

# Examinations Policy

## Senior School

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2025/2026



# Ibstock Place

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CO-EDUCATIONAL DAY SCHOOL

# IBSTOCK PLACE SCHOOL

## Examinations Policy

### Senior School

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#### Scope

This policy applies to all Senior School pupils and staff at Ibstock Place School (hereinafter 'Ibstock' or 'the School').

#### Roles and Responsibilities

The Governing Body delegates responsibility to the Head for developing and enacting any required "Good Practice" policies. These policies are non-statutory and do not require ratification by the Governing Body. As such, the Head has delegated accountability and responsibility for the operationalisation of this policy to the Deputy Head (Academic), who ensures the consistent application and implementation of this policy across the School. Staff should follow the expectations set out in this policy.

**A detailed overview of individual roles and responsibilities is set out in the body of this policy.**

## Contents

1. Purpose of the policy
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3. The Examination Cycle
  - Stage 1: Planning: roles and responsibilities
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## Appendices

Appendices to this policy exist as separate documents, as follows:

1. Examination Contingency Plan (Exams Policy Apx 071.1)
2. Internal Appeals Procedures (Exams Policy Apx 071.2)
3. Policy for the Administration of Access Arrangements (Exams Policy Apx 071.3)
4. Word Processor Policy (Exams Policy Apx 071.4)
5. Information Policy and Procedures for Invigilators (Exams Policy Apx 071.5)
6. Non-Examination Assessment Policy (Exams Policy Apx 071.6)
7. Special Consideration Policy (Exams Policy Apx 071.7)
8. Absent Candidates and Late Arrivals Policy (Exams Policy Apx (071.8)
9. Evacuation Policy (Exams Policy Apx 071.9)

## 1. Purpose of this policy

The School is committed to ensuring that the examinations management and administration process is run effectively and efficiently. This examination policy will ensure that:

- all aspects of the School examination process are documented and other relevant examination-related policies, procedures and plans are signposted
- the workforce is well-informed and supported
- all School staff involved in the examinations process clearly understand their roles and responsibilities
- all examinations 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]
- examination candidates understand the examinations process and what is expected of them

This policy is reviewed annually to ensure ways of working in the School are accurately reflected and that examinations and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff. It is published on Sharepoint with restricted access to all relevant staff who are mandated to read the policy.

### Covid-19 Mitigation

It should be noted that in 2020 and 2021, the arrangements for the awarding of external qualifications was changed substantially, with the awarding of Centre-assessed grades (CAGs) in 2020 and Teacher-assessed grades (TAGs) in 2021. In 2022, examinations went ahead normally, for the most part, with the provision of advance information and restriction of some practical elements. This policy is subject to guidance and mitigation measures which may yet be introduced by the DfE, Ofqual, the JCQ and awarding bodies for the awarding of qualifications in 2025/26.

### Associated Policies

This policy should be read in conjunction with

- *Disability Policy*
- *Academic Mentoring (SEND) Policy*

- *Cyber Security Policy*

## Individual Roles and Responsibilities

### a. Head of Centre

*“The Head of Centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions and the qualification specifications issued by the awarding bodies.” [GR]*

- Understands the contents, refers to and directs relevant School 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)*
  - *A Guide to the Special Consideration Process (SC)*
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to
- Understands the contents, refers to and directs relevant School staff to the annually updated CAIE publication, *Cambridge Handbook*
- Ensures the Examinations Officer (EO) attends appropriate training events offered by awarding bodies, iSAMS providers and other external providers to enable the examinations process to be effectively managed and administered
- Ensures School staff are supported and appropriately trained to undertake key tasks within the examinations process
- Ensures School staff undertake key tasks within the examinations 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 examination or on-screen test
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures risks to the examination process are assessed with appropriate risk management processes/contingency plans are in place (The School’s examination contingency plan can be found at Appendix 1 to this policy document)
- Ensures required internal appeals procedures are in place and are made available to candidates and their parents (The School’s internal appeals procedures can be found at Appendix 2 to this policy document)

- Ensures a disability policy showing the School's compliance with relevant legislation is in place.
- Ensures the School has documented processes in place relating to access arrangements and reasonable adjustments (The School's access arrangements policy can be found at Appendix 3 to this policy document)
- Ensures staff are only entered for qualifications through the School where entry through another centre is not available
- Ensures the appropriate steps are taken to identify, record, and mitigate all potential conflicts of interest, especially in instances where a candidate being entered for examinations is related to a member of centre staff
- Ensures that all staff with access to the awarding bodies' secure sites complete annual refresher training on cyber security awareness.

#### **b. Examinations Officer**

*"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]*

- 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)*
  - *A Guide to the Special Consideration Process (SC)*
- Is similarly cognisant of the extant version of the CAIE document, Cambridge Handbook
- 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
- Trains and deploys a team of internal/external invigilators and appoints lead invigilators as required; highlights any need for further recruitment to the DHA
- Ensures that, where a potential conflict of interest has been identified, the relevant person(s) completes the declaration form

#### **c. Senior Management Team (SMT), specifically Deputy Head (Academic)**

- Is 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*
- *A Guide to the Special Consideration Process*

- Is similarly cognisant of the extant version of the CAIE document, Cambridge Handbook

#### **d. Head of Examination Access Arrangements**

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - *Access Arrangements and Reasonable Adjustments*
  - *A Guide to the Special Consideration Process*
- 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 or a CAIE inspector, evidence of the assessor’s qualification
- Has ongoing access to Access Arrangements Online (AAO) and Pearson Access Arrangements Online (PAAO) to make timely annual applications for access arrangements to be approved and put in place for Public Examinations.

#### **e. Heads of Faculty (HoFs)**

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

#### **f. Teaching staff**

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

#### **g. Invigilators**

- Attend training, updates, briefings and review sessions as required
- Provide information as requested on their availability to invigilate

- Sign a confidentiality and security agreement and confirm that they have no maladministration /malpractice sanctions applied to them

h. IT staff

- Support the EO in relevant matters relating to examinations and IT resources

i. Reception staff

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

j. Site staff

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

k. Candidates

- Where applicable in this policy, the term ‘candidates’ refers to candidates and/or their parents/carers

## 2. The Examination Cycle

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

- planning
- entries
- pre-examinations
- examination time
- results and post-results

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

### STAGE 1: Planning: roles and responsibilities

a. Information sharing

#### Head of Centre

- Directs relevant School staff to annually updated JCQ and CAIE publications including GR, ICE, AA, SMEA and NEA, as well as CAIE’s Cambridge Handbook

## Examinations Officer

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

## Head of Examination Access Arrangements

- Applies for Access Arrangements through AAO and PAAO (IGCEs unique to Pearson Edexcel), and Cambridge Assessments using Preparation Form 1, using the details provided by the Head of Examination Access Arrangements

### b. Information gathering

## Examinations 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 examinations plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key School staff of internal deadlines
- Collects information on internal examinations to enable preparation for and conduct of termly and mock examinations.

## Heads of Faculty

- Respond (or ensure teaching staff respond) to requests from the EO about information gathering
- Meet the internal deadline for the return of information
- Inform 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
- Note the internal deadlines in the annual examinations plan and directs teaching staff to meet these

## Head of Examination Access Arrangements

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangement 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** for an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **data protection notices** from candidates where required

- Keeps relevant paperwork and evidence on file for JCQ and CAIE inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding examination time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)
- Provides and annually reviews a centre policy on the **use of word processors** in examinations and assessments (The School's word processor policy can be found at Appendix 4 to this policy document)
- Ensures criteria for candidates granted **separate smaller room invigilation within the centre** is clear, meets JCQ/CAIE regulations and best meets the needs of individual candidates and remaining candidates in main examination rooms (The School's separate smaller room invigilation policy can be found at Appendix 5 to this policy document)

### Senior Management Team, Heads of Faculty, Teaching Staff

- Support the Head of Examination Access Arrangements in identifying and implementing appropriate access arrangements

### c. Internal assessment of external qualifications

#### Head of Centre

- Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internal assessment decision or request a review of the School's marking of an assessment (when a centre is required to make reviews available) (see roles and responsibilities overview)
- Ensures a **Non-Examination Assessment policy** is in place for relevant GCE and I/GCSE qualifications (The School's Non-Examination Assessment policy can be found at Appendix 6 to this policy document)
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

#### Senior Management Team members

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks and to assess, mark and authenticate candidates' work
- Ensure appropriate internal moderation, standardisation and verification processes are in place

#### Deputy Head (Academic), Head of Faculty

- Ensure teaching staff delivering GCE & I/GCSE specifications 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

## 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

## Examinations Officer / DHA

- Identify relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Teachers are not use AI tools as the sole or primary means of marking pupils' NEA coursework. Teachers are to:  
Review all the work submitted in its entirety and determine the mark it warrants, regardless of the outcomes of an AI tool.
  - *It is the assessor who is responsible for the mark/grade awarded*

## d. Invigilation

### Examinations Officer

- Provides an annual training event for new invigilators and an update event for invigilators in the conduct of examinations
- 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 pursuant to their role
- Collects evaluation of training to inform future events

## STAGE 2: Entries: roles and responsibilities

### a. Estimated entries

#### Examinations officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoFs in a timely manner to ensure awarding body external deadlines for submission can be met
- This will be done by the EO sending out an email to HoFs in mid-September requesting details of the estimated entries for their subjects
- The EO collates this information onto a single spreadsheet and submits the details to the relevant awarding bodies via their secure extranet sites.

#### Heads of Faculty

- Provide information requested by the EO to the internal deadline

- Inform the EO immediately of any subsequent changes to information

## b. Final entries

### Examinations Officer

- Requests final entry information from HoFs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoFs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoFs final entry information that has been submitted to awarding bodies
- Makes the final entries on iSAMS. When these have been confirmed as correct by HoFs the information is submitted to the awarding bodies as EDI files by the EO via A2C Transport.
- 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

### Heads of Faculty

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

### Deputy Head (Academic)

- Reviews entries and determines their suitability and advisability
- Liaises with candidates, HoFs and parents as appropriate if the proposed entries demand it

## c. Entry fees

### Entry Fees are managed by the Bursar's Office

### Examinations Officer

- Communicates entry fees and any late, amendment or re-sit fees to the Bursar's Office to be charged to the respective School bills

## d. Late entries

### Examinations Officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to the School or candidate as appropriate

### Heads of Faculty

- Minimise 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

### e. Re-sit entries

The School manages any request for re-sits on a case-to-case basis. These are small in number and are administered in the same way as examinations taken in the Summer series.

### f. Private candidates

The School does not make entries for private candidates other than post Upper Sixth requests for a re-sit.

### g. Candidate statements of entry

#### Examinations Officer

- Provides candidates with statements of entry for checking

#### Sixth Form Tutors

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

#### Candidates

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

## STAGE 3: Pre-examinations: roles and responsibilities

### a. Access arrangements

#### Head of Examination Access Arrangements

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

- Ensures examination information (JCQ and CAIE information for candidates information, individual examination timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained School staff to facilitate access arrangements for candidates in examinations and assessments

#### b. Briefing candidates

##### Examinations Officer

- Issues individual examination timetable information to candidates (via the Pupil Booklet)
- Issues relevant JCQ and CAIE information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues School examination information to candidates including information on:
  - examination clashes
  - arriving late for an examination
  - absence or illness during examinations
  - what equipment is/is not provided by the centre
  - food and drink in examination 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 including access to scripts, enquiries about results and appeals
  - when and how certificates will be issued

#### c. Dispatch of examination scripts

##### Examinations Officer

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

#### d. Estimated grades

##### Heads of Faculty

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

##### Examinations 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

#### e. Internal assessment of external qualifications

## Head of Examination Access Arrangements

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

## Teaching Staff

- Support the Head of Examination Access Arrangements in implementing appropriate access arrangements for candidates undertaking internal assessments
- Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies
- Teachers are not use AI tools as the sole or primary means of marking pupils' NEA coursework. Teachers are to:  
Review all the work submitted in its entirety and determine the mark it warrants, regardless of the outcomes of an AI tool.
  - *It is the assessor who is responsible for the mark/grade awarded*

## Heads of Faculty

- Ensure teaching staff provide marks for internally assessed components of qualifications to the EO by the internal deadline
- Ensure teaching staff authenticate candidates' work to the awarding body's requirements and where applicable obtain a Head of Centre declaration
- Ensure teaching staff provide required samples of work for moderation to the EO together with the accompanying paperwork (Candidate authentication statements and the Head of Centre declaration) to the internal deadline

## Examinations Officer

- Submits marks and samples to awarding bodies/moderators to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated work 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

## f. Invigilation

## Examinations Officer

- Provides an invigilation handbook or briefs invigilators accordingly
- Deploys invigilators effectively to examination rooms throughout an examination series
- Allocates invigilators to examination rooms according to the required ratios

- Liaises with the Head of Examination Access Arrangements regarding the facilitation and invigilation of access arrangement candidates

#### Head of Examination Access Arrangements

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

#### Invigilators

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

#### g. JCQ or CAIE inspection visit

#### Examinations officer or Deputy Head (Academic)

- Accompanies the Inspector **throughout** the course of his or her centre visit, including inspection of the centre's secure storage facility

#### h. Seating and identifying candidates in examination rooms

#### Examinations Officer

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

#### Verifying candidate identity procedure:

A member of SMT is present in the examination room immediately prior to the start of examination to identify candidates and ensure good discipline. A photo of each candidate also appears on their printed candidate desk card for instant identity verification.

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

#### Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in examination rooms as instructed by the EO/in the seating plan

#### i. Security of examination materials

#### Examinations Officer

- Has a process in place to record confidential materials delivered to the School 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 that the material is confidential

- Receives, checks and securely stores question papers and other examination materials according to JCQ and awarding body requirements

### **Reception Staff**

- Follow the process to record confidential materials delivered to the School 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

### **j. Timetabling and rooming**

#### **Examinations Officer**

- Produces a master centre examination timetable for each examination series, liaising with the Deputy Head (Academic) and Executive Director of Co-curriculum and People as appropriate
- Identifies and resolves candidate examination clashes
- Identifies examination rooms and specialist equipment requirements
- Allocates invigilators to examination rooms according to required ratios
- Liaises with site staff to ensure examination rooms are set up according to JCQ and awarding body requirements
- Liaises with the Learning Support Co-ordinator (Access Arrangements) regarding rooming of access arrangement candidates

#### **Head of Examination Access Arrangements**

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

#### **Site Staff**

- Liaise with the EO to ensure examination rooms are set up according to JCQ and awarding body requirements

### **k. Transferred candidate arrangements**

#### **Examinations 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

### **l. Internal examinations**

## Examinations Officer

- Prepares for the conduct of internal examinations
- Provides a School examination timetable of subjects and rooms for each year group
- Provides seating plans for examination rooms
- Requests internal examination papers from Heads of Faculty
- Arranges invigilation through the Executive Director of Co-curriculum and People

## Head of Examination Access Arrangements

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

## Teaching Staff

- Provide examination papers and materials to the EO
- Support the Head of Examination Access Arrangements in making appropriate arrangements for access arrangement candidates

## STAGE 4: Examination time: roles and responsibilities

### a. Access arrangements

The School's policy relating to Temporary Access Arrangements and Special Consideration can be found at Appendix 7 to this policy document.

## Examinations Officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with temporary access arrangements and special consideration as they arise at the time of examinations
- applies for approval through JCQ CAP where required or through the awarding body where qualifications sit outside the scope of CAP

## Head of Examination Access Arrangements

- Applies for approval through JCQ CAP where required or through the awarding body where qualifications sit outside the scope of CAP

### b. Candidate absence/lateness

The School's policy for absent candidates can be found at Appendix 8 to this policy document.

## Invigilators

- Are informed of the policy and 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

c. Candidate behaviour

See *Irregularities* below

d. Candidate belongings

See *Unauthorised materials* below

e. Candidate late arrival

The School's Candidate late arrival policy can be found at Appendix 8 to this policy document.

### Examinations Officer

- Ensures that candidates who arrive very late (i.e. over one hour) for an examination are reported to the awarding body as soon as practically possible after the examination has taken place
- Warns such candidates that their work may not be accepted by the awarding body

### Invigilators

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

f. Conducting examinations

### Head of Centre

- Ensures venues used for conducting examinations meet the requirements of JCQ, CAIE and awarding bodies

### Examinations Officer

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

g. Dispatch of examination scripts

### Examinations Officer

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

## h. Examination papers and materials

### Examinations Officer

- Organises examination question papers and associated confidential resources in date order in secure storage
- Attaches erratum notices received to relevant examination question paper packets
- Collates attendance registers and examiner details in date order
- Maintains a “two pair of eyes” log when question paper packets are opened for examinations
- Regularly checks mail or inbox for updates from awarding bodies

## i. Examination rooms

### Head of Centre

- Ensures only approved centre staff are present in examination rooms (this included Heads of Faculty who are not permitted to be present inside the room at the start of examinations for which they have had overall responsible for teaching)
- Ensures information relating to food and drink that may be allowed in examination rooms is clearly communicated to candidates

### Food and drink in examination rooms

The School does not allow candidates to take food into the examination room. In terms of drink, only bottles of still water are permitted so long as they are in clear bottles from which labels have been removed.

### Examinations Officer

- Ensures examination rooms are set up as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct examinations
- Briefs invigilators on examinations to be conducted on a session by session basis
- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensures invigilators understand how to deal with candidates who may need to leave the examination room temporarily
- Provides authorised examination materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an examination room is evacuated

### Deputy Head (Academic)

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

## j. Emergency Evacuation Policy

The School's evacuation policy can be found at Appendix 9 to this policy document.

### Site Staff

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

### Invigilators

- Conduct examinations in every examination room as instructed in training/update events and briefing sessions

### Candidates

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

## k. Irregularities

### Head of Centre

- Ensures any cases of suspected malpractice (by School staff, candidates, invigilators) are investigated and reported to the awarding body as required
- Has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room

### SMT

- Ensures support is provided for the EO and invigilators when dealing with disruptive candidates in examination rooms
- Ensures that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

### Examinations Officer

- Provides an examination room incident log in all examination rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the examination has taken place

### Invigilators

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

**l. Malpractice**

See *Irregularities* above

**m. Special consideration**

The School's Special Consideration Policy can be found in Appendix 7 of this policy document.

**Examinations Officer**

- Works with the Deputy Head (Academic) when dealing with representations from candidates and/or parents on matters relating to possible applications for special consideration
- Processes appropriate requests for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in School or candidates
- Submits requests to awarding bodies to the external deadline

**Candidates**

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

**n. Unauthorised materials**

The lead invigilator uses a large box to collect from candidates all unauthorised materials not allowed in the examination prior to them entering the room. By doing this, it is ensured that phones are switched off. These items are locked away in the PE Office until the end of the examination when they are returned to candidates. This includes all wrist watches which are deemed unauthorised items and must be left in the plastic tray located on the table just inside the entrance to the room prior to the commencement of an examination.

**Invigilators**

- Are informed of the arrangements through training

**o. Internal examinations**

**Examinations officer**

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

**i. Invigilators**

- Conduct internal examinations as briefed by the EO

## STAGE 5: Post-results and responsibilities

### a. Internal assessment of external qualifications

#### Head of Faculty

- 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

### b. Managing results day(s)

#### Senior Management Team

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensure senior staff are available for candidates as results are issued

#### Site staff

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

### c. Accessing results

#### Deputy Head (Academic), Data Manager, and Examinations Officer

- Inform candidates in advance of when and how results will be released to them
- Access results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolve any missing or incomplete results with awarding bodies
- Issue statements of results to candidates on issue of results date
- Provide summaries of results for relevant School staff on issue of results date
- Submit results data to ISC by the published deadline

### d. Post-results services

#### Examinations 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 forms
- 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

## Senior Management and Heads of Faculty

- Provide advice to candidates on post-results services and their advisability in the given situation
- Provide advice relating to formal appeals and to draft these appeals in instances where the School supports them



## Teaching Staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

## Candidates

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

### e. Analysis of Results

#### Deputy Head (Academic), Executive Director of Co-curriculum and People and Data Manager

- Provide analysis of results to appropriate School staff and governors
- Provide results information to external organisations where required

### f. Certificates

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

#### 1. Issue of certificates procedure

Certificates are placed into sealed addressed envelopes and made available for collection in person (or by a parent/carer or other authorised person – see below) from the School's Reception.

## Candidates

May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

#### 2. Retention of certificates policy

The School retains certificates for 24 months from the date of issue. After this time, they are shredded and a record of all certificates thus destroyed is kept for at least seven years afterwards

### g. Review: roles and responsibilities

#### Examinations Officer

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

## Senior Management Team members

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

## h. Retention of records: roles and responsibilities

### Examinations 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 examination archiving policy that identifies information held, retention period and method of disposal

## Beyond the scope of this policy

The following required policies are considered beyond the scope of the Examinations Policy but are available upon request to the School:

- *Safeguarding Policy*
- *Data Protection Policy (which included the School's policy for DBS checks)*

## Queries

Queries on this policy should be directed to the Deputy Head (Academic).

## Review and Verification

This policy is reviewed annually by the Deputy Head (Academic).

## Appendices

Appendices to this Examination Policy (071) exist as standalone documents: Exam Policy Apx (071.1 to 071.9).