



St Peter & St Paul
Catholic Voluntary Academy
Pro Petro Paulo Patria

Policy Document
Status: Approved
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Exams Policy

2017/18

Policy Ref No. PEM 02

'I have come that they may have life and have it to the full'

John 10:10

The Ethos of St Peter and St Paul

"Our school is a community where Jesus Christ is our role model and his message the guiding principle behind all we do.

Every member of our community is responsible for creating an environment that is caring, fair and respectful of each individual.

We develop our potential, celebrate our talents and go forward together in faith."

Christ is the foundation of everything we do and the Gospels provide us with our influence and inspiration. We are therefore committed to promoting:

The uniqueness of the individual

We believe that every person is a unique individual, created in God's image and loved by Him. We are therefore committed to treat every person with equality of esteem and the respect and dignity due to a child of God.

The search for excellence

We are called to seek perfection in all aspects of our lives. We celebrate the enrichment of the total community, which flows from diversity of age, gender, racial and social origins, abilities, culture and religion. We are therefore committed to ensure that all are to be given every opportunity to develop their talents to the full.

The education of the whole person

We offer young people the experience of life in a community founded on Gospel values and working in harmony. Through this and a variety of educational experiences and interactions we aim to prepare young people for a life working with others in communities which maybe diverse socially, culturally and religiously. We recognise that it is also important to help pupils to understand their own ethnic identity and cultural heritage as well as helping them to understand that of others irrespective of whether the school serves or is located in an ethnically diverse community.

The education of all

We have the duty of care for all to ensure that we provide for those who are socially, academically, physically, emotionally or financially disadvantaged.

Moral principles

Our belief in the Gospel message commits us to be in the forefront of the movement for social and racial justice and harmony. We believe this is fundamental to the common good. We aim to prepare our young people to serve as witnesses to these moral and spiritual values in the wider world.

Consequently, we still strive to ensure that:

Any person recruited to the service of the school, whether as a member of staff or as a volunteer, is made fully aware of our aims and objectives and required to support them;

Children who are admitted to the school and their families are fully aware of our aims and objectives and undertake to support them;

All of our structures and policies are evaluated and kept under constant review in order to see that no individual is subject in any way to unlawful discrimination, whether intentional or unintentional, and to ensure that all are enabled to reach their full potential.

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This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the exams policy

Role	Name(s)
Head of centre	Mr D Keogh
Exams officer line manager (Senior Leader)	Mrs A Jepson
Exams officer	Mrs T Hobson
SENCo	Miss G Bell
SLT member(s)	Mr D Keogh, Mrs A Jepson, Mr P Wilkinson

Purpose of the policy

St Peter & St Paul Catholic Voluntary Academy 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.

The Exams Officer is responsible for the annual review and any required update of this policy.

The Senior Leadership Team and governing body are responsible for the approval and sign-off of this policy.

This policy will be communicated to all relevant centre staff.

This policy will be emailed to relevant staff and an electronic copy will be saved in the staffshare area. There will also be a copy available in the exams office.

Roles and responsibilities overview

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“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

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- ▶ 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

An electronic copy will be saved in the staffshare area. There will also be a copy available in the exams Office.

"It is the responsibility of the head of centre to ensure that his/her centre... has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan must be readily available for inspection purposes; (The examination contingency plan should also reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.)

[GR 5]

- ▶ Ensures required internal appeals procedures are in place

Internal appeals procedures

An electronic copy will be saved in the staffshare area. There will also be a copy available in the exams Office

"The centre agrees to... have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates"

[GR 5.8]

"The centre agrees to... have readily available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

[GR 5.14]

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

Disability policy (exams)

An electronic copy will be saved in the staffshare area. There will also be a copy available in the exams Office.

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"The head of centre/senior leadership team agrees to... recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates must be available for inspection purposes. †or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect

[GR 5.4]

- ▶ 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

An electronic copy will be saved in the staffshare area. There will also be a copy available in the exams Office.

"The centre agrees to... draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification."

[GR 5.7]

- ▶ 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

An electronic copy will be saved in the staffshare area. There will also be a copy available in the exams Office.

"It is the responsibility of the head of centre to ensure that his/her centre... has in place a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements..."

[GR 5.3]

- ▶ Ensures the centre has a data protection policy in place

Data protection policy

An electronic copy will be saved in the staffshare area. There will also be a copy available in the exams Office

"Do you have a written data protection policy?"

[GR Appendix B]

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

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Information contained with the Exams Policy and disability policy. An electronic copy is in staffshare and a copy is available in the exams office.

"...with its obligations in respect of identifying the need for, requesting and implementing access arrangements."

[GR 5.5]

"The head of centre/senior leadership team agree to... have a written process in place to not only check the qualification(s) of their specialist assessor(s) but that the assessment process is administered correctly;"

[GR 5.4]

- ▶ Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- ▶ Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

"...informs the awarding bodies, before the associated entries are submitted, of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments. Awarding bodies should also be informed where children of exams office staff are being entered for examinations and assessments..."

The head of centre must ensure that during the examination series the member of centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the head of centre must ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts.

If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations. (For example, any application for special consideration must be authorised by a member of centre staff other than the candidate's relative.)"

5.3]

[GR

- ▶ 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

- ▶ 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 \(PRS\)](#)
- ▶ 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
- ▶ Be responsible for administration of exam entries and registrations for public exams.
- ▶ Arrange seating plans, rooms and invigilation for public exams, taking into account any requirements for access arrangements candidates.
- ▶ Keep all examination scripts secure; and ensure that any oral papers taken to other Centres for candidates to take their speaking tests in a language not offered at this Centre are kept secure at all times.
- ▶ Produce and distribute exam timetables to staff and students.
- ▶ Be responsible for administration of re-sits, late entries and amendments and collection of monies owing.
- ▶ Receive, check and store securely all exam papers and completed scripts.
- ▶ Be responsible for administration of Special consideration requests.
- ▶ Despatch coursework and moderation samples, and storing returned coursework until release date.
- ▶ Bring in results and distribute results to staff and pupils.
- ▶ Be responsible for administration of all post results requests.

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](#)

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[Access Arrangements and Reasonable Adjustments](#)

[Suspected Malpractice in Examinations and Assessments](#)

[Instructions for conducting non-examination assessments \(and the instructions for conducting controlled assessment and coursework\)](#)

Special educational needs co-ordinator (SENCo)

- ▶ Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
[Access Arrangements and Reasonable Adjustments](#)
- ▶ Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- ▶ If not the 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

Subject Leader

- ▶ 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
- ▶ will advise on post results requests
- ▶ will accurately complete coursework mark sheets, estimated grade sheets and declaration sheets
- ▶ will oversee all controlled assessment activity
- ▶ will be responsible for changes of course/entry/levels

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
- ▶ will notify of access arrangements requirements (as soon as possible after the start of the course)
- ▶ will submit candidates' names to subject leaders

Invigilators

- ▶ Attend training, update, briefing and review sessions as required

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- ▶ 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
- ▶ are responsible for collection of exam papers and other material from the exams office before the start of the exam
- ▶ will start all exams in accordance with JCQ regulations
- ▶ will collect all exam papers in the correct order at the end of the exam and ensure their return to the exams office
- ▶ will report any problems, possible malpractice or disturbances to the Exams Officer

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.

- ▶ are responsible for checking their exam timetables and querying problems
- ▶ are responsible for understanding coursework or controlled assessments regulations and signing a declaration that authenticates the work as their own.
- ▶ Are responsible for complying with all exam regulations as set out in the School exams Instructions and information booklet for students and Parents, and the information for candidate sheet issued by the JCQ.
- ▶ Candidates who take exams at other Centres are responsible for complying with the exams policy and regulations as stipulated by that Centre.

Qualifications offered

The qualifications offered at this Centre are decided by the Head of Centre and Senior Leadership Team. The qualifications offered are GCE, Functional skills, GCSE, Entry level, Workskills, ESOL, BTEC and OCR Nationals.

Informing the Exams Office of changes to a specification is the responsibility of the Subject Leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates/Parents/Carers and Subject teachers.

The exam cycle

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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

- ▶ inform relevant centre staff of 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

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- ▶ Collects information on internal exams to enable preparation for and conduct of Mocks and assessments

Subject Leader

- ▶ 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

- ▶ 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

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- ▶ 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)

This policy will be saved in Staffshare and a copy will be available in the Exams Office.

This policy includes a statement which details the criteria the centre uses to award and allocate word processors for exams

"It is strongly recommended that a centre has a policy on the use of word processors which it can articulate to parents/carers. Principally, that a word processor cannot simply be granted to a candidate because he/she now wants to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs...

A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations."

[AA 5.8]

- ▶ 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

ensure criteria for candidates allowed **separate invigilation within the centre** is clear, meets the requirements of JCQ access arrangements and best meets the needs of individual candidates and remaining candidates in main exam rooms. The criteria at St Peter & St Paul Catholic Voluntary Academy is that is a normal way of working as advised by an external professional, that there is a medical condition which requires the student to be separate from the main exam hall or emergency arrangements which arise on the day. Students that are anxious in the hall will not be given separate invigilation unless this is the normal way of working in assessments.

Senior Leaders, Subject Leaders, Teaching staff

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- ▶ 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 policy for the **management of controlled assessment** is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment

Controlled assessment policy

This is included as an addendum to this policy.

- ▶ 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

This is included within the controlled assessment policy attached as an addendum to this policy.

"The centre agrees to... have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a written controlled assessments policy.)"

[GR 5.8]

- ▶ 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)

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- ▶ Ensure appropriate internal moderation, standardisation and verification processes are in place

Subject Leader

- ▶ Ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ [Instructions for conducting controlled assessments](#) and the specification provided by the awarding body
- ▶ Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and (which include elements of coursework) Entry Level or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- ▶ 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

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Invigilation

- ▶ External staff are used to invigilate examinations. These invigilators will be used for external exams.
- ▶ Recruitment of invigilators is the responsibility of the Exams office and Centre Administration.
- ▶ Securing the necessary (DBS) Disclosure and Barring Service checks clearance for new invigilators is the responsibility of the Centre Administration.
- ▶ DBS fees for securing such clearance are paid by the Centre.
- ▶ Invigilators are timetabled and briefed by the Exams office.
- ▶ Invigilators rates of pay are set by the Centre Administration.

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

The term 'entries' is used to describe entry/registration information for internally and externally assessed components, and certification of qualifications against which a result will be reported.

Estimated entries

Exams officer

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

Estimated entries collection and submission procedure

Information collated from subject leaders and entered into an exams audit document. Entries submitted online by Exams Officer.

Subject Leader

- ▶ Provides information requested by the EO to the internal deadline
- ▶ Informs the EO immediately of any subsequent changes to information

Final entries

Exams officer

- ▶ Requests final entry information from Subject Leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- ▶ Informs Subject Leaders of subsequent deadlines for making changes to final entry information without charge
- ▶ Confirms with Subject Leaders 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

Final entries are collated using an entries collection document. They are submitted through CMIS to awarding bodies.

Subject Leader

- ▶ 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

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- ▶ Checks final entry submission information provided by the EO and confirms information is correct

Candidates are selected for their exam entries by the Subject Leaders and Subject teachers.

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal. They should discuss their concerns with their subject teacher or Subject Leader.

Entry fees

Registration fees, A2, AS, GCSE and ELC entry exam fees are paid by the Centre.

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.

Late entry or amendment fees are paid by the Departments.

Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline, or if they fail to sit an exam or do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the candidate unless authorised by a member of the Senior Leadership Team.

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

Subject Leaders

- ▶ 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

Re-sit entries

A2, AS and GCSE retakes are allowed. Re-sits decisions will be made in consultation

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with candidates, subject teachers and/or Subject Leaders.

Private candidates

The Centre does not accept entries from external candidates; permission is given to former candidates and members of staff on occasion to be entered for examinations with the prior consent of the Head of Centre. An admin fee will be charged in addition to the course fee.

Transfer of credit

The EO will:

- ▶ provide information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- ▶ meet the awarding body deadline for requesting 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 EO

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 EO

Candidates

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

Pre-exams: roles and responsibilities

Access arrangements

SENCO

- ▶ 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

Any teacher who has concerns regarding a candidate's ability to access an exam, and/or who may require access arrangements must inform the SENCo and Exams Officer as soon as possible.

A candidate's access arrangements requirement is determined by the SENCo, Doctor and Educational psychologist/Specialist teacher.

Making access arrangements for candidates to take exams is the responsibility of both the SENCo and Exams Officer.

Invigilation and rooming for access arrangement candidates will be arranged by the Exams Officer with the SENCo

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Support for access arrangement candidates will be organised by the SENCo with the Exams Officer.

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

Information about the options for enquiries about results will be available prior to the exams. The information will be included in the candidate handbook and an assembly will be given prior to the start of the exams.

Forms for EAR applications will be available on results days. The students will be able to speak to Subject leaders and teaching staff. The staff will look at the grade boundaries and decide if an application will be submitted. The candidate will sign the form for the relevant EAR and the exams officer will submit the application. The candidate will be notified of the outcome.

"The centre agrees to... have in place written procedures for how it will deal with candidates' access to scripts, enquiries about results and appeals to the awarding bodies and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results..."

[GR 5.14]

"The centre agrees to... treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals."

[GR 5.6]

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

Subject Leader

- ▶ Ensures teaching staff provide estimated grade information to the EO 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

- ▶ 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

Subject Leaders

- ▶ 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 EO to the internal deadline
- ▶ Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO 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 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 EO regarding facilitation and invigilation of access arrangement candidates

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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

SLT will be present in the hall at the start of the exam to assist with identification of candidates

A printout with candidate's photos will be available for Invigilators in the exam box.

In smaller rooms there will be a desk ID with a photo so identification of candidates can be established and it will assist with the seating of candidates.

A private candidate will be required to bring photo evidence eg passport and leave it on the desk

"The centre agrees to... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment..."

[GR 5.10]

Invigilators must establish the identity of all candidates sitting examinations.

...A private, external or transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...

...In cases where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of

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this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination."

[ICE 9]

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

Invigilators

- ▶ Follow the procedure for verifying candidate identity provided by the EO
- ▶ Seat candidates in exam rooms as instructed by the EO/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

- ▶ 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

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- ▶ 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

SENCo

- ▶ 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 EO 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

Internal exams and assessments are scheduled on demand by Subject Leaders. Year 11 Mock exams are usually held in December.

Exams officer

- ▶ 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

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- ▶ Arranges invigilation

SENCo

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

Teaching staff

- ▶ Provide exam papers and materials to the EO
- ▶ Support the SENCo 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 policy

Students will be chased up by the Exams Manager and Attendance Officer.
All efforts will be made to ensure the candidate attends.
If relevant EO will submit a special consideration application to the Awarding Body.
*"Advice: it is good practice for a centre to have a policy for late and absent candidates.
Invigilators must be made aware of this policy."*
[\[ICE_14\]](#)

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

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Candidate behaviour

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

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 staff at all times.

Candidate belongings

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

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

If a candidate arrives late the Exams Officer will take them to the exam room and make sure they have all equipment and have not got a mobile phone on them. An invigilator/the Exams Officer will read the regulations before they enter the hall. The incident log will be noted with the time that they entered the exam room.

"Advice: it is good practice for a centre to have a policy for late and absent candidates. Invigilators must be made aware of this policy... Centres should have their own internal procedures for dealing with candidates who persistently arrive late for examinations. The exams officer may need to liaise with a senior member of staff who has pastoral responsibilities."

[ICE 14]

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

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 candidate can take a bottle of water into the exam room provided that the label has been removed. No food is allowed in the exam room unless it is required on medical grounds.



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

An electronic copy is saved in Staffshare and a copy is available in the exams office. A copy is available in each exam box in an exam room.

"...You must have a written centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service."

[ICE 18]

Site staff

- ▶ Ensure exam rooms are available and set up as requested by the EO
- ▶ 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

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- ▶ 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

Irregularities

Head of centre

- ▶ Ensures 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

Managing behaviour

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.

"The head of centre 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."

[\[ICE 17\]](#)

Senior leaders

- ▶ Ensure support is provided for the EO 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)

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Malpractice

See *Irregularities* above.

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

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre, the Exams Officer, or the exam invigilator, to that effect.

The EO will ask that a form be completed to confirm the reasons for the application.

Candidates

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

Unauthorised materials

Arrangements for unauthorised materials taken into the exam room

Unauthorised materials must be stored at the front of the examination room or outside the room where possible before the candidate is seated.

Mobile phones will be stored in boxes outside of the room and identified by the seat number allocated to the candidate.

Wrist watches must also be removed prior to entering the room.

"...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.

...The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks.

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...A head of centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their watches outside of the examination room."

[ICE 11]

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 EO

Results and post-results: roles and responsibilities

Internal assessment

Subject Leader

- ▶ 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

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Exams officer

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

Results day programme

Results are issued on the published results day and will not be issued by telephone or email. The EO will make the candidates aware of the times the Centre will be open to collect results. Members of staff will be available to discuss results with Candidates.

"Centres must make candidates aware of the arrangements for Enquiries about Results before they sit any examination(s). These arrangements also extend to private candidates."

[[PRS](#) 4]

"...Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results...ensure that all candidates, including private candidates, are made aware that all post-results service requests must be made through the centre..."

[[GR](#) 5.14]

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

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- ▶ 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 (including private 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
- ▶ Identify the budget to which fees should be charged

Candidates

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

Analysis of results

SLT

- ▶ Provide analysis of results to appropriate centre staff
- ▶ Provide results information to external organisations where required
- ▶ Undertake the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

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Certificates

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

Issue of certificates procedure

Certificates are presented in person at Awards Evening.

If they are not collected on Awards Evening then they are collected and signed for at the school after this date.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

Certificates are withheld from candidates who owe fees.

The centre retains certificates for One year.

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

Retention of certificates policy

Unclaimed certificates are kept in the exams office. Students have to sign to say that they have collected the certificates. Once the certificates are destroyed the list of collected certificates is kept for 4 years. Detail the required records kept of certificates that may be destroyed.

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

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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

A copy is saved in staff share and a copy will be available in the exams office.

Appendices

EXAMINATIONS POLICY (Addendum) - 2015

Controlled Assessment/Non Examination Policy

Rationale

As part of the Government's reform of 14-19 education from September 2009, Controlled Assessment replaces Coursework for many subjects at GCSE. St Peter and St Paul recognises its responsibility to ensure that the planning and management of these assessments are conducted efficiently and in the best interest of the candidate.

Principle

Controlled assessment is a form of internal assessment where the control levels (High, Medium or Low) are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the awarding body. For most subjects, however, work will be marked by the centre and moderated by the awarding body. Controlled Assessments;

- Enables a more integrated approach to learning, teaching and assessment
- Features levels of control to maximise reliability and authenticity
- Enables the Subject Leaders to choose the timing of the controlled assessment
- Enables Subject Leaders to select from a choice of tasks and contextualisation
- Takes place in the classroom as part of normal timetable

Under **formal supervision** (high level of control) the candidate must be under direct supervision at all times. The use of resources by the candidate and his/her interaction with others will be directed by the awarding body. Candidates must not use a mobile phone or any other electronic communication device during a session which is subject to formal supervision. Candidates must complete all work independently and must not communicate with each other. No assistance can be given to the candidates.

Under **informal supervision** (medium level of control), candidates do not need to be under direct supervision at all times. The use of resources is not tightly prescribed and group work is normally permitted; however, teachers should ensure that plagiarism does not take place, and all sources used by the candidate are clearly recorded. Each candidate's preparation for the final production of work must be his/her own.

Under **limited supervision** (low level of control) the requirements are clearly specified by the awarding body and work may be completed without direct supervision. Research or data collection may take place outside the classroom. Reference must be made to the awarding body's specification which may set certain parameters for teaching staff under this type of supervision.

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Controlled assessments may take place at any time during the course, but Subject Leaders must ensure that the controlled assessment task issued to candidates is appropriate to the year in which the assessment will be submitted to the awarding body.

Non-examination assessments

“Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.

There are three assessment stages and rules which apply to each stage. These rules often vary across subjects. The stages are:

- *task setting;*
- *task taking;*
- *task marking.”*

This policy affects the delivery of subjects of reformed GCE and GCSE qualifications which contain a component(s) of non-examination assessment.

“The regulator’s definition of an examination is very narrow and in effect any type of assessment that is not ‘externally set and taken by candidates at the same time under controlled conditions’ is classified as non-examination assessment (NEA). ‘NEA’ therefore includes, but is not limited to, internal assessment. Externally marked and/or externally set practical examinations taken at different times across centres are classified as ‘NEA’.”

*[Definition taken directly from the JCQ publication *Instructions for conducting non-examination assessments*– Foreword, page 3]*

Roles and Responsibilities

Senior Leadership Team

- Accountable for the safe and secure conduct of controlled assessments/non examination assessments. Ensure assessments comply with JCQ guidelines and awarding bodies’ subject-specific instructions.

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- At the start of the academic year, begin coordinating with Subject Leaders to schedule controlled assessments/non examination assessments.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/ problems over the timing or operation of controlled assessments/non examination assessments.
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
- Ensure that all staff involved have a calendar of events

Create, publish and update an internal appeals policy for controlled assessments/non examination assessments.

Subject Leader

- Decide on the awarding body and specification for a particular GCSE.
- Supply to the exams office details of all unit codes for controlled assessments/non examination assessments.
- Arrange appropriate time for the controlled assessment/non examination assessments to take place, taking into consideration any other controlled assessments/non examination assessments or external examinations that are going on for a given group of candidates.
- Ensure that at least 40% of overall assessment (controlled/non examination assessments and/or external assessment) is taken in the exam series in which the qualification is certificated, to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers understand their responsibilities with regard to controlled assessment/non examination assessments.
- Ensure that a log is kept which contains:
 - The date and time of each assessment together with its title;
 - The name of the supervising teacher;
 - A list of candidates who were present during the assessment;
 - A list of any absent candidates;
 - A log of any incidents which occur during the assessment as a whole.

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A copy of this log should be forwarded to the Exams Officer.

- Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.
- Where appropriate, develop new assessment tasks or contextualize sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments* and with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting non-examination assessments* (new GCE & GCSE specifications) and with the awarding body specification for non examination assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website
- Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
- On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment/non examination assessment can be carried out.
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
- Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
- Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one).

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- Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
- Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

Exams office staff

- Enter students for individual units, whether assessed by controlled assessment/non examination assessments, external exam or on-screen test, before the deadline for final entries.

Enter students' 'cash-in' codes for the terminal exam series.

- Provide Subject Leaders and teachers with secure website user rights to enable them to access controlled assessments/non examination assessments from the awarding body.
- Where confidential materials are directly received by the exams office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Download and distribute marksheets for teaching staff to use, and collect and send marksheets to awarding bodies before deadlines.

Special educational needs coordinator/additional learning support

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Practical Skills Endorsement for the A Level Sciences designed for use in England

Head of centre

- Provides a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the prescribed practical activities

Subject Leader

- Confirms understanding of the *Practical Skills Endorsement for the A Level Sciences designed for use in England*

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- Ensures a response is provided to JCQ indicating which awarding body the centre intends to use for its entries in A level Biology, Chemistry and Physics (in Autumn 2016)
- Undertakes training provided by the awarding body on the implementation of the practical endorsement
- Disseminates information to subject teachers ensuring the standards can be applied appropriately
- Liaises with all relevant parties in relation to arrangements for and conduct of the monitoring visit

Teacher

Ensures all the requirements in relation to the endorsement are known and understood

- Ensures the required arrangements for practical activities are in place
- Provides all the required centre records
- Ensures candidates provide the required records
- Provides any required information to the subject lead regarding the monitoring visit
- Assesses candidates using Common Practical Assessment Criteria (CPAC)
- Applies for an exemption where a candidate cannot access the practical endorsement due to a substantial impairment
- Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment outcome
- Follows the awarding body's instructions for the submission of candidates *Pass* or *Not Classified* assessment

Spoken Language Endorsement for GCSE English Language specifications designed for use in England

Head of centre

- Provides a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the Spoken Language endorsement

Quality assurance (QA) lead/Lead internal verifier

- Ensures the appropriate arrangements are in place for internal standardisation of assessments

Subject Leader

- Confirms understanding of the *Spoken Language Endorsement for GCSE English Language specifications designed for use in England*
- Ensures the required task setting and task taking instructions are followed by subject teachers

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- Ensures subject teachers assess candidates, either live or from recordings, using the common assessment criteria
- Ensures for monitoring purposes, audio-visual recordings of the presentations of a sample of candidates are provided

Subject teacher

- Ensures all the requirements in relation to the endorsement are known and understood
- Follows the required task setting and task taking instructions
- Assesses candidates, either live or from recordings, using the common assessment criteria
- Provides audio-visual recordings of the presentations of a sample of candidates for monitoring purposes

Follows the awarding body's instructions for the submission of grades (*Pass, Merit, Distinction or Not Classified*) and the storage and submission of recordings

Exams Manager

- Follows the awarding body's instructions for the submission of grades and the storage and submission of recordings

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