



# St Matthew Academy

## EXAMS

## Policy

*Our motto is 'Let your light shine'. It is taken from St Matthew's Gospel and captures our belief in the uniqueness of each individual.  
Our aim is to ensure that the talents and strengths of each pupil are encouraged, developed and celebrated*

**S**uccessful, confident learners

**H**igh expectations, outstanding achievements

**I**nclusive, caring, Catholic community

**N**urturing talent, cultivating ambition

**E**xcellence for all

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<b>Policies that should be read in conjunction with this policy:</b>
Exam Contingency and Evacuation policy
Non-Examination Assessment (NEA) policy
Internal Appeals Policy (Exams)
Disability Policy (Exams)
Word processor Policy (Exams)
Examinations (Access to Exams) Policy
GDPR Policy (Exams)
Special Consideration Policy (Exams)
Word Processor Policy (Exams)
Exams Archiving Policy

## The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To support the exams contingency plan
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.
- All exams and assessments are conducted in compliance with the published JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times

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

This exam policy will be reviewed annually.

This exam policy will be reviewed by the head of centre and the exams officer.

This exam policy will be shared with staff and students via the academy website and through the staff handbook. Relevant sections will also be highlighted to students via assemblies by the DoL or member of the Senior Leadership Team with responsibility for exams.

### 1. Exam Roles and Responsibilities

Role	Name(s)
Head of centre	Ms M Baldwin
Exams officer line manager (Senior Leader)	Ms S Wickliffe
Exams officer	Ms F Walker
SENCo	Mr H Vyas
SLT member(s)	Ms E Thurston, Ms Jo Chick, Mr A Young, Mr I Gunningham, Ms C Heywood, Mr R Wanza, Ms S Wickliffe, Ms K Hooker, Mr K Umekwe

#### Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- The head of centre is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected malpractice in examinations and assessments
- 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 coursework)
- [A guide to the special considerations process](#) (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR [ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/](http://ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/)) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes
- Enables the relevant senior leader, exams officer (EO) and the SENCo to receive appropriate training and support from relevant centre staff in order to facilitate the effective delivery of exams and assessments within the centre and ensure compliance with the published JCQ regulations (as example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers)
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- 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 subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examination or on-screen test..."
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:
  - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised 2-4 key holders
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Through taking an ethical approach and working proactively to avoid the occurrence of any malpractice among pupils and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
- Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures the relevant awarding bodies are informed of any **Conflict of Interest** where:

- A member of 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 included internally assessed components/units by a member of centre staff with a personal connection to the candidate
- Maintains 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 the exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or another centre
  - 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 when unable to find an alternative centre)
  - A member of centre staff is taking a qualification at another centre
- Ensures other 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.
- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SMEA, NEA (and the instructions for conducting coursework) and SC
- Ensures members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel
- Determines if additional invigilators will be deployed in timed Art/Textiles/DT/ and Drama exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

### **Exams Office Manager / Exams Officer**

Understands the content of the 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 coursework)
- [A guide to the special considerations process](#) (SC)

Manages the administration of public and internal exams:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Working in liaison with the SENCo, administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations
- Works with the SENCo to ensure that invigilators supervising access arrangement candidates and those acting as facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
- Ensures that access arrangement candidates are clearly identified on the seating plan
- Identifies and manages exam timetable clashes

- Accounts for income and expenditures relating to all exam costs/charges
- Line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams and keeps a record of the content of training provided to invigilators for the required period
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their exams
- Supports the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- 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 placed in the secure storage facility
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment)
- Provides a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes
- Signposts relevant centre staff to JCQ information and awarding body documentation relating to the exams process have been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for the centre staff to access awarding body secure extranet sites

#### **Deputy Head/Senior Leadership Team (SLT)**

- Organisation of teaching and learning
- External validation of courses followed at key stage 4

#### **Heads of Department/School/Curriculum**

- Provide guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Have involvement in post-results procedures
- Ensure accurate completion of coursework mark sheets and declaration sheets
- Ensure accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications

#### **Teachers**

- Submission of candidates' names to heads of department/school/curriculum

#### **SENCo**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including *Access Arrangements and Reasonable Adjustments (AA)*
- Leads on and administers the access arrangements and reasonable adjustments process
- Identification and testing of candidates, requirements for access arrangements
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims

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

#### **Reception Staff**

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials
- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for placing in the secure storage facility

#### **Lead Invigilator/Invigilators**

- Attend/undertake training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Collection of exam papers and other material from the exams officer before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams officer

#### **Site Staff**

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

#### **Candidates**

- Checking entries and raising any issues with Head of Department/Exams Officer
- Understanding coursework/NEA regulations and signing a declaration that authenticates the coursework as their own

## **2. The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this centre are decided by the head of centre, heads of department and the senior leadership team.

The statutory tests and qualifications offered are SATs, GCSE, Entry level/L2 Qualifications and BTEC.

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

At key stage 2 - All candidates in Year 6 will undertake national examinations in SATs.

At key stage 4 - All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, SLT, SENCO, HoDs and subject teachers.

### **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 the ranking examinations

#### **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**

##### **Head of Centre**

- 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 of the appointed assessor, 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 adjustments once approved

##### **SENCo**

- Assesses candidates 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 Personal data consent, Privacy Notice (AAO) and Data Protections confirmation forms (candidate personal data consent form) from candidates where required
- Applies for approval through Access arrangements online (AAO) via Centre Admin Portal (CAP), where required or through the awarding bod where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of inspection is able to access this documentation in an alternative format)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangement candidates
- Ensures staff appointed to facilitate access arrangements for access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand their respective role and what is and what is not permissible in the exam room
- Adheres to the centres annually updated Word processor policy (exams)
- Ensures the criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and nest meets the needs of the individual candidate and remaining candidate in the main exam rooms

#### **Senior leaders, Heads of Department and Teaching staff**

- Support the SENCo in determining and implementing appropriate access arrangements

### **3. Exam Seasons and Timetables**

#### **3.1 Exam Seasons**

- Internal exams are scheduled in throughout the academic year as per the Academy assessment calendar.
- External exams are scheduled in the June series.
- All internal exams are held under external exam conditions and in accordance with published JCQ regulations.



Which exam series are used in the centre is decided by the head of centre, heads of curriculum, heads of subject, heads of department and the senior leadership team.

## **Internal Assessment & Endorsement**

### **Head of Centre**

- Provides fully qualified teachers to mark non-examination assessments
- Ensures an internal appeals procedure relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and Responsibilities overview)
- 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)
- 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 body if a candidate has signed the authentication statement).

### **SENCo**

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements 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 (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place

### **Head of Department**

- Ensures teaching staff delivering OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow the JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensures teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) 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
- 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 body
- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

### **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 (controlled assessments, coursework, non-examination assessments, social media) prior to assessments taking place
- 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 their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

## **Exams Officer**

- 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
- Submits marks, endorsement grades and samples to awarding bodies/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

### **3.2 Timetables**

Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

### **3.3 Briefing Candidates**

#### **Exams Officer**

- Issues individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams
- Prior to exams 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 timetable 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
  - wrist watches 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

## **4. Entries, Entry Details and Late Entries**

### **4.1 Entries**

Candidates are selected for their exam entries by the heads of centre, heads of subject, heads of department and the subject teachers.

#### **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
- Makes candidates aware of the JCQ *Information for candidates* – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification

#### **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

#### **Candidates**

- Authenticate their work as required by the awarding body

#### **Access Arrangements**

#### **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 him/her
- Ensures exam information (JCQ information for candidates, individual exam timetable etc) is adapted where this may be required for a disabled candidate to access it
- Allocated 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)

The centre does not accept entries from external candidates

#### **4.2 Late Entries**

Entry deadlines are circulated to heads of department via email. Late entries are authorised by the head of centre and exams officer.

#### **5. Exam Fees**

The centre will pay all normal exam fees on behalf of candidates. Late entry or amendment fees are paid by departments.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

#### **6. Managing Invigilators and Exam Days**

##### **Exams Officer**

- Provides a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes
- Provides an annually reviewed invigilation handbook and/or trains/updates invigilator annually and update experienced invigilators
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis) ensuring all relevant rules are being adhered to and supporting the reader/scribe in maintaining the integrity of the exam
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates
- Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

- Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

#### **SENC**

- 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

#### **6.1 Managing Invigilators**

- Specialist invigilators will be used for external exams.
- The recruitment of invigilators is the responsibility of the centre administration.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are timetabled and briefed by the exams office.
- Invigilators' rates of pay are set by the centre administration.

#### **6.2 Exam Days**

- The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management is responsible for setting up the allocated rooms.
- The lead invigilator will start all exams in accordance with JCQ guidelines.
- During internal exams, subject staff may be present in the exam rooms at the start of the exam to assist with identification of candidates but must not advise candidates on which questions are to be attempted.
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.
- During internal exams, a relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.
- In practical exams subject teachers may be on hand in case of any technical difficulties.
- During external exams, subject staff may not be present inside the exam rooms.

#### **Seating and Identifying Candidates in Exam Rooms**

##### **Exams Officer**

- Ensures a procedure is in place to verify candidate identity including private candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements
- Ensure candidates with access arrangements are identified on the plan

##### **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**

- Confirms appropriate arrangements are in place to ensure that confidential materials are only delivered to those authorised by the head of centre
- Has a process in place to demonstrate the receipt of secure movement and secure storage of confidential exam material within the centre
- 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 in the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being placed in the secure storage facility in timetable order

- Ensures that examination room stationary e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment)
- 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 log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

#### **Teaching Staff**

- Adhere to the process to record the secure movement of 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 timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted)
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) 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

#### **Alternative Site Arrangements**

##### **Exams Officer**

- 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 through CAP of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

#### **Transferred Candidate Arrangements**

##### **Exams officer**

- Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements through CAP to the awarding body deadline (or

- through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

## **Access Arrangements**

### **Exams Officer/SENCo**

- Provides cover sheets for access arrangements 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 the exam
- Applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

## **Candidate Absence**

### **Exams Officer**

- Ensures that procedure is in place for dealing with candidate absence

### **SLT Lead/DoL**

- Responsible for liaising with candidates re: absence
- Liaises with exams officer

### **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

## **Candidate Late Arrival**

### **SLT Lead/DoL**

- Responsible for liaising with candidate re: collecting from home etc. Enters the examination room with candidate

### **Exams Officer**

- Ensures that procedure is in place for dealing with candidate lateness
- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room through CAP to timescale as soon as practically possible after the exam has taken place
- Warns candidates that their script 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

## **Exam Rooms/Conducting Exams**

### **Head of Centre**

- Ensures that internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s)
- Ensure that when a room is 'designated' as an exam room it is not used for any other purpose other than conducting external exams
- Ensures only authorised centre staff are present in exam rooms
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

#### **Exams Officer**

- Ensures exam rooms are set up and conducted 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 (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that this must be on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- 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

#### **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

### **Exam Scripts, Exam Papers and Materials**

#### **Exams Officer**

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to record dispatch
- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant exam paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail and email 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 centre staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- Ensures this additional/second check (which takes place in the secure room if question paper packet has to be split or in the designated exam room if not) is recorded
- 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 timetable clash candidates have completed the exam

#### **JCQ Inspection Visit**

##### **Exams Officer or Senior leader**

- Will accompany the Inspector throughout the visit and allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection. (JCQ Centre Inspectors will

identify themselves with a photo ID card.) The Inspector must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility"

#### **SENCo or Senior Leader (in the absence of the SENCo)**

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

### **7. Candidates, Exam Clash Candidates and Special Consideration**

#### **7.1 Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

#### **7.2 Exam Clash Candidates**

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

#### **7.3 Special Consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The exams officer will submit an application to the appropriate awarding body for special consideration

### **8. Coursework and Appeals Against Internal Assessments**

Policy on Internal Assessments for Qualifications with English and Welsh Awarding Bodies (GCE, GCSE, other qualifications within the National Qualifications Framework)

In accordance with the Code of Practice for the conduct of external qualifications, St Matthew Academy is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment:
  - Attend any compulsory training sessions
  - Read the Internal appeals policy for more detailed information.



## **9. Results, enquiries about results (EARs) and access to scripts (ATS)**

### **9.1. Results**

#### **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

#### **Accessing Results**

##### **Head of Centre**

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates

##### **Exams Officer**

- Informs candidates in advance of when and how results will be released to them for each exam series
- 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

#### **Managing Results Day(S)**

##### **Head of Centre**

- Arrangements for the school to be open on results days are made by the head of centre
- The provision of staff on results days is the responsibility of the head of centre

##### **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 so that results may be discussed and decisions made on the submission of any requests for post results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

##### **Exams Officer**

- Works with senior leaders to ensure procedures for managing the main summer results day(s)

##### **Site Staff**

- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

##### **Candidates**

- Will receive individual results slips on results days in person at the centre

#### **Post-Results Services**

##### **Head of Centre**

- Ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a re-clerical check, a review of marking, a review of moderation or an appeal
- Understands that in the event of an awarding body initiating an extended review of marking, candidates' marks and subject grades may be lowered, confirmed or raised

- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

#### **Exams Officer**

- Provides information to candidates (including private 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 to collect candidate informed consent (after the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

#### **Teaching Staff**

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

#### **Candidates**

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

#### **Analysis of Results**

##### **Data manager**

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the secondary school and college (key stage 4) performance tables September checking exercise

#### **9.2 Enquiries About Results (EARs)**

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

#### **9.3 Access to Scripts (ATS)**

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE re-marks cannot be applied for once a script has been returned. (See also section 5: Exam fees)

#### **Review**

##### **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

**10. Certificates**

- Certificates are provided to centres by awarding bodies after results have been confirmed.
- Certificates may be collected by the candidate or on behalf of a candidate by a third party with relevant written communication and ID.
- Replacement certificates are only issued if a candidate agrees to pay the costs incurred.
- The centre retains certificates for two years after which these will be destroyed. A log will be kept of this.

**11. Exam Archiving Procedure****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