



# Winterton Community Academy

## Examinations Policy 2019-20

Centre Number 44377

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The purpose of this policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of the candidates;
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff, candidates and their parents/guardians;
- To ensure the safety of Winterton Community Academy as an examination centre.

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

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of Centre and the Exams Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

## 1. EXAM RESPONSIBILITIES

### **The Head of Centre:**

- Has overall responsibility for the school/college as an exams centre and advises on appeals and reviews as per the post-examination results service;
- Is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document *suspected malpractice in examinations and assessments*;
- Is responsible for analysis of exam results in conjunction with the Exams Officer and Deputy Headteacher;
- Is responsible for external validation of courses followed at Key Stage 4.

**The Exams Officer** (the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre):

- Manages the administration of external exams;
- Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies;
- Oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;
- Ensures that the candidates and their parents are informed of and understand those aspects of the exams timetables that will affect them;
- Ensures that the JCQ Information for candidates documents (on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to examinations taking place.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines;
- Provides and confirms detailed data on estimated entries;
- Maintains systems and processes to support the timely entry of candidates for their exams;
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines;

- Liaises with the SENCo who has responsibility for administering access arrangements and makes applications for special consideration following the regulations in the JCQ publications *a guide to the special consideration process*;
- Identifies and manages exam timetable clashes;
- Accounts for income and expenditures relating to all exam costs/charges;
- Line manages the recruitment of invigilators, training, and monitoring of a team of exams invigilators responsible for the conduct of exams;
- Ensures candidates coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule;
- Tracks, dispatches, and stores returned coursework/controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT and the RSL, any post results service requests.
- Prepares an annual report for Head of Centre indicating where future procedural improvements may be made;
- Completes any paperwork relating to the exam, such as late arrivals records;
- Quality assures the examination process.

**Heads of Department** are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries;
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer;
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets;
- Contributing to decisions on post-results procedures;
- Organising moderation and standardisation of any controlled assessment, working with the Quality Nominee in the case of BTEC / NCFE courses;
- Advice on appeals and remarks;
- Confirming which exam board and codes (including certification codes) they intend to use and clearly indicating which units are practical exams or controlled assessments.

**Teachers** are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Exams Officer.

**SENCO** is responsible for:

- Identification and testing of candidates requirements for access arrangements and the administration of Access Arrangements with both JCQ or other external examination boards, as well as the organisation of the access arrangements within school;
- Process any necessary applications in order to gain approval (if required);
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators** are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations;
- Collection of exam papers and other material from the exams office before the start of the exam;

- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office;
- Recording and reporting required information in the exam;
- Know and follow JCQ regulations (ICE) for conducting exams at all times;
- Admit candidates into the exam room on time and in the appropriate manner ensuring they know they are under exam conditions;
- Ensure candidates have been identified, marked present and any absentees are reported;
- Open and distribute exam papers and other materials to candidates;
- Read erratum notices;
- Supervise candidates in a quiet unobtrusive manner;
- Report any instances of suspected malpractice to the Exams Officer;
- Undertake any other exam duties outlined by the school.

**Candidates** are responsible for:

- Confirming and signing of entries;
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own;
- Ensuring they conduct themselves in all exams according to the JCQ regulations;
- Payment of entry fees by internal deadlines;
- It is the candidate's responsibility to ensure he/she has been entered for the correct exam, and when the examination will take place;
- Being fully prepared for exams with all the required equipment. The Centre will only provide any items listed on the exam paper as being supplied by the centre.
- Requesting and paying for resits within the published deadlines;
- Requesting and paying for post result services within the published deadlines;

**Administrative staff:**

- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer;
- Assisting the Exams Officer in the timetabling of the examinations;
- Assist the Exams Officer in the production of individual timetables for students;
- Receives, logs, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines;
- Posting of exam papers/controlled assessments;
- Tracks, dispatches, and stores returned coursework/controlled assessments;
- Assists the Exams Officer regarding requests for the post result services to be implemented.

**Premises Manager:**

- Setting up and maintaining exam rooms.

## 2. THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

- The qualifications offered at this centre are decided by the Head of Centre, SLT, RSL and Heads of Department.
- The types of qualifications offered are GCSE, Entry Level, Btec and Vocational NVQs in partnership with further educational establishments and training providers.

- The subjects offered for these qualifications in any academic year may be found in the Centre's options booklet for that year and Curriculum policy. If there has been a change of syllabus from the previous year, the Exams Officer must be informed prior to the start of the academic year by the Head of Department.
- Informing the exams office of changes to the specification is the responsibility of the Head of Department.
- Decisions on whether a candidate should be entered for a particular subject will be taken by SLT / RSL in consultation with the candidates, their parents and the Head of Department.
- Decisions on whether a student should not be entered for an individual subject will be taken in consultation with the students, parents or carers, SENCO, RSL, subject teachers, Heads of Department and the Head of Centre.

### **3. EXAM SERIES AND TIMETABLES**

- External GCSE exams and assessments are scheduled in May/June. BTEC/NCFE external examinations can take place throughout the academic year based on their own timetables.
- Internal exams are held in December, March and June
- Exam series used in the centre are decided by the Head of Centre, SLT / RSL and the Heads of Department.

#### **Exam Timetables**

- The Exams Officer will circulate provisional and confirmed timetables for internal and external exams to all interested parties.
- The Exams Officer will provide individualised exam timetables for each candidate

### **4. ENTRIES, ENTRY DETAILS AND LATE ENTRIES**

- Students are selected for exam entries by subject teachers in consultation with the Head of Department and Head of Centre.
- Parents or carers, on behalf of students can request a subject entry, change of level or withdrawal in conjunction with the Head of Department and in writing.
- Entries from external candidates are accepted at the Centre's discretion.
- Entry deadlines are circulated to Heads of Department and subject teachers via the school bulletin, notice boards, email and internal mail.
- Heads of Department will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.
- Late entries are requested by the Heads of Department and authorised by the Head of Centre.

### **5. EXAM FEES**

- The centre will pay all normal exam fees on behalf of students.
- Late entry, amendment fees or penalty fees will be charged to the department or student dependant on the origin of the request for the late entry or amendment.
- Re-sit fees will be the responsibility of the student, parent or carer at the discretion of the Head of Centre.

- Students or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administration processes provided these are made within the time allowed by the awarding bodies and do not incur penalty fees
- Students, parents or carers will be charged for wasted examination fees in accordance with the centre's charging policy which states:

“The Governing Body will make a charge for;

The recovery of examination fees from the parents/carers of any student who fails, without good reason, to take a public examination.”

## **6. THE EQUALITY ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS**

### **Equality Legislation**

- The Equality Act of 2010 extends the application of the Equality Act to general qualifications.
- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Officer in consultation with the SENCO & Premises Manager.

### **Access Arrangements**

- The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams, both internal & external, that are set during their education, so it is in line with their normal practice.
- A candidate's access arrangements requirement is determined by the SENCO, medical professional, educational psychologist or specialist teacher.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO in conjunction with the Exams Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- The SENCO will be responsible for the training required to comply with the appropriate access arrangements and records will be maintained.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the SENCO.
- The SENCO will record supporting evidence for each arrangement and deliver this to Exams Officer for submission to exam board.
- Invigilators **MUST** be informed of access arrangements and the specific arrangements awarded.

### **Contingency planning**

- Contingency planning for exams administration is the responsibility of the Exams Officer.
- Contingency plans are available in the exams rooms and are in line with the guidance provided by Ofqual, JCQ and awarding organisations. (See policy)
- Contingency Day: Wednesday 24<sup>th</sup> June 2020

## 7. ESTIMATED GRADES

- Subject teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer/Administrator.
- The Head of Department is responsible for ensuring the accurate submission of grades.

## 8. MANAGING INVIGILATORS

- Internal staff will be used to invigilate examinations where possible.
- These invigilators will be used for mock exams (where possible/appropriate) and external exams.
- Recruitment of invigilators is the responsibility of the Exams Officer.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Head Teacher's PA.
- DBS fees for securing clearance are paid by the centre.
- Invigilators' rates of pay are set by the Head of Centre.
- Invigilators are recruited, timetabled, and appropriately trained by the Exams Officer.
- Records of all training and updates will be maintained for both invigilators and staff involved in access arrangements.
- Invigilators be in the **ratio 1:30 for written examinations, 1:20 for timed Art examinations and 1:20 for onscreen examinations.**
- The Exams Officer will ensure that all invigilators are familiar with the emergency evacuation procedure prior to the start of the exam seasons
- Lone invigilators must have access to a phone to summon support, but must do so without leaving the examination room or disturbing the candidates. The invigilator is only allowed to answer a mobile phone in the examination room for this purpose. The phone must be kept on **silent mode.**
- External invigilators are regulated by the JCQ and responsible for invigilation of all exams, including computer based exams, in accordance with the JCQ instructions for conducting exams published annually and the Notice to persons present.

## 9. STORAGE OF CONFIDENTIAL MATERIAL

### Storage

- All examination material is to be logged immediately upon receipt, still in secure packaging, and the Exams Officer informed, and placed in the secure storage location.
- The number of papers must be checked against the entries by the Exams Officer.
- Only current examination material / papers are to be stored in the secure storage. All previous materials are to be removed.
- Only the Exams Officer, Deputy Head and Head of Centre will be permitted to access the secure storage location, restricted to 2-4 key holders.
- Confidential examination material / papers can only be checked within the secure storage location.
- The awarding body should be advised immediately if material is received in error.

- If packets of papers have to be opened prior to the start of the examination, this must be done within the secure storage location. Any papers that are to be move to another location / examination room, must then be placed in a sealed envelope.

## 10. MANAGING EXAMINATIONS

### Malpractice

- The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice as per the JCQ document *Suspected Malpractice in Examinations and Assessment*.
- Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room, the awarding body informed, and that this may lead to them being disqualified from the examination, and possibly all their examinations.
- Any suspected malpractice must be recorded and the awarding body informed immediately.

### Exam days

- External examinations must start within half an hour of the published start time, either before or after, or the awarding body must be notified. (PST = 9:00am. Start can be between 8:30am-9:30am) Candidates **MUST** be awarded the full amount of time.
- The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management are responsible for setting up the allocated rooms, under the direction of the Exams Officer.
- Papers should be checked in the secure storage location – date, time, subject, unit / component.
- The senior invigilator will start and finish all exams in accordance with JCQ guidelines.
- Subject staff may not be present in the examination room at the start of the exam to assist with identification of candidates.
- Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.
- A relevant subject teacher must be available if any advice is needed in an exam **only after authorisation** from the relevant awarding body.
- Members of SLT are permitted inside the examination room, but any member of staff or SLT who has had responsibility for the delivery of the subject content **is not permitted in the examination room**.
- In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- Exam papers must not be read by any staff beyond the formal checking of the paper with the candidates or be removed from the exam room before the end of a session, or until all the candidates have completed the examination.
- After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the school office and Parcelforce.
- The Exam Room Incident Log will be used to record any incidents / pupils being escorted to the toilet etc. to help monitor or identify any particular patterns.

### Exam Venues:

- The exam timetable will be given to all staff and will identify the date, venue and duration of the exam.



- Where venues are required for alternative use i.e. main hall, staff involved must arrange room changes with the cover coordinator and inform the Exams Officer.
- The Exams Officer is responsible for ensuring that each exam venue complies with JCQ regulations and standards.
- Should an alternative site be necessary, the *JCQ Alternative Site form* must be completed no later than six weeks prior to the examination series.
- Question papers and examination materials must be stored in the secure storage location at the school, but moved no earlier than 90 minutes before the PST, still securely packaged.
- Fire regulations have been drawn up covering the exit arrangements from all exam venues during an examination.
- Evacuation procedures are carried out in accordance with JCQ regulations.

### **Candidates:**

- The Exams Officer will provide written information to candidates in advance of each exam series.
- Candidates must have their identity confirmed by the invigilators / Exams Officer before entering the examination room.
- Any candidate whose identity cannot be confirmed due to their wearing of religious head gear, must be escorted by two members of staff of the same gender to another room, to enable an identification to be confirmed.
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Candidates are responsible for bringing with them into an exam any equipment required to complete the exam. The centre will provide any items listed on the exam paper as being supplied by the centre.
- In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into the exam room.
- Students' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer.
- Candidates who leave an exam room, for a genuine purpose requiring immediate return to the exam room, must be accompanied by an appropriate member of staff at all times.
- The Exams Officer is responsible for handling late or absent candidates on exam day.
- The Exams Officer will alert the attendance officer who will attempt to contact any student who is not present at the start of the exam. Students not present, or arriving late for an exam, will be dealt with in accordance with JCQ guidelines.
- The Exams Officer may allow the candidate to take the exam, on the understanding, that the candidate realises, it will be sent to the awarding body with a cover note detailing the lateness of their arrival. The candidate should be aware that the awarding body will make a decision as to whether they will receive a grade for the exam taken.

## **11. CLASH CANDIDATES**

- The Exams Officer will be responsible for the management of clash candidates.
- Supervision must take place, but the awarding body does not need to be notified.
- If the examination is to be taken earlier than the PST, the candidate(s) must be supervised for one hour after the PST, with the completed answer papers in the secure storage location.
- If the examination is to be taken after the PST, then the candidate(s) must be supervised from 30 minutes after the PST until he/she/they begin the paper.
- Candidates also have responsibility to review their exam timetable and where they believe that their exams will clash, bring this to the attention of the Exams Officer.
- If it is not possible to take the exam in the afternoon session, then it must be taken the following morning. This includes taking it on a Saturday morning if the exam could not be conducted on the preceding Friday afternoon. The awarding body will need to be informed. Supervision must be arranged by the Exams Officer whilst on the school premises. Parents or guardians are responsible for maintaining the integrity/security of the examination whilst the candidate is not at school.
- The Exams Officer will be responsible as necessary for liaising with parents, identifying a secure venue and obtaining written verification from supervising parents of the candidate.

### **Special consideration**

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's office to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam, for example a letter from the candidate's doctor.
- The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.
- The Exams Officer is responsible for reviewing cases of special consideration and communicating the outcome accordingly.
- Candidates requiring special consideration must sign a data protection notice giving consent to the centre to share their personal details with awarding and regulatory bodies.
- Applications for special consideration including supporting evidence will be retained on file by the Exams Officer until after the reviews of marking and appeals process has concluded. These may be subject to JCQ inspection.

## **12. CONTROLLED ASSESSMENT AND APPEALS AGAINST INTERNAL ASSESSMENT**

- Students should submit coursework within the deadlines set by the Head of Department, subject teachers and awarding bodies. Coursework received after the awarding body deadlines cannot be submitted.
- It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer/Administrator will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are provided to the Exams Officer by the Head of Department. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

- All departments have copies of their risk assessments and must follow the guidelines provided according to the risk assessment created.

### **Appeals against Internal Assessment**

The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Officer. The main points are;

- Appeals may be made regarding the procedure used in internal assessment and not the actual mark or grades, submitted by the centre for moderation by the awarding body.
- Student's parents or carers wishing to appeal should contact the Exams Officer in the first instance to discuss the appeal. A formal written appeal request must be received at least 2 weeks before the date of the last external exam in the subject.
- The Head of Centre's findings will be notified in writing and recorded for the awarding body inspection.
- Internally assessed work is moderated by awarding bodies to ensure consistency between centres. Such moderation can change the marks awarded for internally assessed work. This is outside the control of the centre and is not covered by this procedure. Details of the appeals procedure in respect of the awarding moderation, is available from the Exams Officer.

## **13. RESULTS AND RESULTS SERVICES**

### **Results**

- Candidates will receive individual results slips on results days in either person at the centre, collection on their behalf by a third party, provided they have written authorisation, or by post to their home address, (students to provide SAE).
- Results can be sent to pupils if prior notice and a stamped envelope, addressed to yourself, is provided to the Exams Officer.
- The results slip will be in the form of a centre produced document.
- Arrangements for the centre to be open on results days are made by the Head of Centre.
- The responsibility of the necessary staff on results days is the responsibility of the Head of Centre.
- The Exams Officer is responsible for ensuring the centre receives results on the scheduled days and by the agreed method.
- The Exams Officer must retain the original copy of results.
- Staff will receive results data on the same day that candidates receive their results, not before.
- Release of information to the public and press is the responsibility of the Head of Centre together with the administration staff.

### **Enquiries about results (EAR)**

- EARs may be requested by centre staff or the candidate following the release of results. A request for a review or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.
- The cost of EARs will be paid by the centre/department/candidate dependent on who makes the request, as stated in the Internal Appeals Procedure (IAP) document.
- All decisions on whether to make an application for an EAR will be made by the candidate in consultation with Subject Leader.

- If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.
- All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.
- Outline enquiries about results has two main services:
  - Service 1 – clerical recheck of your marks
  - Service 2 – a remark of a component (single paper) which includes a clerical recheck – a photocopy of the script can also be available on request for an additional fee

There are three possible outcomes of service 2

- Your original mark is lowered, so your final grade may be lower than the original grade you received
  - Your original mark is confirmed as correct and there is no change to your grade
  - Your original mark is raised, so your final grade may be higher than the original grade you received
- Candidates are provided with blank forms for completion when they receive their results, for use if they wish to make any enquiries.

### **Access to scripts (ATS)**

- After the release of results, candidates may ask subject staff to request the return of written exam papers within 7 days of the receipt of results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- An EAR cannot be applied for once an original script has been returned.
- The cost of EARs will be paid by the centre/department/candidate dependent on who makes the request.
- Processing of requests for ATS will be the responsibility of the Exams Officer.
- Outline for access to scripts (original or photocopy)
  - Photocopy of your original script with a mark scheme before getting a remark
  - Photocopy of the original script after a remark
  - The return of the original script (once this has been requested you cannot get a remark)

## **14. CERTIFICATES**

- Candidates will receive their certificates:
  - At presentation evening
  - In person at the centre
  - Collected and signed for
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.
- The centre retains certificates for 3 years, after which time they will be disposed of in accordance with awarding body guidelines.
- A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

- Certificates are despatched by awarding bodies to arrive at the centre by the end of October unless pre-ordered in July.
- Arrangements for the presentation evening are made by the Deputy Headteacher/Exams Officer.

## **15. STORAGE AND COLLECTION OF EXAM MATERIALS**

- Materials shall be delivered to main office.
- Office staff to inform Exams Officer as soon as possible and store delivered exam material in secure location.
- Exam Officer shall verify materials for delivery to exam office.
- Caretaker shall deliver materials to exam office while accompanied by Exams Officer/Administrator.
- Exams Officer shall check in all exams against delivery note.
- Copy of delivery note retained and copy forwarded to exam board as required.
- Exams stored in chronological order in secure location.
- Exams are checked off against skeleton timetable.
- Exams involving erratum notices are identified.

## Appendix A

### Winterton Community Academy

#### Examinations Fire Evacuation Procedures

In the event of a fire alarm, the following procedures apply:

- **Note the time that the fire alarm went off and how long the examination has been going on.**
- All examination questions and answer papers and materials should be left on the candidates' exam desks and **NOT** taken out with them. **No bags or personal** belongings should be taken out of the Hall/Exam room with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk and leave by the nearest fire exit. **These are located at the opposite ends of the Hall. If using a normal classroom exit the building by the standard fire exits.**
- **IMPORTANT – BEFORE** the students exit the exam hall/room, remind them that they are still under examination board conditions and **under NO CIRCUMSTANCES** should they talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- **UNDER NO CIRCUMSTANCES** are students to take their mobile phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk being disqualified from their examinations.
- **One invigilator should leave with a group of 3 rows at each fire exit. The registers (photocopied and original) should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for.**

- **IMPORTANT** - The students should assemble on the school tennis courts with their invigilators. This will ensure that they are isolated from the other classes/students. **Please line up the students according to the examination register, (Higher/Foundation)**
- **Note the time of re-starting the examination and change the finish time.**
- **Inform Mrs Vincent of the incident, so that a Special Consideration Form can be produced.**

**Mrs Kath Vincent  
Exams Officer  
(July 2020)**