



# Winterton Community Academy

## Examinations Policy 2021-22

**Centre Number 44377**

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This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Amanda Walker	
Date of next review	March 2023

Key staff involved in the exams policy

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Kevin Rowlands</b>
Exams officer line manager (Senior leader)	<b>Rob Featherstone</b>
Exams officer	<b>Amanda Walker</b>
ALS lead/SENCo	<b>Emma Forman</b>
Senior leader(s)	<b>Aby Dalowsky, Louise Daveran, Kevin Gallacher, Michelle Romaniw</b>

## Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

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

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

This policy will be communicated to all relevant centre staff

## 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.

**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 may not appoint themselves as the examinations officer.** A head of centre and an examinations officer are two distinct and separate roles. ([GR, section 2](#))

### Head of centre responsibilities

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. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2021 to 31 August 2022*:

<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

### 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 - Policies and Procedures \(SM\)](#)
- [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
- [A guide to the special consideration process \(SC\)](#)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments

### **National Centre Number Register**

- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility 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, and/or the head of centre's declaration, 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

### **Recruitment, selection and training of staff**

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification 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
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo 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 regulations
- Appoints an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities

### **Escalation Process**

- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer 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 EO
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination

### Delivery of qualifications

- Delivers qualifications, as required by the awarding body, 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 reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned
- Where/if using a third party to deliver any part of a qualification at the centre:
  - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
  - has in place a written agreement with the third party ensuring that a copy of the written agreement is available for inspection if requested by the awarding body

### Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - the secure room only contains exam-related material
  - there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
  - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times
  - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
- 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 publication *Instructions for conducting examinations*
- Makes arrangements to receive and 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
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- 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 publication *Suspected malpractice – Policies and procedures*

- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

**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;
- Understands the contents of annually updated 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](#)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Works with the SENCo 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
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Advises the Academy Leadership Team, subject and class tutors and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies;
- 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 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 exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

- 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 candidate's 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;
- 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;
  - Identifies and manages exam timetable clashes;
  - Accounts for income and expenditures relating to all exam costs/charges;
  - 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 ALT 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.

### **Senior leaders**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#)
  - [Instructions for Conducting Examinations](#)
  - [Access Arrangements and Reasonable Adjustments](#)
  - [Suspected Malpractice - Policies and Procedures](#)
  - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)
  - [A guide to the special consideration 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.
  - Putting together students work for moderation – sample requests.

**SENCO** is responsible for:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [Access Arrangements and Reasonable Adjustments](#)

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 Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- Officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators** are responsible for:

- Attend/undertake training, 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
- 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;
- 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.
- Arriving on time for examinations
- 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.

## **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.

### **1. 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 November, February and March
- Exam series used in the centre are decided by the Head of Centre, ALT / 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

### **2. 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.

### **3. 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:

**“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 (medical evidence is required), to take a public examination.”**

### **4. 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 Day: Wednesday 29<sup>th</sup> June 2022

## **5. MANAGING INVIGILATORS**

- 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 Finance and Business manager
- 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.

## **6. 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 moved to another location / examination room, must then be placed in a sealed envelope.

## 7. 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 Exams Officer / designated lead 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 ALT are permitted inside the examination room, but any member of staff or ALT 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 Parcel Force.
- The Exam Room Incident Log will be used to record any incident (to help monitor or identify any particular patterns.)
- Toilet visits to be recorded on the invigilator form.

#### **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 one in the examination room.
- Any candidate whose identity cannot be confirmed due to the 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 centres 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.
- It is very important that you are aware that the cost to the academy for the entries is hugely significant, and as the custodians of public funds, we have a responsibility to ensure that this is spent appropriately. When pupils fail to attend an examination for a valid reason or an examination paper is not accepted by the examination board due to a lack of punctuality, we will work to recover the necessary costs incurred.
- The unit cost of the paper = (subject entry cost / number of papers) x the number of papers missed or not accepted.
- Should there be a delay in completing payment(s) for missed exams we reserve the right to withhold the statement of results that would students expect to receive in August 2022.

## **8. 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 3 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.

## **9. 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.

## **10. 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)

## **11. 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 1 year, 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 dispatched by awarding bodies to arrive at the centre by the end of October.
- Arrangements for the presentation evening are made by the Deputy Headteacher/Exams Officer.

## **12. 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 Amanda Walker  
Exams Officer  
May 2022