



Kelmscott School

"Putting Learning First"

Examinations Policy

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Purpose of policy

The purpose of this policy is to 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

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.

1. Exam responsibilities

Head of Centre

The 'head of centre' is the most senior operational officer in the organisation. This may be the Headteacher of a school, the principal of a college, the Chief Executive Officer of an Academy Trust or the Managing Director of a company or training provider. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this policy.**

Overall responsibility for the school as an exam 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 - Policies and Procedures](#) (SM)
 - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
 - [A guide to the special consideration process](#) (SC)

National Centre Number Register

- Takes responsibility for confirming, on an annual basis, that they are both 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:
 - o the centre status being suspended
 - o the centre not being able to submit examination entries

- o the centre not receiving or being able to access question papers
- o Awarding bodies could withdraw approval of the centre

Recruitment, selection and training of staff

- 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(s), the examinations officer (EO) and the SENDCo 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 SENDCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities

Internal Governance

- 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. *Please see Appendix 14*
- 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

Delivery of Qualifications

- 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
- Where/if using a third party to deliver any part of a qualification at the centre:
 - o maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - o has in place a written agreement with the third party ensuring that a copy of the written agreement is available for inspection if requested by the awarding body

Public Liability

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

Conflicts of interest

- Ensures the relevant awarding bodies are informed of any Conflict of Interest where
 - o 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)
 - o 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

- o 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
 - o 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)
 - o 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

Centre inspections

- 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

Exams Officer

Manages the administration of public and internal exams and analysis of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by various exam boards
- 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
- oversees the production and distribution of staff, governors and candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- works with the SENDCo 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
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimates entries
- receives, checks and stores securely all exam papers and completed scripts
- identifies and manages exam timetable clashes
- line manages the exam invigilators in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- submits candidate's coursework marks, tracks despatch and stores returned coursework and other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests

- Maintains systems and processes to support the timely entry of candidates for the exams.

Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of coursework mark sheets and declaration sheets
- Accurate completion of entry and all other marks sheets and adherence to deadlines as set by the exams officer

Teachers

- Notification of access arrangements (as soon as possible after the start of the course)
- Submission of candidates names to head of department/curriculum

SENDCo

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: [Access Arrangements and Reasonable Adjustments](#)
- Administration of access arrangements
- Identification and testing of candidates, requirements for access arrangements
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help learners achieve their course aims

Exam Invigilators

- Collection of exam papers and other material from the exams office before the start of the exam
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office

Candidates

- Confirmation and signing of entries
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own
- Arriving on time to all examinations and following JCQ rules
- Understanding JCQ notices to candidates

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the senior leadership team.

The statutory tests and qualifications offered are GCSE, Entry Level, Functional Skills and BTEC. Additional qualifications include ECDL and Cambridge Nationals

Decision of whether a candidate should take an individual subject will be taken in consultation with the subject teachers, heads of department and the headteacher.

At Key Stage 4:

All candidates will be entitled and enabled, to achieve an entry for qualifications from an external body.

At Post 16:

All candidates will be entitled and enabled, to achieve an entry for qualifications from an external body

3. Exam seasons and timetables

3.1 Exam seasons

- Internal exams are scheduled in December, March and April
- External exams are scheduled between May and June. Cambridge National exams can be held in January and June
- All internal exams are held under external exam conditions and mirror those which are sat in the summer

3.2 Timetables

- Once offered, the exams officer will circulate the exam timetables for internal exams and external exams

4. Entries, entry details and late entries

4.1 Entries

- Candidates are selected for their exam entries by the heads of department
- Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal
- The centre does not accept entries from external candidates. Staff cannot sit exams at their own centre unless as a last resort and another centre cannot be found. Evidence may be required by Abs

4.2 Late entries

- Entry deadlines are circulated to heads of department by the Exams Officer
- Late entries are authorised by the heads of department

5. Exam fees

- The centre will pay all normal exam fees on behalf of candidates
- Late entry or amendment fees are paid by departments
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies

Post exam enquiry fees are detailed in section 11 *Results, Enquiries about Results (EARs) and Access to Scripts*.

6. The Disability Discrimination Act (DDA); special needs and access arrangements

6.1 Please see *appendix 1 Disability Policy (exams)*

6.2 *Access arrangements*

- Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Making special arrangements for candidates to take exams is the responsibility of the SENDCo and the exams officer
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo
- Rooming for access arrangement candidates will be arranged by the exams officer and SENDCo
- Invigilation and support for access arrangement candidates will be organised by the SENDCo with the exams officer.

7. Security of Exam Materials

- We take all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - o the location of the centre's secure storage facility is a secure room solely assigned to examinations for the purpose of administering secure examination materials
 - o the secure room only contains exam-related material
 - o there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
 - o access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times
 - o appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
 - o the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - o that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened *Second Pair of Eyes Check*
- 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
- 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 any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided

to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*

- 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)

Reception staff

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

8. Contingency planning

- Contingency planning for exams administration is the responsibility of the Examinations Officer.
- See [appendix 5 Exam Contingency Plan](#) which is in line with the guidance provided by Ofqual, JCQ and awarding organisations.

9. Managing invigilators and exam days

9.1 Managing invigilators

- External invigilators will be used for internal and external exams. The recruitment of invigilators is the responsibility of the exams officer
- Securing the necessary Disclosure & Barring clearance (DBS) for new invigilators is the responsibility of the centre administration. DBS fees for securing such clearance are paid by the centre
- Invigilators are timetabled and briefed by the exams office. Training records will be kept by the EO in line with JCQ requirements
- Invigilators rates of pay are set by the centre administration

(Please see the Exam Invigilator Handbook for further information)

9.2 Exam days

- The Exams Officer will book all rooms after liaison with other users and make the question papers, other exam stationery and material available for the invigilator
- Site management is responsible for setting up the allocated rooms
- The exams officer will start all exams in accordance with JCQ guidelines
- EO ensures that the additional/second check (which takes place in the secure room if a question paper packet has to be split or in the designated exam room if not) is recorded

(In practical exams subject teachers may be on hand in case of technical difficulties).

Exam papers must not be read by subject teachers or removed from the exam room before the end of the session. Papers will be distributed to heads of department once 24 hours has passed from the published starting time of the exam.

10 Candidates, clash candidates and special consideration

10.1 Candidates

- The centre's published rules on acceptable dress, behaviour and candidates use of phones and all electronic devices apply at all times
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss of damage
- Disruptive candidates are dealt with in accordance with JCQ guidelines
- For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines

10.2 Clash candidates

- The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue

10.3 Special consideration

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor
- The exams officer will then forward a completed special consideration form from the relevant body within seven days of the exam

10.4 Candidate late arrival

Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a *report on candidate admitted very late to examination room* through CAP to timescale
- Warns candidates that their script may not be accepted by the awarding body

Invigilators

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

10.5 Verifying candidate identity

- Kelmscott School does not accept private candidates
- All internal candidates are known to staff and are pre-registered before the exam by relevant teaching staff and heads of department.
- All internal candidates have candidate slips on desks for each exam with their name and DOB on for extra verification
- Candidates are seen into exam rooms by members of staff
- Invigilators check attendance at start of each exam and complete register as required
- Vigilance is undertaken at start of exams and throughout the process to ensure candidates are correct and valid.

10.6 Food and drink in exams

- Water is encouraged within the examination room to aid concentration and hydration.
- All bottles are checked and labels removed. If a bottle arrives with its label it is removed by the invigilator.
- No other drink other than water is allowed
- Food is allowed for those students who request this as part of a medical condition (eg diabetic) It is not generally encouraged.

11 Coursework and appeals against internal assessments

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

11.1 Coursework/NEA

- Candidates who have to prepare non-examined assessment should do so by the end of the course
- Heads of department will ensure all NEA is ready for despatch at the correct time. The exams officer will keep a record of what has been sent and to whom
- All internally assessed work and unit marks/grades are provided to the exams officer by the heads of department when requested

11.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30th June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of the centre's finding will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection

Please find more information to the rear of this policy.

12 Results, enquiries about results (EARs) and access to scripts (ATS)

12.1 Results

- Candidates will receive individual results slips on results days either in person at the centre or by post to their home addresses
- Arrangements for the school to be open on results days are made by the Examinations Officer. The provision of staff on results days is the responsibility of the exams officer.

12.2 EARs

- EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking
- If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense

- When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged

Permission of the candidate will be sought prior to any EAR request, in accordance with JCQ regulation.

12.3 ATS

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

(See also Section 5: Exam fees)

13 Conducting Exams

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

13.1 Dispatch of exam scripts

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

13.2 Exam papers and materials

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures 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, exam papers and materials are released to teaching departments for teaching and learning purposes 24 hours after the exam start time, or until any timetable clash candidates have completed the exam

13.3 Exam rooms

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

14. Certificates

- Certificates are collected and signed for
- Certificates may be collected on behalf of a candidate by a third party provided they have been authorised to do so
- ABs do not replace certificates. A "Certifying Statement of Results" is only issued if a candidate agrees to pay the cost incurred

The centre retains certificates for one year. A "signed for" log is kept in the exams office for one year following distribution. Students are warned that certificates can be securely destroyed if not collected within 12 months, as per AB advice.

15. Linked policies

- Behaviour (inc anti-bullying) Policy
- Curriculum Policy
- SEND Policy
- Safeguarding Policy