



Examinations & Qualifications Procedures Policy

Centre Number: 53628

This policy is reviewed annually to ensure compliance with current regulations

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| Reviewed: November 2023 | Next Review Due: November 2024 |

Key staff involved in the Examination and Qualification Procedures and Policy

| Role | Name(s) |
|----------------|-----------------------------|
| Head of Centre | Joanna Ware |
| SLT members | Matthew Bisco & Anna Norman |
| Exams officer | Joanna Starr |

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Index

- The purpose of this document
- Centre Staff Exam/Qualification Responsibilities
- Qualifications Offered
- Exam Series
- Exam Timetables
- Entries
- Exam Fees
- Equality Legislation
- Disability Discrimination Act
- Access Arrangements and Reasonable Adjustments
- Special Considerations
- Managing Invigilators
- Malpractice and Maladministration
- Exam Days
- Candidates and Identification
- Emergency Evacuation
- Internal Assessments and Appeals
- Post Results Services
- Results - Enquiries about Results (EARs) and Access to Scripts (ATS)
- Post Results Appeals Against Review of Marking
- Certificates

Appendix

- Contingency Plan Overview - Scenario planning contained in separate document
- Roles and Responsibilities

The purpose of this exam document is:

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

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

The exam policy will be reviewed annually by the Head of Centre, Senior Leadership Team and the Exams Officer.

Where references are made to JCQ regulations / guidelines, further details can be found at www.jcq.org.uk

The following policies are currently available on the academy's website or internal drive:

- SEN Policy – possibly needs reviewing to include a more detailed section on disability and arrangements for testing students entitled to access arrangements
- Child Protection and Staff Training Policy
- Safeguarding and Promoting Student Welfare Policy
- Data Protection Policy (Found on Governors Drive, Policy Section)

Centre Staff Exam Responsibilities

The Head of Centre

- Has overall responsibility for the academy as an exams centre.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments.

Exam Lead

- This is an emerging role which will be clarified, it will be connected to the wider development of curriculum experience, pedagogy and assessment.
- This role is pivotal for ensuring the quality assurance of heads of subjects and of consistency across the academy.
- Further details are to be established.

Exams Officer

- Manages the administration of public and internal exams.
- Advises the senior leadership team, subject teachers and other relevant staff on annual exam timetables and application procedures as set by the various awarding bodies.
- Communicates regularly with staff concerning imminent deadlines and events.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Ensures that candidates are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework / controlled assessments are completed on time and in accordance with JCQ guidelines.
- Receives, checks and stores securely all exam papers and completed scripts in accordance with JCQ guidelines.
- Administers applications for special consideration using JCQ publications and guidance.
- Works with the SENCo to ensure JCQ approved Access Arrangements are in place using JCQ publications and guidance.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs / charges.
- Organises the recruitment, training and monitoring of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework / controlled assessment marks, tracks despatch and manages returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals / re-mark requests.

Heads of Subject

- Notifying the Exams Officer of any changes of syllabus/award organisation that the department is now entering candidates for
- Guidance and pastoral overview of candidates who are unsure about exams entries or amendments to entries.
- Involvement in post-results procedures
- Accurate completion of coursework / controlled assessment / non exam assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- Notify the SENCo of potential access arrangement requirements

SENCo

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Working with the Exams Officer to provide the agreed access arrangements required by candidates in exams rooms.
- The provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.

Teachers

- Supply information on entries, coursework, controlled assessments and non exam assessments as required by the head of subject and / or Exams Officer
- Liaise with Heads of Subject to notify the SENCo of potential access arrangement requirements

Lead Invigilator / Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Starting and finishing exams and assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Ensure the exams are conducted in accordance with JCQ regulations
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

ICT Technicians

- Providing logins to Teachers and candidates for taking controlled assessments and on-line exams, ensuring that user settings abide by JCQ regulations
- Provide logins to the Exams Officer for candidates using a word processor as an Assess Arrangement and/or for on-demand tests, and ensuring that user settings abide by JCQ regulations.

The Lead IV

- Ensuring there is an assessment and verification plan for their BTEC programmes which is fit for purpose and meets Edexcel's requirements
- Overseeing assessment outcomes and signing off assessment and internal verification of the BTEC programmes

- Reading and understanding the BTEC Quality Assurance Handbook each year and ensuring that assessors and verifiers have access to it.
- Understanding the units and being directly involved with the delivery of the BTEC programmes
- Coordinating across departments, assessors and other internal verifiers for the BTEC programmes within their programmes subject area ensure that records of assessment and samples are retained for use with Standards Verification if necessary registering OSCA with Edexcel each year

Candidates

- Confirmation of exam entries by reviewing issued Statement of Entry
- Understanding coursework / controlled assessment / Non Exam Assessment regulations and signing a declaration that authenticates the work as their own.
- Must read JCQ regulations in relation to written examinations, privacy notice and academy procedures including information about Enquiries About Results and Access to Scripts
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre and Senior Leadership Team and in conjunction with the Head of Subject.

The qualifications currently offered at the academy are GCSE, UAL Qualification and BTEC Level 2.

Detailed information regarding subjects, exam boards and specifications can be found on the academy's website. If there has been a change of specification from the previous year, the exams office must be informed in writing by 30 September by the Head of Subject with the Head of Exams approval.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCo and teaching staff.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Head of Subject and class teacher.

Exam Series

Internal exams and assessments may be scheduled throughout the academy's year so long as the Exams Officer is informed with at least 4 weeks' notice.

General qualification (GCSE) exams can take place in November and June. Vocational qualifications exams may take place throughout the year so long as the Exams Officer is notified with at least 4 weeks' notice. Controlled assessments/NEA may be scheduled throughout the academy year by departments.

The Head of Centre and subject heads decide which exam series are used by the academy. On-demand assessment can be scheduled only in windows agreed between the Exams Officer and the SLT

Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for Internal exams and External exams before each series begins.

- Candidates or parents / carers can request a subject entry, change of level or withdrawal in writing and must pay any additional exam board fees incurred.
- The centre does not accept private candidates.
- The centre does not act as an exam centre for other organisations.
- Late entries and amendments are authorised in writing by Heads of Subject.
- GCSE re-sits are allowed; these are normally paid for by candidates. Re-sit decisions should be made in consultation with Candidates, subject teachers and Head of subject.

Entries

Candidates are selected for their exam/qualification entries by subject teachers.

Candidates or parents/carers can request a subject entry, change of level or withdrawal. The acceptance of this will be considered together with the Head of subject and Head of exams

Entry deadlines are circulated to heads of subject via key dates document stored on exams drive and email.

Late entries are authorised by Head of Centre or Head of Exams.

Re-sit decisions will be made in consultation with candidates, subject teachers, and Head of subject.

All entries are to be made via Progresso and by the deadlines set by the Exams Officer. Completed entries will be approved and checked by the Head of Exams before submission to the Awarding Bodies.

Exam Fees

- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- The Exams Officer will publish the deadline for action in relation to fee's well in advance for each exams series.
- Exam entry fees are normally paid by the Centre.
- Late entry or amendment fees are paid by the departments, in some cases it maybe appropriate that this is covered by the candidate if they have not followed centre procedures and policies in advance.

- Fee reimbursements are sought from candidates who; decide to sit an exam after the late entry/withdrawal deadline, fail to sit an exam, do not meet the necessary coursework / controlled assessment requirements without medical evidence or evidence of other mitigating circumstances.
- Fee reimbursements are not sought from candidates who fail without good reason to complete the requirements of a public exam where the governing body or local authority originally paid/agreed to pay the fee.
- Re-sit fees are not paid by the centre, except in exceptional circumstances which will be decided on an ad-hoc basis on consultation between candidates, parent/carers, subject teachers and Head of subjects.
- Post-results services may be requested and paid for by the candidate, or may be requested and paid for by the centre with the candidate's consent.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

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

Disability Discrimination Act

All exam centre staff must ensure that they meet the disability provisions under the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Directors of Faculty/Subject Heads, Exams Officer and SENCo.

Access Arrangements and Reasonable Adjustments

The SENCo will inform subject teachers and Exams Officer of candidates with Special Educational Needs and any special arrangements that individual candidates will need during the course and in any assessments / exams, particularly in the case of Controlled Assessments. They will keep a file of evidence to support each application.

A candidate's access arrangements requirement is determined by the SENCo. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo. The SENCo will make the applications online to the Award Organisations, and

update a spreadsheet of candidates and their Access Arrangement entitlement which will be accessible to teaching staff.

Subject Heads and subject teachers should utilise the information provided by the Exams Officer and SENCo when planning studio sessions/controlled assessments/mock exams to ensure the candidates get the arrangements they require through the Additional Needs Team co-ordinating the provision through the use of the Group Learning Process (GLP).

A candidate's Access Arrangements requirement is determined by the SENCo, doctor, pastoral teacher and/or educational psychologist/specialist teacher, and must meet a set criteria of need for which evidence will be gathered and kept on file by the SENCo.

Making Access Arrangements for candidates to take exams/controlled assessments is the responsibility of both the SENCo and Exams Officer.

Any additional rooms required for Access Arrangement candidates will be arranged by the SENCo with the Exams Officer. Invigilation and support for Access Arrangement candidates will be organised by the SENCo with the Exams Officer.

Special Considerations - See detailed policy for further information

The Exams Officer will apply for post-examination adjustment (Special Consideration) where the candidate has been affected by temporary illness, injury or other indisposition at the time of the assessment.

It is the candidate's responsibility to alert the Exams Officer, or the Exam Invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example by providing a letter from the candidate's doctor.

Candidates will be eligible for Special Consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment/coursework, is materially affected by adverse circumstances beyond their control.

The Centre and Awarding Body will not enter into discussion with candidates or their parents/carers as to how much Special Consideration should be applied.

The Head of Centre may appeal against an Access Arrangements or Special Consideration decision, by following the procedure laid out in the JCQ "A Guide to the Awarding Bodies' Appeals Processes" booklet.

Candidates are not able to make an appeal directly to the Awarding Body, and must make representations to the Head of Centre to apply on their behalf. The final decision as to whether an appeal is made lies with the Head of Centre.

Appeals must be made within two calendar weeks of receiving the original decision letter (this time frame does not make allowance for any period that the centre is closed for holidays).

Occasionally it may be necessary to apply for late special considerations, this is at the academy's discretion and the Awarding Body. A request can be submitted but not if a Service 2 review of marking has already been applied for as part of the post results service.

Managing Invigilators

Teaching, support and external staff will be used to invigilate all internal and external examinations.

Recruitment and training of invigilators is the responsibility of the Head of Centre, HR, Head of Exams and the Exams Officer. Securing the necessary Disclosure and Baring Service (DBS) clearance for new invigilators is the responsibility of the HR team.

DBS fees for securing such clearance are paid by the centre. Invigilators rates of pay are set by the centre.

Invigilators are timetabled and briefed by the Exams office.

Malpractice

Suspected malpractice is defined as any attempt by students to gain an unfair advantage in assessments and may include though not be limited to:

- Plagiarism – Plagiarism is using other's ideas and words without clearly acknowledging the source of that information.
- Falsifying or fabricating data – Falsification or fabrication of data consists of the misrepresentation of the results of experimental work or the presentation of fictitious results.
- Collusion – Collusion involves two or more students working together, without the prior authorisation of the subject teacher, to produce the same piece of work, and then attempting to present this as entirely their own work.
- Copying – Copying is when one student copies work from another student, with or without the knowledge of the first student.
- Bribery or attempted bribery – Bribery is the paying, offering or attempted exchange of an inducement for information or material intended to advantage the recipient in an assessment.
- Personation – Personation involves one person undertaking an assessment on behalf of another. This may involve the purchase of assessment material or downloading it from a website and then attempting to present this as entirely their own work.
- Any other wilful deception in any element of an assessment.

A student who aids and abets a fellow student to commit suspected malpractice shall be deemed to have committed suspected malpractice and will be dealt with accordingly.

When a case of suspected malpractice has been identified the Academy will immediately conduct an investigation as per JCQ procedures and inform the Awarding Body of the outcome of that investigation. The Awarding Body will then decide on the appropriate action and will inform the Exams Officer of the outcome, who will in turn, relay this to the candidate.

The Head of Centre may appeal against the finding of malpractice and/or the sanction imposed on the Centre and/or Candidate(s), by following the procedure laid out in the JCQ "A Guide to the Awarding Bodies' Appeals Processes" booklet.

Candidates are not able to make an appeal directly to the Awarding Body, and must make representations to the Head of Centre to apply on their behalf. The final decision as to whether an appeal is made lies with the Head of Centre.

Appeals must be made within two calendar weeks of receiving the malpractice decision.

Exam Days

- The Exams Officer will book all exam rooms after liaising with other users and make the question papers, other exam stationery and materials available for the invigilators.
- Site management is responsible for setting up the allocated rooms and will be advised of requirements in advance.
- The lead invigilator will start all exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam, at the approval of the Head of Centre, to assist with identification of candidates but must not advise on which questions or sections are to be attempted.
- Subject teaching staff may not be the solo invigilator of any exams in their own subject, and if acting as a supporting invigilator of such an exam, they must not advise on which questions or sections are to be attempted by the candidates.
- In practical exams subject teachers should be on hand in case of any technical difficulties.
- Exam papers must not be accessed by anyone other than invigilators and exams office staff during an exam, and must not be removed from the exam room
- Spare papers will be distributed to Heads of Subject after the examination has finished in line with JCQ regulations.
- After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Identifying Candidates

- Each candidate will be issued with an individual timetable with a room and seat number.
- On entry to the exam room a designated senior member of staff will greet the students and check their identity.
- During MFL listening exams and other practical exams a subject specialist will be present in the room to identify candidates and in case of technical difficulties.
- In each exam venue there will be a photograph of each Candidate, invigilators will check these and use them for identification purposes

Candidates

- The Exams Officer will provide written information to candidates in advance of each exam series. A formal subject briefing session for candidates may also be given.
- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones, internet accessible watches and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or lead invigilator.
Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of invigilation staff at all times.
- The Exams Officer is responsible for handling late or absent candidates on exam day.
- The Exams Officer will be responsible, as necessary, for supervising candidates who have an exam timetable clash, identifying a secure venue and invigilator, if required, and ensuring overnight supervision arrangements are made in accordance with JCQ instructions.
- Candidates with extra time as an Access Arrangement do not have to take their whole allowance at the discretion of the Exams Officer or Lead Invigilator.

Emergency Evacuation (Also Contingency Plan Scenarios in Separate Document)

In the event of an emergency evacuation of an exam room/s for reasons such as Fire / Fire Alarm, Bomb Alert or any other emergency which requires evacuation of the room, invigilators should take the following action (in accordance with JCQ ICE Regulation 18 Emergencies):

1. Stop the candidates writing
2. Make a note of the time
3. Collect the attendance register
4. Prepare to evacuate the examination room in line with the instructions given by the appropriate authority.
 - a. In the event of a fire alarm during an exam instructions:
 - i. Ask the students to stop writing and make a note of the time.
 - ii. The lead invigilator should then await instructions from the Exams Officer as to whether the room should be evacuated, if there are visible signs of smoke or a fire are detected then the room should be evacuated under the lead invigilator's authority.
5. Advise candidates to leave all question papers and scripts in the exam room
6. Inform candidates that they must leave the room in silence and must remain silent at all times during the evacuation.
 - a. Candidates should be instructed to queue at the front of the building on the pavement.
7. Supervise candidates as closely as possible while they are out of the exam room to ensure there is no discussion about the exam.
8. When instructed, supervise the return of candidates to the exam room.
9. Make a note of the time and then length of the interruption.
10. Allow the candidates the full working time set for the examination.

11. Make notes of the incident to enable the Exams Officer to produce a full report of the incident and then action taken to forward to the relevant awarding body.

Internal Assessments and Appeals

It is the duty of heads of subject to ensure that all internal assessment work is ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date sent and subsequently returned by the board.

Marks for all non-examination assessment and controlled assessment work are provided to the exam board by the Heads of subject. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure found within the Non-examination assessment and Controlled assessment policy. Appeals against controlled assessments must be made by the end of May.

Post Results Services

The Centre will ensure that centre staff and candidates are fully aware of the Post Results Services process prior to examinations being sat.

Candidates must read, complete and sign the appropriate form to consent to any Enquiries about Results before an application is made.

The Exams Officer is responsible for processing and submitting applications before the deadlines given by the Awarding Bodies.

Where the Centre wishes to apply for Post Results Services for a Candidate or group of Candidates, costs will be met by the Centre. Consent must be obtained from the Candidate(s) in the usual manner.

The Candidate has the final decision as to whether an application is made in all cases. All costs must be met by the Candidate where they are making the application without the instigation/support of the Centre.

The published Enquiries about Results services are the only mechanism by which concerns about results will be addressed in the first instance. If doubts remain about the accuracy of results following an Enquiry about Results process, the Head of Centre may make an appeal by following the procedure laid out in the JCQ "A Guide to the Awarding Bodies' Appeals Processes" booklet.

Candidates are not able to make an appeal directly to the Awarding Body, and must make representations to the Head of Centre to apply on their behalf. The final decision as to whether an appeal is made lies with the Head of Centre.

Appeals must be made within two calendar weeks of receiving the outcome of the Enquiry about Results.

Results - Enquiries about Results (EARs) and Access to Scripts (ATS)

Candidates will receive individual result printouts on results days in person at the centre. If a written request is received in advance of results days results can be emailed to a specified address or by post to their home addresses (candidates to provide stamped addressed envelope.) The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Exams Office.

Enquiries About Results (EARs)

EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

If a candidate requests this service the cost of EARs will be paid by the candidate. The academy will support requests whereby the candidate pays the fee. If the department requests this service the cost will be paid by the department.

All processing of EARs will be the responsibility of the Exams Officer following JCQ guidance. Information for candidates relating to appeals against Service 2 Review of Marking can be found in appendix 2

Access to Scripts (ATS)

After the release of results, candidates may request urgent photocopies of their exam scripts with the view to having the script re-marked. These requests must be made within seven days from the issue of results.

Original marked scripts for educational purposes can also be requested by candidates. The cost of this service will be paid by the candidate.

Centre staff may also request copies of scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The department will cover the cost of scripts they request.

Review of marking cannot be applied for once an original script has been returned.

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

Post Results Appeals Against Review of Marking

Once a Service 2 Review of Marking has been submitted to an Awarding Body and the result of the review is returned to the academy and subsequently the internal candidate this is the final stage of their review, meaning it is not possible to have the review

rechecked and reviewed again. When service 2 reviews of marking are submitted to the boards these reviews are carried out by more senior members of staff.

If the **centre** remains dissatisfied after receiving the outcome of the remark they can lodge a formal stage 1 appeal with the awarding body. **Therefore it is a centre appeal and not a candidate appeal.**

Candidates should speak to subject specialists and heads of subject to discuss the possibilities of submitting a centre appeal. However, the grounds for appeal must relate to the awarding body's procedures or application or the application of post-results service procedures.

A copy of each reviewed script must be obtained from the board. The cost of accessing the scripts would be charged to the candidate and must be paid in advance. Once the papers are received a subject specialist would need to go through each section and review how the awarding body has/hasn't applied the mark scheme, a solid formal case would then need to be created. This must be with the head of centre's approval and consent in advance, there are significant costs associated with any appeal.

Once the documentation has been produced it should be submitted where it will be the responsibility of the head of centre and/or senior leader to review the case and make a decision as to whether the case is strong enough to submit to the board. The final decision is the responsibility of the head of centre. If the head of centre decides not to pursue a request for a centre appeal the head of centre will provide reasons.

Any appeal must be lodged with the awarding body within 14 calendar days of the notification of the outcome of the original service 2 review.

JCQ advise that appeals do not often involve remarks of candidates work.

Once the stage 1 appeals process has been completed and if the centre is not satisfied a further stage 2 appeal can be lodged.

Candidates and centre staff are advised to read the JCQ publications in relation to post-results services and awarding bodies' appeals processes which are published annually.

Certificates

Certificates are collected and signed for by the candidate in person. Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so with written permission that is presented at the time of collection. If the written authorisation is via email correspondence the email address must be the same as the one on the certificates.

The centre is not responsible for the payment of any changes to names on certificates if the candidate did not inform the exams office in writing providing official documentation (passport, birth certificate or deed poll) as evidence, once the examination has taken place.

The centre will not post certificates to candidates.

Certificates will not be withheld from candidates who owe fees. The centre retains certificates for several years.

Appendix 1 – Contingency Plan Overview (See detailed plan)

Emergency plan if Exams Officer is absent during an exam session – to be used in conjunction with the Exams Policy and Procedures and the Exam Contingency Plan Scenarios document.

It will be the responsibility of the appointed member of the Leadership Team with exams responsibility to lead and take charge.

Other colleagues in academy who have exams experience should be enlisted to assist as well as lead invigilators who will guide and support on the finer details of running the actual exams in the rooms.

Colleagues who form part of the Contingency plan will be briefed at the beginning of each academic year on where relevant equipment, papers and forms are stored.

Documented key processes and workflows should be used to assist and support colleagues. Longer term the academy will work towards succession planning and shared role

The most important things are:

- Run the exams
- Get the exam scripts ready for collection by Parcel Force
- Never throw away any documentation – keep it in date and exam order until an expert is available to check it all
- Keep a record of what you have done and a queries tray for things that you cannot deal with
- If in doubt seek advice from the exam boards or from exams staff at local academy's.

• Keys

1 set of exam room keys are currently held in a locked key cabinet in the Leadership Office. The Head of Centre, members of the Senior Leadership Team and the Examinations Officer are all aware of the code.

• Examination timetable

This will be emailed to all staff at the beginning of the exam season and a copy placed on the wall in the Exams Office, it will contain each exam in session order with the exam board, the approximate number of candidates, exam venues and allocated invigilators.

• Exam papers

Trays for the immediate period will be labelled and laid out on the shelves in the secure cupboard by date and room, together with all the stationery and materials required. The remainder will be in the secure cupboard by exam board in date order.

• Spare stationery and formula books

Stationery for each exam board and additional equipment for exams is also kept in the black trays. These should be issued to invigilators when they collect the exam papers and must be kept in the secure cupboard after each exam

- **Daily Arrangements, Seating Plans, Registers and Exam Bags**

For the immediate period will be in the tray along with the exam papers.

After this:

- Daily arrangements will need to be printed out from the Exams Officers files
- The registers will be in date order in the filing cabinet
- The labels for the exam bags will be in the filing cabinet or exam board dependant emailed to the Exams Officer a couple of days in advance of the exam
- The labels for the exam trays will be in a folder on the exam officers desk
- The exam paper bags will be kept in the cupboard in trays labelled by board
- Seating plans will need to be printed from the academy MIS

- **Invigilators**

Timetable and allocation details will be on the Exam Timetable. Contact details can be found in Exam Officers email Contacts

- **Supervision of candidates**

Lunchtime Supervision - Students who have exam clashes may have to be supervised by staff from the end of their last morning exam until the start of the afternoon exams. A list of such students can be found on the daily arrangements. If more than 2 candidates require supervision a room and invigilator will have been booked, details will be on the daily arrangements document.

Overnight supervision - Students who have too many exams to sit in one day because of exam clashes, have to be supervised by staff overnight, unless other arrangements have been authorised in advance by the exam boards. Details of this will be found on the daily arrangements. The student and the supervisor must sign the JCQ form "Confidentiality Declaration for Overnight Supervision" which can be downloaded from the JCQ Website

- **Checking in scripts returned from exam room and return to the boards**

Invigilators will return the scripts to the exams office together with the attendance register. The exam scripts must be checked against the register to ensure they are in the correct order and that the appropriate candidate numbers and names have been used. The register should show if candidates were absent.

The appropriate exam board bag with a label will be in the tray with the papers. Exam papers along with the register should be parcelled up securely following the exam board instructions on the register.

A copy of the returned seating plan and register should be retained by the centre until after the EARs have been completed. Copies should be stapled together and put in the filing cabinet.

- **Special considerations**

Print a copy of the students exam timetable with specific details, dates and times as possible at the bottom so special considerations can be requested.

- **Malpractice reports**

All cases of suspected malpractice in exams, including mobile telephones and their alarms going off in the exam, have to be reported to the relevant Exam Board. The JCQ forms for this can be downloaded from the website.

- **Exam board help desks**

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| AQA | 0800 197 7162 |
| EDEXCEL | 0344 463 2535 |
| OCR | 0122 355 3998 |
| WJEC | 0292 026 5465 |

- **Parcels and Parcel Force collections**

Double check that the correct label is on the correct script parcel. If there is not a label for a particular paper then the board should be contacted to ask for one to be e-mailed.

Parcel Force will collect exam script parcels from Reception. You will need to complete the details on the log sheet for each day showing which exam papers are being collected, the despatch code and the postcode of where they are being sent. The Parcel Force driver will sign the log sheet when the parcels are collected. The folder is kept in the secure cupboard (a green folder).

If Parcel Force does not turn up the exam papers must be returned to the secure cupboard. Parcel Force should be contacted on 01329 304513 who will issue further instructions.

- **JCQ Inspections**

Each centre should be inspected at least once per year. If the inspector arrives they will advise you on what they would like to see. A copy of all relevant documentation, procedures or policies will be kept in a clearly labelled Red File in the exams office. Other information can be found on the academy’s website.

- **Spare Exam Papers**

Once the exam scripts have been checked in and accounted for and packaged ready for collection the exam question papers can be put in the Head of Subject pigeon holes, unless the exam paper can be sat in a time window (shown on the front of the paper), when they should be kept until the end of the specified window.

- **Next Day Preparations**

Make sure that everything is ready as above, i.e. exam papers, registers, daily arrangements, seating plans, stationery, exam bags and address labels.

Other Colleague Absences at Key Times in their Exam Cycle

- SENCo
Appointment member of leadership to take charge and work with the BLC team
- Head of Department

- Responsibility to be allocated to a deputy at the authority of the Head teacher
- Invigilators
Exams Officer to ensure that support staff across the academy are trained and ready to stand-in should they be required at short notice.

Other Problems Which Could Occur

- Exam Rooms - Lack of Space or number of appropriate venues, rooms unavailable at short notice
 - ❖ Exams Officer to discuss with Leadership, consider;
 - Alternative rooms across the centre (Theatre, Dance and Drama Studio, Supported Learning)
 - Amended start times in accordance with JCQ regulations
- Failure of IT systems
Communication with Software providers and internal staff. If the problem is academy based consider working off-site. If the problem is with the MIS contact providers for guidance and support.
- Disruption of Teaching Time - Centre closed for an extended period
Curriculum lead to work with Heads of Department to utilise online learning including Hero, Realise It, Sum Dog and Literacy Planet.
- Academy Unable to Open during Exam Period as Normal
Unless in the event of an extreme emergency the centre will remain open, guidance from the awarding bodies will be sought.
- Assessment Evidence is not available to be marked
Head of Centre will communicate this to awarding bodies immediately and subsequently to students, parents and carers.

Appendix 2 – Roles and Responsibilities

| Role | Person Responsible |
|------------------------------|---------------------------|
| Head Of Centre / Headteacher | Joanna Ware |
| Deputy Head | Richard Whitehouse |
| Exam Lead | Joanna Starr |
| Head of Phase 4 | Anna Norman |
| Exams Officer | Joanna Starr |
| SENCo | Nick Griffiths |