



# **THAMESVIEW SCHOOL**

**Thong Lane, Gravesend,  
Kent DA12 4LF**

## **Exams Policy**

(This policy is reviewed every two years - any changes to JCQ regulations to be incorporated annually as an appendix)

## EXAMS POLICY

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## Purpose of the policy

Thamesview School 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”*

- exam candidates understand the exams process and what is expected of them.

This Exam policy will be reviewed every two years.

This policy will be communicated to all relevant centre staff.

This policy will be e-mailed to relevant staff, a copy will be put on the school website, shared staff area and a hardcopy will be available in the exam office.

## 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.”***

### 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 manager (EM) 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 EM
- 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;”***

- 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**

A copy of the Exam contingency plan is available on the shared staff area and a hard copy is in the exam office.

- Ensures required internal appeals procedures are in place

#### **Internal appeals procedures**

A copy of internal appeals procedures is on the shared staff area, school website and a hard copy is in the exam office.

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

#### **Disability policy (exams)**

The Schools Disability policy (exams) is on the shared staff area, school website and a hard copy is in the exam office and SENCO office.

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

#### **Access arrangements**

- The SENCO and subject staff identifies students who may require access arrangements, students are assessed by a qualified specialist assessor within the centre.
- The SENCO checks the specialist assessor's qualification(s).
- The SENCO informs the Exam Manager and subject staff which students have been approved for access arrangements and arrangements are put into place for them to be implemented.

- 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 manager** 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."*

#### **Exams manager**

- 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 and if 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
- Submits completed access arrangement applications to access arrangements on-line
- Informs teaching staff which candidates have approved JCQ access arrangements
- Informs parents/carers and students of JCQ approved access arrangements
- 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 EM 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 EM 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

**Main office staff**

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

**Kier staff**

- Support the EM 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 manager**

- 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 manager**

- 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 mock exams to enable preparation for and conduct of mock exams

**Head of department**

- Responds to requests from the EM on information gathering e.g. final exam entry information
- Meets the internal deadline for the return of information,
- Informs the EM of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Hod must confirm any changes after entry with Deputy head teacher
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

### **Access arrangements**

#### **SENCO**

- 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 purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EM 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 on the use of word processors in exams and assessments

#### **Word processor policy (exams)**

*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*

The SENCO assesses which students are entitled to use a laptop for their exams this includes students who have a severe diagnosis of dyslexia or whose writing is illegible (subject staff also make the SENCO aware of student's needs) The laptop is their normal way of working within the school.

- 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**

Separate invigilation within the centre is linked to students who have medical conditions i.e. PD or mental health concerns.

#### **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
- 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

A copy of Controlled assessment policy is on the shared staff area, school website and a hard copy is in exam office

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

#### Non-examination assessment policy

A copy of Non-examination assessment policy is on the shared staff area, school website and a hard copy is in exam office.

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

### 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 manager

- 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 EM 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 manager**

- 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 or early entries**

#### **Exams manager**

- 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

#### **Head of department**

- Provides information requested by the EM to the internal deadline
- Informs the EM immediately of any subsequent changes to information

##### **Final entries**

#### **Exams manager**

- 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**

EM will request details of final entries from HoDs; EM will forward an external exam entry form and class lists to HOD. HOD will highlight all students to be entered for exam and inform EM of exam codes. EM will make entries on SIMS and return completed entries to HOD for signature to ensure all exam entry information is correct and costing purposes.

#### **Head of department**

- Provides information requested by the EM to the internal deadline

- Informs the EM 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
  - any change to an exam entry can only be acted upon once the exam entry amendment has been agreed and signed by the Deputy Headteacher.
- Checks final entry submission information provided by the EM and confirms information is correct to enable EM to send entries via EDI to exam boards

### **Entry fees**

The Deputy head is in charge of the exam budget and late amendments/entries can be submitted once Deputy head has given his approval

### **Late entries**

#### **Exams manager**

- 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 EM in relation to making final entries on time
  - meeting internal deadlines identified by the EM for making final entries

### **Transfer of credit**

#### **Exams manager**

*“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)”*

- 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 EM

### **Candidate statements of entry**

#### **Exams manager**

- Provides candidates with statements of entry for checking

#### **Teaching staff**

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

#### **Candidates**

- Confirm entry information is correct or notify the EM 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 manager

- 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**

*After each examination series, SLT will discuss results and hold discussions with Heads of Departments concerning enquiries about results, it is at these discussions that a decision will be made which papers to request for Access to scripts and enquiries about results. The decision consider a students predicted and mock grade, the work they have conducted over the course, where the student is in relation to grade boundaries and this is discussed with the student before any final decision is finalised. Students and parents are made aware of all ramifications and possible outcomes from appealing results.*

### Dispatch of exam scripts

#### Exams manager

- 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

### 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 EM 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 EM to the internal deadline

**Exams manager**

- 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****Head of centre**

- Invigilators rates of pay are set by the Head of Centre

**Exams manager**

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Securing the necessary Disclosure and Barring Service check DBS clearance for new invigilators is the responsibility of the centre's HR Manager
- DBS fees for securing such clearance are paid by the centre
- Invigilators are timetabled and given annual training by the EM
- 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 EM regarding facilitation and invigilation of access arrangement candidates

### **Invigilators**

- Provide information as requested on their availability to invigilate throughout an exam series
- Attend Invigilation training session annually
- Follow JCQ regulations whilst conducting exams
- Sign confidentiality and security agreement annually

### **JCQ inspection visit**

#### **Exams manager or Senior leader**

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

### **Seating and identifying candidates in exam rooms**

#### **Exams manager**

- Ensures a procedure is in place to verify candidate identity

#### **Verifying candidate identity procedure**

Student exam cards are placed on students exam desk, exam card has a photo of candidate and candidates exam number

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

### **Security of exam materials**

#### **Exams manager**

- 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 manager**

- Produces a 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 Kier 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 EM 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

#### **Kier staff**

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

#### **Transferred candidate arrangements**

##### **Exams manager**

- 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 manager**

- 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 EM
- Support the SENCO in making appropriate arrangements for access arrangement candidates

#### **Exam time: roles and responsibilities**

#### **Access arrangements**

##### **Exams manager**

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements including scribe and word processor cover sheets
- 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**

Absent candidates are identified at the start of the exam and the school makes every effort to get them in to school within the hour. The Exam manager meets the candidates and escorts them to the exam hall ensuring they have been informed of all JCQ regulations. The Lead invigilator is made aware of any late candidates entering the exam room. If students are very late they are informed of the JCQ regulations as regards this.

### **Invigilators**

- Are informed of the process for dealing with absent candidates through annual training session
- 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* page 19

### **Candidate belongings**

Candidates are to leave their bags and belongings at the back of the exam hall; mobile phones must be turned off and put in bags or handed in to invigilators before start of exam.

### **Candidate late arrival**

- Candidates must report to main office as soon as they arrive in school if they are late for an exam.

### **Exams manager**

- 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 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**

EM follows JCQ regulations for the arrival of late/very late candidates.

It is the schools policy to admit students up to one hour after the official start time of the exam (for examinations that last less than one hour, a student will be considered very late if they arrive after the awarding bodies finishing time for the examination. Absent candidates are identified at the start of the exam and school makes every effort to get them in to school within the hour. The Exam manager meets the candidates and escorts them to the exam hall ensuring they have been informed of all JCQ regulations. The Lead invigilator is made aware of any late candidates entering the exam room

### **Conducting exams**

#### **Head of centre**

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



**Exams manager**

- 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 manager**

- Dispatches scripts as instructed by JCQ and awarding bodies
- Appropriate records to track dispatch are kept in main office

**Exam papers and materials****Exams manager**

- 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**

Bottles of water are allowed in exam room, all packaging and labels must be removed.
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**Exams manager**

- 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, radio or mobile phone as means of communication. Mobile phone must be turned off
- 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**

*The Emergency evacuation policy is on display in each exam room, a hard copy is in the exam office.  
Invigilators and students are made aware of this policy at the start of each exam.*

#### **Kier staff**

- Ensure exam rooms are available and set up as requested by the EM
- 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

##### **Senior leaders**

- Ensure support is provided for the EM and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

##### **Exams manager**

- 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 manager**

- 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

**Candidates**

- Provide appropriate evidence to support special consideration requests, where required

**Internal exams****Exams manager**

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

**Invigilators**

- Conduct internal exams as briefed by the EM

**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 manager**

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

**Site staff**

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

**Accessing results****Exams manager**

- 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

#### **Exams manager**

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged
- 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

#### **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 4/16-18) performance tables September checking exercise*

### Certificates

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

#### **Issue of certificates procedure**

#### **Exams manager**

- Informs candidates by letter when Summer exam series certificates are in school ready for collection

#### **Candidates**

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

## **Retention of records: roles and responsibilities**

### **Exams manager**

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy

## Beyond the scope of this policy

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

### Child protection policy

Thamesview School has a safeguarding policy in place (school website) this would cover child protection.

### Data protection policy

Thamesview School has a Data protection policy in place (school website)

### DBS policy

Every member of Thamesview school staff has to have a DBS certificate if they are directly employed by the school or via an agency.

## EXAMS POLICY

This policy was agreed and adopted at a Governors' Meeting held on \_\_\_\_\_ (*date*)

Signed: \_\_\_\_\_ (Governor)

Signed: \_\_\_\_\_ (Headteacher)

The policy will be formally reviewed in \_\_\_\_\_ (*date*)