Needs Coordinator as per 2.6.

Where the centre is under a duty to make a reasonable adjustment, the centre will not charge a disabled candidate any additional fee in relation to the adjustment or aid.

All current academic year Access Arrangements are detailed in the Access Arrangements Process Policy.

## **12 Contingency Planning**

Contingency planning for all exam administration the responsibility of the Head of Centre and Exams Officer.

Contingency plans are available via email, school reception and briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations. Please refer to Willow Bank School Contingency Plan Policy.

The contingency planning will also take account of Public Health England, DfE and Ofqual guidance regarding what school and colleges and other centres should do if exams or other assessments are seriously disrupted and public health arrangements for exams. Please see separate sub policies issued by the DfE Public Health Arrangements for Exams and What school and colleges and other centres should do if exams or other assessments are seriously disrupted - which will be checked for updates as necessary and implemented by SLT.

## **13 Managing invigilators**

External staff will not normally be used to invigilate examinations, as all pupils are subject to Statements/EHCPs. As a centre our priority is to ensure that each pupil is able to access the examinations and their individual requirements of their EHCP special needs are met.

Invigilators (Internal Staff) are identified, timetabled, trained, provided with an invigilation handbook and briefed by the Exams Officer and SLT at the start of each exam series.

## **14 Malpractice**

The Head of Centre and Governing Body in consultation with the Exams Officer are responsible for investigating suspected malpractice as per the Malpractice Policy and Procedure.

## **15 Examination Papers and Exam Board Materials**

Upon delivery of any packages or envelopes from the Awarding bodies/Exam Boards and JCQ it will be signed for by a member of the reception team and logged into the Exams Materials Receipt Log - Point of Delivery held in reception. Any handling of exam board materials must be done securely at all times and in line with JCQ regulations.

The Exams Officer must be informed immediately upon arrival of any materials and must collect, sign for and check immediately in the presence of another member of staff.

Any materials must then be logged onto the Exams Materials Receipt Log by the Exams Officer and locked in the exams safe in the presence of another member of senior staff.

Any materials removed from the safe for examination or dispatch purposes must be logged on the Second Pair of Eyes Check Form in the presence of another senior member of staff.

Any problems or issues with materials received from the exam board must be reported immediately by the Exams Officer or member of senior staff.

## **16 Exam Days**

The Exams Officer will check all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator(s).

The Exams Officer will coordinate the setting up the allocated rooms.

The allocated invigilators in line with the Exams Officer's instructions will start and finish all exams in accordance with JCQ guidelines.

Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

Subject teachers who have delivered exam content may not be present in the exam (except for the Art GCSE – as recommended by the JCQ).

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines. Exam papers must not be read by any teachers who have delivered subject content or removed from the exam room before the end of a session. Papers may be distributed to teachers in accordance with JCQ's recommendations the day after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies working in conjunction with the Business Manager.

## **17 Candidates**

### **17.1 School Candidates**

The Exams Officer will provide written information to candidates in advance of each exam series. As all candidates have SEN, this information will be supplied via parents. A formal briefing session for candidates may be given by the Exams Officer and subject teachers.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates can expect that rooming, timing, and invigilator arrangements will always be appropriate to their needs. Candidates must, however, accept that all arrangements are made with consideration to the overall day to day running of the centre. Candidates are therefore expected to adhere to any rooming, timing and invigilator arrangements.

Candidates will leave bags, coats, and other belongings before they enter the exam rooms to sit their examinations with the invigilator. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

No unauthorised materials are allowed in the exam rooms. In an exam room candidate must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room for example a watch.

Disruptive candidates are managed in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

### **17.2 Private candidates**

The centre does not accept entries from private candidates, due to the nature of being a SEMH school. However, will support and direct private candidates to a list of centres willing to accept entries from private candidates which can be found on the JCQ website: <https://www.jcq.org.uk/private-candidates/>

Supporting and advising private candidates is the responsibility of the Exams Officer.

Supporting and advising Access Arrangements and taking the appropriate steps regarding the gathering of an appropriate picture of need and demonstrating normal way of working is the responsibility of the SENCO.



### **17.3 Clash Candidates**

The Exams Officer will be responsible for making arrangements for clash candidates including

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

### **18 Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer, Head of Centre or other admin member of school staff to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 3 days of the exam.

### **19 Internal assessment**

It is the duty of relevant subject teachers to ensure that all internal assessment is ready for dispatch at the correct time. The dispatch may be facilitated/completed by the Exams Officer. The Exams Officer will keep a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Exams Officer by the relevant subject teachers. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document found on the school website.

### **20 Results**

Willow Bank school will keep results entirely confidential and restricted to the head of centre, examinations office staff and key members of teaching staff within the centre (at the discretion of the head of centre), until the official dates and times of release of results to candidates. Willow Bank will refer to the JCQ publication Notice to Centres – release of results: <https://www.jcq.org.uk/exams-office/results-and-certification>

Willow Bank will contact parents/carers prior to the examination results to obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of results.

In addition, candidates will be made aware of the arrangements for post-results services prior to the issue of their results.

Candidates will receive individual results slips on results day either:

- in person at the centre
- posted or emailed providing specific consent has been given in writing

The results slip will not be in the form of a centre produced document.

Parents/carers have the responsibility to notify the school of any change of address. The school will not take responsibility for results that have gone missing because of a failure of parents/carers to notify school of a change of address.

Arrangements for the centre to be open on results days are made by the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Head of Centre.

Dates of results days each year will be publicised for all candidates through the school website and letters home.

### **20.1 Enquiries about Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be decided by the Head of Centre.

All decisions on whether to make an application for an EAR will be made by Head of Centre.

If a candidate's request for an EAR is not supported, the candidate may appeal, and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

### **20.2 Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 days of the receipt of results.

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

An EAR cannot be applied for once an original script has been returned.

The Head of Centre will decide whether the cost of EARs will be paid by the centre or the candidate.

Processing of requests for ATS will be the responsibility of the Exams Officer.

### **20.3 Certificates**

Candidates will receive their certificates in person (hand delivered or collected from the centre).

The centre will use a standard 'signed for' pro forma letter when in person delivery or collection is used. This form must be used as proof the certificates have changed hands.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are.

Willow Bank will contact parents/carers prior to the examination results to obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates.

After reasonable attempts to re-contact candidates to collect their certificates in the first year of leaving, the school will not see it as a responsibility to continue to try to contact candidates.

The centre retains certificates for 3 years. The school has a right to confidentially destroy certificates that have not been collected after 3 years. When certificates are confidentially disposed of, students will have to contact the awarding body and may be charged a fee from the awarding body to obtain them. The exams officer keeps a recorded database of all certificates that are disposed of.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

## **21 Public Health Arrangements for Exams**

Public Health Arrangements for Exams Guidance issued by the DfE in line with Public Health England will be followed to ensure the safety of pupils, staff invigilators and inspectors. Please see separate sub policy issued by the DfE Public Health Arrangements for Exams which will be checked for updates as necessary and implemented by SLT.

DfE Public Health Guidance to Support Exams During Coronavirus  
<https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams>

## 22 Additional Exams Sub Policies (Separate Documents)

### Examinations and Assessment

- Candidate Absence Policy
- Candidate Identification Procedure
- Candidate Late Arrival Policy
- Food and Drink Policy
- Leaving the Examination Room Policy
- Managing Behaviour Policy
- Overnight Supervision Policy
- Special Consideration Policy
- Exams Emergency Evacuation Policy
- Word Processor Policy
- Controlled Assessment / Non-Examination Assessments (CA & NEA) Policy
- Conflict of Interest and Confidentiality Policy
- Examinations Contingency Plan
- Escalation Process

### Access Arrangements

- Access Arrangements Process Policy
- Equality Policy
- Disability Equality Scheme and Accessibility Policy

### Appeals and Malpractice

- Review of Marking and Appeals – Centre Assessed Marks and Post Results Service in External Qualifications and Appeals Policy
- Complaints Policy and Procedure
- Malpractice Policy and Procedure
- Whistleblowing Policy

### General

- Remote Learning Policy
- Data Protection Policy
- Data Breach Policy
- Data Retention Policy
- Records Management Policy
- Privacy Notice for Pupils and Parents
- Safeguarding Policy Including Child Protection
- DfE Ofqual What Schools and Colleges and Other Centres Should Do If Exams or Other Assessments are Seriously Disrupted  
<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>
- DfE Public Health Guidance to Support Exams During Coronavirus  
<https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams>