Wyedean
School and Sixth Form Centre
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EXAMS POLICY

Wyedean School & Sixth Form Centre

Exams Policy

Centre Name	Wyedean School & Sixth Form Centre
Centre Number	57161
Date policy first created	2022
Current Policy approved by	Full Governing Body
Current policy reviewed by	Suzanne Howells
Date of review	10/11/2026
Date of next review	10/11/2027

Key staff involved in the policy

Role	Name(s)
Head of centre	Gwennan Jeremiah
Senior leader	Emma Hemsley
SENCo	Cari Sullivan
Deputy SENCo	Bianca Dowd Hanson (Access arrangements co-ordinator)
Exams officer	Suzanne Howells
IT manager	Les McGinty
Other staff	Sharon Jones EO Joe Bruce IT

Purpose of the policy

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

- all aspects of the centre's process is documented, supporting the centre's contingency plan, and other relevant exams-related policies and procedures are signposted to
- the workforce is well informed and supported
- all centre staff involved in the process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times
- exam candidates understand the process and what is expected of them

This policy is written and reviewed annually by the Examinations Manager and Assistant Principal (Academic) to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated or brought to the attention of all those identified with roles and responsibilities within the policy by means of:

- Email
- Display on the school website
- Paper copy available for JCQ inspection.

This policy has been approved by the Senior Leadership Team and Board of Governors. Staff will be informed of any updates or amendments to it.

Roles and responsibilities overview

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/ assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant with published JCQ regulations and awarding body requirements.

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre cannot also be the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

The head of centre and/or examinations officer may operate across more than one centre. In such cases the head of centre must ensure there is suitable senior leadership team and examinations officer support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan.

Head of centre responsibilities

Heads of centre must familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) document along with senior leadership teams and exams office personnel

Heads of centre must ensure that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

Where an action letter is issued by the JCQ Centre Inspection Service, the head of centre must ensure that arrangements are put in place within the centre, in accordance with the timeframes and process set out in the action letter, to prevent any recurrence of the issue(s).

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the Instructions for conducting examinations **document**. Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026.

The head of centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. registrations, entries, learner claims, centre-assessed marks or modified papers
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

Head of centre

- Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
    - *A guide to the special consideration process* (SC)
    - *Access Arrangements and Reasonable Adjustments* (AARA)
    - *AI Use in Assessments: Your role in protecting the integrity of qualifications*
    - *Guidance for centres on cyber security*
    - *Instructions for conducting coursework* (ICC)
    - *Instructions for conducting examinations* (ICE)
    - *Instructions for conducting non-examination assessments (GCE and GCSE specifications)* (NEA)
    - *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)* (NEA VTQs)
    - *Notice to Centres – Informing candidates of their centre-assessed marks*
    - *Plagiarism in Assessments – Guidance for Teachers/Assessors*
    - *Suspected Malpractice – Policies and Procedures* (SMPP)
- Ensures the centre has appropriate accommodation at the registered address to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including the assessments or the administration) at the centre:
    - maintains oversight of, and responsibility for, the delivery and administration of the qualification in accordance with JCQ regulations awarding body requirements and the regulator's Conditions of Recognition
    - has in place a robust written agreement with the third party (unless exclusions apply), that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body, to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
    - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
    - monitors delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments
    - ensures sufficient managerial and other resources are in place to resolve any issues
- Ensures that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)

- Ensures that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel

Resilience and contingency arrangements

The centre must ensure they are familiar with the regulators' guidance and/or awarding body guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering and securely retaining evidence of candidate performance in line with the published guidance.

In the unlikely event that the government determines that examinations cannot go ahead, the centre will need evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades.

Process for gathering evidence of candidate assessment performance

1. **Mock Examinations**
   - All students will sit one set of mock exams under formal exam conditions each year.
   - Mock papers will be retained securely (digitally or physically) as evidence for the mock exam in the final year of study.
   - All results of formal mock examination and internal assessments will be records in SIMs.
2. **Assessment Planning**
   - Teachers will plan assessment opportunities that reflect normal teaching and learning practices.
   - Assessments will cover a wide range of content and assessment objectives, similar to the summer exams.
   - Students will only be assessed on content they have been taught at the time of assessment.
3. **Assessment Conditions**
   - Assessments must be conducted under controlled conditions to ensure validity.
   - Reasonable adjustments will be made for students with disabilities, and special consideration will be applied where appropriate.
4. **Use of Materials**
   - Assessments will use exam board materials (e.g., past papers)
5. **Retention and Accessibility**
   - Assessment evidence will be stored securely and be accessible for review if needed. Mock papers will be kept for each student in their final year of study and grades recorded in SIMs.
   - Evidence will be retained in line with data protection policies.
6. **Review and Quality Assurance**
   - Evidence will be reviewed internally to ensure consistency and fairness.
   - Heads of Learning Areas will oversee the quality and appropriateness of the evidence collected.
7. **Communication**
   - Staff will receive training and updates on the guidance and expectations.

The centre must have in place and at all times comply with an up to date written contingency plan.

The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan must cover the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo (or equivalent role), examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding, which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of its contingency plan the centre must identify an alternative site or alternative sites which can be used if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different year groups.

The centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The centre must ensure where candidates' work is produced electronically it is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud. The centre must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber security

The head of centre must ensure there are procedures in place to maintain the security of user accounts by:

- ensuring that all members of centre staff who access awarding bodies' online systems undertake annual cyber security training

  The training must include:
  - the importance of creating strong, unique passwords for all accounts
  - keeping all account details strictly confidential
  - the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access
  - how to properly set up and use MFA for both centre and awarding bodies' systems
  - an awareness of all types of social engineering/phishing attempts
  - the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.

  This record could take the form of a certificate, a paper checklist, a spreadsheet-based checklist or a Learning Management System (LMS) report.

  The NCSC training resource provides a certificate of completion of cyber training.

- developing and maintaining a comprehensive cyber security policy for the centre. The National Cyber Security Centre (NCSC) provides resources to assist centres in creating such policies
- implementing and enforcing robust security measures, including:

  where available, MFA must be used for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data
  Where MFA is not available on the centre's systems, an equivalent multi-layered security approach must be in place. For example, strong log-in controls, access and monitoring controls and secure storage so that exam-related data is protected in line with cyber security best practice.
  regularly reviewing and updating security settings to align with current best practices

- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*
  Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

Cyber security policy

The centre's cyber security policy can be found on the school website

It is the responsibility of **the head of centre** to ensure that the centre:

Recruitment, selection and training and support

(GR 5.3)

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other appropriate resources, to undertake the delivery and administration of the qualification and assessments as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
  The centre's contingency planning must include succession arrangements for members of staff involved in examination and assessment administration.
- Provides fully qualified teachers/assessors for the verification and marking of centre-assessed components
- Ensures that teaching staff do not use artificial intelligence (AI) tools as the sole or primary means of marking candidates' work
  Teachers must review all the work in its entirety and determine the mark it warrants using their own professional judgement regardless of the outcomes of an AI tool. The teacher remains responsible for the mark/grade awarded. This is subject to any further guidance published by the regulators.
- Enables the relevant senior leader(s), teachers, the examinations officer (EO) and the SENCo (or equivalent role) to receive appropriate training and support ~~in order~~ to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ and awarding body regulations
- Ensures the SENCo (or equivalent role), the centre's appointed access arrangements assessor and the examinations officer undertake regular CPD, such as attending an annual update course
- Ensures that the SENCo (or equivalent role) understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role
- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations)
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations

External and Internal governance arrangements

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent

  Escalation Process

  The centre's escalation process can be found here
  https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

- Has in place a member of the senior leadership team who has a good working knowledge of the examination system, who will provide effective line management support and supervision of the examinations manager and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EM
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments

Delivery of qualifications

- Delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject

Public liability

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

Controlled assessments, coursework and non-examination assessments

- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates)
- Submits, in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including:
  - ensuring the security of all assessment materials
  - ensuring that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre
  - reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials
- Makes arrangements to:
  - receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document *Instructions for conducting examinations*

- access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*
- issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments

- Give candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

National Centre Number Register and other information requirements

(GR 5.3)

- Provides contact details as follows:
  - a physical address to which all examination and assessment materials will be despatched – this must be the registered address of the centre
  - a landline telephone number – this must be the number of the main office/ switchboard of the centre
  - a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (Personal email addresses such as 'Yahoo', 'Hotmail' and 'Gmail' are not acceptable)
    Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites
  - the name of the head of centre and their email address
  - senior designated contact details (this might include a personal mobile number and/or email address) (These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue)
- Completes the National Centre Number Register annual update by the end of October every year even if there are no changes to centre details
  - informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the head of centre)
  - informs the National Centre Number Register Team (email address – ncn@ocr.org. uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)
  - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
  - completes the National Centre Number Register Head of Centre Declaration by the end of October every year confirming they are aware of and adhering to the latest versions of the JCQ regulations
  - responds, by completing the Head of Centre Declaration, to the National Centre Number Register request for confirmation that they are aware of and adhering to the latest versions of the JCQ regulations, and does so no later than the end of October every year
  - responds to any other reasonable requests made by the National Centre Number Register Team
- (GR 1.9) Understands that the responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, the head of centre's declaration and/or requests or actions raised by the JCQ Centre Inspection Service, will result in:
  - the centre status being suspended
  - the centre not being able to submit examination entries
  - the centre not receiving or being able to access question papers

  and ultimately, awarding bodies could withdraw their approval of the centre

Centre inspections

(GR 5.3)

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation, an unannounced visit or any requests for information within the stipulated timeframe
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection

- Understands the JCQ Centre Inspector will identify themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility

Policies available for inspection

- Has in place the following written policies for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre:
    - a child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

Child Protection/Safeguarding Policy (Exams)

The centre's child protection/safe guarding policy can be found here
https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Complaints and Appeals Procedure (Exams)

The centre's complaints and appeals procedures can be found here
https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Conflicts of interest

- Manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:
    - any members of centre staff who are taking a qualification at this centre which includes internally assessed components/units*
    - any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units, This requirement also extends to centre staff conducting internally assessed or externally assessed Speaking, Listening or Oracy components/units)

  maintains internal records (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) of all instances where:
    - exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at this centre or other centres
    - centre staff are taking qualifications at this centre which do not include internally assessed components/units*
    - centre staff are taking qualifications at other centres
- Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)
- *Notes that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre, and ensures:
    - proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
    - during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment

- The Conflicts of Interest Policy (Exams) can be found here:
  https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Contingency Plan

- The centre's contingency plan can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Cyber Security Policy

- The centre's cyber security policy can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Data Protection Policy (Exams)

- The centre's Data Protection policy can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Equalities Policy

The centre's equalities policy can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

- **Internal Appeals Procedures (Internal assessment decisions and review of results/appeals)**
  The centre's internal appeals process can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Malpractive Policy (Exams)

The centre's malpractice policy can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Non-examination Assessment (including controlled assessments and coursework) Policy

The centre's non examination policy and risk management can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Whistleblowing Policy (Exams)

The centres whistleblowing policy can be found here: https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Word Processor Policy (Exams)

The centres word processing policy can be found here: https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Access arrangements and reasonable adjustments
(GR 5.4)

- The head of centre/senior leadership team will:
- appoint a SENCo, or an equivalent member of staff, to coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language and those with a temporary illness or temporary injury
- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the services the centre provides

to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)

- †or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
- ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate, such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)
- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and must be held on file for inspection)
- have a written process in place to check the qualification(s) of their assessor(s) and that the correct procedures are followed as in Chapter 7 of the JCQ document Access Arrangements and Reasonable Adjustments
- assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENCo in effectively implementing those arrangements once approved

Access Arrangements Policy

The centres access arrantments policy can be found here:
https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Malpractice

(GR 5.11)

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require
- (GR 6.2) Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document *Suspected Malpractice – Policies and Procedures*

Personal data

It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications. Relevant privacy notices should be provided to candidate

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates

should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

Exams Manager (EM)

- Understands the contents of current JCQ publications including:
  General regulations for approved centres
  Instructions for conducting examinations
  Suspected Malpractice Policies and Procedures
  Post-results services (PRS)
  A guide to the special consideration process (SC)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ awarding bodies by AQA, Cambridge OCR, CCEA, City & Guilds, NCFE, Pearson and WJEC by Cambridge OCR https://ocr.org.uk/administration/ncn-annual-update/) by the end of October every year even if there are no changes to the centre's details, to confirm the centre's contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
- Is familiar with the contents of current 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 may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo (or equivalent role) to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and confidentiality of the exam materials and security of confidential examination/assessment materials

Exams Officer (EO)

- Understands the contents of current JCQ publications including:
  General regulations for approved centres
  Instructions for conducting examinations
  Suspected Malpractice Policies and Procedures
  Post-results services (PRS)
  A guide to the special consideration process (SC)
- Is familiar with the contents of current information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Assists in ensuring key tasks are undertaken and key dates and deadlines met
- Assists in recruiting, training and deploying a team of internal/external invigilators

Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to current JCQ documents including:

- *A guide to the special consideration process*
- *Access Arrangements and Reasonable Adjustments*
- *AI Use in Assessments: Your role in protecting the integrity of qualifications*
- *Guidance for centres on cyber security*
- *Instructions for conducting coursework*
- *Instructions for conducting examinations*
- *Instructions for conducting non-examination assessments (GCE and GCSE specifications)*
- *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)*
- *Notice to Centres – Informing candidates of their centre-assessed marks*
- *Plagiarism in Assessments – Guidance for Teachers/Assessors*
- *Post-Results Services*
- *Suspected Malpractice – Policies and Procedures*

- Ensure 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 (or equivalent role)
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

Special educational needs co-ordinator (SENCo) or equivalent role

- Understands the contents, refers to and directs relevant centre staff to current JCQ documents 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
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s) and supporting evidence of need (This information must be readily available for inspection at the venue where the candidate is taking the examination(s)
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of examinations/
- assessments to meet candidates' needs, e.g. sufficient readers and scribes

Head of Learning Area (HLA)

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

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EM and SENCo or equivalent

- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

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

Main Office staff

- Support the EM in the receipt and dispatch of confidential ~~exam~~ materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials

Site staff

- Support the EM 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.

- Check entries are correct when provided with timetables/statements of entry
- Familiarise themselves with relevant JCQ documents referring to expected conduct

The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is referred to as the **exam cycle** and relevant tasks whihch need to be undertaken before, during and after an exam series grouped into the following stages:

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

Planning: roles and responsibilities:

Secure of assessment materials

Head of centre

- Ensures the centre has a secure storage facility in a room solely assigned to examinations

The secure room and the secure storage facility

Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe or security cabinet.

The secure room

The secure room must only be used for the purpose of administering secure examination materials.

Access to the secure room **must** be restricted to a minimum of two and maximum of six key holders, one of whom **must** be the exams officer. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.

The secure room must be accessible throughout an examination series for the storage of question papers and be available for inspection.

The secure storage facility
Access to the secure storage facility **must** be restricted to between two and six key holders, one of whom **must** be the exams officer.

The two to six key holders **must** either be part of the exams team or the senior leadership team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room **must** be closed.

Information sharing

Head of centre

- Directs relevant centre staff to current JCQ documents including GR, ICE, AARA, SMPP, ICC and NEA and SC

Exams Manager

- Signposts relevant centre staff to JCQ documents and awarding body documentation relating to the exams/assessment process that has been updated
- Signposts relevant centre staff to JCQ information that must be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure online systems

Information gathering

Exams Manager

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams/assessments to enable preparation for and conduct of mock exams

Head of Learning Area

- Responds (or ensures teaching staff respond) to requests from the EM on information gathering
- Meets the internal deadline for the return of information
- Informs the EM 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 the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures the SENCo (or equivalent role) is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo or equivalent

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements / reasonable adjustments 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
- Informs relevant candidates that an application for access arrangements will be processed using Access Arrangements Online (AAO), complying with the UK GDPR and the Data Protection Act 2018
- Applies for **approval** using AAO via the **Centre Admin Portal** (CAP), where required or through the awarding body where any qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EM regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s)
- 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
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations

Alternative Rooming Arrangements Policy (Exams)

- Ensures criteria for candidates granted **alternative rooming arrangements** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms The centre's separate invigilation policy is included in the access arrangement policy and can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Senior Leaders, Head of Learning Area, Teaching staff

- Support the SENCo or equivalent in identifying and implementing appropriate access arrangements/reasonable adjustments
- Senior leader provides an annually reviewed word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

Head of centre

Controlled assessments, coursework and non-examination assessments and portfolios of evidence

- Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with the awarding bodiy's specification as well as ethical standards and the centre's safeguarding responsibilities
- As applicable, ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (This will allow the candidates for each specification to be treated as a single group for the moderation of centre- assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed)

- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
- Before submitting marks to the awarding body ensures candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking
- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body)
- Ensures submission of centre-assessed marks and moderation/verification samples, if required by the awarding body, by the published date (It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review)
- Ensures any possible conflict of interest is declared to the relevant awarding body before the published deadline for entries for each examination series, i.e. where a member of staff assesses a candidate with whom they have a close personal relationship (The candidate's work will be submitted for moderation whether or not it is part of the moderation sample)
- Ensures a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates
- Ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework, which includes details on how candidates' work will be authenticated, is in place
- Ensures that where candidates' work is backed-up and considers the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud (Implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks)

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
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensures teaching staff delivering GCE & GCSE specifications and Vocational and Technical Qualifications follow JCQ *Instructions for conducting non-examination assessments* and the specification provided by the awarding body
- Ensure teaching staff delivering qualifications which include (wholly or in part) units of coursework follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensure 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 (AI (Artificial Intelligence and 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 Manager

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant and current JCQ Information for candidates documents

Invigilation

Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times
- Ensures that, wherever possible the following individuals are not assigned as invigilators during an examination: a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a learning support assistant who has supported one or more candidates

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 ormalpractice sanctions are applied to them
- Provides thorough training for new invigilators on the current instructions for conducting exams and an update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- 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 briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

Entries and registrations: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.4 **Entries and registrations**)

Estimated entries

Exams Manager

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

Heads of Learning Area

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

Final entries

Head of centre

- Ensures appropriate controls are in place which ensure accurate data is submitted to the awarding bodies, by the required deadlinese.g. registrations, entries, learner claims

Exams Manager

- Requests final entry/registration information from senior leaders or equivalent in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs senior leaders or equivalent of subsequent deadlines for making changes to final entry information without charge
- Submits registrations, examination entries and certification claims by the deadline(s) and complies with the requirements of the specification including any terminal rules which must be met at the point of certification
- Confirms with senior leaders or equivalent 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
- Follows each awarding body's terms and conditions for the registration, entry and timely withdrawal of candidates for their examinations and assessments , and observes any regulatory requirements for the qualification

Heads of Learning Areas

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

Entry fees

Standard Entries & re-sit entries

- Initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the departments
- 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.
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- Post 16 - Re-sit fees for first and any subsequent retakes are paid by the candidates. An internal administration fee of £5 is added onto the awarding body entry fee.
- Students are responsible for the accuracy and timeliness of all entries. Financial penalties will be applied by the Exam Boards for any incorrect or late entries and these will have to be met by the student
- Students can withdraw from re-sits, but a refund may not always be possible, dependent on Exam Board conditions

Exceptions

- Year 12 students will have their first resit fee for GCSE Maths or English paid for by the School. Any subsequent re-sits must be paid by the students
- In special circumstances, provision for fee payment may be sought from the Welfare Fund

Refer to 'Wyedean School Charging Policy' https://www.wyedean.gloucs.sch.uk/Policies/

Late entries

Exams Manager

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

Head of Learning Area

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

Private candidates

- The School does not accept private candidates

Candidate statements of entry

Exams Manager

- Provides candidates with statements of entry for checking

Tutors

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

Candidates

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

Pre-exams: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.8 **Candidate information**)

Access arrangements and reasonable adjustments

Exams Manager together with SENCO or equivalent

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates with learning difficulties or disabilities, those for whom English is an additional language and those with a temporary illness or injury
-
- Ensures a candidate is involved (if appropriate) in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them
- Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a 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 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 (such as a distance learner and home educated student) and that the candidate is assessed by the centre's appointed assessor

Briefing candidates

Exams Manager

- Issues individual exam timetable information to candidates
- Confirms designated contingency sessions to candidates
- Prior to assessments/exams taking place issues/distributes relevant JCQ Information for candidates documents (AI and assessments, coursework, non- examination assessments, on-screen exams, social media and written examinations) and awarding body privacy notices
- 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
    - unauthorised items in exam rooms
    - when and how results will be issued and that staff will be available
    - the post-results services information and how the centre will deal with requests from candidates
    - when and how certificates will be issued

Access to Scripts, Reviews of Results and Appeals Procedures

Post results and appeals procedures can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/
https://www.wyedean.gloucs.sch.uk/Exams/Enquiry-Post-Results-Services/

Dispatch of exam scripts

Exams Manager

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

Estimated grades

Head of Learning Area

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

Exams Manager

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

Internal assessments and endorsement

Head of centre

- Ensures procedures are in place for candidates to appeal internally assessed marks or request a review of the centre's marking of an assessment (when a centre is required to make reviews available)

SENCo or equivalent

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

Teaching staff

- Support the SENCo or equivalent in implementing appropriate access arrangements for candidates undertaking internal assessments
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies

Head of Learning Area

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring by the internal deadline to the moderator
- Ensures teaching staff post relevant awarding body paper documentation for internally assessed components by the internal deadline for posting
- Ensures teaching staff input relevant grades online for internally assessed components by the awarding body deadline

Exams Manager

- Ensures the submission of the relevant awarding body paper documentation for internally assessed components to awarding bodies/moderators to meet the external deadline
- Keeps a record to track what has been sent
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates

- Read and understand the *Notice to Candi*dates within the Candidate declaration form and sign the declaration (or authenticate their work as required by the awarding body)

Invigilation arrangements

Exams Manager

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment on current regulations and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, prompter, reader or scribe) are accommodated on a one to one basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/prompter/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo or equivalent regarding the facilitation and invigilation of access arrangement candidates

SENCo or equivalent

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

Invigilators

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

JCQ inspection visit

Exams Manager or **Senior leader**

- Accompanies "the Inspector **throughout** the course of their visit

SENCo/equivalent or relevant **Senior leader** (in the absence of the SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise

- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

Seating and identifying candidates in exam rooms

Exams Manager

- Ensures a procedure is in place to verify candidate identity including private candidates
  Each desk card contains a photo of the student and is used by the invigilator as a means of identification
- Ensures invigilators are aware of the procedure
- Creates a seating plan prior to each exam taking place that shows the exact position of each candidate in the examination room (and ensures any changes made to seating arrangements during the exam(s) are noted on the seating plan)
- Provides seating plans for every exam room according to JCQ and awarding body requirements and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

- Follow the procedure provided by the EM which details how the identity of all candidates sitting exams will be confirmed
- Seat candidates in exam rooms as instructed by the EM/on the seating plan

Security of assessment materials

Head of centre

- On the day confidential materials are received from awarding bodies, where it is not possible for authorised staff to remove question paper packets from their dispatch packaging for checking, ensures there is an authorised key holder to the secure room and secure storage facility on-site the next working day

Exams manager / officer

- Confirms appropriate arrangements are in place to ensure that confidential exam materials are only handed over to authorised members of staff
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order (to reduce the possibility of opening a packet at the wrong time)
- Carefully checks question paper packets when they are removed from the dispatch packaging and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled a secure environment at the centre to prevent unauthorised personnel accessing live

assessment materials and ensuring only authorised members of centre staff have access to electronic question paper materials)
- A minimum of two and a maximum of six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer*. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Ensures that the question paper is printed correctly, is of good quality and is collated in the right order

Reception staff

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

Teaching staff

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

Exams Manager

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy which can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/).
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

SENCo or equivalent

- 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 EM 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 to timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Centre consortium arrangements

Exams officer

- Processes applications for Centre Consortium arrangements through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

Senior leaders

- Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

Transferred candidate arrangements

Exams Manager

- Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams/assessments

Exams Manager

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

S**ENCo or equivalent**

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

Teaching staff

- Provide exam papers and materials to the EM by relevant deadlines
- Support the SENCo or equivalent in making appropriate arrangements for access arrangement candidates

Exams time: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.9 **Conducting examinations and assessments**)

Access arrangements

Exams Manager

- 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

Exams Manager

- Under certain circumstances, the Examinations Manager can ask the awarding body to apply Special Consideration where students have missed exams. Details should be discussed with the Examinations Manager at the time of absence.

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
- Should understand that if they are too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre (main School office), or the exam invigilator, to that effect
- Provide medical evidence to the EM within 48 hours of the exam taking place or sooner if special consideration is to be applied for

Candidate behaviour & malpractice

Head of centre

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

Exams Manager

- Has the authority to remove a candidate from the examination room, if the candidate would disrupt others by remaining in the room
- 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

Senior leaders

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

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)

Candidates

- must be aware of the JCQ 'Warning to Candidates' and 'No Unauthorised Items warning poster'
- must follow any instructions given to them by the Examinations Manager, member of the Examinations Office staff or any Invigilator present
- should be aware that normal school regulations apply to behaviour, general appearance and to the style and standard of dress. Senior Leaders will determine each season whether School uniform must still be worn by year 11 students and will communicate appropriately to candidates.
- should arrive outside the Examination room at least 15 minutes before the start of the exam
- must check that they are seated at the correct desk and that they have been given the correct paper
- must ensure they have no unauthorised items on their possession

Candidate belongings

Candidates

- Must not bring into the exam room mobile phones and digital watches
- No coats, bags, hats, scarves etc will be allowed into the examination room

- A store room is provided that should be used to place items in before arriving at the examination room
- The school accepts no liability for any misplaced/lost items including mobile phones
- No exceptions will be made and failure to follow this rule may results in the student being turned away from the examination room
- Must provide their own equipment for each exam
- Should write only in black ink, no gel pens are permitted
- Should ensure that they have a pencil, calculator, compass, protractor, ruler, rubber and pencil sharpener as appropriate for each exam
- Have all equipment in a clear pencil case or small clear bag
- Should borrow equipment from teachers if they arrive without something
- Understand that spare equipment may not be available in the exam room
- Should think carefully about their choice of clothes on exam day. They will be asked to remove any type of jacket (including hoodies) which may be construed as a coat and should ensure that they have sufficient warm clothes on underneath

See *Unauthorised materials* below.

Candidate late arrival

Exams Manager

- Ensures any candidate who arrives after the start of the exam (and is permitted by the centre to sit the exam) is given all pre-examination information and warnings **before** they start the exam and is allowed the full time for the examination
- Ensures any candidate who arrives very late for an exam (and is permitted by the centre to sit the exam) is reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale
- Warns a very late arriving candidate that their script 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
- (Where delegated this role) Ensure any candidate who arrives after the start of the exam (and is permitted by the centre to sit the exam) is given all pre-examination information and warnings **before** they start the exam and is allowed the full time for the examination
- Ensure that relevant information is recorded on the exam room incident log

Candidates

- Arriving late for an examination should go straight into the examination room and quietly report to the Invigilator running the exam, unless it is a listening exam when they should report straight to the School Main Office who will locate the EM
- Arriving late may or may not be allowed the total time of the exam.
- Must see the Examinations Manager immediately after any examination they arrived late for.
- Must understand that the awarding body may refuse to accept any script from a student who has arrived late

Conducting exams

Head of centre

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

Exams Manager

- Ensures exams are conducted according to JCQ and awarding body instructions

Dispatch of exam scripts

Exams Manager

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

Exam question papers and materials

Exams Manager

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- To avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened when packets are removed from the secure storage facility
- Ensures two members of staff both check that the day, date, time, subject, unit or component and tier of entry (if applicable) is correct before opening each question paper packet
- Ensures this second pair of eyes check is recorded (By signing the second pair of eyes check form, these individuals are confirming that this check has been conducted on each packet before it was opened)
- Ensures question papers are always be kept in their sealed packets until the second pair of eyes check and log have been completed
- If the question paper packet needs to be split for any reason (e.g. for different rooms on one or more sites or to facilitate an access arrangement, ensures the check and recording takes place in the secure room
- For all remaining sealed packets, ensures the second pair of eyes check and recording of check takes place in either the secure room, or in the designated examination room immediately before the packet is opened (determining which location provides the most secure and effective arrangement at the time of the exam)
- Ensures unused question papers are not released to anyone until 24 hours after the awarding body's published finishing time for the examination (Where a candidate is sitting an examination scheduled for the afternoon session ~~on~~ the following morning under an overnight supervision arrangement, ensures unused question papers for that examination are not released to any individual until 24 hours after the awarding body's published finishing time for the examination)

Exam rooms

Head of centre

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates
- A small clear bottle of water only (no energy drinks) may be brought into the exam room. Labels must be removed. No food is allowed unless pre agreed and for medical purposes

refer to Wyedean School exam information
https://www.wyedean.gloucs.sch.uk/Exams/Exam-Regulations/

Exams Manager

- 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 and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that this must be on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- 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

  Refer to 'Wyedean School Exam Contingency Plan' & 'Wyedean School Examination Room Evacuation Procedure'

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
- Ensure a procedure is in place in case of an emergency invacuation (lockdown)

  Evacuation and lockdown policies can be found here
  https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Site staff

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

Invigilators

- Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

Candidates

- Are required to remain in the exam room for the full duration of the exam
- Will not be permitted (unless in an emergency) to leave the exam room within the first hour or last 15 minutes of the exam for breaks

Irregularities

Head of centre

- Ensures (as required by an awarding body) 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

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 Manager

- 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 or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

Special consideration

Senior leaders

- Support eligible applications for special consideration by signing appropriate evidence

Exams Manager

- Processes eligible applications 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 can be found here https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Candidates

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

Unauthorised materials

Invigilators

- Are informed of arrangements through training
- Ensures any unauthorised items that have been taken into the examination room are 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

  refer to Wyedean School exam information https://www.wyedean.gloucs.sch.uk/Exams/Exam-Regulations/

Results and post-results: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.12 Results, 5.13 Post-results services and appeals, 5.14 Certificates)

Internal assessment

Head of Learning Area

- 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)

Head of Centre

- 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 any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams Manager

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place
- Ensures everyone is aware of the Data Protection Act requirements and that easily readable information is available to parents confirming these requirements

Site staff

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

Accessing results

Head of centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

Exams Manager

- 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
- Provides summaries of results for relevant centre staff on issue of results date

Exams Officer/Main Office staff

- Collates results ready for issue
- Issues statements of results to candidates on issue of results date

Post-results services

Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required after the publication of results, as marks and subject grades may be lowered, confirmed or raised)

Exams Manager

- 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, Reviews of 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 to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Heads of Learning Areas

- Obtain confirmation from the Head of centre as to whether the external appeal should proceed
- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify and agree with Head of centre the budget to which fees should be charged

Teaching staff

- Subject teachers are unable to offer advice on reviews of marking / clerical re-checks

Candidates

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

Analysis of results

Senior Leaders – Assistant Principal Academic

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre)

Certificates

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

Senior Leaders

- Advise EM, with sufficient notice, of any special requirement for the distribution of certificates – eg awards evenings

Exams Manager

- Receive certificates, check correctness, ensure any post results enquiry changes are reflected
- Arranges collation of certificates
- Arranges notification to candidates of when certificates will be available
- Issues certificates

Main Office Staff

- Notifies candidates (leavers) of when certificates will be available for collection

Candidates

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

Refer to Wyedean School Archiving Policy https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/

Exam review: roles and responsibilities

Exams Manager

- 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

Senior leaders

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

Retention of records: roles and responsibilities

Exams Manager

- 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

Refer to Wyedean School Archiving Policy https://www.wyedean.gloucs.sch.uk/Exams/Exam-Policies/