



Exam Policy

Last approved: August 2025

Approved by: Quality Committee

Next review due: August 2026

Abbreviations used in this information

JCQ publications:

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| <ul style="list-style-type: none">• AA Access Arrangements and Reasonable Adjustments• GR General Regulations for Approved Centres• ICE Instructions for Conducting Examinations• NEA Instructions for conducting non-examination assessment | <ul style="list-style-type: none">• PRS Post-Results Services• SM Suspected Malpractice – Policies and Procedures• ALS Additional Learning Support• EHCP: Education and Health Care Plan• SSSEN: Statement of Special Educational Need |
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1: PURPOSE OF THE POLICY

This centre is committed to ensuring that the exams management and administration process is run effectively, efficiently and in compliance with the published JCQ regulations and Awarding Organisation requirements.

This exam policy ensures that:

- All aspects of the centre's exam process are documented, and other relevant exams-related policies, procedures and plans are included.
- BN1 Arts staff are well informed and supported.
- All BN1 Arts staff involved in the exams process clearly understand their roles and responsibilities.
- All exams and assessments are conducted according to JCQ and Awarding Organisation regulatory requirements, guidance, and instructions, in order to maintain 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 exam requirements.

This policy will be communicated to all relevant centre staff.

2: Key staff Involved in the Exam Policy

- College Principal (CP) (Head of Centre)
- Academic Coordinator (AC) (Exam Officer)
- Special Educational Needs Coordinator (SENCo) and L7 Assessor
- SENCo
- Special Educational Needs and Disability (SEND) Director
- Head of Student Support (DSL)
- Chief Executive Officer (CEO)
- Academic and Quality Committee (A&QC) Chair

3: Roles and responsibilities overview

The College Principal may not appoint themselves as the Academic Coordinator. A College Principal and an Academic Coordinator are two distinct and separate roles (GR 2)

College Principal

The individual who is accountable to the Awarding Organisations for ensuring that the centre is compliant with the published JCQ regulations and Awarding Organisation requirements to ensure the security and integrity of the examinations/assessments.

College Principal Responsibilities:

The College Principal is accountable to Awarding Organisations for ensuring that the centre is always compliant with the published JCQ regulations and Awarding Organisation requirements. This is to ensure the security and integrity of the examinations and assessments. It is the responsibility of the College Principal to ensure that all staff comply with the instructions in this policy. Failure to do so may constitute malpractice as defined in the the College Principal will keep up to date with, refers to and directs relevant centre staff to annually updated JCQ publications such as [JCQ publication Suspected Malpractice: Policies and Procedures, 24/25](#)

Academic Coordinator

The person appointed by the College Principal to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of Awarding Organisation examinations and assessments.

Academic Coordinator Responsibilities

The Academic Coordinator will understand the requirements of JCQ and Awarding Organisation, including:

General Instructions for approved centres

- Instructions for conducting examinations
- Suspected Malpractice—Policies and Procedures
- Post-results services (PRS)
- A guide to the special consideration process

Academic Coordinator :

- Will complete/submit the National Centre Number Register annual update (administered on behalf of the JCQ member Awarding Organisations by OCR <http://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 Organisations on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken, and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content provided to invigilators for the required period
- 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.
- Supports the College Principal in ensuring that Awarding Organisations are informed (where required) of any conflict of interest declared by members of centre staff. The AC will maintain records within the Centre Examinations Drive 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 involved in the receipt and dispatch of confidentiality of the exam materials.

4: National Centre Number Register

The College Principal takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ regulations by responding to the Head of Centre declaration which is managed as part of the National Centre Number Register (NCNR) annual update.

The College Principal will not delegate this responsibility to a member of the senior leadership team or the Academic Coordinator, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre 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 Organisations could withdraw their approval of the centre.

5: Recruitment, selection and training of staff

The College Principal will be responsible for retaining a workforce of an appropriate size and competence, including sufficient managerial staff, to undertake the delivery of the qualification as required by Awarding Organisations. This includes taking reasonable steps to ensure occupational competence where required for the assessment of specific qualifications.

BN1 Arts will provide fully qualified teachers to mark non-exam assessments, and/or fully qualified assessors for the verification of centre-assessed components.

BN1 Arts will enable the relevant senior leader(s), the Academic Coordinator (AC) and the acting 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 a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.

6: Internal governance arrangements

Should the College Principal be absent, and in agreement with AC, a member of the Senior Leadership Team (SLT) ensures the following actions are undertaken:

- Provide support and guidance to the Academic Coordinator and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensure centre staff undertake key tasks within the exams process and meet internal deadlines set by the AC
- Ensure that a tutor who teaches the subject being examined, is not an invigilator during the examination

7: Delivery of qualifications

BN1 Arts delivers qualifications, as required by the Awarding Organisation, 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 candidates with additional needs and access requirements.

BN1 will enable all candidates to receive sufficient and up to date training where required for the subject concerned .

Where/if using a third party to deliver any part of a qualification at the centre, BN1 Arts will:

- Maintain oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and Awarding Organisation requirements
- Have 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 Organisation.

8: Public Liability

BN1 Arts complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims. Public Liability insurance is displayed in the reception of the BN1 Arts, Vantage Point, Studios.

9: Security of assessment materials

The College Principal takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:

1. The location of the centre's secure storage facility is 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 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 key holders 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 staff
 - The relevant Awarding Organisation will immediately be informed if the security of question papers or confidential supporting instructions is put at risk
 - When it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to check and record that the correct question paper packets are opened.
2. The CP will liaise with AC 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
 3. The CP will liaise with AC to receive and issue material received from the Awarding Organisations to staff and candidates and notify them of any advice and instructions relevant to the examinations and assessments
 4. The CP will allow candidates to access relevant pre-release on, or as soon as possible after, the date specified by the Awarding Organisations
 5. Through taking an ethical approach and working proactively to avoid malpractice among students and staff, the CP takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
 6. The CP ensures that 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 Organisation (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other Awarding Organisations, the qualifications regulator or professional bodies in accordance with JCQ publication Suspected Malpractice—Policies and Procedures
 7. The CP ensures irregularities are investigated and informs the Awarding Organisations 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 Organisation immediately
 8. The CP 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).

10: Handling of electronic materials

The College Principal will appoint an appropriate member of the team to handle electronic materials.

If/when secure electronic materials are issued by an Awarding Organisation the College Principal will make sure that these are only handled by members of staff authorised to do so.

Authorised Members of staff:

Academic Coordinator + A&QC Chair

Or

Academic Coordinator + CEO

11: Scanning assessment papers securely

Documents are scanned by the **Academic Coordinator ONLY**.

Documents are put into one file into the Drive in the Examination folder (Only seen by Academic Coordinator, A&QC Chair or CP)

Files are uploaded to a secure drive provided by the Awarding Organisation themselves. This link is password protected and **ONLY** the Exams Officer can access this.

It is understood that by scanning secure material, the Academic Coordinator is accepting personal responsibility for maintaining the security of the material.

12: Exam Contingency Plan

Possible risks that could cause major/minor disruption to an exam and their contingency plans:

1. Absence of key staff, such as the Academic Coordinator, College Principal or Exam Invigilators: As above, key staff will be covered by an appropriate member of the Senior Leadership Team. Additional staff will be trained as Exam Invigilators to ensure cover is available for staff absence.

The Academic Coordinator becomes ill or is absent for an extended period of the exams cycle at key periods.

When to implement a contingency plan?

There are five key moments when the college will react with urgency if the Academic Coordinator is away from the college:

1. The Planning Stage of Exams: i.e. understanding what exams are being completed during that cycle, or booking invigilators.
2. The Entry Stage: i.e. completing entries by key dates in the cycle.
3. The Pre-Exams Stage: i.e. issuing timetables, booking rooms or scheduling.
4. The Exam Stage: i.e. day to day running of public exams.
5. The Post-Exams Stage: i.e. downloading results and handling remarks.

Actions to be taken to mitigate disruption:

If Academic Coordinator is absent: CP to take on the role of the Academic Coordinator. AC Support - A&QC Chair and COO

Other support Academic Coordinator absence: Contact should be made with other centres to provide support for the Exams. Lead Provider CCG Brighton.

If CP is absent: If the CP is absent from the examination period the A&QC Chair will cover this role.

If L7 SENCO is absent on the day of examination: If L7 SENCO is absent on the day of examination then SENCO will cover this role.

2. COVID-19 or any other reason for BN1 Arts to go into extended periods of lockdown where students do not have access to exams: As directed by the government.

3. The building in which learning takes place is not accessible for any reason, either for a short or extended period of time. In extreme emergencies, exams will be held in an alternate centre supplied by BN1 Arts' lead provider, CCG. All exam procedures will be maintained.

4. Failure of IT systems: Not applicable for exams unless a student is completing an exam on a laptop. BN1 Arts has several exam laptops available for use. See also Cyber Attack mitigation.

5. Emergency evacuation of the building: Students will be asked to evacuate the building in silence, ensuring they are able to return to their exam as soon as possible. If this is not possible, an alternate venue will be found for the students to be able to continue their exam; either at Lead Provider CCG base, Brighton Metropolitan College, 1A Pelham St, Brighton and Hove, Brighton BN1 4FA or The Clarendon Centre, 47 New England St, Brighton and Hove, Brighton BN1 4GQ.

6. Extreme weather conditions: Every effort will be made to ensure students are able to attend the centre during exam periods which are only likely to be affected by hot weather. In these instances, fans and water will be provided for the students so that they are able to continue.

Lockdown Policy (Exams)

In the event of a lockdown, the CCG Lockdown Policy shall be followed. No drills will be planned for the days on which exams are being held, and only a risk towards student and staff safety would disrupt an exam. During the lockdown, staff and students will remain in silence so that the exam can resume as soon as possible

Cyber Attack

Where it is identified that a cyber-attack may compromise any aspect of the delivery of examinations, the following actions should be taken to mitigate disruption:

- Academic Coordinator will alert the College Principal, and will make contact with the relevant Awarding Organisation to seek further guidance. The CP will monitor the situation and take any action required as directed by the Awarding Organisations.
- If the college system is significantly compromised for an exam that requires ICT for completion, the college may transport students to an alternative venue and follow our contingency plan.
- The college may need to hire support from an outside agency to check the systems are 'clean' for exams to resume and we are safer from future attacks. When doing so GDPR compliance will be maintained.

- Where candidates produce work electronically, BN1 Arts ensures that their work is backed-up regularly and stored securely on the centre's IT system / Ensuring protection of the candidates' work from corruption and considering the risks and implications of any cyber-attack
- BN1 Arts SLT will follow and periodically review National Cyber Security Centre advice for support in cyber security preparedness and mitigation work / Using the NCSC's free Web Check and Mail Check services to help protect from cyber-attacks.

13: Internal Appeals Procedure

The Head of Centre ensures that the BN1 Arts Internal Appeals Policy is in place, and via the AC, communicate these procedures and policies to candidates and (where relevant) their parents/carers.

Should a student feel that they have not been treated fairly within the assessment process, they should in the first instance speak to the Academic Coordinator. If they do not feel that this has resolved the issue, or they are not comfortable speaking with the Academic Coordinator, complaints can be emailed to the College Principal.

Please see BN1 Arts Internal Appeals Policy for further guidance.

14 Equalities Policy

The College Principal ensures the centre's Diversity, Equity and Inclusion Policy is in place, demonstrating the centre's compliance with relevant legislation. Details of the processes followed in respect of identifying the need for, requesting and implementing access arrangements can then be found in the Access Arrangements Policy.

Please see the BN1 Arts Diversity, Equality and Inclusion Policy

15 Complaints and Appeals Procedure

The College Principal ensures a Complaints and Appeals Procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and is drawn to the attention of candidates and their parents/carers by the AC.

Please see the BN1 Arts Internal Appeals Policy and BN1 Arts Complaints Policy

16. Safeguarding

The College Principal ensures that the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.

Please see the BN1 Arts Safeguarding Policy

17. Data Protection Policy (GDPR)

The College Principal ensures that the centre has a Data Protection Policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.

Please see the BN1 Arts Data Protection Policy

18. Special Consideration and Reasonable Adjustments

The College Principal ensures that the centre has documented processes in place relating to access arrangements and reasonable adjustments.

Please see the BN1 Arts Special Consideration and Reasonable Adjustments Policy

19. Conflicts of interest

The College Principal ensures that the relevant Awarding Organisations are informed before the published deadline for entries for each examination series of any potential conflict of interest where;

- A member of the centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate.

The Head of Centre maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where;

- A member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre o A member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- A member of centre staff is taking a qualification at another centre

20. Conflicts of Interest Policy (Exams)

The College Principal ensures where relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials

Staff are reminded, via email or hard copy, of their obligation to declare if they, or any members of their family, are taking exams or assessments. All staff sign to confirm that they have no conflict of interest. (GR 5.3)

The Head of Centre ensures that members of centre staff do not forward emails and letters from the Awarding Organisation or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications

The College Principal ensures that members of centre staff do not advise parents/candidates to contact Awarding Organisations/JCQ directly nor provide them with addresses/email addresses of Awarding Organisation examining/assessment personnel or JCQ personnel.

Please see The BN1 Arts Conflict of Interest Policy

21. Centre Inspections

The College Principal will co-operates with the JCQ Centre Inspection Service, an Awarding Organisation or a regulatory authority when subject to an inspection, an investigation or an

unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an Awarding Organisation or regulatory authority as soon as is practical

All venues used for examinations and assessments, paperwork and secure storage facilities will be available for inspection

Should the College Principal not be available, the Academic Coordinator will coordinate a Centre Inspection.

22.The Exam Cycle

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant tasks required within this are grouped into the following stages:

- Planning
- Entries
- Pre-exams
- Exam time
- Results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle:

23. Planning: Roles and Responsibilities

Reception Staff	SENCo	Academic Coordinator
• Support the AC in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the	Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: Access Arrangements and Reasonable Adjustments	Ensure Teaching Staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines.

integrity and confidentiality of the exam materials.	Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’) If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed Meets the required level of competence and training and will have presented relevant evidence (GR 5.4; AA 7.3) Will present, when requested by a JCQ Centre Inspector, evidence of the assessor’s qualifications and/or experience.	Ensure Teaching Staff keep themselves updated with Awarding Organisation subject and teacher-specific information to confirm effective delivery of qualifications Ensure Teaching Staff attend relevant Awarding Organisation training and update events Are familiar with the contents, refer to and direct relevant centre staff to annually update 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
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		special consideration process
Teaching Staff	Invigilators	Centre Leaders
Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the AC and SENCo Keep updated with Awarding Organisation subject and teacher-specific information to confirm effective delivery of qualifications Attend relevant Awarding Organisation training and update events.	Attend/undertake training, updates, 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	Support the AC in relevant matters relating to exam rooms and resources Support the AC to ensure the whole team completes mandatory invigilation training.
Candidates		
Where applicable in this policy, the term 'candidates' refers to an individual registered with the appropriate awarding organisation to undertake an exam.		

Planning : Roles and Responsibilities: Information Sharing

College Principal	• Directs relevant centre staff to annually updated JCQ publications including General Regulations (GR), Instructions for Conducting Examinations (ICE), Access Arrangements (AA), Malpractice (SM) and Non Examination Assessments and the instructions for conducting coursework (NEA), and Special Considerations (SC). • Ensures Teaching Staff respond to information gathering requests • Meets the internal deadline for the return of information • Informs the AC of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred • Signposts relevant centre staff to JCQ publications and Awarding Organisation documentation relating to exams process that has been updated • Signposts relevant centre staff to JCQ information that should be provided to candidates • As a centre administrator, approves relevant access rights for centre staff to access Awarding Organisation secure extranet sites • 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 Organisation 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 these internal exams • Notes internal deadlines in the annual exams plan and directs Teaching Staff to meet them. Access Arrangements College Principal SENCo
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Academic Coordinator	• Signposts relevant centre staff to JCQ publications and Awarding Organisation documentation relating to exams process that has been updated • Signposts relevant centre staff to JCQ information that should be provided to candidates • As a centre administrator, approves relevant access rights for centre staff to access Awarding Organisation secure extranet sites • 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 Organisation 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 these internal exams • Notes internal deadlines in the annual exams plan and directs Teaching Staff to meet them.
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Planning : Roles and Responsibilities: Information Gathering

College Principal	• Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments • Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication, Access Arrangements and Reasonable Adjustments • Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable
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	adjustments once approved.
SENCo	• Assesses candidates (or works with the appropriately qualified assessor as appointed by the College Principal) to identify access arrangements/reasonable adjustments requirements • Gathers evidence to support the need for access arrangements or adjustments • 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 Personal data consent, Privacy Notice (AAO), and Data Protection confirmation forms (candidate personal data consent form) from candidates where required • Applies for approval through Access arrangements online (AAO) via the Centre Admin Portal (CAP), where required or through the Awarding Organisation where qualifications sit outside the scope of AAO Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection) • Employs good practice in relation to the Equality Act 2010 • Liaises with the AC 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), keeping a record of the content of training provided to facilitators for the required period • Works with the AC to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room • Provides and annually reviews a centre policy on the use of word processors in exams and assessments.

24 Word Processor Policy (Exams)

Please see BN1 Arts Word Processor Policy.

The SENCo will ensure that the 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 the main exam rooms.

25. Separate Invigilation Policy

The College Principal via the Academic Coordinator, supports the SENCo in determining and implementing appropriate access arrangements/reasonable adjustments

The SENCo will provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.

Separate Invigilation is represented in the BN1 Arts Special Consideration and Reasonable Adjustments Policy.

26. Internal assessment and endorsements

College Principal

- Ensures arrangements are in place to coordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked or assessed and quality assured in accordance with the Awarding Organisations' instructions (including where relevant, private candidates)
Ensures that teaching staff, in accordance with Awarding Organisations' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments and/or fully qualified assessors for the verification of centre-assessed components
- Ensures an internal appeals procedure relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking
- Ensures a non-examination assessment policy is in place for GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy).

27.Controlled assessments, coursework and non-examination assessments

BN1 Arts College Principal (Head of Centre) or Academic Coordinator (Exam Officer)

- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the Awarding Organisation if a candidate has signed the authentication statement.
- Ensures Teaching Staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including, where relevant, private candidates)
- Ensures appropriate internal moderation, standardisation and verification processes are in place
- Ensures Teaching Staff delivering RSL and NCFE Certificates in maths and English follow JCQ Instructions for Conducting Coursework and the specifications provided by the Awarding Organisation
- Ensures Teaching Staff delivering GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the Awarding Organisation
- For other qualifications, ensures Teaching Staff follow appropriate instructions issued by the Awarding Organisation
- Ensures Teaching Staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the Awarding Organisation.
- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts Teaching Staff to relevant JCQ Information for candidates documents that are annually updated

28.Non-Examination Assessment Policy

Please see the BN1 Arts Non-Examination Assessment Policy.

29. Invigilation

College Principal

- Ensures relevant support is provided to the AC in recruiting, training and deploying a team of invigilators.
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible.

Academic Coordinator:

- 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 training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and are made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events.

30. Entries: roles and responsibilities

Estimated entries

- The AC will request estimated or early entry information, where this may be required by Awarding Organisations, from relevant staff in a timely manner to ensure Awarding Organisation external deadlines for submission can be met

Estimated entries collection and submission procedure

- The Academic Coordinator will obtain candidate entry details at the end of September into early October
- The AC will make candidates aware of the JCQ Information for Candidates—Privacy Notice at the start of a course leading to a vocational qualification.

Final entries

- The AC will obtain final entry information in a timely manner to ensure Awarding Organisation external deadlines for submission can be met
- The AC is aware of subsequent deadlines for making changes to final entry information without charge
- The AC will confirm with the College Principal final entry information that has been submitted to Awarding Organisations
- The AC will ensure 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 Organisations
- The AC will observe each Awarding Organisation's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments and observe any regulatory requirements for the qualification.

Final entries collection and submission procedure

- The Academic Coordinator will confirm which exams the candidates are being entered for and at what levels at the end of November.

Entry fees

Exam fees are paid through BN1 Arts. Invoices are raised by the Awarding Organisation to the finance team for any examinations undertaken, and these are paid within 30 days.

Late entries

Exam Officer	• AC Has clear entry procedures in place to minimise the risk of late entries
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	AC Charges any late or other penalty fees to the department budget by making the CEOs/Accountant aware.
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Re-sit entries

Eligibility to re-sit entries will be decided by the students' teacher, College Principal, the candidate and their parents/guardian. Attendance, engagement, benchmark testing and pastoral information will all be considered. Exam fees are paid for by BN1 Arts.

Private candidates

Private candidates may request BN1 Arts to support them to be able to sit examinations when they are not enrolled with BN1 Arts. It will be at BN1 Arts discretion whether private candidates are accepted. Requests to sit examinations through SupaJam can be made to the College Principal.

Candidate statements of entry

Exam Officer	Provides candidates with statements of entry to check for accuracy
Teaching staff:	Ensures candidates check statements of entry and return any relevant confirmation required to the AC.

31.Pre-exams: roles and responsibilities

Access arrangements and reasonable adjustments

SENCO:	- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam) - Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them
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	• Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it • Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement) • Where relevant, ensure the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor.
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Briefing Candidates

Exam Officer:	• Issues individual exam timetable information to candidates and informs candidates of any designated contingency arrangements that Awarding Organisations may identify in the event of national or significant local disruption to exams • Prior to exams, arranges any relevant travel to support learners to get into the college on time. • Prior to exams, issues relevant JCQ information for candidates documents. Where relevant, issues relevant Awarding Organisation information to candidates Issues centre exam information to candidates including information on: • exam timetable clashes • arriving late for an exam • absence or illness during exams o what equipment is/is not provided by the centre • food and drink in exam rooms o unauthorised items 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
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	• when and how certificates will be issued.
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32. Access to scripts, reviews of results and appeals procedures

Please see the BN1 Arts Reviews of Results and Appeals Policy

Dispatch of exam scripts

Exam Officer	• AC Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the Awarding Organisation where qualifications sit outside the scope of the service.
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Estimated Grades

Exam Officer	• AC Submits estimated grade information to Awarding Organisations to meet the external deadline (where this may still be required by the Awarding Organisation) • AC Keeps a record to track what has been sent
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Internal assessment and endorsements

Head of Centre	• Ensures Teaching Staff assess and authenticate candidates' work to the Awarding Organisation requirements • Ensures Teaching Staff assess endorsed components according to Awarding Organisation requirements • Ensures Teaching Staff provide marks for internally assessed components and grades for endorsements of qualifications to the AC to the internal deadline • Ensures Teaching Staff provide required samples of work for moderation and sample recordings for monitoring to the AC to the internal deadline.
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Exam Officer	• Submits marks, endorsement grades and samples to Awarding Organisations/moderators/monitors to meet the external deadline • Keeps a record to track what has been sent • Logs moderated samples returned to the centre • Ensures Teaching Staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
Teaching Staff	• Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements • Assess and authenticate candidates' work • Assess endorsed components • Ensure candidates are informed of centre assessed marks prior to marks being submitted to Awarding Organisations.

33. Invigilation

Exams Officer	• Provides an annually reviewed/updated Instructions for Conducting Examinations (ICE) handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators on any regulation changes and any changes to centre specific processes • Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam) 23 Exams Policy 2021-22 • Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required
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	ratios • Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates.
SEnCo	• Liaises with the AC regarding facilitation and invigilation of access arrangement candidates. • Will be present on the day of exams to ensure AA's are put into place and invigilators are comfortable with AA's in place and know how to facilitate.

34. JCQ inspection visit

Exam Officer	• The AC will accompany the inspector throughout a visits. • The CP will be present to support AC in any JCQ of NCFE inspection.
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35. Seating and identifying candidates in exam rooms

Academic Coordinator	• AC Ensures a procedure is in place to verify candidate identity including private candidates
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36.Candidate Identification Procedure

Academic Coordinator	• AC Ensures invigilators are aware of the procedure • AC Provides seating plans in candidate number order for exam rooms according to JCQ and Awarding Organisation requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded).
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	• All students to present their student identification at point of entry • All students to ensure identification cards are visible throughout the exam period
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37.Security of exam materials

Academic Coordinator	• Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the College Principal • Ensures access to the secure room is restricted and staff named and approved by the College Principal are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility • Ensures only persons authorised by the College Principal and the Academic Coordinator are allowed access to the centre's secure storage facility as one of the two to six key holders • Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials • Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order • Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers internal tests and mock examinations are not kept in the centre's secure storage facility) • Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room • Ensures the integrity and security of any electronic question
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	paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers) • Ensures the file is stored only for the purposes of printing and then deleted immediately, then deleted from the deleted items folder • It is understood that any unnecessary hard copies of the file must not be created, and any unneeded hard copies once printing has been completed must be securely destroyed • Once printed, question papers are sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope
Reception Staff	• Follow the process to log confidential materials delivered to/received by the centre to the point where materials are issued to authorised staff for transferral to the secure storage facility.

38. Timetabling and Rooming

Academic Coordinator	• Produces a master centre exam timetable for each exam series • Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy) • Identifies exam rooms and specialist equipment requirements • Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
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	• Liaises with the Centre Leader to ensure exam rooms are set up according to JCQ and Awarding Organisation requirements • Liaises with the SENCo regarding rooming of access arrangement candidates.
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39. Overnight Supervision Arrangements Policy

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted

Candidates may, at the discretion of BN1 Arts, be allowed to take an examination the following morning, including Saturdays. Candidates will not be allowed to take examinations on an earlier day than that scheduled on the timetable.

When all other options have been explored and the decision has been taken by the Head of Centre in conjunction with the the Academic Coordinator that overnight supervision arrangements are the only viable option, the following procedure shall be followed:

- Two members of staff will be appointed; they will ensure that the candidate is observed at all times.
- The candidate will be under centre supervision, from 30 minutes after the Awarding Organisation's published starting time for the delayed examination, until the delayed examination has been completed
- The candidate's parents/guardian may accompany the candidate as well if deemed appropriate, given the needs of the student
- The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), email, Internet and social media. It also extends to television and radio, which could report key details of the day's examination. (ICE 8)
- The Head of Centre must be satisfied with any arrangements for overnight supervision of a candidate where necessary and accepts full responsibility for the security of the examination throughout.

The JCQ form Timetable Variation and Confidentiality Declaration for Overnight Supervision (Appendix A) must be completed before the overnight supervision is to commence.

College Principal	Must ensure that: • All parties involved will be informed that any infringement of the conditions governing overnight supervision arrangements may lead to the Awarding Organisation being unable to accept the script and/or the application of sanctions/penalties as detailed in the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures; http://www.jcq.org.uk/exams-office/mal practice • They are satisfied that the arrangements maintain the integrity and security of the examination; • All completed forms will be kept available in the centre for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an Awarding Organisation, unless specifically requested; • The relevant Awarding Organisation is informed immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate The College Principal must be satisfied with any arrangement for overnight supervision of a candidate where necessary and accepts full responsibility for the security of the examinations throughout. Any examination that has been deferred must be taken the following morning, including a Saturday. If a candidate is allowed to take an examination on a later day than other candidates at the centre, all copies of the question paper used on the earlier day will be sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that examination.
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SENCo	• Liaises with the AC regarding rooming of access arrangement students • Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.
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40.Alternative site Arrangements

Academic Coordinator	• Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met • Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative site arrangement notification using CAP (or through the Awarding Organisation where a qualification may sit outside the scope of CAP) or any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.
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41.Centre Consortium Arrangements

Academic Coordinator	• (Where/if applicable to the centre) Processes applications for Centre Consortium arrangements using CAP to the Awarding Organisation deadline (or through the Awarding Organisation where a qualification may sit outside the scope of CAP).
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