



# The Axholme Academy Exam Policy

External Examinations Policy

2020/21

The centre is committed to ensuring that the exams management and administration process is run effectively and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- 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 according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy which is accessible on Google Drive and published on the Academy website.

This external examination policy will be reviewed every three years by the Principal (Head of Centre), Vice Principal and Examinations Officer.

### **Roles and Responsibilities**

The **Head of Centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments.

The **Examinations Officer** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

#### **Head of Centre**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  1. General Regulations for Approved Centres (GR)
  2. Instructions for Conducting Examinations (ICE)
  3. Access Arrangements and Reasonable Adjustments (AA)
  4. Suspected Malpractice - Policies and Procedures (SM)
  5. Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
  6. A guide to the special consideration 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 confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
  1. the centre status being suspended
  2. the centre not being able to submit examination entries
  3. the centre not receiving or being able to access question papers
- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader, the examinations officer (EO) and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent
- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during an examination
- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned
- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  1. the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  2. appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
  3. access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (ensuring only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility as one of the two to six key holders)
  4. the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  5. that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Obtains written approval from the relevant awarding body before permitting a third party to deliver any part of a qualification including assessments
- Through taking an ethical approach and working proactively to avoid malpractice among students 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 equalities 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
  1. 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)
  2. a candidate is being taught and prepared for a qualification which includes 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
  1. a member of exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
  2. a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
  3. 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
- 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
- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

## **Conflict of Interest**

The JCQ has specific requirements regarding potential conflicts of interest relating to examinations:

The awarding bodies are required by the qualification regulators to ensure that any Conflict of Interest in relation to the design, delivery and awarding of examinations/assessments is identified, recorded and managed effectively. In turn, centres are required to take all reasonable steps to ensure that the awarding bodies are able to comply with this regulatory condition.

### ***What is a Conflict of Interest?***

A Conflict of Interest occurs where any member of staff who has access to privileged information, or is responsible for making decisions about assessment outcomes, could, potentially, use that information, or their position, to give an unfair advantage to a close friend or relative entered for an examination/assessment at your or any other centre. The term 'Related People' is used to cover close friends or relatives. A Conflict of Interest also occurs if any member of centre staff is entered for an examination/assessment.

### ***Who are Related People?***

'Related People' are those with whom the member of staff has a close relationship. It would certainly include spouses, children and siblings, but would also include close friends, relatives and members of the household where there is regular contact, such that privileged information might be shared inappropriately. A step-relative, cousin, niece, etc., would count if the contact with that person was close and frequent.

The Academy will ensure that all conflicts of interest or potential conflicts of interest are managed and resolved. Ensure that the contractual arrangements clearly set out any obligations on them to declare and manage conflicts of interest arising from other activities that they undertake. Ensure that anyone who has access to confidential assessment material for a qualification understands the confidential nature of the content. Ensure that all members of staff declare any interest for friends or family sitting examinations – *please see annexe A and annexe B.*

## **Examinations Officer**

- Understands the contents of annually updated JCQ publications including:
  1. General Regulations for Approved Centres
  2. Instructions for Conducting Examinations
  3. Suspected Malpractice - Policies and Procedures
  4. Post-results services (PRS)
  5. A guide to the special consideration process
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met

- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of 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

### **The Senior Leadership Team**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  1. General Regulations for Approved Centres
  2. Instructions for Conducting Examinations
  3. Access Arrangements and Reasonable Adjustments
  4. Suspected Malpractice - Policies and Procedures
  5. Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
  6. A guide to the special consideration process
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

### **Special Educational Needs Co-ordinator (SENCo)**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  1. 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 ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

## **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 subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

## **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, or member of the SLT, before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and await further instruction
- Collection of all examination stationery and other issued materials and await further instruction.

## **Administration/Operational Staff**

- Support the EO in the receipt and dispatch of confidential exam material and follow requirements for maintaining the integrity and confidentiality of the exam materials
- Support the EO in relevant matters relating to exam rooms and resources

## **The Exam Cycle**

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

1. Planning
2. Entries
3. Pre-exams
4. Exam time
5. Results and post-results



## **Planning**

### **Information Gathering**

#### ***The Exams Officer will***

- Undertake 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
- Research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Communicate with all relevant centre staff to ensure all external and internal deadlines can be effectively met
- Collect information on internal exams to enable preparation for and conduct of mock examinations.

### **Access Arrangements**

#### ***The Head of Centre will***

- Ensure there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensure 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*
- Ensure the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

#### ***The SENCo will***

- Assess candidates to identify access arrangements requirements
- Gather evidence to support the need for access arrangements for a candidate
- Liaise with teaching staff to gather evidence of normal way of working of an affected candidate
- Determine candidate eligibility for arrangements or adjustments that are centre-delegated
- Gather signed *Personal data consent, Privacy Notice (AAO) and Data Protection confirmation* forms from candidates where required
- Apply for approval through *Access arrangements online (AAO)* via the *Centre Admin Portal (CAP)*, where required or through the awarding body where qualifications sit outside the scope of AAO
- Keep a file for each candidate for JCQ inspection purposes containing all the required documentation
- Employ good practice in relation to the Equality Act 2010
- Liaise with the EO regarding exam time arrangements for access arrangement candidates
- Ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangements and keeps a record of the content of training provided to facilitators for the required period

- Work with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provide and annually reviews a centre policy on the use of word processors in exams and assessments

## **Internal Assessments and Endorsements**

### **Controlled Assessments, Coursework and Non-examination Assessments**

#### ***The Head of Centre will***

- Ensure arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions
- Ensure that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provide fully qualified teachers to mark non-examination assessments
- Ensure 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

#### ***The Senior Leadership Team will***

- 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
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow *JCQ Instructions for conducting coursework* and the specification provided by the awarding body
- Ensure teaching staff delivering GCSE specifications (which include components of non-examination assessment) follow *JCQ Instructions for conducting non-examination assessments* and the specification provided by the awarding body
- For other qualifications, ensure 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 will***

- 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 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

***The Exams Officer will***

- Identify relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signpost teaching staff to relevant *JCQ Information for candidates documents* that are annually updated

**Invigilation**

***The Head of Centre will***

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

***The Exams Officer will***

- Recruit additional invigilators where required to effectively cover all exam series' throughout the academic year
- Collect information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provide training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensure 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 arrangements
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangements awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

**Entries**

**Estimated Entries**

***The Exams Officer will***

- Request estimated 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
- Makes candidates aware of the *JCQ Information for candidates – Privacy Notice* when entries are being processed for a general qualification]

***The Senior Leadership Team/Heads of Department will***

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

## **Final Entries**

### ***The Exams Officer will***

- Request final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Inform HoDs of subsequent deadlines for making changes to final entry information without charge
- Observe each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments

### ***The Senior Leadership Team/Heads of Department will***

- Provide information requested by the EO to the internal deadline
- Inform 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
- Check final entry submission information provided by the EO and confirms information is correct

## **Entry fees**

- The centre will pay all normal exam fees on behalf of candidates
- Candidates or departments will not be charged for changes to tier of entry, withdrawals or amendments provided they are made within the deadlines set by the awarding bodies.

## **Late entries**

### ***The Exams Officer will***

- Have clear entry procedures in place to minimise the risk of late entries
- Charge any late or other penalty fees to departmental budgets

## **Candidate Statements of Entry**

### ***The Exams Officer will***

- Provide candidates with statements of entry for checking

### ***Teaching staff will***

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

### ***Candidates will***

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

## **Pre-exams**

### **Access arrangements**

#### ***The SENCo will***

- Ensure 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 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**

#### ***The Exams Officer will***

- Issue individual exam timetable information to candidates and add the contingency day to the Academy calendar that may be needed in the event of a national or significant local disruption to exams
- Prior to exams, upload the relevant JCQ information for candidates documents to the Academy website
- Issue centre exam information to candidates throughout the exam cycle 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

### **Dispatch of exam scripts**

#### ***The Exams Officer will***

- Identify and confirm arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

## **Internal assessment and endorsements**

### ***The Head of centre will***

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

### ***The SENCo will***

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

### ***Teaching staff will***

- 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

### ***The Senior Leadership Team will***

- 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

### ***The Exams Officer will***

- Submit marks, endorsement grades and samples to awarding bodies and moderators to meet the external deadline
- Keep a record to track what has been sent
- Log moderated samples returned to the centre
- Ensure teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

### ***Candidates will***

- Authenticate their work as required by the awarding body

## **Invigilation**

### ***The Exams Officer will***

- Train new invigilators on appointment and update experienced invigilators on any regulation changes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1

basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)

- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

***The SENCo will***

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

***Invigilators will***

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

**JCQ Centre Inspections**

***The Exams officer or a member of The Senior Leadership Team***

- Will accompany the Inspector throughout a visit

***The SENCo or relevant member of The Senior Leadership Team (in the absence of the ALS lead/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

**Seating and identifying candidates in exam rooms**

***The Exams Officer will***

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

***Invigilators will***

- 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

**Candidate Identification Procedure**

*In order to identify all candidates, the centre will provide a seating plan detailing both candidate names and candidate numbers for each examination, in addition to an A4*

*photographic of all students in the cohort. Candidates will also have a label on their allocated desk with their photo, name and candidate number. A private/external candidate or a transferred candidate who is not known to the Academy must show photographic evidence to prove that he/she is the same person who entered/registered for the examination, eg. passport or driving licence. Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes. The centre will inform candidates of this procedure before their first examination. Once identification has been established, the candidate should replace, for example, their veil, and will proceed as normal to sit the examination.*

## **Security of exam materials**

### ***The Exams officer will***

- Ensure that confidential materials are only handed over to those authorised by the Head of Centre
- Ensure only persons authorised by the Head of Centre and the Exams Officer are allowed access to the centre's secure storage facility as one of the two to six key holders
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensure a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Ensure the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensure that examination stationery, 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)
- Ensure the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

### ***Administration/Operational Staff will***

- 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 will***

- 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*****The Exams officer will***

- Produce a master centre exam timetable for each exam series
- Identify and resolve candidate exam timetable clashes according to the regulations
- Identify exam rooms and specialist equipment requirements
- Allocate invigilators to exam rooms according to required ratios
- Liaise 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

***The SENCo will***

- Liaise with the EO regarding rooming of access arrangement candidates
- Liaise with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

***Administration/Operational Staff will***

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

**Alternative site arrangements*****The Exams officer will***

- Ensure 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 (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

**Centre consortium arrangements*****The Exams officer will***

- Process applications for Centre Consortium arrangements through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

***The Senior Leadership Team will***

- Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

**Transferred candidate arrangements**

***The Exams officer will***

- Liaise with the host or entering centre, as required
- Process 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) inform the candidate of the arrangements that have been made for their transferred candidate arrangements

**Mock Examinations**

***The Exams officer will***

- Prepare for the conduct of internal exams under external conditions
- Provide a centre exam timetable of subjects and rooms
- Provide seating plans for exam rooms
- Request internal exam papers from teaching staff
- Arrange invigilation

***The SENCo will***

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

***Teaching staff will***

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

**Exam Time**

**Access arrangements**

***The Exams officer will***

- Provide cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Have a process in place to deal with emergency access arrangements as they arise at the time of exams and apply for approval through AAO where required

## **Candidate Late Arrival**

### ***The Exams Officer will***

- Ensure 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
- Warn candidates that their script may not be accepted by the awarding body
- Ensure late arrivals are logged on the exam room incident log by invigilators

## **Conducting exams**

### ***The Head of Centre will***

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

### ***The Exams Officer will***

- Ensure exams are conducted according to JCQ and awarding body instructions
- Use 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**

### ***The Exams officer will***

- Dispatch scripts as instructed by JCQ and awarding bodies and keep an appropriate record to track this

## **Exam papers and materials**

### ***The Exams Officer will***

- Organise exam question papers and associated confidential resources in date order in the secure storage facility
- Attach erratum notices received to relevant exam question paper packets
- Collate attendance registers and examiner details in date order
- Regularly check mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensure care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. 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 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

## **Exam rooms**

### ***The Head of Centre will***

- Ensure that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensure that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensure only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensure the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensure the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

### ***The Exams Officer will***

- Ensure exam rooms are set up and conducted as required in the regulations
- Provide invigilators with appropriate resources to effectively conduct exams
- Brief 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)
- Ensure 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)
- Ensure 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
- Ensure 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
- Provide authorised exam materials which candidates are not expected to provide themselves
- Ensure invigilators and candidates are aware of the emergency evacuation procedure
- Ensure invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

### ***The Senior Leadership Team will***

- 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

### ***Administration/Operational Staff will***

- 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

### ***Candidates***

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

### **Irregularities & Malpractice**

#### ***The Head of Centre will***

- Ensure 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

#### ***The Senior Leadership Team will***

- 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

#### ***The Exams Officer will***

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

#### ***Invigilators will***

- 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 or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

### **Special consideration**

#### ***The Exams Officer will***

- Process eligible applications for special consideration to awarding bodies with support from Heads of Department and SLT
- Gather evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

#### ***Candidates will***

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

## **Results and Post-results**

### **Internal assessment**

#### ***The Senior Leadership Team will***

- Ensure 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
- Ensure work is returned to candidates or disposed of according to the requirements

### **Managing results day**

#### ***The Head of Centre and Senior Leadership Team will***

- Identify centre staff who will be involved in the main summer results day and their role
- Ensure 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
- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

#### ***The Exams Officer will***

- Work with senior leaders to ensure procedures for managing the main summer results day are in place

### **Accessing results**

#### ***The Head of Centre will***

- Ensure results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understand that it is not permitted to withhold provisional results from candidates under any circumstances

#### ***The Exams Officer will***

- Inform candidates in advance of when and how results will be released to them for each exam series
- Access results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolve any missing or incomplete results with awarding bodies
- Issue 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**

### ***The Head of Centre will***

- Ensure an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- 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)

### ***The Exams Officer will***

- Provide information to candidates and staff on the services provided by awarding bodies and the fees charged
- Publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provide a process to record requests for services and to collect candidate informed consent and fees where relevant
- Submit requests to awarding bodies to meet the external deadline for the particular service
- Track requests to conclusion and informs candidates and relevant centre staff of outcomes

### ***Candidates will***

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

## **Analysis of results**

### ***The Head of Centre, Vice Principal, Exams Officer and Data Manager will***

- Provide analysis of results to appropriate centre staff
- Provide results information to external organisations where required
- Undertake the [secondary school and college \(key stage 4/16-18\) performance tables June and September checking exercise \(where applicable\)](#)

## **Certificates**

Certificates are provided to centres by awarding bodies after results have been confirmed. Students are invited to an Awards Assembly in the Autumn Term when candidates and their families can attend to celebrate and receive all the certificates they have received. Candidates who are unable to attend should collect their certificates in person from the Academy following the event – they will need to be signed for upon collection.

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.

The Axholme Academy is obliged to keep certificates for a period of one year after issue. If they remain unclaimed after this time, they will be disposed of securely.

## **Exams Review**

### ***The Exams Officer will***

- Provide 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
- Collect and evaluate feedback from staff, candidates and invigilators to inform an exams review

### ***The Senior Leadership Team will***

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

## **Retention of Records**

### **The Exams Officer will**

- Keep records as required by JCQ and awarding bodies for the required period
- Keep records as required by the centre's records management policy
- Provide an exams archiving policy that identifies information held, retention period and method of disposal – this policy is held in the Staff Share Area on Google Drive





## **ANNEXE B**

**DECLARATION OF INTEREST FORM – all records are subject to inspection by JCQ upon request and will be kept for a minimum of one year after results have been issued for the relevant exam series**

Name		Job Title	
Subject taught (if applicable)			
I have no Declaration of Interest to declare (please tick)			<input type="checkbox"/>
I will be sitting an exam/assessment at this centre (delete as appropriate)			
Yes			
No			
Qualifications I am to be entered for			
Awarding Body	Qualification Type	Specification	
Steps I have taken to seek an alternative centre at which to sit the qualifications			
I have access to confidential assessment materials (in the centre's secure storage facility and/or through an awarding body secure extranet site) and I am entered for an exam at another centre (delete as appropriate)			
Yes			
No			
Qualifications I am to be entered for			
Awarding Body	Qualification Type	Specification	

Entering centre name		
Entering centre number		
<p>I have access to the centre's secure storage facility and I have one or more 'Related People' sitting exams, at this centre or elsewhere</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>		
Name of related person (the candidate)		
<p>Where is the candidate is sitting their exam/assessment (delete as appropriate)?</p> <p style="text-align: center;">This centre</p> <p style="text-align: center;">Another entering centre</p>		
Candidate number (if this centre)		
Relationship		
Entering centre name		
Entering centre number (if known)		
<p>I am involved in making assessment decisions for centre marked components for 'Related People' (delete as appropriate)</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">No</p>		
Name of related person (the candidate)		
Candidate number		
Relationship		
Qualifications candidate to be entered for		
Awarding Body	Qualification Type	Specification

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Date		Signature	
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**Head of Centre/Exams Officer Use Only**

Date	Action
	Completed Declaration Form received
	Recorded on Conflict of Interest Log
	Awarding Body informed of specific Conflict of Interest (where applicable)
	Member of staff informed of steps to manage the risk represented by specific Conflict of Interest.