

Policies & Procedures

Examination Policy

| | |
|-----------------------------|------------------------------|
| Date policy approved | ***** 2017 |
| Approving body | Abbey MAT Board of Directors |
| Next review date | *****2018 |
| Previous review date | 1st September 2016 |

Contents

The purpose of this policy is to ensure that:

- the planning and management of exams is conducted efficiently and in the best interest of all our students.
- all centre staff involved in the exams process clearly understand their roles and responsibilities.
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions.
- exam candidates understand the exams process and what is expected of them.

This policy will be reviewed annually.

It is the responsibility of all centre staff to read, understand and implement the policy.

Responsibilities.

Head of Centre:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - General regulations for approved centres (GR)*
 - Instructions for conducting examinations (ICE)*
 - Access Arrangements and Reasonable Adjustments (AA)*
 - Suspected Malpractice in Examinations and Assessments (SMEA)*
 - Instructions for conducting non-examination assessments (NEA)* (and the instructions for conducting controlled assessment and coursework)
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration.
- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered.
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process.
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;”* [ICE 6]

- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

Please read Exam Contingency Plan 2017-18

- Ensures required internal appeals procedures are in place

Please read Internal Appeals Procedures

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

Please read The Disability Policy (exams)

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

Please read Access Arrangements Policy

- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

Exams Manager/Exams Officer

- Manages the administration of public exams.
- Manages the administration of some internal exams. (This includes GL assessments, Years 10 -13 Practice Examinations)
- Ensures that parents and pupils are informed of the exam timetable.
- Consults with teaching staff that the necessary coursework/controlled assessment/NEA is completed on time and in accordance with JCQ guidelines.
- Provides and confirms data on estimated entries.
- Maintains systems and processes to support the timely entry of students for their exams.
- Receives, checks and stores securely all exam papers and ensures that scripts are dispatched as per JCQ guidelines.
- In consultation with SENCO administers access arrangements.

- Submits applications for special consideration in accordance with the JCQ regulations.
- Accounts for income and expenditure relating to exam costs/charges.
- Line manages the team of invigilators.
- Ensure that coursework/controlled assessment marks are submitted on time and samples posted to moderators.
- Retain returned work until it can be given back to departments/students.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT any post results service requests.

Subject leaders/teachers

- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
 - Attend relevant awarding body training and update events
- guidance and pastoral oversight of students who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Informing exams officer of any changes to tiers etc.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.
- stores returned coursework / controlled assessments.
- supplying information on entries, coursework and controlled assessments as required by the head of subject and/or exams officer.

SESCO

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including *Access Arrangements and Reasonable Adjustments*
- Identification and testing of students' requirements for access arrangements and making the necessary application on line.
- Working in conjunction with exam officer to provide the access arrangements required by students in the exam room.
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

Invigilators

- Attend training, update, briefing and review season as required.
- Assist with the efficient running of exams according to the JCQ regulations and as directed by the exams officer.

Students

- Must check that their personal details are correct.
- Confirm and sign that the entries are correct.

- Abide by the JCQ regulations (It is assumed that all candidates read and understand 'The Notice to Candidates').

Reception Staff

- Support the exams officer in dealing with exam related deliveries and dispatches with due regard to the security of confidential material.

Site Staff.

- Support the examinations officer in relevant matters relating to exam rooms and resources.

Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre.

The main types of qualifications offered are GCSE, GCE, BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus.

If there is to be a change of specification for the next year, the exams office must be informed before the end of term.

Informing the exams office of changes to a specification is the responsibility of the Heads of Subject.

Decisions on whether a student should be entered for a particular subject will be taken by the Achievement Director in consultation with parents/carers, the Head of Subject and the class teacher.

THE EXAM CYCLE

Planning: roles and responsibilities

Information sharing

Head of centre

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

Exams officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated

- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information gathering

Exams officer

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

Head of department

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

Access arrangements

SENCO

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements thereby ensuring that
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **data protection notices** from candidates where required
- Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes

- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s).
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments.

Please read Word processor policy (exams)

- 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.

Please read Separate invigilation within the centre

Senior Leaders, Head of department, Teaching staff

- Support the SENCO in identifying and implementing appropriate access arrangements.

Internal assessment

Head of centre

- Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internally assessed marks (see Roles and responsibilities overview).
- Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications, identifying staff responsibilities and examining potential risks.

Please read Controlled assessment policy

- Ensures a **non-examination assessment policy** is in place for new GCE and GCSE qualifications.

Please read Non-examination assessment policy

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.

Head of department

- Ensures teaching staff delivering legacy GCSE qualifications follow JCQ [Instructions for conducting controlled assessments](#) and the specification provided by the awarding body.
- Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and Entry Level or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body.
- Ensures teaching staff delivering new GCE & GCSE specifications follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body.
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body.

Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed.
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed.

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment.

Invigilation

Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators.
- Determines if additional invigilators will be deployed in practical exams in addition to the subject teacher.

Exams officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year.
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them.
- Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams.

- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s).
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
- Collects evaluation of training to inform future events

Entries: roles and responsibilities

Exams officer

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

Head of department

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

Final entries

Exams officer

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

Head of subject

- Provides information requested by the EO to the internal deadline.
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes:
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries (in conjunction with Achievement Director).
- Checks final entry submission information provided by the EO and confirms information is correct.

Entry fees

Entry fees are paid for by the Academy with the following exceptions:

- If a parent/carer insists on a level of entry not supported by the class teacher/head of subject.
- If the subject is a resit.
- If an amendment is made after the deadline date.

Late entries

Exams officer

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

Head of department

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

Re-sit entries

- Pupils wishing to resit must see the exams officer in person and confirm entry details and pay the correct fee.

Private candidates

- Private candidates are only accepted in exceptional circumstances with the agreement of the head of centre and examinations officer.
- Pupils who have left the Academy may return to resit examinations.

Transfer of credit

Exams officer

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

Teaching staff

- Identify affected candidates to the EO.

Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking.

Teaching staff

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

Candidates

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

Briefing candidates

Exams officer

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

Information regarding Access to scripts, enquiries about results and appeals procedures are available on the website and are issued to students before the written examinations begin.

Dispatch of exam scripts

Exams officer

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

Estimated grades

Head of department

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

Exams officer

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

Internal assessment

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

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

Teaching staff

- Support the SENCO in implementing appropriate access arrangements for candidates undertaking internal assessments.
- Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies.

Head of department

- Ensures teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline.
- Ensures teaching staff authenticate candidates' work to the awarding body requirements.
- Ensures teaching staff provide required samples of work for moderation to the EO to the internal deadline.

Exams officer

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

Candidates

- Authenticate their work as required by the awarding body.

Invigilation

Exams officer

- Provides an invigilation handbook or briefs invigilators accordingly.
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis).
- Allocates invigilators to exam rooms according to the required ratios.
- Liaises with the SENCO regarding the facilitation and invigilation of access arrangement candidates.

JCQ inspection visit

Exams officer or Senior leader

- The exams officer or a member of SLT will accompany the inspector throughout the course of the inspection.

Seating and identifying candidates in exam rooms

Exams officer

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

Verifying candidate identity procedure

All students will place their school ID card on the desk with their picture uppermost. If a student forgets their card then the candidate will be identified by a member of centre staff.

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

Invigilators

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

Security of exam materials

Exams officer

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

Reception staff

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

Teaching staff

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

Timetabling and rooming

Exams officer

- Produces a master centre exam timetable for each exam series.
- Identifies and resolves candidate exam clashes.
- 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

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

Site staff

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

Transferred candidate arrangements

Exams officer

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

Internal exams

Exams officer

- 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.

SENCO

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

Teaching staff

- Provide exam papers and materials to the EO.
- Support the SENCO in making appropriate arrangements for access arrangement candidates.

Exam time: roles and responsibilities

Access arrangements

Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements.
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams
 - applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO.

Candidate absence

If a pupil is absent at the beginning of the exam then every effort is made to contact the pupil. Parents /carers are contacted by office staff. Persistent absentees from exams are referred to SLT.

Invigilators

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

Candidates

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

Candidate behaviour

See *Irregularities* below.

Candidate belongings

- Candidates will leave their belongings that are not needed for the exam in the *sports store or the Fairbreeze store room*.

Candidate late arrival

Exams officer

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

Invigilators

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

Candidates who arrive late should report to reception and must be accompanied into the exam room by the exams officer. The exams officer will have the final decision whether or not to allow a student in to the exam room. If a pupil persistently arrives late they will be reported to SLT and parents/carers informed. If the lateness persists then the pupil may not be allowed to enter late into the exam room again.

Conducting exams

Head of centre

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

Exams officer

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

Dispatch of exam scripts

Exams officer

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

Exam papers and materials

Exams officer

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

Exam rooms

Head of centre

- Ensures only approved centre staff are present in exam rooms.
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates.

Food and drink in exam rooms

Food is not allowed in the exam room. Water is permitted as long as it is in a clear bottle with labels removed and has a sports capped lid.

Pupils with chronic illnesses such as diabetes type 1 may be allowed to take food and drink into the exam room.

Exams officer

- Ensures exam rooms are set up 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.
- Ensures sole invigilators have an appropriate means of summoning assistance.
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily.
- Provides authorised exam materials which candidates are not expected to provide themselves.
- Ensures invigilators and candidates are aware of the emergency evacuation procedure.
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated.

Senior leaders

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

Emergency evacuation policy

During the trial examinations for year 11 there will be an evacuation practice.

Site staff

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

Invigilators

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

Candidates

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

Irregularities

Head of centre

- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required.

The head of centre has the authority to remove a candidate from the exam room if the candidates would disturb others by remaining in the examination room.

Senior leaders

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

Exams officer

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

Invigilators

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

Malpractice

See *Irregularities* above.

Special consideration

Exams officer

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

Special consideration policy

Candidates

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

Unauthorised materials

Pupils are reminded at the beginning of the exam to hand in any unauthorised materials. These will be placed at the front of the room and can be collected by the student at the end of the exam. Items such as mobiles, will be collected and taken from the exam room and may be collected from reception at the end of the exam.

Wrist watches must be placed on the desk at the beginning of the exam.

Invigilators

- Are informed of the arrangements through training.

Internal exams

Exams officer

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

Invigilators

- Conduct internal exams as briefed by the EO.

Results and post-results: roles and responsibilities

Internal assessment

Head of department

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

Managing results day(s)

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role.
- Ensures senior members of staff are accessible to candidates after the publication of results.

Exams officer

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

Results day programme

- TO BE CONFIRMED

Post-results services

Head of centre

- Ensures **internal appeals procedures** are available where candidates disagree with a centre decision
 - not to support an enquiry about results.
 - not to appeal against the outcome of an enquiry about results.

Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*).
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- Provides a process to record requests for services and collect candidate informed consent and fees where relevant.
- Submits requests to awarding bodies to meet the external deadline.
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes.
- Updates centre results information, where applicable.

Teaching staff

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

Candidates

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

Analysis of results

Data Manager

- Provides analysis of results to appropriate centre staff.
- Provides results information to external organisations where required.
- Undertakes the [secondary school and college \(key stage 4/16-18\) performance tables September checking exercise](#).

Certificates

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

Issue of certificates procedure

Students are invited to collect certificates at the annual Presentation Evening. Those not in attendance must make arrangements to collect certificates in person or by a third person- provided that written authorisation is given by the candidate. Authorised persons must provide ID evidence on collection.

Retention of certificates policy

Certificates will be stored for a minimum of four years after which they will be shredded. A list of shredded certificates will be kept by the exams officer.

Review: roles and responsibilities

Exams officer

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

Senior leaders

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

Retention of records: roles and responsibilities

Exams officer

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

Appendices

Appendix 1

Emergency evacuation procedure for examinations

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.

- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.

Appendix 2

Exam Contingency Plan 2017 - 18

| Situation | Adverse Occurrence | Adverse Outcome | Control Measures | Person Responsible |
|--|--|--|--|----------------------------|
| Absence of exams officer due to illness on exams day | EO has keys to exams cupboard, is aware of seating plans, clashes and any access arrangements/special requirements | Exam papers unavailable/delayed start to the exam. Access arrangement students not having correct support/rooming during exam. No Seating plans. | Duplicate set of keys available. FW Assistant exams office on hand to cover. Kay Vickers can be contacted to explain how to make seating plans via SIMS exams module. SENCO aware of access arrangements. Experienced invigilators employed. | TRL MHD Invigilators |
| Centre closed for extended period | Disruption to teaching time prior to exams | Course content not covered | Alternative site arranged for teaching. Resources and teaching | TRL |

| | | | | |
|---|--|---|---|----------------------------------|
| | | | delivered electronically. Exam entries delayed to next series if appropriate. | |
| Non receipt of exam papers | Unable to hold exam/delayed start | Delays and upset to students | Maintain checks on receipt of exam papers at reception. Keep master copy of received papers in the exams office. Contact exam boards in good time for any missing papers. Electronic copies sent by exam board. | KR MHD |
| Computer malfunction | Exam entries/amendments cannot be made by EDI | Exam board deadlines cannot be met resulting in charges for late fees | Inform ICT Services. Make paper exam entries. Details of paper entries are kept on file. SIMS exams module available on FW computer. | KR MHD |
| Large scale damage to scripts/assessment evidence | Assessment evidence not available to be marked | Student grades affected | Secure and safely stored. Exam boards to generate candidate marks based on other evidence. Candidates to retake assessment at next available opportunity. | Subject leaders KR MHD |
| Fire during exam | Evacuation of exams room | Lives endangered, spoiled exam scripts | Invigilators and SLT aware of exam room | KR MHD TRL Invigilators |

| | | | | |
|------------------------------------|------------------|--|---|---|
| | | | <p>fire procedures. Students aware of meeting point. Adequate fire alarms and all in working order. Security of exam must be maintained. Principal to make ultimate decision on whether the exam can continue</p> | |
| Wrong entry made – incorrect paper | | Affects student grade | <p>Checks by student on personal statement of entry/timetable, sign and return before entries are confirmed. Subject teacher/leader to sign off entries before entry deadline.</p> | <p>KR MHD Teaching Staff Subject Leaders Students</p> |
| Receiving late entry information | Deadline not met | Late fees will be charged to departments. Extra administrative work for EO | <p>Staff to be aware of all exam deadlines. Subject staff/leaders to check and sign off entry mark-sheets before deadline. Reminders in staff briefing.</p> | <p>Subject leaders Teaching staff KR MHD</p> |
| School cannot be opened for exams | | | <p>Inform awarding bodies. Open for exams only</p> | <p>KR TRL MHD</p> |

| | | | | |
|----------------------------|--|---------------------------------|--|------------------|
| | | | <p>where possible. Alternative venue where possible. Candidates sit exams at next available season. Apply for special consideration. Keep a list of contact details for invigilators outside of school to inform of new arrangements. Advise local radio and contact students/parents electronically via RS ConnectED.</p> | |
| Adverse weather conditions | | Possible delay of start to exam | <p>Check weather reports. Inform Exam Board re delay to start. Keep candidates isolated. Special consideration.</p> | KR TRL MHD |
| Invigilator absence | Not enough invigilators for set ratios | Delay to exam start | <p>Pool of invigilators who live close to school. Non-teaching staff in school to support until invigilator arrives. Agency staff called in. Keep candidates isolated.</p> | KR MHD |

| | | | | |
|---|--|------------------------------|--|---|
| Student ill during exam or other student disruption | | Disruption to other students | Invigilators aware of procedures. First aider contactable. Invigilator radio available for emergencies. Special consideration. | Invigilators KR MHD SLT |
| Student late/absent | | | Candidate timetables issued in advance and parents/carers informed. Registers taken immediately and student contacted if possible. Reception/FW to escort student to exam room on arrival. Student made aware that exam board may not accept the work. EO/Principal discretion as to whether candidate can sit the exam. Very late students reported to exam boards. | Invigilators KR MHD Reception SLT |
| Delay in collection of exam scripts | | | Collection times booked in advance. Seek advice from collection agency and awarding body. Scripts stored securely. | KR MHD |

| | | | | |
|-------------------------------------|--|---------------------------|--|----------------------------------|
| School cannot be opened for results | Unable to distribute results to students | UCAS applications delayed | Arrangements made to use alternative venue contacted. Contact SLT. | Site team/IC KR MHD TRL |
|-------------------------------------|--|---------------------------|--|----------------------------------|

Appendix 3

Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Lightcliffe Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Lightcliffe Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Lightcliffe Academy will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Lightcliffe Academy will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Lightcliffe Academy will, having received a request for copies of materials, promptly make them available to the candidate.

4. Lightcliffe Academy will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Requests for reviews of marking **must** be made in writing.
6. Lightcliffe Academy will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Lightcliffe Academy will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Lightcliffe Academy will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. The candidate will be informed in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control Lightcliffe Academy and is not covered by this procedure.