

Examination policy 2018/19

1.0 The Cumberland School Mission Statement

As a school we are determined to improve the life chances of every one of our students. Determination and resilience are essential qualities for our students if they are to achieve their potential. Our curriculum, both in the classroom and outside of it, ensures that students are given opportunities to challenge themselves and develop confidence, independence and resilience.

Cumberland is ambitious as a school and we want all of our students to be ambitious for themselves and their community. We encourage all students to understand their responsibilities to each other, the school and the wider community. Pride, respect and high aspirations are valued and developed so that Cumberland is a safe place to take risks and grow.

The Cumberland School is above all a learning community. We believe that all students and staff have the right to flourish and we recognise that hard work, challenge and collaboration are vital to ensure exciting and effective teaching and learning in the classroom. We are an outward facing school, collaborating with other schools, colleges and business. We believe there is much we can and must learn from each other.

All of the work of The Cumberland School is intended to support the delivery of our mission statement in full.

2.0 Purpose of the policy

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

- All aspects of the centre's 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
- Exam candidates understand the exams process and what is expected of them.

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

This policy will be communicated to all relevant centre staff.

3.0 Roles and responsibilities

The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies. The head of centre may not appoint themselves as the examinations officer.

Key staff involved in the exams policy

Head of Centre	Gillian Dineen
Lead SLT Member	Shuabur Rahman
Operations Manager	Dawn Wilkes
Examinations Officer	Kim Flynn

Head of centre

The 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 centre has appropriate accommodation to support the size of the cohorts being taught
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensures a named member of staff acts as the Special Educational Needs Coordinator (SENCO)
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures “that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or onscreen test.
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including the location of the centre’s secure storage room is in an area solely assigned to examinations
- The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- Ensures that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HOC to act immediately in the event of an emergency or staff absence)

4.0 Exam contingency plan

The Cumberland School’s contingency plan can be found on the school’s website and should be read in conjunction with this Exams Policy.

5.0 Internal appeals procedure

- Ensure candidates with an entry for centre assessed work are informed of the mark(s) awarded

- Having received a request for a review, ensure that the review of marking is carried out by an assessor who has appropriate competence, and had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review
- Instruct the reviewer to ensure that the candidates mark is consistent with the standard set by the centre
- Inform the candidate promptly in writing the outcome of the review of the centre's marking
- Have in place, and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates. The Cumberland School's Controlled Assessment, Non-Exam Assessment and Internal Appeals policy can be found on the school's website and should be read in conjunction with this Exam Policy.

6.0 Complaints and appeals procedure

The Cumberland's School's complaints and appeals procedure can be found on the school website under Exam Policies. The centre agrees to draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification.

7.0 Disability policy (exams)

The Cumberland School has a disability policy for exams showing that the centre's compliance with relevant legislation is in place. The Cumberland School's exams disability policy can be found on the school's website and should be read in conjunction with this Exam Policy.

The head of centre/senior leadership team agrees to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This includes a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Our written disability policy, setting out how the centre seeks to comply with the Equality Act 2010† and fully support disabled candidates, is available for inspection purposes. It includes a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification.

8.0 Child protection/safeguarding policy

The Cumberland School ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements. The Cumberland School's safeguarding policy can be found on the school website.

9.0 Data protection policy

The centre has a data protection policy in place. The Cumberland School's Data Protection Policy should be read in conjunction with this Exam Policy.

10.0 Planning: Roles and Responsibilities

The Exams officer

- Understands the contents of annually updated JCQ publications including:
 - General regulations for approved centres Instructions for conducting examinations
 - Suspected Malpractice in Examinations and Assessments
 - Post-results services (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines are met

- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments

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’)
- The qualified access arrangements assessor works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification

Head of department (HOD)

- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meets internal deadlines set by the EO and SENCO
- Ensures teaching staff keep themselves updated with awarding body teacher specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCO
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend training, updates, briefings and review sessions as required and 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 EO in dealing with exam-related dispatches with due regard to the security of confidential materials

Site staff

- Support the EO in relevant matters including deliveries of exam materials also relating to exam rooms and resources

Candidates

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

11.0 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.

12.0 Information sharing

Head of centre

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

Exams officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

13.0 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 (Intention to run form)
- 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 and collects information on internal exams to enable preparation for and conduct of all mock exams and controlled assessments.

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 from the exams officer and adheres to them

14.0 Access arrangements

Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly

- Ensures the SENCO is fully supported in effectively implementing access arrangements and reasonable adjustments once approved .

SENCO

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre delegated
- Gathers signed **data protection notices** from candidates where required
- Applies for **approval** through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period

15.0 Word processor policy (exams)

This policy sets out the expectations for the **use of word processors** in exams and assessments.

Senior Leaders, Head of department, teaching staff

- Support the SENCO in identifying and implementing appropriate access arrangements
- Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations. The Cumberland Schools Word Processor policy can be found on the schools website and should be read in conjunction with this Exam Policy.

16.0 Separate invigilation policy within the centre

- Candidates will be seated separately within exams if they have access arrangements as part of their normal working practice. Candidates will be seated separately within exams if they have mental health issues (such as anxiety, depression) which causes them more stress during exam time. This must be verified by parental permission, reflect normal working practices and best meet the needs of the individual candidate.
- Candidates will be seated separately within exams if their behaviour is such that it would likely cause a disturbance to other students.
- The Cumberland 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.

17.0 Internal assessment and endorsements

Head of centre

- Ensures an internal appeals procedures 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 policy for the management of controlled assessment is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment

18.0 Controlled assessment, Non-examination assessment and internal appeals policy

The Controlled Assessment, non-examination assessment and internal appeals policy is in place for new GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy). The Cumberland School Controlled assessment, Non-Exam Assessment & Internal Appeals policy can be found on the schools website and should be read in conjunction with this Exam Policy. This policy ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required.

Responsibilities:

Leadership

- 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

Heads of department

- Ensure teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ Instructions for conducting controlled assessments and the specification provided by the awarding body
- Ensure teaching staff delivering legacy GCE unitised AS and A-level qualifications and (which include elements of coursework) Entry Level or Project qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensure teaching staff delivering new 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
- Ensure 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

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
- 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 candidate's documents that are annually updated

19.0 Invigilation

Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher

Exams officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

20.0 Estimated entries

Roles and responsibilities

Exams officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from HODs in a timely manner to ensure awarding body external deadlines for submission can be met Estimated entries collection and submission procedure
- Responds to requests for estimated entries from the awarding bodies. Subject teachers are asked to submit estimated number of candidates. The EO processes this information via the awarding bodies' websites.

Heads of department

- Provide information requested by the EO to the internal deadline
- Informs the EO immediately of any subsequent changes to information

21.0 Final entries, collection and submission procedure

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
- Requests final lists of candidates to be given to the exams office
- Enters the candidates via SIMS and A2C. If either of these systems fail, the EO enters the candidates via the awarding body's website.

Heads of department

- Provide 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

22.0 Entry fees

- Entry fees are paid by the Exam Department.

23.0 Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries.
- Charges any late or other penalty fees to departmental budgets, unless the situation is requested by the parent(s).

Head of department

- Minimises the risk of late entries by following procedures identified by the EO in relation to making final entries on time meeting internal deadlines identified by the EO for making final entries

24.0 Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking

Teaching staff

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

Candidates

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

25.0 Pre-exams: roles and responsibilities

25.1 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 (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)

25.2 Briefing candidates

Exams officer

- Issues individual exam timetable information to candidates
- 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 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

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

25.3 Access to scripts, enquiries about results and appeals procedures

- Information about ATCs, EARs and appeals procedures are detailed in the student's examination handbook and distributed to students before the Easter half term along with their statement of entries.

25.4 Dispatch of exam scripts

Exams officer

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

25.5 Estimated grades

Head of department

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

Exams officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

26.0 Internal assessment and endorsements

Head of centre

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

Exams officer

- 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

SENCO

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

Teaching staff

- Support the SENCO in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

Head of department

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline

- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

Candidates

- Authenticate their work as required by the awarding body

27.0 Invigilation

Exams officer

- Provides an invigilation handbook and/or trains/updates invigilator annually
- 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)
- 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

SENCO

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

Invigilators

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

28.0 JCQ inspection visit

The school understands that JCQ inspectors can visit the school at anytime to verify that the school is managing Amun's appropriately.

Exams officer

- Will accompany the Inspector throughout the visit seating and identifying candidates in exam rooms
- Ensures a procedure is in place to verify candidate identity including private candidates

29.0 Verifying candidate identity procedure

- For all exams, a member of staff identifies candidates before the start the exam.
- In the Sports Hall, if the invigilator is unsure about the identity of a candidate, she/he will contact the EO for verification.
- The EO ensures invigilators are aware of the procedure
- The EO provides seating plans for exam rooms according to JCQ and awarding body requirements
- Invigilators follow the procedure for verifying candidate identity provided by the EO.
- Invigilators seat candidates in exam rooms as instructed by the EO on the seating plan

30.0 Security of exam materials

Exams officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Site staff

- Follow the process to record confidential materials delivered to the centre and issued to the exam officer

All staff

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

Timetabling and rooming

Exams officer

- Produces an examination timetable for each exam series
- Identifies and resolves candidate exam clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- 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

- EO informs SENCO 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

31.0 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 using the JCQ Alternative Site form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

32.0 Transferred candidate arrangements

Exams officer

- Liaises with the host or entering centre, as required to ensure process requests to the awarding body are made by the deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

33.0 Internal/mock exams

Exams officer

- Prepares for the conduct of internal exams under external conditions
- Provides a mock exam timetable of subjects and rooms
- Provides seating plans and or lists for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation and briefs invigilators on conducting internal exams
- Informs teachers that candidate scripts are ready for collection and marking

SENCO

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

Teaching staff

- Provide exam papers and materials to the EO. Support the SENCO in making appropriate arrangements for access arrangement candidates

Invigilators

- Conduct internal exams as briefed by the EO

34.0 Access arrangements

Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

35.0 Candidate absence from examination

35.1 Candidate absence

- If a candidate is absent, the EO first checks if the candidate is registered on site. If they are registered, the EO is to inform the Year 11 school mentor who will contact them. If the candidate is not registered in school, the Year 11 school mentor will phone the parents of the student.
- The reason for the absence is established and the possibility of a late start for their exam or an application for special considerations is discussed.
- Candidates are charged relevant entry fees for unauthorised absence from exams at the head teacher's discretion.

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

35.2 Candidate late arrival

Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- Warns candidates that their work may not be accepted by the awarding body

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

35.3 Candidate late arrival policy

- If a candidate arrives up to 30 minutes late for an exam, they will be briefed by the EO before entering the exam room.
- They may then sit down quietly and do their exam.

- Any pupil, who is unavoidably detained on the way to an exam, should give their watch, mobile phone and any other electronic device to a responsible adult. This adult should take these materials to the exam and hand them over to the invigilator, to be returned to the candidate at the end of the exam.
- The EO will ask the responsible adult to make a statement about the circumstances surrounding the late arrival.
- The EO will then use this statement and any other available reports to support the application for the late start exam to be accepted by the awarding body.
- Any persistently late candidates will be reported to the Head of Learning.

36.0 Conducting exams

Head of centre

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

Exams officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an exam day checklist to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

37.0 Dispatch of exam scripts

Exams officer

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

38.0 Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened, that another member of staff or an invigilator checks the time, date and paper details
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes 24 hours after the published finishing time of the exam, or until any clash candidates have completed the exam

39.0 Exam rooms

Head of centre

- Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- Ensures only authorised 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 that being water in a transparent bottle with all labels removed

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)
- Ensures sole invigilators have an appropriate means of summoning assistance

- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior leadership

- 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 as per the Emergency evacuation policy
- The Cumberland School's Emergency evacuation policy can be found on the school website.

Site staff

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

Invigilators

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

Candidates

- For exams of less than one hour, candidates are required to remain in the exam room for the full duration of the exam
- For exams of one hour or more, candidates must stay in the exam room until 10.00am for morning exams, 2.30 for afternoon exams.

40.0 Emergency Evacuation Policy

The Cumberland Schools Emergency evacuation policy can be found on the schools website and should be read in conjunction with this Exam Policy.

41.0 Irregularities

Head of centre

- Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body immediately, by completing the appropriate documentation

42.0 Managing poor behaviour & malpractice

- Any poor behaviour or malpractice will be recorded by the invigilator in the incident log provided for that purpose in the invigilation book.
- If appropriate it will be reported to the Head of Centre and to the Awarding Body.
- Parents will be informed by senior leadership or the head of learning.
- The head of centre & examination officer has the authority to remove a candidate from the examination room, but will only do so if the candidate would disrupt others by remaining in the room.

Senior leaders

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

Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

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

43.0 Special consideration policy

Exams officer

- If a candidate feels they have been disadvantaged while taking an exam, they should inform the EO stating why they were disadvantaged. If, after consultation with the invigilator and HOC, the appeal for special consideration is thought to be justified, the EO will make the appropriate application to the awarding body on-line.
- Candidates are advised that medical/professional certificates are normally required for special considerations.
- The Exams officer processes appropriate requests for special consideration to awarding bodies and gathers evidence which may need to be provided by other staff in centre or candidates, then submits requests to awarding bodies to the external deadline

Candidates

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

44.0 Unauthorised materials

Arrangements for unauthorised materials taken into the exam room

- Before an exam starts, candidates are invited to place all unauthorised materials, mobile phones, into the phone box to be kept under the supervision of the invigilator for the duration of the exam.
- If a candidate is found to have unauthorised material(s) on his/her person or desk during the exam, the invigilator will ask the candidate to give it to them. If the candidate refuses, the invigilator will contact the EO who will come and speak to the candidate.
- After the exam, procedures will be explained to the candidate in a confidential setting. The awarding body will be informed of the incident.
- Watches are to be put on the corner of the desk.
- No smart watches are allowed into the exam venues.
- Invigilators are informed of the arrangements through training

45.0 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

46.0 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 so that results may be discussed and decisions made on the submission of enquiries 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) (a results day programme) are in place

46.1 Results day programme

- Day before results day, the EO's team will prepare postal envelopes addressed to each candidate.
- Candidates may come in to the centre by prior arrangement.
- Information to remind candidates and parents about ATs, EARs and appeals procedures will be included with both the postal communications.
- A senior member of staff will be available to speak to parents on results day and the following day.

Site staff

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

46.2 Accessing results

Exams officer

- Informs candidates in advance of when and how results will be released to them
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

47.0 Post-results services

Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a 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

Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies (see also above Briefing candidates and Access to scripts, enquiries about results and appeals procedures)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and collect candidate informed consent (after the publication of results)
- 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

48.0 Analysis of results

The Data Manager

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required

49.0 Certificates

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

50.0 Issue of certificates procedure

- Certificates are checked in by the EO as they arrive.
- They are collected during the Certificate Evening in November and any certificates not collect are then sent by post to the candidates by the main school office.

Candidates

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

51.0 Retention of certificates policy

- Any certificate that is returned is kept for 1 years in the exams office.
- The EO tries to contact the recipient by email or phone and redirects it if possible.

52.0 Review: roles and responsibilities

Exams officer

- Provides Exam leadership 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

53.0 Retention of records

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

53.1 Exams archiving policy

- The exams documents for archiving are kept in the secure exam cupboard on the top floor near to the reprographics room.
- Returned coursework is offered to teachers.

- If not required it will be destroyed after one year.
- Documents relating to SAAs are kept by departments for 1 year in their secure cupboards.
- Paperwork relating to the actual exams, attendance registers, non-use of extra time forms, seating plans, USB and word processor documents, are kept in the exams office for one year.

Responsible for review	Dawn Wilkes
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