

Beech Lodge School

EXAMS POLICY

2017/18

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	Lucy Barnes
Date of next review	December 2018

Key staff involved in the policy

Role	Names
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Head of Centre	Lucy Barnes
SENCo	Jack Rider
SLT members	Daniela Shanly, Lucy Barnes, Karen McIlfratrick, Rachel Cassidy, Jack Rider
Teaching staff	All staff
Access arrangement facilitator/Exams Officer	Susan Wells

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Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- all aspects of the centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

"... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute." [JCQ General Regulations for Approved Centres (GR) 1]

- 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.

Hard copies of this policy will be held by the Exams Officer and also in the admin room with all other centre devised policies. Electronic copies of this policy will be put on the staff drive and an email will be sent to all relevant staff whenever the policy is updated to inform staff of their responsibility to familiarise themselves with the latest policies. A further electronic copy of the policy will be put on the school website and a newsletter will be sent to parents whenever a policy is updated/amended.

Roles and responsibilities overview

"The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.

The head of centre may not appoint themselves as the examinations officer."

[GR 1]

Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General regulations for approved centres](#) (GR)
 - [Instructions for conducting examinations](#) (ICE)
 - [Access Arrangements and Reasonable Adjustments](#) (AA)
 - [Suspected Malpractice in Examinations and Assessments](#) (SMEA)
 - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered

- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures “that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...”
[ICE 6]
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
 - the location of the centre’s secure storage unit is in an area solely assigned to examinations
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence)

Exam contingency plan

Beech Lodge School understands that it is the responsibility of the head of centre to have in place a written *examination contingency plan* which covers all aspects of exam administration. A copy of the centre’s Exam Contingency Plan is attached in appendix A

- Ensures required internal appeals procedures are in place

Internal appeals procedures

The centre agrees to have in place and be readily available for inspection purposes, a written *internal appeals procedure* relating to internal assessments. A copy of the centre’s Internal Appeals Procedure is attached in appendix B

- Ensures a disability policy for exams showing the centre’s compliance with relevant legislation is in place

Disability policy (exams)

The head of centre and senior leadership team recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. A written *disability policy (exams)* setting out how Beech Lodge School seeks to comply with the Equality Act 2010 is attached in appendix C and is readily available for inspection.

- Ensures a *complaints and appeals procedure* covering general complaints regarding the centre’s delivery or administration of a qualification is in place

Complaints and appeals procedure

Beech Lodge School agrees to draw to the attention of candidates and their parents/carers the centre’s written *Complaints and Appeals Procedure* which details the process of handling and

resolving complaints regarding the centre's delivery or administration of a qualification. A copy of the procedure is attached in appendix D

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

Child protection/safeguarding policy

Beech Lodge School has a written *child protection and safeguarding policy* and a *disclosure and barring policy*, which satisfies current legislative requirements. A copy of these policies are held in the admin office along with all centre devised policies. A further copy is held by the Exams Officer. Electronic copies are available on the school website and the internal staff drive.

- Ensures the centre has a data protection policy in place

Data protection policy

Beech Lodge School has a written *Data Protection Policy* which includes information about relevant aspects of the exams procedure. A copy of this policy is held in the admin office along with all centre devised policies. A further copy is held by the Exams Officer. Electronic copies are available on the school website and the internal staff drive.

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

Access arrangements policy

Beech Lodge School has a written *Access Arrangements Policy* which sets out how the centre meets its obligation in respect of identifying the need for, requesting and implementing access arrangements. It also details how the centre a) checks the qualification of the specialist assessor and b) ensures that the assessment process is administered correctly. A copy of this policy is attached in appendix E

- Beech Lodge School can confirm that no members of centre staff will be entered for qualifications through the centre
- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

The exams officer will inform the awarding bodies, before the associated entries are submitted, of any members of centre staff who are teaching and/or preparing members of their family for examinations and assessments. Awarding bodies will also be informed where children of exams office staff are being entered for examinations and assessments.

In addition where a relative of the candidate is employed at Beech Lodge, the head of centre will ensure that during the examination series, the candidate's relative does not have unaccompanied access to examination materials.

If the relative in question is the centre's exams officer, appropriate arrangements will be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations.

- Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook

- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly

“The examinations officer or quality assurance co-ordinator is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”

[GR 1]

Exams officer /Special educational needs co-ordinator (SENCo)

- Understands the contents of annually updated JCQ publications including:
 - [General regulations for approved centres](#)
 - [Instructions for conducting examinations](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Post-results services](#) (PRS)
 - [Access Arrangements and Reasonable Adjustments](#)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access 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
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification

Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - [General regulations for approved centres](#)
 - [Instructions for conducting examinations](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Instructions for conducting non-examination assessments](#) (and the instructions for conducting controlled assessment and coursework)

Head of department (HoD)

- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

Site staff

- Support the EO in relevant matters relating to exam rooms and resources

Candidates

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

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

Planning: roles and responsibilities

Information sharing

Head of centre

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#) (and the instructions for conducting controlled assessment and coursework)

Exams officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information gathering

Exams officer

- 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
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of [insert the titles these internal exams are referred to in the centre]

Head of department

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access arrangements

Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo/Exams Officer

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **data protection notices** from candidates where required
- Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

Word processor policy (exams)

Beech Lodge School has a word processor policy that details the criteria the centre uses to award and allocate word processors for exams. This policy is readily available for inspection. A copy of this policy is attached in appendix F

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

Separate invigilation within the centre

A decision where an exam candidate may be approved separate invigilation within the centre will be made by the SENCo/exams officer.

The decision will be based on

“whether the candidate has a substantial and long term impairment which has an adverse effect and the candidate’s normal way of working within the centre.” [AA 5.16]

Details of the criteria the centre uses to determine the need for separate invigilation is attached in appendix G

Senior Leaders, Head of department, Teaching staff

- Support the SENCo in identifying and implementing appropriate access arrangements
- Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

Head of centre

- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) 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 new GCE and GCSE qualifications which include components of non-examination assessment

Non-examination assessment policy

Beech Lodge School has in place, and is available for inspection purposes, a written policy with regard to the *management of GCE and GCSE non-examination assessments*. A copy of this policy is attached in appendix H

- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

Senior leaders

- 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

Head of department

- Ensures teaching staff delivering new GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [*Instructions for conducting non-examination assessments*](#) and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body

- Ensures teaching staff inform candidates 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

Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (controlled assessments, coursework, non-examination assessments, social media) prior to assessments taking place
- Ensure 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

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated

Invigilation

Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher

Exams 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 an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- 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 made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

Entries: roles and responsibilities

Estimated entries

Exams officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

Estimated entries collection and submission procedure

The exams officer will email all relevant subject staff/HODs at the start of the Autumn term and ask them to complete a form to gather information about estimated entries; this form requests details of course codes, specification codes, entry numbers, specification title etc.

An internal deadline will be set for return of the information at least 3 weeks prior to the external deadline set by the exam boards.

This will ensure that the exams officer has sufficient time to check all data/courses/entries that come in and submit all required information to awarding body secure websites before issued deadline.

Head of department

- Provides information requested by the Exams Officer to the internal deadline
- Informs the Exams Officer immediately of any subsequent changes to information, which includes:

Final entries

Exams officer

- Requests final entry information from HoDs/subject teachers in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs/subject teachers of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs/subject teachers 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 reducing the potential for late or other penalty fees being charged by awarding bodies

Final entries collection and submission procedure

Exams officer will import awarding body base data and create School Base EDI marksheets based on subjects estimated entries information and hand to HOD/subject teachers at least 3 to 4 weeks before external deadline

HOD/subject teachers liaise with teachers to denote final entries on applicable marksheets by internal deadline – checking candidate name, tier, specification title/code, certification codes, coursework/examination units etc.

The Exams Officer will check all marksheets against specifications/awarding body criteria to make sure all applicable certification, examination and coursework codes have been supplied in order to certificate a full award.

The Exams Officer will then manually input entry information given onto created School Base EDI marksheets.

The Exams Officer will print off completed marksheets before submission and send them out to HOD's/subject teachers to check and sign off if correct

On receipt of signature/confirmation from HOD's/subject teachers, the Exams Officer will make any applicable changes and then submit all entries to the relevant awarding bodies before the external deadline via the A2C provider.

Head of department

- Provides information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Checks final entry submission information provided by the Exams Officer and confirms information is correct

Entry fees

The parents/carers will pay all normal examination fees on behalf of candidates. Late or amended entry fees may be charged to the subject areas concerned.

Candidates or subject areas will not normally be charged for a change 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.

Beech Lodge School will invoice parents/carers if a student misses an examination with no reason or fails to complete the required coursework rendering the examination void after the entry has been made.

If a candidate is missing at the start of an examination Beech Lodge School will make every attempt to contact the candidate by telephone.

Late entry or amendment fees will be charged to parents/carers.

The Exams Officer will manage/oversee the examination budget and check how entry fees are collected/recharged including late, amendment or re-sit fees where this may be applicable in the centre.

The Exams Officer will sign off all invoices and correct fees charged against awarding body documentation and the School Base examination module that calculates the exact examination cost based on entry submission

Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

Head of department

- Minimises the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries

Transfer of credit

“Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a unitised GCE A-level course (having completed and certificated a GCE AS award).

A new GCE linear AS specification cannot be transferred to a legacy GCE unitised A-level specification.”

[JCQ [GCE AS Transfer of Credit arrangements page 1](#)]

Exams officer

- Provides information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- Meets the awarding body deadline for requesting transfer of credit

Teaching staff

- Identify affected candidates to the Exams Officer

Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking

Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the Exams Officer

Candidates

- Confirm entry information is correct or notify the Exams Officer of any discrepancies

Pre-exams: roles and responsibilities

Access arrangements

SENCo/Exams Officer

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

Briefing candidates

Exams officer

- Issues individual exam timetable information to candidates
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - wrist watches in exam rooms
 - when and how results will be issued and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

Access to scripts, enquiries about results and appeals procedures

Beech Lodge School has a procedure in place detailing how the centre deals with candidates' access to scripts, enquiries about results and appeals to awarding bodies. This procedure is attached in appendix I

Dispatch of exam scripts

Exams officer

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

Estimated grades

Head of department

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

Exams officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

Internal assessment and endorsements

Head of centre

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

SENCo/Exams Officer

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

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work

- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

Head of department

- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the Exams Officer to the internal deadline
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Exams Officer to the internal deadline

Exams officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams officer

- Provides an invigilation handbook and/or trains/updates invigilator annually
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

SENCo

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

Invigilators

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

JCQ inspection visit

Exams officer or Senior leader

- Will accompany the Inspector throughout the visit

"A senior member of staff or a member of the exams office must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility."

[ICE Introduction]

Seating and identifying candidates in exam rooms

Exams officer

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

Verifying candidate identity procedure

Most of the children at Beech Lodge school have multiple and complex needs, many of which impact on their social and emotional well-being. As a result, the school is mindful of the effect on our students that strangers or people who are less familiar present, and the subsequent impact on behaviour and class management.

A decision has therefore been taken to employ **no external invigilators**. The centre does not at present permit private candidates to take exams at the centre.

Therefore, all candidates are personally known to centre staff who will be acting as invigilators and their identity can be personally verified by staff prior to entering the exam room.

- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators

- Seat candidates in exam rooms as instructed by the Exams Officer/on the seating plan

Security of exam materials

Exams officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception staff

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching staff

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

Timetabling and rooming

Exams officer/SENCo

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements

- Liaises with the SENCo regarding rooming of access arrangement candidates
- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the Exams Officer to ensure exam rooms are set up according to JCQ and awarding body requirements

Alternative site arrangements

Exams officer

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Transferred candidate arrangements

Exams officer

- Liaises with the host or entering centre, as required
- Processes requests to the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams

Exams officer/SENCo

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation
- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff

- Provide exam papers and materials to the Exams Officer
- Support the SENCo/Exams Officer in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Access arrangements

Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams

- applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

Candidate absence procedure

Where a student does not or cannot attend an exam, their parent or carer must inform the school immediately. Evidence supporting the absence, such as a medical certificate, must be included. Unless exceptional reasons prevail, notification submitted after five working days after an exam period will not be considered.

Where a student does not attend an exam and the parent or student does not contact the school, a member of the leadership team will telephone the parent to seek a reason for non-attendance. If the student is ill, the above procedure will be requested.

If a student subsequently arrives after the exam has started, the school will apply the procedures as per the JCQ guidelines. Beech Lodge School has a separate policy for dealing with candidates who arrive late for an exam which is included in the appendices.

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

- Are re-charged relevant entry fees for unauthorised absence from exams

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised materials* below.

Candidate late arrival

Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- Warns candidates that their work may not be accepted by the awarding body

Invigilators

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

Candidate late arrival policy

Beech Lodge School has written procedures in place to deal with the late arrival of a candidate to an examination. A copy of this policy is attached in appendix J

Conducting exams

Head of centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

Exams officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

Dispatch of exam scripts

Exams officer

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

Exam rooms

Head of centre

- Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- Ensures only authorised centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

Food and drink in exam rooms

A bottle of water may be allowed in the examination room at the discretion of the Exams Officer. However, this is on the condition that any water bottle brought into the examination room by the candidate is free from packaging and all labels are removed from drinks containers. The centre stipulates that the drink must be water only.

Exams officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams

- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- 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 exam room is evacuated

Senior leaders

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

Emergency evacuation policy

Beech Lodge School has a written policy in place for dealing with an emergency evacuation of the examination room. This is available for inspection by the JCQ Centre Inspection Service. A copy of this policy is attached in appendix K

Site staff

- Ensure exam rooms are available and set up as requested by the Exams Officer
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

Invigilators

- Conduct exams in every exam room as instructed in training/update events and briefing sessions

Candidates

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

Managing behaviour

Beech Lodge are a school for special provision. As such, the vast majority of candidates will have either special educational needs or social, emotional and mental health needs. The needs of the candidate will be taken into account prior to the exam to determine whether the candidate will be able to sit their exams in the examination room alongside their peers and to identify any risk factors regarding behaviour or self-regulation that may arise. Alternative arrangements for invigilation may be made if necessary.

Being a very small school, all of the children are well known to centre staff and staff will be able to recognise and assess any emotional or behavioural concerns that the candidate presents with on the day of the examination. If any concerns are raised, the HOC will determine the best course of action, based on our students' very individual and specific needs.

The HOC has the authority to remove a candidate from the examination room, but will only do so if the candidate is in distress or if the candidate would disrupt others by remaining in the room.

Senior leaders

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

Exams officer

- Provides an exam room incident log in all exam 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

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

Irregularities/Malpractice

Head of centre

- Follows JCQ guidance to ensure that any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation
- Candidates may also be sanctioned according to the centre's internal *behaviour policy*.
- The head will supervise personally, and as directed by the awarding body, all investigations resulting from an allegation of malpractice; and ensure that if necessary to delegate an investigation to a senior member of centre staff, the staff member that is chosen is independent, and not connected to the department or candidate involved.
- The HOC will pass on to the individuals concerned, any warnings or notifications of penalties, and ensure their compliance with any requests made by the awarding body as a result of a malpractice case
- Communications relating to the decisions taken by the awarding body in cases of malpractice will always be addressed to the HOC, except where the HOC or management is under investigation. In this instance, communication will be via the Chair of Governors.
- Awarding bodies may communicate directly with members of centre staff who have been accused of malpractice if the circumstances warrant this eg. If the staff member is no longer employed or engaged by the centre.
- Awarding bodies will only communicate directly with a candidate or the candidate's representative if the circumstances of the case warrant this eg. There is a contradiction in the evidence provided by the candidate and the centre, or the centre is suspected of non-compliance with the regulations.
- In such cases the awarding body will advise the HOC in writing that it proposes to deal directly with the candidate. A HOC once advised by the awarding body, should not ordinarily communicate further with the candidate.
- Ensures support is provided for the Exams Officer and invigilators when dealing with disruptive candidates in exam rooms.
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.

Exams Officer

- Provides an exam room incident log in all exam 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

- Record any incidents or irregularities on the exam room incident log.

Special consideration

Exams officer

- Processes appropriate requests for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

Special consideration policy

Beech Lodge school agrees to adhere to JCQ guidance when considering whether any candidates meet the criteria to submit an application for special consideration. A copy of the centre's *special consideration policy* is attached in appendix L

Candidates

- Provide appropriate evidence to support special consideration requests, where required

Unauthorised materials

Arrangements for unauthorised materials taken into the exam room

- The centre's personal belongings remain their own responsibility and the centre accepts no responsibility for their loss or damage
- All candidate belongings will be left in their respective classrooms which will be either locked or staffed at all times during the examination.
- During the examination, 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
- The following items are strictly forbidden from being brought into the exam room
 - Ipods
 - Mobile phones
 - MP3/4 players
 - Smartwatches
 - Wrist watches which have a data storage device
- All pencil cases taken into the examination room must be see-through
- JCQ regulations state *"...any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items* [ICE 11]
- The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks.
- Water may be brought into the exam room at the discretion of the HOC and in accordance with the centre's written procedure on food and drink detailed on page 21 of this policy

- Following the invigilator's announcement, any unauthorised items in the candidates' possession **must** be handed to the invigilator **prior to the examination starting**. If candidates have access to unauthorised items in the examination room, this may be considered malpractice and will be dealt with in accordance with the JCQ publication *Suspected malpractice in examinations and assessments – policies and procedures*

Invigilators

- Are informed of the arrangements through training

Internal exams

Exams officer

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the Exams Officer

Results and post-results: roles and responsibilities

Internal assessment

Head of department

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

Managing results day(s)

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

Results day programme

In accordance with JCQ guidelines, Beech Lodge School will ensure that candidates are aware of the arrangements for *Enquiries about Results* before they sit any examinations. In addition, a results day programme will be issued to all candidates along with their examination timetable, confirming the arrangements in place on the day. Senior members of staff will be available to deal with any issues or enquiries that may arise. Letters confirming the arrangements will also be sent to parents/carers after the examinations have finished.

Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required

Accessing results

Exams officer

- Informs candidates in advance of when and how results will be released to them
- Accesses results from 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 date

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 check, a review of marking, a review of moderation or an appeal
- Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised

Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- 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 collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent

Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

Analysis of results

The Data Manager

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

Certificates

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

Procedure for the issue and retention of certificates

- Certificates will be presented in person to the candidate at an annual awards presentation evening. Official invitations will be sent to candidates and their parents/carers once the date has been set.
- Certificates may be collected by a third party on behalf of a candidate, providing written authorisation from the candidate has been received and a form of ID is presented.
- A record will be kept by the Exams Officer of all certificates issued.
- Certificates remain the property of the awarding bodies at all times and they must be returned if requested.
- All unclaimed certificates will be held in the centre's secure storage facility for 12 months from the date of issue.
- After 12 months, all unclaimed certificates will be destroyed in a confidential manner.
- A record of all unclaimed certificates that have been destroyed will be kept for 4 years from the date of destruction.

Review: roles and responsibilities

Exams officer

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform review

Senior leaders

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

Retention of records: roles and responsibilities

Exams officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exams archiving policy that identifies information held, retention period and method of disposal

Exams archiving policy

Beech Lodge School has a separate Exams Archiving Policy which is attached at appendix M

Appendices

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