



Exams Policy

Including procedures for Non-Exam Assessments (NEA)

Date agreed by Governors:

Date of Review : April 2019

Date of Next Review: March 2020

This document should be read in conjunction with the JCQ ICE booklet

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Rationale

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff

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

The exam policy will be reviewed every year in conjunction with the release of updated documents from JCQ.

The exam policy will be reviewed by the Senior Leadership team, Exams Officer and Governors.

Roles and Responsibilities

Head of Centre

- Understands the contents, refers to and directs relevant centre staff to updated JCQ publications including:
 - General Regulations for approved centres
 - Instructions for Conducting Examinations (ICE)
 - Access Arrangements, Reasonable Adjustments and Special Considerations
 - Suspected Malpractice in Examinations and Assessments
 - Instructions for Conducting Non-Exam Assessments
 - Review of Marking Centre Assessed Work
- Ensures the exams officer and other relevant centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures HOF/HOS and subject teaching staff have the necessary and appropriate knowledge, understanding, skills and training to set, conduct, assess and mark non-examination assessments and to authenticate candidates work
- Be confident that appropriate internal moderation, standardisation and verification processes are in place for all centre assessed work
- Investigate suspected malpractice by either a member of staff, candidate or invigilator in consultation with the senior leader with responsibility for exams, immediately and in line with JCQ guidance
- Ensures arrangements are made for the centre to be open on results day
- Ensures the provision of staff on results day

Senior Leader Responsible for Exams

- Understands the contents of and updates the examination policy in line with the annually updated JCQ publications including:
 - General Regulations for approved centres
 - Instructions for Conducting Examinations (ICE)
 - Access Arrangements, Reasonable Adjustments and Special Considerations
 - Suspected Malpractice in Examinations and Assessments
 - Instructions for Conducting Non-Exam Assessments
 - Review of Marking Centre Assessed Work
- Supports the Exams Officer to ensure the smooth and efficient running of all internal and external exams in line with all updated policies and procedures
- In consultation with the head of centre, deals with any issues of malpractice by a member of staff, candidate or invigilator immediately and in line with JCQ guidance
- Makes final decisions on whether a candidate should be entered for a particular subject in consultation with the candidate, Parents/Carers, SENCO (where appropriate), HOF/HOS/HOH and subject teacher
- In conjunction with the exams officer and SENCO, makes decisions regarding rooming for access arrangement candidates and any other candidate where it is deemed necessary for them to be withdrawn from the main exam hall (see Access Arrangements for Reasonable Adjustments Pg12 and Candidates withdrawn from the main exam hall Pg13)
- Informs the exams officer of any decision to withdraw a candidate from any subject
- Ensures all candidates are briefed on expectations in an exam prior to each exam series
- In conjunction with the exams officer and SENCO, organises all internal exam timetables and invigilation timetables
- In conjunction with HOF/HOS, co-ordinates the schedule of non-exam assessments to ensure they are appropriately timed to support the candidate whilst not causing conflict with other subject areas, rooms and/or resources
- Ensure all staff and students are aware of the calendar of non-exam assessments

Exams Officer

- Manages the overall administration of internal and external exams
- Account for income and expenditures relating to all exam costs/charges
- Understands the contents of and checks changes in the annually updated JCQ publications including:
 - General Regulations for approved centres
 - Instructions for Conducting Examinations
 - Access Arrangements, Reasonable Adjustments and Special Considerations
 - Suspected Malpractice in Examinations and Assessments
 - Instructions for Conducting Non-Exam Assessments
 - Review of Marking Centre Assessed Work
- Signposts relevant centre staff to JCQ publications and awarding body documentation related to the exams process that has been updated
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions

- Ensures risks to the exam process are assessed and appropriate risk management processes and contingency plans are in place (See appendix 1)
- Ensures that there is an up to date Emergency Evacuation Plan in place (See appendix 2)
- Approves relevant access rights for centre staff to access awarding body secure extranet sites
- Circulates all relevant deadline dates to HOF/HOS
- Advises the senior leadership team, HOF/HOS and other relevant teaching/support staff on annual exam timetables and application procedures as set by the various awarding bodies
- Oversees 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
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Ensures all HOF/HOS receive an electronic copy of
 - Instructions for Conducting Non-Exam Assessment
 - Review of Marking Centre Assessed Work
- Provides and confirms detailed data on estimated entries
- Maintains systems and processes to support the timely entry of candidates for their exams
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the JCQ guidelines
- In conjunction with the SENCO, administers access arrangements in line with JCQ guidance
- In conjunction with the SENCO, organises rooming for all candidates including those requiring access arrangements
- Ensures that the centre complies with the Equality Act 2010, including making reasonable adjustments to the service that is provided to the candidate in accordance with the requirements defined by the legislation, awarding bodies and JCQ
- Ensure invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Organises the recruitment, timetabling, and briefing of a team of exam invigilators responsible for the conduct of exams (see Managing Invigilators Pg14)
- Ensure all invigilators sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Keeps a record of the training given to invigilators until the deadline for enquiries about results has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is the later
- Ensure invigilators supervising access arrangement candidates understand their role and the rules and regulations of the access arrangement(s)
- Consults with teaching staff to ensure that internally assessed work is completed on time and in accordance with JCQ guidelines
- Ensures candidates' internally assessed work marks are submitted, along with any other material required by the appropriate awarding bodies correctly and on schedule
- Tracks, dispatches, and stores returned internally assessed work
- Identifies and manages exam timetable clashes in line with JCQ regulations (see Exam Clashes Pg15)
- Provides the JCQ "Information for Candidates" documents along with any other relevant information to all candidates in advance of each exam series (see JCQ ICE Appendices 4 & 5)

- Ensures that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidate's preparation for the examination, **is not an invigilator during the examination or on-screen test**
- Deals with any special consideration requests in line with JCQ guidance, ensuring the candidate understands the requirement for appropriate evidence from their doctor to be provided within three days of the exam
- Be aware of absent candidates and escort late arrivals into the exam when necessary and in line with JCQ guidance (see Late Arrivals Pg15 and Very Late Arrivals Pg16)
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the senior leadership team, any post results service requests including the request for an EAR or ATS

SESCO

- Is familiar with the contents of, refers to and directs relevant centre staff to annually updated JCQ publications including
 - Access Arrangements, Reasonable Adjustments and Special Considerations
- Inform subject teachers of candidates with existing special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams
- Identification and testing (see below) of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
 - If not the qualified access arrangements assessor, works with the person appointed on all matters relating to assessing candidates and the administration of the assessment process
- Follow up any concerns raised by teaching staff and HOF/HOS regarding possible access requirements
- Liaises with teaching staff to gather evidence of a candidate's normal way of working and to support the need for access arrangements for a candidate
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Processes any necessary applications in order to gain approval
- Working with the exams officer to provide the access arrangements required by candidates in exams rooms
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Provides and annually reviews a centre rationale on the use of word processors in exams and assessment (see Word Processors Pg13)
- Ensures criteria for candidates granted separate invigilation within the centre, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms (see Candidates withdrawn from main exam hall Pg13)

Heads of Faculty/Subject

- In discussion with the senior leadership team, decide upon relevant and appropriate courses to be offered each year. If there is to be a change of specification from the previous year, inform the exams officer immediately that this decision has been confirmed

- Ensure they and all staff within their subject/faculty keep themselves updated with awarding body teacher-specific information to ensure effective and correct delivery of suitable qualifications
- Accurate completion of internally assessed work mark sheets and declaration sheets
- Ensures they and all staff within their subject/faculty undertake key tasks as detailed in this policy and meet all deadlines set by the exams officer and SENCO
- Ensures all subject teachers understand and follow the procedures for conducting non-exam assessments and understand the process and key dates for the review of marking centre assessed work as laid down in the following JCQ documents
 - Instructions for Conducting Non-Exam Assessment
 - Review of Marking Centre Assessed Work
- Ensure that appropriate internal moderation, standardisation and verification processes are in place for all centre assessed work
- Discuss any concerns regarding entry and/or changes to tiers with the senior leader responsible for exams in a timely manner to minimise the risk of late or other penalty fees being imposed by an awarding body and in line with the school process for withdrawal of candidates from courses (Withdrawal from a subject Pg11)
- Review subject and faculty results and request an appeal as appropriate
- Where appropriate, discuss re-sits with the senior leader responsible for exams. The cost of a re-sit will only be paid by the centre if authorised by the senior leader responsible for exams (see Exam Fees Pg12)

Subject Teachers

- To have the highest expectations of all candidates they teach, expecting that barring exceptional circumstances out of their control, all candidates who start the course will complete it in full (see Withdrawal from a Subject Pg11)
- Undertake key tasks as detailed in this policy and meet all deadlines set by the HOF/HOS, exams officer and SENCO
- Keep themselves updated with awarding body teacher-specific information to ensure effective and correct delivery of suitable qualifications
- Ensures they have read and understand the following JCQ documents as relevant to the course(s) they are teaching
 - Instructions for Conducting Non-Exam Assessment
 - Review of Marking Centre Assessed Work
- Identifying candidates who may require access arrangements and informing relevant HOF/HOS/SENCO (as soon as possible after the start of the course)
- Ensure any candidate with access arrangements is given the opportunity to access this support for all formal and informal assessments as required throughout the course
- Raising concerns regarding entry with relevant HOF/HOS/SLT as soon as they arise
- Ensures candidates' internally assessed work marks are submitted, along with any other material required by the appropriate awarding bodies, correctly and on schedule
- Review results and discuss possible appeals with HOF/HOS as appropriate

Lead invigilator/invigilators

- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Understands the contents of the relevant sections of the Pittville Exam Policy and JCQ publications including:
 - General Regulations for approved centres
 - Instructions for Conducting Examinations
 - Access Arrangements for Reasonable Adjustments
- Provide information as requested on their availability to invigilate
- Attend training, update, briefing and review sessions as required
- Assisting the exams officer in the efficient running of exams according to JCQ regulations
- Understand through training, the policy/process for dealing with absent candidates
- Understand through training, the policy/process for dealing with late and very late arrival candidates
- Collection of exam papers and other material from the exams office before the start of the exam
- Follow the procedure for verifying candidate identity provided by the exams officer (name cards with photograph of candidate)
- Seat candidates in exam rooms as instructed by the exams officer on the seating plan
- Ensure that absent and late candidates are clearly marked as such on the attendance register and seating plan
- Ensure that the exam **does not start before the published start time** if any candidate has not arrived (see Late Arrivals Pg15)
- Follow the rubric given for the start of all exams (see JCQ ICE Appendix 3)
- Remind all candidates of the penalties for bringing any banned items into the exam
- Remind all candidates to remove watches and place them in sight, on their desks
- When invigilating candidates using a word processor, check that "autosave" is set up on the machine and if not, ensures they remind candidates to save their work at regular intervals
- Supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times
- Be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell
- Record any irregularities
- Move around the assessment area quietly and at frequent intervals
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office

Attendance Officer

- Supports the senior leader responsible for exams on the day of the exam by making phone calls for any non-arrivals/poor attenders and where necessary the collection of candidates
- Supports the exams officer and senior leader responsible for exams on the day of exam by escorting late candidates into the exam room if necessary

Reception Staff

- Support the exams officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials
- Supports the senior leader responsible for exams on the day of the exam by making phone calls for any non-arrivals/poor attenders
- Contact the exam officer, attendance officer and/or senior leader responsible for exams should a candidate arrive late after the start of an exam. The candidate should remain in reception and then be escorted into the exam by the exams officer, attendance officer or a senior leader

Network Manager

- Ensure all laptops and computers to be used for exams are prepared and checked in advance of all exams in line with JCQ guidance (ICE Pg 25). This includes "autosave" being set up on all machines
- Ensure systems are in place to ensure all work is printed and checked by the candidate prior to them leaving the exam room. Where required, a memory stick must be provided to transfer and print work
- To be available at the start and end of all exams to ensure everything is in good working order

Site Staff

- Support the exams officer in relevant matters relating to exam rooms, corridors and resources

Candidates

- Confirm and sign a list of entries
- Read and understand the information for candidates documents issued by the exams officer
- Understand internally assessed work regulations and sign a declaration that authenticates the work as their own
- Ensure they clearly understand the regulations regarding banned items
- Ensure phones and other valuable items are handed in for safe keeping. Any valuables left unattended remain the candidates own responsibility and the centre accepts no liability for their loss or damage
- Ensure they understand the regulations regarding equipment, food and drinks that can be taken in to the exam
- Ensure they adhere to the normal school rules regarding acceptable dress and behaviour at all times throughout an exam
- Arrive promptly for the start of all exams

- Report to the main reception should they arrive after the start of the exam
- Ensure they conduct themselves in all exams in accordance with JCQ regulations
- Understand that any disruption to the exam will be dealt with in accordance with JCQ regulations
- Alert the senior leader responsible for exams or exams officer before the exam or the lead invigilator during the exam if they have suffered a bereavement or other trauma, are or have been ill or otherwise disadvantaged or disturbed during an exam
- Understand that if they leave the exam room, unaccompanied by an invigilator, prior to the end of the exam, they will not be allowed to return
- Understand and adhere to the regulations regarding a clash of exams as laid down by JCQ (see Exam Clashes Pg15)
- Support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from their doctor
- Remain in the exam for the full duration of the exam. In exceptional (and pre-agreed) circumstances, candidates will be allowed to leave prior to the end of the published exam time in line with JCQ guidance
- To make full and appropriate use of any access arrangements awarded to them. Understand that failing to do so, may result in those arrangements being removed at the discretion of the centre
- If necessary, arrange for results/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 results/certificates
- Provide a stamped addressed envelope if they wish their results to be posted or a personal email address if they wish to have results emailed to them on the day
- Ensure examination certificates are collected within 12 months of the date published by the school, after which they will be destroyed

Qualifications offered

- The qualifications offered at this centre are decided by the Senior Leadership Team in discussion with HOF/HOS. They will always be cohort driven
- If there is to be a change of specification from the previous year, it is the role of the HOF/HOS to inform the exams officer immediately
- Decisions on whether a candidate should be entered for a particular subject will be taken by the senior leader responsible for exams in consultation with the candidate, Parents/Carers, SENCO (where appropriate), HOF/HOS/HOH and subject teacher. Once a decision has been reached, the exams officer should be informed by the senior leader responsible for exams

Exam seasons

- Internal exams are currently scheduled in December, January and June, with non-examined assessments taking place at appropriate times throughout the year

- External exams and assessment for all GCSE subjects are scheduled in the summer exam series by the exam boards. Exams for non-GCSE subjects will take place at other times as specified by the exam board schedule
- Where there is a choice, the exam series used is the decision of SLT in consultation with the HOF/HOS
- Assessments which impact on whole school resources (eg hall), or on other subject areas, must be agreed with the senior leader responsible for exams
- Although not run with external invigilators, all internal exams are held under full external exam conditions

Timetables

- Once confirmed, the exams officer will circulate the exam timetable for internal and external exams to candidates, parents, tutors, teaching and relevant support staff
- Timetabling and invigilation of internal exams is organised by the senior leader with responsibility for exams in conjunction with the exams officer and SENCO

Entries

- The centre will consider entries from former candidates and where appropriate external/private candidates
- The centre does not act as an exam centre for other organisations
- Candidates or parents/carers can request a subject entry, change of level or withdrawal. This will be dealt with by the senior leader with responsibility for exams in consultation with the HOF/HOS/subject teacher and any other relevant staff (pastoral, SEND)
- Entry deadlines are circulated to HOF/HOS by the exams officer (see roles of responsibility)
- Entries and amendments made after an awarding organisation's deadline can only be authorised by the senior leader with responsibility for exams in consultation with HOF/HOS
- GCSE/BTEC re-sits can only be authorised by the senior leader with responsibility for exams in consultation with HOF/HOS

Withdrawal from a Subject

- It is the expectation that all candidates who start a course will complete it, entering all exams as appropriate
- A candidate can only be withdrawn from a subject for serious and significant reasons including long term absence or where to continue with a subject would be deemed detrimental to the health and well-being of the candidate
- All decisions regarding withdrawal will always be made in the best interests of the individual candidate involved and the potential impact they may have on other candidates

- Candidates will never be withdrawn because they are unlikely to achieve their target or a “good” grade. Subject teachers are expected to continue to work with a candidate even if their efforts are likely to result in the lowest grade
- Final decisions regarding withdrawal of a candidate from a subject will be made by the senior leader with responsibility for exams in consultation with the HOF/HOS/subject teacher and any other relevant staff (pastoral, SEND)

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
- Initial entry fees for all exams are paid by the centre
- Late entry or amendment fees may be charged to the Faculty/Subject. This will be the decision of senior leadership team
- Re-sit fees, where authorised by the senior leader responsible for exams, will be paid by the centre
- Fee reimbursements are sought from candidates who fail to sit an exam without medical evidence or evidence of other mitigating circumstances
- In extreme cases, where attendance is a significant issue and through discussion and written agreement with both parent/carer(s) and the candidate, reduced entries may be agreed. In such cases, the parent/carer(s) may have to agree to meet the cost of any exam fees that the candidate fails to attend, prior to the final entry being made

Equality Act 2010

- The centre will comply with the current legislation, including making reasonable adjustments to the service that is provided to the candidate in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the exams officer (see roles and responsibilities)

Access Arrangements for Reasonable Adjustments

- The SENCO, in conjunction with the exams officer, is responsible for the testing of, application for and implementation of access arrangements for all candidates (see roles of responsibility)
- Rooming for access arrangement candidates is the responsibility of the exams officer in consultation with the SENCO and senior leader with responsibility for exams (see roles of responsibility)
- All decisions regarding rooming will always be made in the best interests of the individual candidates involved

- The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, making them aware of any access arrangements that an individual candidate can be granted during the course of the exam
- It is the responsibility of the subject teacher to ensure any candidate with access arrangements is given the opportunity to access this support for all formal and informal assessments as required throughout the course (see roles of responsibility)
- Candidates who fail to make full and appropriate use of the access arrangements available to them, may have them removed at the discretion of the centre

Word Processors

- In line with JCQ guidance (JCQ ICE Pg 25) a candidate will be allowed to use a word processor with the spelling and grammar check facility/predictive text disabled, when it is felt to do so would significantly benefit their outcomes
- A candidate cannot simply request to use a word processor because they would prefer to type rather than write or because they can work faster on a keyboard
- Using a word processor should, where possible and appropriate, be the candidates normal way of working within lessons and/or assessments
- The final decision regarding the use of a word processor will be made by the SENCO in view of relevant evidence of need presented by a member of staff, the candidate or parent/carer

Candidates Withdrawn From the Main Exam Hall

- Where there is documented evidence of a long term established difficulty, candidates may be withdrawn from the main exam hall. They may be placed with other appropriate Access Arrangement candidates or if necessary in a separate room
- Decisions regarding rooming for any candidate where it is deemed necessary for them to be withdrawn from the main exam hall will be made by the SENCO in conjunction with the senior leader responsible for exams and exams officer (see roles of responsibility) in line with JCQ guidance (ICE Pg24)
- All decisions regarding rooming will always be made in the best interests of the individual candidate involved and the potential impact they may have on other candidates

Risk Management & Contingency planning

- Contingency planning for exams administration is the responsibility of the exams officer (see Appendix 1)

Emergency Evacuation

- The Emergency Evacuation Plan is the responsibility of the exams officer (see Appendix 2)

Private candidates

- Managing private candidates is the responsibility of the exams officer

Managing Invigilators

- External staff and/or internal support staff are used to invigilate all external examinations
- All internal examinations are invigilated by staff that would be teaching that year group at the time of the exam. The timetabling and invigilation of all internal examinations is the responsibility of the senior leader with responsibility for exams in conjunction with the exams officer and SENCO (see roles and responsibilities)
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Head's PA
- DBS fees for securing such clearance are paid by the centre
- Invigilators rates of pay are set by the Business Manager
- The overall management of Invigilators is the responsibility of the exam officer (see roles and responsibilities)

Malpractice

- The Head of Centre, in consultation with the senior leader with responsibility for exams is responsible for investigating suspected malpractice. The Centre will follow the guidance in the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures, as directed in the ICE document Pg13

Exam days

- For both internal and external examinations, the exams officer, in conjunction with the senior leader with responsibility for exams, will book all exam rooms after liaison with other users and make the question papers, other exam stationery and material available for the invigilator
- Site management is responsible for setting up the allocated rooms as advised by the exams officer
- The lead invigilator will start all exams in accordance with JCQ guidelines (JCQ ICE Pg31)

- **ONLY** the senior leader with responsibility for exams, or another senior leader where necessary, approved by the head of the centre and who has not had overall responsibility for the candidate's preparation for the exam, may be present at the start of the exam (JCQ ICE Appendix 8)
- In practical exams subject teachers may be on hand in case of any technical difficulties
- Exam papers must not be read by subject teachers or removed from the exam room before the end of the exam session
- Papers will be released to the HOF/HOS after the published finish time for the paper concerned or after all candidates within the centre have completed the paper concerned (whichever is the later), in line with JCQ guidance (JCQ ICE Pg37)

Exam Clashes

- If candidates are taking two or more examinations in a session and the total time is three hours or less, they will be given a supervised break of no more than twenty minutes between papers within a session. The break will take place within the exam room, under formal exam conditions at all times in line with JCQ guidance (JCQ ICE Pg10)
- If candidates are taking two or more examinations in a session and the total time is more than three hours including extra time and/or supervised rest breaks, the centre will arrange for one of the papers to be taken in an earlier or later session within the same day in line with JCQ guidance (JCQ ICE Pg10)
- Overnight supervision arrangements will only be applied in rare and exceptional circumstances. When a candidate has three or more examinations timetabled for the same day and the total duration for those papers is more than five and a half hours, including extra time and/or supervised rest breaks, candidates will be allowed to take an examination the following morning, including Saturdays in line with JCQ guidance (JCQ ICE Pg11)

Late Arrivals

Pittville School exam start times:

- 09:00 morning sessions
- 13:15 afternoon sessions

JCQ states that dealing with candidates who are late for an exam is entirely at the discretion of the centre

At Pittville School

- Candidates are considered "late" if they arrive after the exam has started
- Exams **WILL NOT** start before the published start time unless all candidates are present and ready
- Candidates that arrive late will be allowed to enter the exam room and will be allowed the full amount of time to complete the exam as long as the following circumstances allow
 - Full and appropriate supervision can be arranged, including access arrangements where necessary
 - Entry into the exam will not cause disruption to those candidates already in the exam

- Any persistently late candidates will be dealt with by the Headteacher or senior leader with responsibility for exams

Very Late Arrivals

In line with JCQ guidance, a candidate will be considered "very late"

- if they arrive more than one hour after the published starting time for an exam which lasts one hour or more
- if they arrive after the awarding body's published finishing time for the exam

In these circumstances, the JCQ procedures for very late candidates will be followed (JCQ ICE Pg34) Candidates that arrive very late will be allowed the full time to complete the exam as long as

- full and appropriate supervision can be arranged, including access arrangements where necessary
- they are made aware of and fully understand and accept that the awarding body may subsequently not accept their script

Internally Assessed Work

- All staff involved in subjects which involve non-exam assessments must make sure they are fully up to date with and follow correctly the following JCQ documents
 - Instructions for Conducting Non-Exam Assessment
 - Review of Marking Centre Assessed Work
- Agreed dates and deadlines for the marking of non-exam assessments will be calendared at the start of the new academic year in order to ensure the correct process for the review of marking can take place in line with JCQ guidance and the school policy (see Appendix 3) This will be the responsibility of the senior leader with responsibility for exams (see roles and responsibilities)
- It is the duty of HOF/HOS to ensure all non-exam assessments are ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient detailing the date and time sent

Results

- Arrangements for the centre to be open on results day are made by the Head of the Centre
- The provision of staff on results day is the responsibility of the Head of Centre
- Candidates will receive an result slip on results day, in a sealed envelope
- If necessary, and by prior arrangement, candidates can request that their results are posted, in which case they must provide a stamped addressed envelope, or emailed to a personal email address previously made available to the centre
- If necessary, results can be collected on behalf of the candidate by providing the exams officer with written or email permission/authorisation. Authorised persons must provide ID evidence on collection of results (see roles and responsibilities)

Enquiries About Results (EAR)

- An EAR may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates written consent is required before an EAR can be requested (see appendix 4)
- If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense
- When the centre does not support a candidates' or parent's request for an EAR, the candidate or parent may still apply to have an EAR, however they will be expected to meet the cost
- Processing requests for an EAR is the responsibility of the exams officer (see roles and responsibilities)

Access To Scripts (ATS)

- After the release of results, candidates may ask the centre to request the return of exam papers within 3 days of the receipt of results (see appendix 5)
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained
- Processing requests for ATS is the responsibility of the exams officer (see roles and responsibilities)

Certificates

- Certificates are collected by the candidate at or after calendared Certificates Collection Afternoon
- Certificates can be collected on behalf of a candidate by a third party, provided they have written authority from the candidate to do so. Authorised persons must provide ID evidence on collection of certificates
- The centre retains unclaimed certificates for 12 months, after which they are destroyed

Appendices

1. Risk Management & Contingency Planning
2. Emergency Evacuation
3. Non-Exam Assessment (Review of Marking)
4. Enquiries About Results (EAR)
5. Access To Scripts (ATS)

Draft

Appendix 1

Risk Management & Contingency Plan

The exams system is run by the current exams officer in a way that is known by one other member of support staff working out of the same office, one of which was the exams officer previously who set up the current system and trained the current exams officer.

All organisation is set up with these members of staff being fully aware of all situations, from external and internal invigilation staff, to rooms, to access, to safe store for papers etc.

The invigilation timetable is detailed so any one of these staff can see what each day entails, showing all access arrangements for qualifying students, rooms, dates, times, invigilation staff etc.

The SEN department, who provide the access arrangements students with support, are worked with very closely and can be called upon for help at any time.

There is very much a team ethic within the support staff for the examinations period.

The centre has made all students aware of the national contingency date.

Appendix 2

Emergency Evacuation Procedure

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing
- Collect the attendance register (in order to ensure all candidates are present)
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and sent to the relevant awarding body.

Appendix 3

Review of Marks for Non-Examined Centre Assessed Work

1. Pittville School is committed to ensuring that whenever its' staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.
2. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Pittville School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
3. Pittville School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Candidates will be provided with materials to assist them in considering whether to request a review of the centre's marking of the assessment at the time that they are informed of the centre assessed marks.
4. At the time of centre assessed marks being made available to candidates, they will also be given, in writing, a date and time by which a request to review the marking must be made. All requests must be made formally, in writing by the date and time indicated. All written requests must be handed in to the exams officer where it will be recorded and signed for. **NO LATE REQUESTS WILL BE ACCEPTED.** All requests must be signed by the candidate and the parent(s)/carer(s). This request must include clear reasons why the candidate is requesting a review of the marking.
5. Candidates and parent(s)/carer(s) will be made aware that any review **could lead to marks being brought down as well as increasing.**
6. Pittville School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline (see set dates which will be agreed and issued to HOF/HOS at the start of each academic year by the exams officer in discussion with the senior teacher responsible for exams)
7. Pittville School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.

8. Pittville School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The results of any review will be given to the exams officer by 9:00am the following day. The candidate will be informed in writing of the outcome of the review of the centre's marking. A phone call will be made to inform the parent(s)/Carer(s), followed by a letter confirming the outcome.
10. The outcome of each review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.
11. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Pittville School and is not covered by this procedure.



Date

Dear Student

Please find enclosed a copy of the marks awarded for all non-examined centre assessed work (NEA) for all of the GCSE exam courses that you are following. You will also find a copy of the exam board marking criteria which your teachers have used when assessing your work.

Your work has been marked by your teacher and moderated within school to ensure that the final marks awarded are fair and in line with the exam board marking criteria. Should you feel there is an error in the marks that have been awarded, you can request a review of the marks.

A request for a review of the marks must be made in writing by completing the attached form. You must clearly indicate which aspect you feel has been incorrectly marked, and why, in relation to the exam board marking criteria.

It is important that you understand any review of the marks may result in marks being moved down as well as up.

Completed request forms must be signed by both the student and parent/carer and must be returned to Mrs Green (Exams Officer) **no later than 12.00 noon on**

Yours sincerely

Senior Leader with Responsibility for Exams



Request for Review of Marks for Non-Examined Centre Assessed Work

Candidate Name:

Completed forms must be returned to the Exams Officer no later than 12.00 noon on

Having received my marks for the Non-Examined Centre Assessed Work, I would like to request a review of the marking.

I understand that this review may result in my marks moving down as well as up.

Reason for review being requested:

Subject	Mark Awarded	Reason for review (in relation to exam board marking criteria)

Signed:

(Candidate)

Date:

Signed:

(Parent/Carer)

Date:



Date

Dear (Insert Students Name)

Review of Marks for Non-Examined Centre Assessed Work

Subject:

Mark Awarded by Centre:

Mark Awarded by Reviewer:

Following a review of the Non-Examined Centre Assessed Work in (insert subject), I can confirm that the mark awarded by the centre has been upheld/increased to/decreased to(insert mark).

This mark will now be submitted to the exam board and will be subject to moderation by the awarding body to ensure consistency in marking between centres. This moderation process may lead to further mark changes and is outside of the control of Pittville School.

Yours sincerely,

Senior Leader with Responsibility for Exams



**Review of Marks for
Non-Examined Centre Assessed Work**

Candidates Name:

Subject:

Name of Reviewer:

Assessment Objective	Centre Awarded Mark	Reviewers Mark

Signed:

(Reviewer)

Date:

Signed:

(Head of Centre)

Date:

Appendix 4



Enquires About Results (EARS)

The following information explains what may happen following an appeal or enquiry about the result of an examination.

If your examination centre makes an enquiry about the result of one of your examinations after your subject grade has been issued there are three possible outcomes:

- Your original mark is confirmed as correct and there is no change to your grade.
- Your original mark is raised, so your final grade may be higher than the original grade you received.
- Your original mark is lowered, so your final grade may be lower than the original grade you received.

In order to proceed with the enquiry or appeal, you must sign the following form. This tells your Head of Centre that you have understood what the outcome might be and that you give your consent to the enquiry or appeal being made.

Candidate Consent Form

Centre Name: Pittville School

Centre No: 57343

Candidate Name : Candidate No :

Details of enquiry (Awarding Body, Qualification Level, Subject title, paper/unit)

.....

.....

.....

.....

I give my consent to the Head of my Examination Centre to make an enquiry about the result of the examination (s) listed above. In giving consent I understand that the final subject grade awarded to me may be lower than, higher than, or the same as the grade, which was originally awarded for this subject.

Signed: Date:

Appendix 5**Access To Scripts (ATS)**

(AQA / Pearson / WJEC / OCR)

Candidate Consent form for access to and use of examination scripts

Centre Number	Centre Name
57343	Pittville School
Candidate Number	Candidate Name
Subject	Component/Unit Code
See attached	See attached

	I consent to my scripts being accessed by my centre.
--	--

Tick ONE of the boxes below:

	If any of my scripts are used in the classroom I do not wish anyone to know they are mine. My name and candidate number must be removed.
--	--

	If any of my scripts are used in the classroom I have no objection to other people knowing they are mine.
--	---

Signed:..... Date :

This form should be retained on the centre's files for at least six months.