



Exams Policy (Exams)

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1

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At Woodhey High School our vision is:

To be a centre of excellence, where students, staff and the community are proud to work together to broaden our horizons, exceed our aspirations and where everyone achieves their full potential.

#TeamWoodhey

At Woodhey High School, we have two key values that drive our actions, our choices, and our decisions.

These are:

Respect

We treat everyone as we wish to be treated ourselves; we are all part of the same team

Excellence

We strive to be the best we can be at all times; nothing but the best is good enough for us

Underpinning our values are two clear expectations.

These are:

Respect every member of staff and student in our community, following all instructions without answering back

Being excellent by being prepared for, and completing all work to the best of our ability without distracting others

We are a team made up of our staff, our students, our parents and carers, and our wider community. Our vision, values and expectations apply to all of our community.

Teamwork is the secret that makes common people achieve uncommon results (Ifeyanyi Enoch Onuoha)

#TeamWoodhey



Exams Policy (Exams) 2025-26

Key staff involved in the policy

Role	Name(s)
Head of Centre	Dean Watson
Data and Exams Officer	Alison Abbott
Exams Officer	Alison Abbott
Senior Leader(s) in charge of exams	Gary Holden
SENDCo Line Manager	Clare Lomax
SENDCo	Carla Fleming
Senior Leaders(s)	Clare Lomax, Mel Ward, Adam Downing, Carol Hill
Directors of Faculty	Alison Edwards, Alasdair Harper, Lee Kern, Michael Malone, Patricia Ross, Tracie Sorah (maternity cover for Sophie Wood)

Purpose of the Policy

The centre is committed to ensuring that the exam management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- All aspects of the centre's exam processes are documented, supporting the exams contingency plan, and other relevant exams related policies, procedures and plans are signposted to ensure all members of staff are well informed and supported.
- All centre staff involved in the exams process clearly understand their roles and responsibilities.
- All exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus always maintaining the integrity and security of the exam and assessment process.
- Exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure 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 will be communicated to all relevant centre staff by email and/or hard copy. The information included in this policy, that is relevant for candidates is communicated via email, the school website and school/class assemblies.

Roles and Responsibilities Overview

Note:

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. It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the ICE Booklet. Failure to do so may constitute malpractice as defined in the JCQ document 'Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026.'

The Exams 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 may not appoint themselves as the Exams Officer. A Head of Centre and an Exams Manager are two distinct and separate roles.

Head of Centre Responsibilities

The Head of Centre (HoC) 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 the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet. Failure to do so may constitute malpractice as defined in the JCQ publication 'Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026.'

Head of Centre, role and responsibilities

Understands the contents, refers to and directs relevant centre staff to annually updated JCQ Publications including:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations 2025-2026
- Access Arrangements and Reasonable Adjustments 2025-2026
- Suspected Malpractice – Policies and Procedures 2025-2026
- Instruction for Conducting Non-Examination Assessments 2025-2026
- A Guide to the Special Consideration Process 2025

Ensures that the centre has appropriate accommodation to support the size of the cohort being taught including appropriate accommodation for candidates requiring access arrangements for practical assessments/examinations.

Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:

- Will maintain oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements.
- Will have in place a written agreement with the third party to ensure there is a shared understanding of the arrangement, and we will manage the risk of failure by the third party to deliver the expected service.
- Will ensure that a copy of the written agreement is available for inspection if requested by the awarding bodies.



Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous paragraph.

Ensures the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of the assessment delivery such as a cyber-attack.

Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

Ensures members of centre staff do not forward emails and letters from awarding bodies or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and platforms.

Ensures members of centre staff do not advise parents/candidates to contact awarding bodies or JCQ directly, nor provide them with addresses or email addresses of awarding body examining/assessment personnel or JCQ personnel.

Recruitment, selection and training of staff

Ensures a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery 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.

Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.

Enables the relevant Senior Leader(s), the Examination Officer (EO) and the SENDco Line Manager to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ regulations.

Appoints a SENDco Line Manager who will support the SENDCo in determining appropriate arrangements for candidates with learning difficulties and disabilities.

Ensures that the SENDco Line Manager has sufficient time to both support the SENDCo in managing the access arrangements process within the centre and to familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments 2025/2026.

Ensures that the examination 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.

Internal Governance Arrangements

Escalation Process

Ensures that there is a written policy in place should the head of the centre himself, or a member of the Senior Leadership Team, with oversight of exam administration, be absent.

Ensures there is in place, a member of the Senior Leadership Team who will provide support and guidance to the Exams Officer, to ensure that the integrity and security of examinations and assessments is maintained throughout the exam series.



Ensures centre staff undertake key tasks within the exams process and meet internal deadlines given by the Exams Officer.

Ensures that no Teacher/Tutor or senior member of staff, who teaches the subject being examined, is an Invigilator during the examination.

Delivery of Qualifications

The Head of the Centre must ensure qualifications from the awarding body, are delivered in accordance with the relevant equality legislation. This includes but is not limited to ensuring that qualifications are available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.

Enables candidates to receive sufficient up to date practical experience, or relevant training where required by the subject concerned.

Public Liability

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

Security of Assessment Materials

The Head of the Centre must also take reasonable steps to maintain the integrity of the examination and assessments carried out within the centre, including the security of all assessment and examination materials, by ensuring:

- The location of the centre's secure storage facility is in a secure room, which must only be used for the purpose of administering secure examination materials
- Arrangements are made to receive, always check and store question papers and examination material safely and securely and for as long as required in accordance with the current JCQ document Instructions for Conducting Examinations 2025/2026
- The secure room only contains exam related material
- That there are between two and six keyholders only, which includes the Head of the Centre himself, Mr Holden (Assistant Headteacher) Ms Abbott (Data and Examination Officer) Mrs Baker (Examination Officer), each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Access to the secure room and storage facility is restricted to the authorised keyholders and Helen Chatterton (Lead Invigilator), who have been approved by the Head of the Centre and is always accompanied by the keyholder
- The secure room must be accessible throughout an exam series for the storage of question papers and be available for inspection
- The secure storage facility must have a digital clock
- Awarding body contact details must be available, where a centre experiences an issue with the receipt of question papers and is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- Appropriate arrangements are in place for handling secure electronic material
- When it is permitted to remove question paper packets from the secure storage facility, and to avoid potential breaches of security, arrangements are in place to carefully open, check and record that the correct question paper packets are opened. A second pair of eyes check must be completed and recorded at this stage. If it is ever subsequently identified following this check, that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately



- Where an electronic question paper is downloaded from an awarding body's online system, the centre must ensure that the question paper is printed correctly, is of good quality and is collated in the right order
- Arrangements have been made to receive and issue material received from the awarding bodies to staff and candidates and notify them of advice and instructions relevant to the examinations and assessments
- Candidates have access to the relevant pre-release materials on, or as soon as possible after the date specified by the awarding bodies

Examination Malpractice

Through taking an ethical approach and working pro-actively to avoid malpractice amongst students and staff, takes all reasonable steps to prevent the occurrence of any malpractice/maladministration, before, during and after the assessment/examinations have taken place.

Ensures that any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected or alleged, then personal data about them will be provided to the awarding body (or bodies), whose exams/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.'

Ensures any irregularities are investigated and informs the awarding bodies 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.

Ensures that evidence requested by an awarding body is gathered in accordance with the JCQ publication 'Suspected Malpractice – Policies and Procedures,' and provides such information and advice as the awarding body may reasonably require.

Policies and Procedures

Risks to the exam process are assessed and appropriate risk management processes and contingency plans are in place (that allow the Senior Leadership Team to act immediately in the event of an emergency or staff absence).

Examination Contingency Plan

A copy of the Exam Contingency Plan is held by the Head of the Centre himself, Assistant Headteacher (Raising Standards) and the Exams Officer. The Exam Contingency Plan reinforces procedures in the event of the centre being unavailable for exams or on results day, owing to an unforeseen emergency. The plan is available for inspection.

Lockdown Policy

Please see separate/detailed lockdown policy on the school website. The lockdown policy ensures that the centre complies with regulations.

Equalities Policy

The centre's Equalities Policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements. The Equalities Policy, data and objectives can be accessed via the school website.

Complaints and Appeals Procedures



Covers general complaints regarding the centre's delivery or administration of a qualification, is in place and drawn to the attention of candidates and their parents or carers.

A copy of the school's complaints and appeals procedure is displayed on the school website. For inspection purposes, a hard copy is also held in the Exam Officer's Policy folder.

Internal Appeals Procedures

Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents and carers.

A copy of the Internal Appeals Procedure is held by the Head of the Centre, Assistant Headteacher (Raising Standards) and the Exams Officer. A copy is also available on the school website. The document is also available in hard copy in the Exams Officer Policy Folder for inspection purpose. All candidates are informed of their centre assessed marks in time to allow the appropriate length of time for an appeal. The Assistant Headteacher (Raising Standards) will ensure all candidates and parents and carers are aware of the procedures and its contents.

Child Safeguarding/Safeguarding Policy (Exams)

The centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.

The Safeguarding and Child Protection Policy are located on the school website and is available in hard copy for inspection purposes.

Data Protection Policy (Exams)

Ensures the centre has a Data Protection Policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 Regulations.

A copy of the exam specific GDPR is available in hard copy in the Exams Officer's Policy folder. The overarching GDPR policy is available for inspection in the school's administration departments (Policies Available for Inspection and Candidate Information).

Whistleblowing Policy

Ensures the Whistleblowing Policy is available on the school website for inspection.

Access Arrangements Policy

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

Ensures a copy of the exams specific Access Arrangements Policy is held by the Head of the Centre himself, the SENDCo line manager, SENDCo and is also available in hard copy in the Exams Officer's policy folder.

Conflicts of Interest Policy (Exams)

The Head of the centre must ensure that the Exams Officer will collect conflict of interest information from all staff at the beginning of the academic year to identify any member of staff with a potential conflict of interest.

Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series, of any potential conflicts of interest, such as:



- A member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort, if they were unable to find an alternative centre).
- A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate.

Ensures that clear records are kept that confirm the measures taken and protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above.

Where a member of centre staff is taking a qualification at another centre, or where a member of the exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre and where a member of staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort, as the candidate was unable to find an alternative centre).

National Centre Number Register

The Head of the Centre must ensure that contact details and addresses to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre.

Ensures the National centre Number register annual update is responded to by the end of October.

Takes responsibility for confirming, on a annual basis, that they are both aware of and adhering to the latest version of the JCQ Regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update.

Understands that this responsibility cannot be delegated to a member of the Senior Leadership Team or the Exams Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of the Centre's declaration, will result in the following:

- 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

Ensures that co-operation with the JCQ Centre Services, an awarding body or regulatory authority when subject to inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.

Ensures all venues used for examinations and assessments, paperwork and the secure storage facility to be open to inspection.

Understands that the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility.

Examination Roles and Responsibilities of Staff

The Head of Centre:

Must ensure that all staff can carry out their duties and responsibilities.

Exams Officer:



The Exams Officer is the person appointed by the Head of the 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 Exams Officer must understand the contents of annual updated publications from the JCQ ,some of which include:

- General Regulations for Approved Centres,
- Instructions for Conducting Examinations
- Suspected Malpractice – Policies and Procedures
- Post Results Services
- Special Considerations Process.

The Exams Officer must also complete and submit the National Centre Register annual update by the end of October each year.

Confirms the details, or informs the awarding bodies of any changes to the centre’s contact information through the National Centre Number Register

Informs the National Centre Number Register Team immediately by email (ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place.

If applicable informs the National Centre Number Register Team, no later than 6 weeks prior to moving to a new address or a relocation of the secure storage facility.

Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre’s status.

The Exams Officer must be familiar with the contents of annual updates from awarding bodies on administrative procedures, key tasks, key dates and deadlines, and ensuring these tasks are undertaken.

Recruits, trains and deploys a team of internal/external Invigilators, appoints a Lead Invigilator as required, and keeps a record of the content of training provided to Invigilators for the required period.

The Exams Officer must work with the SENDco to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangements candidates, fully understand the respective role and what is and what is not permissible in the exam room.

Support must also be given to 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 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.

The Exams Officer must also brief other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

Senior Leadership Team (SLT)

Need to be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications, which include some of the following:



- General Regulations for Approved Centres
- Instructions for Conducting Examinations
- Access Arrangements and Reasonable Adjustments
- Suspected Malpractice – Policies and Procedures
- Instructions for Conducting Non-Examination Assessments
- Instructions for Completing Coursework
- Special Considerations

They must also ensure teaching staff undertake key tasks (as detailed in this policy), within the exam cycle, and meet internal deadlines set by the Examination Officer and SENDco.

They must ensure teaching staff keep themselves updated with awarding body subject and teacher specific information to confirm effective delivery of qualifications.

They must also ensure teaching staff attend relevant awarding body training and update events.

Special Educational Needs and Disabilities Co-Ordinator (SENDco)

Needs to understand the contents, refer to and direct relevant centre staff to annually updated JCQ publications 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 SENDco, then the assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed.

They must also when requested present the JCQ Centre Inspector with evidence of the assessor's qualification.

Teaching staff

They must ensure they undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and by the SENDCo.

They must keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.

They must attend relevant awarding body training and update events.

Invigilators

They must ensure that they attend and undertake training on the current regulations, annual updates, briefing and review sessions as required.

They must provide information as requested on their availability to invigilate.

They must sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

Reception Staff

They must support the Exams Officer in the receipt and dispatch of confidential exam material and follow the requirements for maintaining the integrity and confidentiality of the exam materials.



Site Staff

They must support the Exams Officer in relevant matters relating to exams rooms and resources.

The Exam Cycle

The examination management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant stages within this cycle include:

- Planning
- Entries
- Pre-exams
- Exam
- Post Exams/Results and Results Services

This policy identifies the roles and responsibilities of centre staff within this cycle.

Head of the Centre

Directs relevant centre staff to annually updated JCQ publications.

Examination Officer

Directs relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated.

Directs relevant centre staff to JCQ information that should be provided to candidates.

Being responsible for exam administration, approves relevant access rights for centre staff to access awarding body secure extranet sites.

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.

Research's awarding body guidance to identify administrative processes, key tasks, key dates and key deadlines for all relevant qualifications.

Produces an annual exam plan of key tasks and key dates to ensure all external deadlines can be effectively met and informs key centre staff of internal deadlines.

The Exams Officer and the Assistant Head Teacher (Raising Standards) produce an annual internal exam timetable for all year groups.

Collects information on internal exams to enable preparation for and conduct of the agreed internal timetable.

Director of Faculty (DOFs)/Assistant Head Teacher (Raising Standards)

Respond (or ensure teaching staff respond) to requests from the Exams Officer on information gathering.

Meet internal deadlines for the return of information.

Inform the Exams 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.



Are aware of internal deadlines in the annual exams plan and ensures teaching staff meet these deadlines.

Access Arrangements

Head of the Centre

Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments.

Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per the JCQ Access Arrangements and Reasonable Adjustments publication.

Ensures the SENDCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

SENDCo Line Manger and SENDCo

Assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of the Centre) to identify access arrangements/reasonable adjustment requirements.

Gathers evidence to support the need for access arrangements for a candidate.

Liaise with teaching staff to gather evidence of a 'normal way of working' of an affected candidate.

Determines candidate eligibility for arrangements or adjustments that are centre delegated.

Gathers signed personal data consent forms from candidates where required and ensures data protection confirmation(s) by the Exams Officer or SENDCo are completed.

Applies for approval through Access Arrangements Online (AAO) via the 'centre admin portal'(CAP), then via 'applies for approval' where required or through the awarding body where qualifications sit outside the scope of Access Arrangements Online.

Keeps a file for each candidate for JCQ inspection purposes, containing all the required documentation (if documentation is stored electronically, the e-folder must be created for each individual candidate, and must hold each of the relevant documents for inspection).

Employs good practice in relation to the Equality Act 2010

Liaises with the Exams Officer regarding examination time arrangements for access arrangement candidates.

Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.

Works with the Exams Officer to ensure Invigilators and those acting as a facilitator fully understand their respective role and what is not permissible in the examination room.



Ensures criteria for candidates granted separate invigilation within the centre, is clear and meets the JCQ regulations and best meets the needs of the individual candidates and remaining candidates in the main examination rooms.

Liaises with the relevant member of the Senior Leadership Team on the centre's policy on the use of word processors in examinations, and how the use of word processors with AI is not permissible.

Examination Officer

Provides and annually reviews a centre policy on the use of word processors in examinations and assessments.

Directors of Faculty and Teaching Staff

Support the SENDCo Line Manager and SENDCo in determining and implementing appropriate access arrangements/reasonable adjustments.

Provides a statement for inspection purposes which detail the criteria the centre uses to award and allocate word processors for examination.

Internal Assessments and Endorsements. Controlled Assessments, Coursework and Non-Examination Assessments (NEAs)

Head of Centre

Ensures that arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates 'centre assessed' work is produced, authenticated a marked, or assessed and quality assured in accordance with the awarding body's instructions (including where relevant private candidates).

Ensures that teaching staff, in accordance with the awarding bodies instructions, return all subject specific forms by the required date.

Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre assessed components.

Ensures an internal appeals procedure, relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see roles and responsibilities overview).

Ensures a non-examination assessment policy is in place for GCE and GCSE qualifications, which include components of non-examination assessment.

The non-examination assessment policy is held by the Head of the Centre himself, the Assistant Headteacher (Raising Standards) and The Examination Officer. A hard copy of the policy is available for inspection in the Exam Officer's policy folder.

Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement.

Examination officer

Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessments.



Direct teaching staff to the relevant JCQ Information for Candidates documents that are annually updated.

Senior Leadership Team and Directors of Faculty (DoFs)

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 all teaching staff delivering AQA Applied General Qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project Qualifications (and CCEA GCE Unitised AS and A Level Qualifications) follow JCQ Instructions for Conducting Coursework and the specification provided by the awarding body.

Ensure all teaching staff delivering reformed GCE and GCSE specifications (which include components of non-examination assessments) follow JCQ Instruction for Conducting Non-Examination Assessments and the specification provided by the awarding body.

For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body.

Ensure teaching staff inform candidates of their centre's assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body.

Teaching Staff

Ensures appropriate instructions for conducting internal assessments are followed.

Ensures candidates are aware and have read the JCQ Candidate Information for Coursework and the JCQ Candidate Information for Non-Examination Assessments (NEAs) prior to assessments and coursework taking place and sign the Candidate Consent Form, that they agree to comply with the regulations.

Ensures 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.

Invigilation

Head of Centre

Ensures relevant support is provided to the Exams 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, and understand what is and what is not permissible, and not taking on its own an assurance from the 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 always maintained.

Examination 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/malpractice sanctions are applied to them.

Provides training for new Invigilators, on the JCQ Instructions for Conducting Exams, and provide annual updates for the existing Invigilation team so that they are aware of any changes for the 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 arrangements(s) awarded, (ensuring these candidates are identified on the seating plan), and confirms the Invigilators understand what is and what is not permissible.

Collects evaluation of training to inform future events.

Entries – Roles and Responsibilities

Estimated Entries

Examination Officer

Each September the Exams Officer must distribute a specification/exam entry form to all DoFs, requesting details of their specifications and proposed entries for the next academic year. The Exams Officer will then use this information to submit estimated entries for the forthcoming academic year to meet external submission deadlines.

Ensures candidates are aware of the JCQ Information for Candidates Privacy Notice, at the start of a vocational qualification or when entries are being processed for a general qualification.

Directors of Faculty (DoFs)

Provides entry information requested by the Exams Officer to the internal deadlines.

Informs the Exams Officer immediately of any subsequent changes to entry information.

Final Entries

Examination Officer

Requests final entry information from DOFs in a timely manner to ensure awarding body external deadlines from submission are met.

Informs DoFs of subsequent deadlines for making changes to final entry information without charge.

Confirms with DOFs 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, thus reducing the potential for late or other penalty fees being charged by awarding bodies.

Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations an assessment's and observes any regulatory requirements for the qualification.

Ensures mark sheets generated via Arbor and distributed to the DoFs, which are to be returned by the agreed deadline date. The entries are then entered into Arbor and the completed mark sheets are



checked, signed and dated by each DoFs prior to electronic submission to the awarding bodies by the Exams Officer.

Directors of Faculty (DoFs)

Ensures that information requested by the Exams Officer is given by internal deadlines.

Informs the Exams Officer immediately, or at the very least prior to the deadline, of any subsequent changes to final entry information, which includes, changes to candidate personal details, amendments to existing entries, withdrawals of existing entries.

Ensures final entry submission information provided by the Exams Officer is correct.

Entry Fees – Internal/External and Re-Sit Candidates

Examination Officer

The Exams Officer must ensure DoFs are aware of the key financial deadlines for entries, to ensure both late and very late entry fees are avoided. Also, to ensure that, where possible, when a candidate is withdrawn before the deadline that the fees are refunded.

Ensures that external and re-sit candidates are provided with fee related information and entries and amendments are not processed until payment is received by the centre.

Late Entries

Examinations Officer

Ensures that clear entry procedures are in place to minimise the risk of late entries, which would incur charges or other penalty fees to departmental budgets.

Directors of Faculty (DoFS)

Ensures the risk of late entries is kept to a minimum by following procedures identified by the Exams Officer in relation to making final entries for submission on time.

Re-Sit Entries

Examinations Officer

The Exams Officer writes to re-sit candidates (internal candidates only) and includes an entry request form in the pack of information. The candidate is asked to provide details of the awarding body, specification, entry codes and tiers (where relevant).

Candidate Statement of Entry

Examinations Officer

Provides candidates with a statement of entry for checking.

Teaching Staff

Ensures candidates check statement of entry and return any relevant confirmation.

Candidates

Confirms entry information is correct or notify the Exams Officer of any discrepancies.

Pre-Exams Roles and Responsibilities

Examination Officer – Briefing Candidates



Ensures individual exam timetables are issued to candidates and informs candidates of any designated contingency day information, that awarding bodies may have identified in the event of a national or significant local disruption to exams.

Ensures that prior to the exams, that the relevant JCQ Information for Candidates document and other relevant documentation from awarding bodies are issued to the candidates.

Ensures centre exam information is issued to candidates, which includes the following information on any exam timetable clashes, what happens if the candidate arrives late for their exam, absence or illness during the exam, what equipment is/is not provided by the centre for the exam, food and drink in the exam room, unauthorised items in the exam room, when and how results will be issued and the staff that will be available, the post results information services and how the centre will deal with requests from candidates, and when and how certificates will be issued.

Prior to sitting their internal and external exams, the Exams Officer must ensure that all information with regards to access to scripts, review of results service and the appeals procedure is given to the candidates and their parents and carers. The following information should be part of their entry information pack, when where and with whom they will have the opportunity to discuss their results, the post results service that will be available to them by the awarding bodies, how they request the service, the deadlines that have to be met, the fees that will be charged, how they are informed of the outcome of their request, the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a review of results or an appeal

The Exams Officer must identify and confirm arrangements are in place, for the dispatch of candidate exam scripts with the Department for Education (DfE) (STA) 'yellow label service' or the awarding body, where qualifications sit outside the scope of this service.

Ensures that estimated grade information is submitted to awarding bodies to meet external deadlines and keeps a track record of what has been sent.

Directors of Faculty (DoFs)/ Assistant Head Teacher (Raising Standards)

Ensures that all teaching staff provide estimated grade information to the Exams Officer by the internal deadlines (where this still may be required by the awarding body).

SENDco Line Manager and SENDCo

Access Arrangements and Reasonable Adjustments

Ensures that appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments 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).

Ensures that a candidate is involved in any decisions about access arrangements, adjustments and/or adaptations that may be put in place for him/her.

Ensures that exam information (JCQ Information for Candidates documents, individual exam timetables etc) are adapted, where this may be required for a disabled 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 the 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 (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor.

Internal Assessments and Endorsements

Head of the Centre

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

Examinations Officer

Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors, to meet the external deadlines.

Where grades are submitted electronically, the Exams Officer and the DoFs enter/submit the marks together, to ensure there is a double check prior to submission to the awarding body.

Keeps a track record of what has been sent.

Logs moderated samples returned to the centre.

Ensures that teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates work.

Director of Faculties (DoFs)

Ensures teaching staff assess and authenticate candidates work to the awarding body requirements.

Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the Exams Officer by the internal deadline.

Where grades are submitted electronically, the DOF/Examinations Officer submit that marks together, to ensure there is a double check prior to submission to the awarding body.

Ensures that all teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Exams Officer to the internal deadline.

SENDco Line Manager and SENDco

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

Teaching Staff

Supports the SENDCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements.

Assesses and authenticates candidates work.

Assesses endorsed components.

Ensures candidates are informed of the centre's assessed marks prior to marks being submitted to the awarding bodies.



Invigilation

Examinations Officer

Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on an annual basis of any regulation changes and any changes to centre-specific processes.

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, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals to observe the conduct of the exam.

Enters the exam room at regular intervals to observe the conduct of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam.

SENDCo Line Manager and SENDCo

Liaise with the Examination Officer regarding facilitation and invigilation of access arrangement candidates.

Invigilators

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

Timetabling and rooming

Examination 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 centre policy, for example, where a GCSE candidate has more than five and a half hours of examinations in one day, the supervised rest break between each examination can be more than 20 minutes. This would be an alternative to an overnight supervision arrangement.

Ensures that if due to the candidate's timetable clash(es) there is no other option, if overnight supervision is required, the Head of the Centre and the Examinations Officer will ensure that all current JCQ and awarding body regulations are complied with and that all associated paperwork is completed.

Ensures the overnight supervision arrangement must ensure the candidate does not have advance warning of the content of the examination deferred until the following morning (including Saturdays), bearing in mind examinations cannot be taken on an earlier day than scheduled on the timetable.

Ensures the candidate and their supervisor understand they must not meet or communicate with anyone who may have knowledge of the content. This included any form of electronic communication/storage device, for example - phone, radio, email, the internet, AI and any other social media.

Identifies exam rooms and specialist equipment requirements, such as candidates must be able to see the board, flip chart or whiteboard and clock when sitting down.

Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios.



Liaise with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements.

Liaise with the SENDCo, regarding rooming of access arrangement candidates.

SENDCo Line Manager and SENDCo

Liaises with the Examination Officer regarding rooming of access arrangements 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 Examination Officer to ensure exam rooms are set up according to JCQ and awarding body requirements.

Alternative Site Arrangements

Examination Officer

Where/if applicable to the centre, ensures that all question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met.

Will inform the JCQ Centre Inspection Service, by submitting a JCQ Alternative Site Arrangement Notification, by 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.

Transferred Candidate Arrangements

Examination Officer

Where/if applicable to the centre, liaises with the host or entering centre, as required.

Processes requests for transferred candidate arrangements through CAP, meeting the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP).

Where relevant (for an internal candidate), informs the candidate of the arrangements that have been made for their transferred candidate arrangements.

Internal Examinations

Examination Officer

Prepares for the conduct of internal examinations under external conditions (where applicable to the centre)

Provides a centre exam timetable of subjects and rooms.

Provides a seating plan for examination rooms.

Requests internal exam papers from teaching staff.

Arranges invigilation (where applicable to the centre).

Ensures candidates must be able to see the board, flip chart or whiteboard and a clock when sitting down.



SENDCo

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

Teaching Staff

Provides exam papers and materials to the Examination Officer, including providing exam papers on the correct colour of paper and/or with enlarged font where required.

Supports the SENDCo in making appropriate arrangements for access arrangement candidates.

Examination Time – Roles and Responsibilities

Examination Officer – Access Arrangements

Ensures cover sheets for access arrangements candidates' scripts, where required for arrangements.

Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of the exams and applies for approval through AAO where required or through the awarding body.

Ensures candidates with disabilities and learning difficulties may need the invigilators announcement in an alternative format or may need to hear it more than once.

Candidate Absence

Candidate Late for an Examination

The purpose of this section of the policy is to confirm the arrangements for candidates who are absent from an examination at Woodhey High School.

An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point Woodhey High School reserves the right to exercise discretion as to whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination (see Candidate Late Arrival Policy).

Candidate Absent from an Examination

A candidate will be considered absent from an examination if they are not present on completion of the attendance register once candidates are seated and have started the examination.

Roles and Responsibilities when dealing with a Candidate Absence

Examination Officer/Lead Invigilator

Following the attendance register at the start of the examination, the Examination Officer, or if they are absent, the Lead Invigilator, promptly reports the candidate absence to the Attendance Team and a member of the Senior Leadership Team (SLT).

Invigilators

Are informed of the policy/process for dealing with absent candidates through training.

Ensures that confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

Attendance Team

The attendance team will endeavour to contact the candidate's parents or carers and will work with them to ensure the missing candidate(s) arrive before the end of the protected hour.

The Attendance Team will keep the Examination Officer up to date with progress.



The Attendance Team will contact the Examination Officer immediately when the candidate arrives.

Where a candidate is persistently absent the Attendance Team, works with the candidate and their parents/carers to ensure future attendance.

Director of Progress/Assistant Headteacher (Raising Standards)/Deputy Headteacher (Student Experience)

Are kept informed by the Examination Officer if candidates are persistently absent from both internal and external examinations.

Candidates

Are informed about the process for registering absence due to illness or other extenuating circumstances via their exam entry pack and during school assemblies.

Candidates must understand they are expected to attend all examinations and arrive promptly at the designated time.

Are informed about the consequences of not attending an examination.

In the event of an illness or extenuating circumstance, which precludes attendance of the examination, are informed of the potential consequence.

Candidates are re-charged relevant entry fees for unauthorised absence from examinations.

Candidate Behaviour

See irregularities

Candidate Belongings

See unauthorised item

Candidate Late Arrival

If exams staff are available to supervise/invigilate, a very late arrival will be allowed to sit the exam and as stated in the regulations, they will be allowed the full length of time for the exam.

The Examination Officer

Ensures that the candidate(s) who arrive very late for an exam are reported to the awarding body by submitting a report using CAP, recording that the candidate was very late to the examination room.

Warn candidate(s) that their script may not be accepted by the awarding body.

Ensures the candidate hands in all unauthorised items, such as their mobile phone.

Ensures a full log of the incident is recorded immediately in the exam incident logbook.

Informs the Attendance Team and the Director of Progress, if the candidate(s) is/are very late.

The Exams Officer and a member of the Senior Leadership Team (SLT), meets with the candidate at the end of the exam to obtain a statement about the reason for the late arrival.

Invigilators



Are informed of the policy/process for dealing with late/very late arrival candidates through training.

Ensures the relevant information is recorded on the examination room incident logbook.

Ensures that late arriving candidates, hand in all non-allowed/approved items prior to entering the examination room.

Very late candidates – At the end of the examination, the invigilators must ensure the candidate is brought to the Exams Officer to complete a statement, explaining the reasons for their very late arrival, in line with the instructions in the Invigilator Handbook. Mobile phones and other non-approved exam items must not be handed back to the candidate but must be brought to the Exams Officer for checking.

JCQ Centre Inspections

The Examination Officer and Senior Leadership Team

Will accompany the Inspector throughout the visit.

SENDDo (or SENDCo line manager in the absence of SENDCo)

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).

Security of Examination Materials

Examination Officer

Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the Head of the Centre.

Ensures access to the secure room is restricted, and staff named, approved by the Head of the Centre.

Ensures access to the secure room is restricted and staff named are approved by the Head of the Centre and are always accompanied by a keyholder. There must be between two and six keyholders only, each of whom must fully understand their roles and responsibilities as a key holder to the secure storage facility.

Ensures only persons authorised by the Head of the Centre and the Exams Officer are allowed access to the centre's secure storage facility as one of the two to six key holders.

Ensures there is 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, for example – 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 an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers).

Reception Staff

Follow the process to log confidential materials delivered to and received by the centre, to the point materials are issued to authorised staff for transferral to the secure storage facility.

Teaching Staff

Adheres to the process of recording the secure movement of confidential materials, once taken from and after being returned to the secure storage facility.

Seating and Identifying Candidates in Examination Rooms

The Examination Officer

Ensures a procedure is in place to verify candidate identity, including private candidates.

Ensures a candidate card is displayed with the candidates photograph on the examination desk, to aid invigilators in identifying candidates.

Ensures Senior Leadership Team, Directors of Progress, the Examinations Officer herself and the Lead Invigilator are present to verify internal candidates.

Ensures the identity check photograph made at registration is used to identify private candidates, who are not known to the school. A copy of their passport, photographic driving license or other agreed photo ID, is displayed on their examination desk for the duration of the examination.

The Exams Officer must ensure that, if a candidate's appearance is obscured due to the wearing of religious clothing, such as a veil, the following procedure will be followed:

- The candidate will be asked to remove their item of religious clothing in a private room, in the presence of a member of school staff of the same gender, which is normally a member of the Senior Leadership Team, the Exams Officer, Director of Progress, or the Lead Invigilator for identification purposes.
- This procedure will be applied to internal, private and transferred candidates.
- Once identification is complete, the candidate should replace, for example, their veil and proceed as normal to sit their examinations.
- Candidates will be informed well in advance of their first examination that this is the procedure.
- Ensures Invigilators are aware of the procedure.

Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plans, and invigilators are



informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded.

Invigilators

Ensure that they follow the procedure for verifying candidate identity procedures, provided by the Examination Officer.

Seat candidates in exam rooms as instructed by the Exams Officer, as per the seating plan.

Conducting Examinations

Head of Centre

Ensures venues that are used for conducting examinations meet the requirements of JCQ and the awarding bodies.

Examination Officer

Ensures that examinations are conducted according to JCQ and awarding body regulations.

Uses an 'exam day checklist' to ensure each exam session is fully prepared for any unplanned events and that these can be dealt with and an associated follow-up is completed.

Dispatch of Exam Scripts

Examination Officer

Dispatches scripts as instructed by JCQ and awarding bodies.

Keeps appropriate records to track dispatch.

Exam Papers and Materials

Examination Officer

Organises exam question papers and associated confidential resources in date order in the secure storage facility.

Attaches erratum notices received to relevant sealed exam 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 that 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 the secure storage facility, for example an Invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate immediately before the question paper is opened.

Ensures this additional/second eyes check is recorded.

Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until timetable clash candidates have completed the exam.

Ensures that revised arrangements are in place for unused question papers.



Examination Rooms

Head of the 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 the exam room is clearly communicated to the candidates:

- Ensures only water in clear bottles free from labels/packaging is allowed
- Ensures where food is allowed, by prior permission, due to a medical issue, it must be placed in a clear container with all labelling and packaging removed
- Ensures the food and drink policy is clearly communicated to all candidates and this is the same procedure for internal/mock exams

Ensures the centre's policy on candidates leaving the examination room temporarily is clearly communicated to candidates.

Ensures that if a candidate needs to leave the examination room temporarily, the policy on candidates leaving the examination room temporarily, must be followed. They must be always accompanied by a member of centre staff. The member of centre staff would normally be the Exams Officer, Lead Invigilator or an Invigilator. On occasion it may be another member of centre staff, who must not be the candidate's subject teacher or a subject expert for that examination. On returning to the examination room the candidate will not be allowed the time back, whilst they have been absent from the examination room.

Only where students who have access arrangements in place, for example have a 'movement break', will they get their time back.

Examination Officer

Ensures the examination rooms are set up and conducted as required in the regulations.

Provides Invigilators with appropriate resources to effectively conduct examinations.

Briefs Invigilators on examinations 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 examination room incident logbook.

Ensures Invigilators understand how to deal with candidates who may need to leave the examination room temporarily and how this should be recorded on the examination room incident logbook.



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 examination room is evacuated.

Senior Leadership Team (SLT)

Ensures a documented emergency evacuation procedure for examination rooms is in place.

The Emergency Evacuation Policy for Exams is held by the Head of the Centre, the Assistant Headteacher (Raising Standards), Strategic Operations Manager, and the Exams Officer, during the examination period in the Emergency Evacuation Folder, in the admin office, in each main examination room and in each Invigilators Handbook.

Ensures arrangements are in place for a candidate with a disability who may need assistance if an examination room is evacuated.

Site Staff

Ensures exam rooms are available and set up as requested by the Exams Officer

Ensures the grounds of centre, maintenance work does not disturb examination candidates in examination rooms.

Ensures the fire alarm testing does not take place during examination sessions.

Invigilators

Conducts examinations in every 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 examination rooms by authorised centre staff and invigilators.

Are required to remain in the examination room for the full duration of the exam.

Irregularities

See separate Conflicts of Interest Policy, which provides further information.

Managing Behaviour Policy (Exams)

Head of Centre

Has the authority to remove a candidate from the examination room but would only do so if the candidate would disrupt others by remaining in the room.

Senior Leadership Team (SLT)

Ensures support is provided for the Exam Officer and Invigilators when dealing with disruptive candidates in the examination rooms.

Ensures that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.



Examination Officer

Provides an examination room incident logbook in all examination rooms for recording any incidents or irregularities.

Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place.

Invigilators

The invigilator must warn the candidates that he/she may be removed from the examination room. The candidate must also be awarded that the awarding body will be informed and may decide to penalise the, which could include disqualification.

Ensures that any incidents or irregularities on the examination room incident logbook, for example, late/very late arrival, candidate or centre staff suspected of malpractice, candidate illness or needing to leave the examination room temporarily, disruption or disturbance in the examination room, or emergency evacuation.

Malpractice

Malpractice is dealt with in line with JCQ and awarding body requirements and regulations.

Special Considerations

The Special Considerations Policy is held by the Head of the Centre, Assistant Head Teacher (Raising Standards) and the Examinations Officer. A hard copy of the policy is available for inspection purposes in the Exam Officers policy folder.

Examination Officer

Gathers evidence, which may need to be provided by other staff in the centre, candidates or parents and carers, and submits to senior leaders for approval.

Processes eligible applications for special consideration to awarding bodies by the external deadline.

Senior Leadership Team (SLT)

The application for special consideration can be supported by appropriate evidence, signed by a member of the Senior Leadership Team.

Candidates/Parents/Carers

Provide appropriate evidence to support special consideration applications, where required.

Unauthorised Items

Arrangements for unauthorised items taken into the examination room.

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject. Candidates must leave all unauthorised materials in their bags or place items in the trays provided at the end of each row in the main examination room or the boxes provided in the smaller rooms.

Candidates' mobile phones must be switched off.



In the FB Hall, candidates' bags must be left in the entrance foyer or bag store room. Prior to the start of the exam, the trays used for non-permissible items, are removed from the examination room, to be stored in a locked cupboard in the entrance foyer.

In smaller rooms, bags and the unauthorised materials box, are stored as far away from the candidates as possible.

Wrist watches will not be allowed in the examination room and candidates must either leave them in their bags or place them in the trays provided at the end of each row in the main examination room or the boxes provided for the smaller examination rooms.

Invigilators

Are informed of the arrangements through training.

Internal Examinations

Examination Officer

Briefs Invigilators on conducting internal examinations.

Returns candidates scripts to teaching staff for marking.

Invigilators

Conducts internal examinations as briefed by the Examination Officer.

Results and Post-Results – Roles and Responsibilities

Directors of Faculty (DoFs)/ Assistant Headteacher (Raising Standards)/ Head of Centre

Internal Assessments

Ensures that all teaching staff keep candidates work, whether part of the moderation sample or not, secure and for the required period stated by the JCQ and awarding bodies.

Ensures work is returned to candidates after the retention period or disposed of according to the requirements.

Managing Results Day

Head of Centre/Assistant Headteacher (Raising Standards)

Identifies centre staff who will be involved in the main summer results day and their role.

Ensures 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 ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly.

Ensures there are procedures in place for managing the main summer results day, including a results day programme.

Examination Officer

Works with SLT to ensure procedures for managing the main summer results day are in place.

Ensures candidates are made aware of the arrangements for enquiries about results before they sit any examinations. These arrangements also extend to private candidates.



Ensures candidates are aware of the procedures to follow if they are unable to collect their results in person on the day.

Ensures candidates are made aware of the arrangements or post results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results.

Ensures that all candidates, including private candidates, are made aware that all post results service requests must be made through the centre.

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 confidential and restricted to key members of staff until the official dates and times of release to candidates.

Understands that it is not permitted to withhold provisional results from candidates under any circumstances.

Examination Officer

Informs candidates in advance of when and how results will be released to them for each examination series.

Accesses results from the 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 day.

Post Results Services

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.

Understand that if the centre has concerns about one of its components/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised).

Examination Officer

Provides information to candidates and staff on the service provided by awarding bodies and the fees charged.



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 service.

Tracks requests to conclusion and informs candidates and relevant centre staff of the outcomes.

Updates centre results information, where applicable.

Teaching Staff

Meets internal deadlines to request the services and gain relevant candidate informed consent.

Identifies the budget to which fees should be charged.

Candidates

Meets internal deadlines to request the services.

Provide informed consent and fees, where relevant.

Analysis of Results

Data and Exams Officer/Examination Officer/Assistant Head Teacher (Raising Standards)

Provides analysis of results to appropriate centre staff.

Provides results information to external organisations where required.

Undertakes the secondary school (Key Stage 4) performance tables June to September checking exercise (where applicable).

Certificate Issue Procedure and Retention Policy.

Certificates are provided to centres by awarding bodies after results have been confirmed.

Certificates are issued to internal candidates at the annual Year 11 Celebration Evening in November of the relevant year. The distribution of the certificates during the evening is managed by the Assistant Head Teacher (Raising Standards).

Candidates may also collect their certificates in person from the school reception.

Parents or carers or other persons authorised by the candidate, may collect their certificates on the candidate's behalf by producing a letter of authorisation and photographic identification. All certificates must be signed for on collection.

Records are kept of the certificates that have been issued to candidates by the administration staff.

In the Autumn term, following issue of the certificates, uncollected certificates are sent to the candidate via recorded delivery, and a record is kept.

Undelivered certificates are returned to the school's secure certificate storage facility.



When certificates are destroyed, records are kept.

Examination Officer

Checks the certificate, prior to them being issued to candidates to ensure all details are correct, including any grade amendments following a review of marking.

Assistant Head Teacher (Raising Standards)

Responsible for recording which candidates receive their certificates at the annual Year 11 Celebration Evening.

Ensures uncollected certificates are returned to the Exams Officer to be placed in the secure certificate storage.

Candidates

May arrange for their certificates to be collected on their behalf by providing the Exams Officer, with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of certificates.

Examination Review – Roles and Responsibilities

Examination Officer

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

Keeps records as required by the centres records management policy.

Provides an Exam Archiving Policy (held by the Exams Officer, Head of Centre, Assistant Headteacher [Raising Standards], SENDCo and Administration Team), that identifies information held, retention period and method of disposal.

Escalation Process

It is the responsibility of the Head of Centre to ensure that his/her centre, has in place a written escalation process should the Head of Centre, or a member of the Senior Leadership Team (SLT), with oversight of examination administration be absent.

In the absence of the Assistant Headteacher (Raising Standards), the Deputy Headteacher (Quality of Education) will have oversight of the exam administration.

