



**PADGATE
ACADEMY**

Examinations Policy

Date approved by the Governing Body	13 February 2019
Signature of Chair of Padgate Academy Governing Body	Mr G. Wilson
Signature of Academy Principal	Mrs M. Barclay
Date of next review	February 2021

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Purpose of the policy

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

- all aspects of the centre exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- 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 in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

"... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute"

[JCQ [General regulations for approved centres](#)1]

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.

To be placed on the Padgate Academy Academies website(s)

To be placed on individual academy's staff drive (e.g. UAW – T:Drive/Exams/Policies)

Roles and responsibilities overview

"The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies.

The head of centre may not appoint themselves as the examinations officer. [GR1]

Head of centre

Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

[General regulations for approved centres](#) (GR)

[Instructions for conducting examinations](#) (ICE)

[Access Arrangements and Reasonable Adjustments](#) (AA) [Suspected](#)

[Malpractice in Examinations and Assessments](#) (SMEA)

[Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting controlled assessment and coursework)

Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration

Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered

Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process

Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO

Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the examination or on-screen test;”* [ICE 6]

Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions

Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

Exam contingency plan

To be placed on individual academy’s staff drive (e.g. Padgate Academy – T:Drive/Exams/Policies)

Ensures required internal appeals procedures are in place

Internal appeals procedures

To be placed on the Padgate Academy website(s)

To be placed on individual academy’s staff drive (e.g. Padgate Academy – T:Drive/Exams/Policies)

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

Disability policy (exams)

To be placed on the Padgate Academy website(s)

To be placed on individual academy’s staff drive (e.g. Padgate Academy – T:Drive/Exams/Policies)

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

Access arrangements policy

To be placed on the Padgate Academy website(s)

To be placed on individual academy’s staff drive (e.g. Padgate Academy – T:Drive/Exams/Policies)

Ensures staff are only entered for qualifications through the centre where entry through another centre is not available

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

*“The **examinations officer or quality assurance co-ordinator** is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”*

[GR 1]

Exams officer

Understands the contents of annually updated JCQ publications including: [General regulations for approved centres](#)
[Instructions for conducting examinations](#)

[Suspected Malpractice in Examinations and Assessments](#)

[Post-results services](#) (PRS)

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

Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required

Senior leaders (SLT)

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 in Examinations and Assessments](#)

[Instructions for conducting non-examination assessments](#) (and the instructions for conducting controlled assessment and coursework)

Special educational needs co-ordinator (SENCo)

Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

[Access Arrangements and Reasonable Adjustments](#)

Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')

If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process

Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

Head of department (HoD)

Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo

Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications

Ensures teaching staff attend relevant awarding body training and update events

Teaching staff

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

Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications

Attend relevant awarding body training and update events

Invigilators

Attend training, 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

Reception staff

Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

Site staff

Support the EO in relevant matters relating to exam rooms and resources

Candidates

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

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 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.

Planning: roles and responsibilities

Information sharing

Head of centre

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

Exams officer

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

Signposts relevant centre staff to JCQ information that should be provided to candidates

As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information gathering

Exams officer

Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct

Collates all information gathered into one central point of reference

Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications

Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines

Collects information on internal exams to enable preparation for and conduct of mock exams.

Head of department

Responds (or ensures teaching staff respond) to requests from the EO on information gathering

Meets the internal deadline for the return of information

Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body

Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access arrangements

SENCo

Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements

Gathers **evidence** to support the need for access arrangements for a candidate

Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate

Determines candidate eligibility for arrangements or adjustments that are centre-delegated

Gathers signed **data protection notices** from candidates where required

Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO

Keeps relevant paperwork and evidence on file for JCQ inspection

Employs good practice in relation to the Equality Act 2010

Liaises with the EO regarding exam time arrangements for access arrangement candidates

Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s)

Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

Word processor policy (exams)

To be placed on the Padgate Academy Academies website(s)

To be placed on Padgate Academy academy's staff drive (e.g. Padgate Academy – T:Drive/Exams/Policies)

The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs...

[AA5.8]

Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Separate invigilation within the centre

Padgate Academy Follows the JCQ criteria for separate invigilation.

[See AA 5.16 plus centre-determined criteria]

Senior Leaders, Head of department, Teaching staff

Support the SENCo in identifying and implementing appropriate access arrangements

Internal assessment

Head of centre

Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internally assessed marks (see Roles and responsibilities overview)

Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications, identifying staff responsibilities and examining potential risks

Controlled assessment policy

To be placed on the Padgate Academy Academies website(s)

To be placed on individual academy's staff drive (e.g. UAW – T:Drive/Exams/Policies)

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

Non-examination assessment policy

To be placed on the Padgate Academy website(s)

To be placed on individual Padgate Academy's staff drive (e.g. Padgate Academy – T:Drive/Exams/Policies)

Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

Data protection policy

To be placed on the Padgate Academy Website(s)

To be placed on individual academy' staff drive (e.g. Padgate Academy _ T:Drive/Exams/Policies)

Senior leaders

Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work

Ensure appropriate internal moderation, standardisation and verification processes are in place

Head of department

Ensures teaching staff delivering legacy GCSE qualifications follow JCQ [Instructions for conducting controlled assessments](#) and the specification provided by the awarding body

Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and Entry Level or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body

Ensures teaching staff delivering new GCE & GCSE specifications follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body

For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body

Teaching staff

Ensure appropriate instructions for conducting internal assessment are followed

Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed

Exams officer

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

Invigilation

Head of centre

Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators

Determines if additional invigilators will be deployed in practical exams in addition to the subject teacher

Exams officer

Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year

Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them

Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams

Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)

Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
Collects evaluation of training to inform future events

Entries: roles and responsibilities

Estimated entries

Exams officer

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

Estimated entries collection and submission procedure

Summer term EO will request from HoDs to confirm the awarding body and specification they will be using for the following years exam entries. HoDs to provide approximate number of candidates to be entered

EO to provide information by the deadlines set by the awarding bodies.

Head of department

Provides information requested by the EO to the internal deadline

Informs the EO immediately of any subsequent changes to information

Final entries

Exams officer

Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

Informs HoDs of subsequent deadlines for making changes to final entry information without charge

Confirms with HoDs final entry information that has been submitted to awarding bodies

Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies

Final entries collection and submission procedure

EO will provide marksheets to HoDs prior to awarding bodies entry deadlines – allowing time for corrections to be made before the entries are sent off.

Marksheets to be signed by HoD as correct and complete and countersigned by a member of SLT. HoDs to ensure that they are returned by the internal deadline set by the EO. EO to send entries via A2C system and on line where appropriate

Head of department

Provides information requested by the EO to the internal deadline

Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes

changes to candidate personal details

amendments to existing entries

withdrawals of existing entries

Checks final entry submission information provided by the EO and confirms information is correct

Entry fees

Entry fees are paid from the Exams budget.

The Department may be asked to pay late entry fees if changes are requested after the deadline as appropriate. The Department will be informed in advance of the changes being made if this is appropriate.

Late entries

Exams officer

Has clear entry procedures in place to minimise the risk of late entries

Charges any late or other penalty fees to departmental budgets

Head of department

Minimises the risk of late entries by

following procedures identified by the EO in relation to making final entries on time meeting internal deadlines identified by the EO for making final entries

Re-sit entries

Not currently applicable

Private candidates

Entry fees to be paid by the private candidate.

Transfer of credit

Exams officer

“Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a unitised GCE A-level course (having completed and certificated a GCE AS award)”

[JCQ [GCE AS Transfer of Credit arrangements 2016/17](#)]

Provides information to relevant centre staff/candidates on transferring credit for GCE AS qualifications

Meets the awarding body deadline for requesting transfer of credit

Teaching staff

Identify affected candidates to the EO

Candidate statements of entry

Exams officer

Provides candidates with statements of entry for checking

Teaching staff

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

Candidates

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

Pre-exams: roles and responsibilities

Access arrangements

SENCo

Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access 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 him/her

Ensures exam information (JCQ information for candidates information, 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

Briefing candidates

Exams officer

Issues individual exam timetable information to candidates

Issues relevant JCQ information for candidates documents

Where relevant, issues relevant awarding body information to candidates

Issues centre exam information to candidates including information on:

- exam clashes

- arriving late for an exam

- absence or illness during exams

 - what equipment is/is not provided by the centre

 - food and drink in exam rooms

- when and how results will be issued and the staff that will be available

 - the post-results services and how the centre deals with requests from candidates

 - when and how certificates will be issued

Access to scripts, enquiries about results and appeals procedures

Candidates are provided with information prior to the start of the examination season.

Members of SLT will be available on result days. They will also be available after this time by telephone and/or appointment.

"The centre agrees to... have in place written procedures for how it will deal with candidates' access to scripts, enquiries about results and appeals to the awarding bodies and to ensure that details of these procedures are made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results;" [GR 5]

Dispatch of exam scripts

Exams officer

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

Estimated grades

Head of department

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

Exams officer

Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)

Keeps a record to track what has been sent

Internal assessment

Head of centre

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

SENCo

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

Teaching staff

Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments

Ensure candidates are informed of internally assessed marks prior to marks being submitted to awarding bodies

Head of department

Ensures teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline

Ensures teaching staff authenticate candidates' work to the awarding body requirements

Ensures teaching staff provide required samples of work for moderation to the EO to the internal deadline

Exams officer

Submits marks and samples to awarding bodies/moderators to meet the external deadline Keeps a record to track what has been sent

Logs moderated work returned to the centre

Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates

Authenticate their work as required by the awarding body

Invigilation

Exams officer

Provides an invigilation handbook or briefs invigilators accordingly

Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis)

Allocates invigilators to exam rooms according to the required ratios

Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

SEnCo

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

Invigilators

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

JCQ inspection visit

Exams officer or Senior leader

Accompanies *“the Inspector **throughout** the course of his or her centre visit, including inspection of the centre’s secure storage facility.”* [ICE Introduction]

Seating and identifying candidates in exam rooms

Exams officer

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

Verifying candidate identity procedure

See Appendix A. Exam cards containing candidates photograph placed on each exam desk. A member of SLT supervising entry to exam if possible.
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Ensures invigilators are aware of the procedure

Provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators

Follow the procedure for verifying candidate identity provided by the EO

Seat candidates in exam rooms as instructed by the EO/on the seating plan

Security of exam materials

Exams officer

Has a process in place to record confidential materials delivered to the centre and issued to authorised staff

Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception staff

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

Teaching staff

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

Timetabling and rooming

Exams officer

Produces a master centre exam timetable for each exam series

Identifies and resolves candidate exam clashes

Identifies exam rooms and specialist equipment requirements

Allocates invigilators to exam rooms according to required ratios

Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements

Liaises with the SENCo regarding rooming of access arrangement candidates

SENCo

Liaises with the EO regarding rooming of access arrangement candidates

Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

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

Transferred candidate arrangements

Exams officer

Liaises with the host or entering centre, as required

Processes requests to the awarding body deadline

Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams

Exams officer

Prepares for the conduct of internal exams under external conditions Provides a centre exam timetable of subjects and rooms

Provides seating plans for exam rooms

Requests internal exam papers from teaching staff

Arranges invigilation

SENCo

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

Teaching staff

Provide exam papers and materials to the EO

Support the SENCo in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Access arrangements

Exams officer

Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements

Has a process in place to deal with emergency access arrangements as they arise at the time of exams

applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

Candidate absence policy

Exam Officer checks attendance at the start of each exam. If a candidate is missing the Parent/Carer is contacted as soon as possible. If appropriate, the Parent/Carer is informed about evidence requirements for special consideration and procedure and consequences of late arrival.

Invigilators

Are informed of the policy/process for dealing with absent candidates through training

Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

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

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised materials* below.

Candidate late arrival

Exams officer

Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place

Warns candidates that their work may not be accepted by the awarding body

Invigilators

Are informed of the policy/process for dealing with late/very late arrival candidates through training

Ensure that relevant information is recorded on the exam room incident log

Candidate late arrival policy

If a candidate arrives within one hour of the official start time of the exam, they are escorted into the exam room by the Exams Officer/member of SLT (if possible) and allowed the full exam time. If a candidate arrives after the one hour official start time, they are allowed to take the exam (depending on arrival time) but informed their paper may not be accepted by the awarding body. In both cases, the above is at the discretion of the Exams Officer/SLT if an invigilator is available to supervise the candidate.

Conducting exams

Head of centre

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

Exams officer

Ensures exams are conducted according to JCQ and awarding body instructions

Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

Dispatch of exam scripts

Exams officer

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

Exam papers and materials

Exams officer

Organises exam question papers and associated confidential resources in date order in secure storage

Attaches erratum notices received to relevant exam question paper packets
Collates attendance registers and examiner details in date order

Regularly checks mail or inbox for updates from awarding bodies

In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details

Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

Exam rooms

Head of centre

Ensures only approved centre staff are present in exam rooms

Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

Food and drink in exam rooms

Drinks may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any drinks brought into the examination room by the candidate have labels removed from drink containers.

Exams officer

- Ensures exam rooms are set up as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis
- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior leaders

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

Emergency evacuation policy

To be placed on the Padgate Academy website(s)
To be placed on individual academy's staff drive (e.g. Padgate Academy–T:Drive/Exams/Policies)

Site staff

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

Invigilators

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

Candidates

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

Irregularities

Head of centre

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

Managing behaviour

"The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room."

[ICE17]

Senior leaders

Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms

Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams officer

Provides an exam room incident log in all exam rooms for recording any incidents or irregularities

Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

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

Malpractice

See *Irregularities* above.

Special consideration

Exams officer

Processes appropriate requests for special consideration to awarding bodies

Gathers evidence which may need to be provided by other staff in centre or candidates

Submits requests to awarding bodies to the external deadline

Special consideration policy

To be placed on the Padgate Academy website(s)

To be placed on individual academy's staff drive (e.g. UAW – T:Drive/Exams/Policies)

Candidates

Provide appropriate evidence to support special consideration requests, where required

Unauthorised materials

Arrangements for unauthorised materials taken into the exam room

Invigilators to inform that the unauthorised materials are not allowed in the exam room, e.g. phones, MP3. As part of the normal procedures within the exam room before the start of the exam the Invigilator is to remind candidates of this and requested to hand over any item to the invigilator. Candidates are asked to place their watches on their desk in sight of the invigilator prior to the exam starting.

[ICE11]

Invigilators

Are informed of the arrangements through training

Internal exams

Exams officer

Briefs invigilators on conducting internal exams

Returns candidate scripts to teaching staff for marking

Invigilators

Conduct internal exams as briefed by the EO

Results and post-results: roles and responsibilities

Internal assessment

Head of department

Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies

Ensures work is returned to candidates or disposed of according to the requirements

Managing results day(s)

Senior leaders

Identify centre staff who will be involved in the main summer results day(s) and their role

Ensures senior members of staff are accessible to candidates after the publication of results

Exams officer

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

Results day programme

Candidates informed in advance of results day opening times. Results must be collected in person or a stamped address envelope provided if they would like them posting.

Site staff

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

Accessing results

Exams officer

Informs candidates in advance of when and how results will be released to them

Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body

Resolves any missing or incomplete results with awarding bodies

Issues statements of results to candidates on issue of results date

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

Post-results services

Head of centre

Ensures **internal appeals procedures** are available where candidates disagree with a centre decision

not to support an enquiry about results

not to appeal against the outcome of an enquiry about results

(Ofqual has announced a series of changes to reviews of marking and appeals which may affect the centre's internal appeals procedures during the academic year.)

Exams officer

Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)

Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met

Provides a process to record requests for services and collect candidate informed consent and fees where relevant

Submits requests to awarding bodies to meet the external deadline

Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes Updates centre results information, where applicable

Teaching staff

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

Candidates

Meet internal deadlines to request the services

Provide informed consent and fees, where relevant

Analysis of results

Examinations Officer

Provides analysis of results to appropriate centre staff

Provides results information to external organisations where required

Undertakes the *secondary school and college (key stage 4/16-18) performance tables September checking exercise*

Certificates

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

Issue of certificates procedure

Certificates are made available in November. Students informed of this on results days. Information is put on the website and Facebook once all certificates have been received and checked.

Candidates

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

Retention of certificates policy

Certificates will be retained for a minimum of 12 months from the date of issue.

Review: roles and responsibilities

Exams officer

Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle

Collects and evaluates feedback from staff, candidates and invigilators to inform review

Senior leaders

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

Retention of records: roles and responsibilities

Exams officer

Keeps records as required by JCQ and awarding bodies for the required period

Keeps records as required by the centre's records management policy

Provides an exams archiving policy that identifies information held, retention period and method of disposal

Exams archiving policy

To be placed on the Padgate Academy website(s)

To be placed on individual academy's staff drive (e.g. Padgate Academy – T:Drive/Exams/Policies)

Appendices

Include any documentation or information here that you have made reference to in the policy that has been provided as an appendix. Number each appendix and start each one on a new page. If no appendices are provided – delete this page. (**Remember** adding or deleting headings from the policy template affects the table of contents which will need updating)

Beyond the scope of this policy

The following required policies are considered beyond the scope of the exams policy.

Safeguarding Policy

Provided on individual Academy websites.

Data protection policy

Padgate Academy Safer recruitment policy.
Copies can be obtained from the Clerk to Governors

DBS policy

Within the Padgate Academy Safer recruitment policy.

[\[GR 5\]](#)

Procedure to verify the identity of candidates.

Internal Candidates

Non examination assessments and controlled assessments

The Head of Department/Class Teacher to ensure that the management information system SIMs is used to identify candidates. Photographs of candidates are on the system.

Further verification can be made by the Senior Leadership Team (SLT)

External Examinations

Examinations Officer: Will provide identity cards of candidates to be placed on the examination desks in all rooms used. The cards will show a photograph of the candidate, centre number and candidate examination number

Invigilators: will check the identity cards against the candidate. Further verification if required to be made by the Examinations Officer and/or a member of the SLT.

External Candidates

If an external candidate is accepted to be entered for examinations at this centre; this centre would not verify non examination or controlled assessments.

Photographic identification i.e. passport or driving licence must be provided to verify the candidate for external examinations.

