

GUISELEY SCHOOL

Exams Policy

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Governors' Committee:	Curriculum Standards & Effectiveness
Responsible Officer:	Deputy Head teacher – Curriculum

Key staff involved in the policy

Role	Name(s)
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Exams officer line manager (Senior leader)	Steve Vasey Director Exams & Assessments
Exams officer	Ray Allen Exams Officer
ALS lead/SENCo	Kim Ratcliffe Lead SENCo, Oluchi Yusuf SENCo
Senior leader(s)	P Carney Deputy Head, S Gadd Assistant Head, R Wood Assistant Head, K Cook Assistant Head, C McGirr Assistant Head, R Probert Assistant Head, H Ogden Director of 6 th Form

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Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently 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

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.

Overtyping here how this policy will be communicated or brought to the attention of all those identified with roles and responsibilities within the policy. (You may also wish to include a section detailing how relevant information contained in this policy is made accessible/brought to the attention of candidates) (or delete this table if not deemed appropriate to include here)

Roles and responsibilities overview

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 to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ *General Regulations for Approved Centres* booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. (GR, section 1)

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.

The headteacher/Principal on site (the head of centre) may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

The head of centre and/or examinations officer may operate across more than one centre. In such cases the head of centre must ensure there is suitable senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan. (GR, section 2)

Head of centre 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 to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the** (*Instructions for conducting examinations*) **booklet**. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

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 - 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)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- 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 emails 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 personnel or JCQ personnel

Recruitment, selection, training and support

- 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 ALS lead/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 an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the ALS lead/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

External and internal governance arrangements

- 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

Escalation Process

Details can be found in the Examinations Escalation policy 2023-24, section 15 which is available on the exams section of the main school website Refer to GR (section 5.3 **External and internal governance arrangements**)

- Has in place a member of the senior leadership team who will provide effective support and supervision of the examinations officer to 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
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments
- Makes sure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the 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:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - 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

Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials
 - the secure room only contains exam-related material
 - there are between two and six keyholders only, each keyholder must fully understand their responsibilities as a key holder to the secure storage facility
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (the exams officer must be one of the keyholders) and staff approved by the head of centre are accompanied by a keyholder at all times
 - appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
 - appropriate arrangements are in place for handling secure electronic materials
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that when it is permitted to remove question paper packets 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
(If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- 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

Malpractice

- 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 and after assessments 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 immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require

Policies/procedures

Malpractice Policy (Exams)

Guiseley School follows the Policies and Procedures agreed by the Joint Council for Qualifications for dealing with breach of security and malpractice investigations related to candidates, centre staff and centres 2023/24. The Policies and Procedures are available on the exams section of the School Website.

Refer to GR (section 5.3) **Policies available for inspection**

Also refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** (<http://www.jcq.org.uk/exams-office/malpractice>) to update the centre's malpractice/plagiarism policy to acknowledge the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged) – most simply by referencing this document

- 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 where the head of centre, the examinations officer or SENCo is absent at a critical stage of the examination cycle)

The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

Exam Contingency Plan

Details can be found in the Examinations Contingency policy 2023-24, which is available on the exams section of the main school website Refer to GR (section 5.3) **Policies available for inspection**

Lockdown Policy (Exams)

Details can be found in the Examinations Lockdown policy 2023-24, which is available on the exams section of the main school website)

- Ensures an internal appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers

Internal Appeals Procedure

Details can be found in the Internal Appeals & Procedures 2023-24, which is available on the exams section of the main school website)

Refer to GR (section 5.7) **Centre assessed work**, (section 5.13) **Post-results services and appeals**, (section 5.3) **Policies available for inspection**)

- 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

Equalities Policy

Details can be found in the Equalities Policy 2023-24, which is available on the main school website.

Refer to GR (section 5.3) **Policies available for inspection**) and (5.4) **Access arrangements and reasonable adjustments**

- Ensures a complaints policy 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

Complaints Policy

Details can be found in the Complaints Policy 2023-24, which is available on the section of main school website.

Refer to GR (section 5.8) **Candidate information** and (section 5.3) **Policies available for inspection**

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

Child Protection/Safeguarding Policy

Details can be found in the Child Protection/Safeguarding Policy 2023-24, which is available on the exams section of the main school website.

Refer to GR (section 5.3) **Policies available for inspection**

- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

Data Protection Policy

Details can be found in the Data Protection Policy 2023-24, which is available on the main school website.

Refer to GR (section 5.3) **Policies available for inspection** and (5.8) **Candidate information**

Consideration may also need to be given to the centre's policy on sharing candidates' results and other exams related information with those with parental responsibility and third parties

Legislation on sharing information

Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that

candidate consent should be sought to share results or other exams-related information with a third party.

Other legislation and guidance may need to be taken into account regarding sharing information with parents, as example information from the DfE for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility (last updated 24 August 2023 to include)
www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance: guidance for headteachers
www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publication of exam results

Refer to ICO (Information Commissioner’s Office) Schools, universities and colleges information and Exam results

- Ensures the centre has a whistleblowing policy in place

Whistleblowing Policy (Exams)

Details can be found in the Whistleblowing Policy 2023-24, which is available on the exams section of the main school website.

Refer to GR (section 5.3) **Policies available for inspection**

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

Access Arrangements Policy

There is no current JCQ regulation for centres to specifically have an Access arrangements policy in place though it might be good practice to bring all aspects of the process together in one place thereby confirming the centre complies

There is no specific JCQ regulation that refers to a ‘policy’ requirement in this respect though it might be good practice to bring all aspects of the process together in one place thereby confirming the centre complies with GR (section 5.4) **Access arrangements and reasonable adjustments**

Conflicts of interest

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:
 - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
 - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre

- a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre.
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
 - Ensures members of centre staff do not forward emails 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 personnel or JCQ personnel

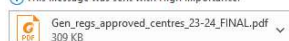
Prior to the National Level Qualification Entry deadline – 21 February 2023 all centre staff (including the external invigilators) were informed by e-mail on 18 October 2022 of Section 5.3(i) Page 11 of the General Regulations 2022-23 referencing Centre Responsibilities & Management with particular reference to the requirement to inform the examination awarding bodies of any “conflicts of interest” that may arise as detailed below.

GCE-CTEC-GCSE-CNAT SUMMER 2023 EXAMS + ASSESSMENTS - STAFF CONFLICTS OF INTEREST



Mon 04/12/2023 15:48

This message was sent with High importance.



Conflicts of Interest Policy (Exams)

Details can be found in the Conflicts of Interest Policy 2023-24, which is available on the exams section of the main school website)

Refer to GR (section 5.3) **Conflicts of interest** and **Policies available for inspection**

Conflicts of interest

manages conflicts of interest by informing the awarding bodies, before the published deadline for entries, of:

- *any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;*
- *any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; and*

maintains clear records of all instances where:

- *exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres.*
- *centre staff are taking qualifications at their centre which do not include internally assessed components/units;*
- *centre staff are taking qualifications at other centres.*

The head of centre must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Heads of centre should note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre.

The head of centre is responsible for ensuring that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials.

The head of centre must ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

National Centre Number Register and other information requirements

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre
- Ensures the National Centre Number Register annual update is responded to by the end of October every year
- 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. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update by completion of the Head of Centre Declaration
- 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:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papersand ultimately, awarding bodies could withdraw their approval of the centre

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

- Understands the contents of annually updated JCQ publications including:
 - General Regulations for Approved Centres
 - Instructions for conducting examinations
 - Suspected Malpractice - Policies and Procedures
 - Post-Results Services (PRS)
 - 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 every year
 - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
 - Informs the National Centre Number Register Team **immediately** (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
 - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
 - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- 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 ALS lead/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 (where required) 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 for each examination series
- 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

Senior leaders

- 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 - Policies and Procedures
 - Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
 - 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 ALS lead/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

Additional Learning Support (ALS) lead/Special educational needs co-ordinator (SENCo)

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification

Senior leaders

- 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 ALS lead/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

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALS lead/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 (on the current regulations), 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

Reception staff

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

Site staff

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

Candidates

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

The exam cycle

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

- planning
- entries

- pre-exams
- exam time
- results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

Planning: roles and responsibilities

Information sharing

Head of centre

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM, NEA (and the *Instructions for conducting coursework*) and SC

Exams officer

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

Information gathering

Exams officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of (insert the titles these internal exams are referred to in the centre)

Senior leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information
- Inform 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
- Note the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access arrangements

Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

ALS lead/SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed
- Applies 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
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- 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 thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations

Word Processor Policy (Exams)

Details can be found in the Word processor Policy 2023-24, which is available on the exams section of the main school website)

Refer to GR (section 5.3) **Policies available for inspection** and AA (section 5.8)

(the **criteria** the centre uses to award and allocate word processors for exams is detailed below)

- ▶ The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
 - ▶ in the classroom (where appropriate); or
 - ▶ working in small groups for reading and/or writing; or
 - ▶ literacy support lessons; or
 - ▶ literacy intervention strategies; and/or
 - ▶ in internal school tests/examinations
 - ▶ mock examinations

The only exceptions to the above would be a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course. [AA 5.8]

Refer to GR (section 5.3) and AA (section 5.8)

- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Alternative Rooming Arrangements Policy (Exams)

There is no current JCQ regulation for centres to specifically have an Alternative Rooming Arrangements Policy (Exams) policy in place though it might be good practice to bring all aspects of the process together in one place thereby confirming the centre complies

Refer to AA (sections 4.2, 5.16) and ICE (section 14.18)

Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation)

Why have a policy on this?

In certain circumstances, a candidate with 'an established difficulty' may be eligible to take exams in alternative rooming arrangements. Centres may also receive requests from candidates (and/or parents/carers) to take their exams in alternative rooms. Having a documented policy ensures:

- the criteria for candidates granted alternative rooming arrangements is clear and complies with JCQ regulations
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

Senior leaders, Teaching staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Produce a word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

Head of centre

Controlled assessments, coursework and non-examination assessments

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed marks
- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)

Non Examination Assessment Policy

There is no current JCQ regulation for centres to specifically have a Non Examination Assessment policy in place though it might be good practice to bring all aspects of the process together in one place thereby confirming the centre complies

The Non-Examinations Assessment policy is available in the Examinations section of the Guiseley School website and the exams office.

All staff are placed on notice regarding the Schools Non-Examined Assessment Policy and in particular with regards to JCQ Instructions for Conduct of Non-exam Assessments 2023-24 in school and the ruling in Section 4.2 "NO TEMPLATES RULING"

This is Section 4.2 as it is worded in the ICNA booklet and ALL Teaching Staff involved in Non-examined Assessments at GCE-GCSE level are required to read and understand this. Section 4.2 of the ICNA 2023-24 is also referred to in the school Examinations Policy 2023-24.

Refer to [GR](#) (sections 5.3x, 5.7) and [NEA](#) (section 1)

4.2 Advice and feedback

As appropriate to the subject and component, centres should advise candidates on aspects such as those listed below before work begins:

- sources of information;
- relevance of materials/concepts;
- structure of the response (e.g. chapter titles and content);
- techniques of data collection;
- techniques of data presentation;
- skills of analysis and evaluation;
- health and safety considerations, including the use of equipment;
- potential ethical considerations;
- security of their work.

Centres **must not** provide model answers or writing frames specific to the task (such as outlines, paragraph headings or section headings).

What advice and feedback can teachers give to candidates during the task-taking stage?

Unless specifically prohibited by the awarding body's specification teachers may:

- review candidates' work and provide oral and written advice at a **general** level;
- having provided advice at a general level, allow candidates to revise and re-draft work.

General advice of this nature **does not** need to be recorded or taken into account when the work is marked.

If teachers give any assistance which goes beyond general advice, for example:

- provide detailed specific advice on how to improve drafts to meet the assessment criteria;
- give detailed feedback on errors and omissions which limits candidates' opportunities to show initiative themselves;
- intervene personally to improve the presentation or content of work;

then they **must** record this assistance and either take it into account when marking the work or submit it to the external examiner.

Annotation should be used to explain how marks were applied in the context of the additional assistance given (see section 6.1).

Teachers **must not** provisionally assess work and then allow the candidate to revise it.

In all subjects teachers **must not** provide any type of assistance which is explicitly prohibited in the awarding body's specification. Assistance **must not** be given if there is no means to record it and to take account of it in the marking.

Failure to follow this procedure constitutes malpractice.

All Teaching staff were reminded of this the No Templates Ruling by e-mail on the 09/10/2023

*The centre will have in place and be available for inspection purposes, a **written** policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a **written** controlled assessments policy.) (GR 5.7)*

The JCQ requires each centre to have a non-examination assessment policy in place:

- *to cover procedures for planning and managing non-examination assessments;*
- *to define staff roles and responsibilities with respect to non-examination assessments;*
- *to manage risks associated with non-examination assessments.*

A JCQ Centre Inspector will ask the examinations officer to confirm that such a policy is in place. The guidance provided in this document will help the head of centre to ensure that the centre's policy is fit for purpose. The policy will need to cover all types of non-examination assessment.

Additionally, each centre must have available for inspection an internal appeals procedure relating to internal assessment decisions. (NEA 1)

File Message Help Group

ATTENTION !- All Teaching Staff - Non-examined Assessment - NO TEMPLATES RULING

R Allen
To: Curriculum Leaders
Cc: S Vasey; C McGinn

Instructions_NEA_23-24_FINAL.pdf 263 KB
Plagiarism-in-Assessments (2).pdf 1 MB

All

I am required to draw your attention to JCQ Instructions for Conduct of Non-examined Assessments in school and the ruling in Section 4.2 of the ICNA 2023-24 and the "NO TEMPLATES RULING"

This is Section 4.2 as it is worded in the ICNA booklet + ALL Teaching Staff involved in Non-examined Assessments at GCE-GCSE level are required to **read and understand this**.

Section 4.2 of the ICNA 2022-23, is also referenced in the school Examinations Policy 2023-24 (this will be published on our Website shortly). In the meantime

I am attaching the JCQ ICNA 2023-24 document.

FAILURE TO FOLLOW THIS PROCEDURE CONSTITUTES MALPRACTICE

Refer to GR (section 5.3) **Policies available for inspection, (5.7) Centre assessed work and NEA (section 1)**

Also refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** (<http://www.jcq.org.uk/exams-office/malpractice>)

- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications) follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensure teaching staff delivering reformed 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, 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.
- The Centres Internal Appeals Policy 2023-24 details the schedule of deadlines for submission of marks and appeals. But is highlighted below for further clarity and reference.

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 (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 candidates documents that are annually updated

Proposed deadline for the submission of marks & appeals schedule (Summer 2024 exam series)

Date	Qualification	Details
15/04/2024	GCSE/CNAT	Inform Candidates of Centre Assessed marks in <u>writing</u>
18/04/2024	GCSE/CNAT	Provide candidates with copies of assessment materials promptly & within 3 working days of mark.
23/04/2024	GCSE/CNAT	Request for review of marking must be made in writing within 5 working days of candidate receiving assessment <u>materials</u>
30/04/2024	GCSE/CNAT	Review to be carried out within 7 working days, make any necessary <u>changes</u> and inform the candidate of the outcome before the awarding body's deadline.
07/05/2024	GCSE/CNAT	Final date for submission of coursework marks (AQA, OCR, Pearson & WJEC)
22/04/2024	GCE/CTEC	Inform Candidates of Centre Assessed marks in <u>writing</u>
25/04/2024	GCE/CTEC	Provide candidates with copies of assessment materials promptly & within 3 working days of mark.
30/04/2024	GCE/CTEC	Request for review of marking must be made in writing within 5 working days of candidate receiving assessment <u>materials</u>
07/05/2024	GCE/CTEC	Review to be carried out within 7 working days, make any necessary <u>changes</u> and inform the candidate of the outcome before the awarding body's deadline.
15/05/2024	GCE+GCSE	Final date for submission of coursework marks (AQA, OCR, Pearson & WJEC)
14/05/2024	GCE+GCSE Art & Design	Inform Candidates of Centre Assessed marks in <u>writing</u>
17/05/2024	GCE+GCSE Art & Design	Provide candidates with copies of assessment materials promptly & within 3 working days of mark.
20/05/2024	GCE+GCSE Art & Design	Request for review of marking must be made in writing within 5 working days of candidate receiving assessment <u>materials</u>
27/05/2024	GCE+GCSE Art & Design	Review to be carried out within 7 working days, make any necessary <u>changes</u> and inform the candidate of the outcome before the awarding body's deadline.
31/05/2024	GCE+GCSE Art & Design	Final date for submission of coursework marks (AQA, OCR, Pearson & WJEC)

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, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

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 thorough training for new invigilators on the current instructions for conducting examinations and an 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
- 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 briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

Entries: roles and responsibilities

Estimated entries

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

Details of Estimated Entries for the two succeeding academic years are provided by the Head of department in July annually to meet the awarding body external deadlines.

Estimated Entries information provided

By Curriculum Leader for all required subjects (exam boards no longer require estimates in all subjects)

and submitted to the exam Board online

- Makes candidates aware of the JCQ **Information for candidates – Privacy Notice** at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

Senior leaders

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

Final entries

Head of centre

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries

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
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

Final entries collection and submission procedure

Entry mark sheets sent to Curriculum Leader's in SIMS Assessment Manager.

Once entries made; Exams Officer return printed entry mark sheets to be checked and signed off by Curriculum Leaders.

Senior leaders

- 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 school will pay all normal exam fees on behalf of candidates where the candidate is entering the exam or assessment for the first time.

Regarding exam resits; if the student is attending lessons for the Unit examined then the school will pay all normal exam fees on behalf of the candidate.

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

Senior leaders

- Minimise 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

Re-sit entries

Resit fees are the responsibility of the candidate, unless there are exceptional circumstances i.e.: pupil premium, financial hardship, schools discretion

- Candidates must pay all Resit fees owed, by cash or cheque prior to an entry being made on their behalf. The exam board deadline for entry to the GCE-GCSE Summer exam series is 21 February 2024
- Candidates parents/carers will receive notification of exam fees payable at least 28 days prior to the exams series; entry deadline in which fees are chargeable. *Candidates are required to settle their entry fee's prior to the entry deadline; or risk not being entered for their requested resit*
- Candidates who fail to pay their exam fees may be allowed to sit their exam at the discretion of the Head of Centre/Exams officer
- Unpaid exam fees will be pursued on a case by case basis by the Finance Office in conjunction with the exams office

Private candidates

Entries from external candidates will be accepted on a case by case basis; subject to the approval of the relevant Curriculum Leader.

An appropriate administration fee will be charged; which must be paid in full prior to the entry being made to the awarding body.

(At this point you may decide to include the process for liaising with the SENCo regarding any access arrangements and reasonable adjustments required by a private candidate (including distance learners and home educated candidates)

Why have a policy on this?

Whether a centre accepts private candidates is a centre decision. Having a documented policy will:

- support any member of centre staff dealing with a query in confirming if the centre considers accepting private candidates
- confirm any particular conditions in place before any entry from a private candidate would be considered for acceptance

detail how the private candidates process is managed in the centre

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

Pre-exams: roles and responsibilities

Access arrangements and reasonable adjustments

ALS lead/SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates documents, 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 access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

Briefing candidates

Exams officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff that will be available

- post-results services information and how the centre will deal with requests from candidates
- when and how certificates will be issued

Access to Scripts, Reviews of Results and Appeals Procedures

*The Exams Office will make details of procedures available in accordance with the current publish JCQ GCE-GCSE, Projects; Post Results Information & Guidance booklet June - November 2023-24. Post Results procedures will be published on the School Website and candidates are informed by their Year Head (before they sit their exams) As a suggestion **only**, procedures might detail how candidates are informed (before they sit their exams) of*

- when, where and with whom they will have the opportunity to discuss their results
- the arrangements for post-results services, including
 - how they request a service
 - when they will be informed of
 - the services that will be made available by the awarding bodies
 - the deadlines that have to be met
 - the fees that will be charged
 - how they are informed of the outcome of their request
 - the internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a review of results or an appeal

The centre will... have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results... (GR 5.13)

The centre will... treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals (GR 5.6)

Refer to GR (sections 5.13, 5.6)

Dispatch of exam scripts

Exams officer

- Identifies and confirms 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

Estimated grades

Senior leaders

- Ensure 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

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

ALS lead/SENCo

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

Teaching staff

- Support the ALS lead/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

Senior leaders

- 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

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

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on any regulation changes and any changes to centre-specific processes
- 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, ensure all relevant rules are being adhered to and to support 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 ALS lead/SENCo regarding the facilitation and invigilation of access arrangement candidates

ALS lead/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

JCQ Centre Inspections

Exams officer or Senior leader

- Will accompany the Inspector throughout a visit

ALS lead/SENCo or relevant Senior leader (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(s)

Seating and identifying candidates in exam rooms

Exams officer

- Ensures a procedure is in place to verify the identity of all candidates

Candidate Identification Procedure

Seating plans are produced through the MIS system and individual exams cards; with the candidate photo & exam number. This is displayed on the desk for the invigilator to view. Senior Leaders & Heads of department are also available to identify candidates as required by the exams officer.

Private candidates are identified at the time of entering their exam by means of their passport and/or driving licence together with a secondary source of identification confirming their address. A record of this is kept on the private candidate file.

A private/external or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence...

Students are not permitted to wear clothing other than that designated in the school uniform policy. This includes facial coverings of any design; it is an important part of school and exam policy to be able to identify students. Any modesty or religious considerations must be identified to the Head teacher in advance and well before the candidate's first examination. GR 5.9]

The centre will... verify the identity of all students that they enter for examinations or assessments. The centre must be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involves photo-ID (GR 5.6)

The centre will... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment... (GR 5.9)

Invigilators must establish the identity of all candidates sitting examinations.

A private/external candidate or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded. (ICE 16)

)

Refer to GR (sections 5.6, 5.9) and ICE (section 16)

- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

Security of exam materials

Exams officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only (the exams officer must be one of the keyholders), each keyholder must fully understand their responsibilities as a keyholder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be 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
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check

- Ensures 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)
- Ensures 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)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer*. Other members of centre staff may assist with printing and collation provided they are under supervision.

*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material.

Reception staff

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

Teaching staff

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

Exams officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)

Overnight Supervision Arrangements Policy

Guiseley School will apply overnight supervision arrangements as a last resort once all other options are exhausted. A JCQ Timetable Variation form including supervisors declaration must be completed and signed by the candidate and the person acting as supervisor. The supervisor will be the parent/carer of the candidate not a member of Guiseley School staff. The completed declaration will be signed by the Head of Centre who will act reasonably to ensure the conditions for overnight supervision are met and agrees to immediately report to the awarding body any known or suspected contraventions

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted...

...candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays (see paragraph 8.5). Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable...

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and

mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre. (ICE 8)

Why have a policy on this?

Allowing a candidate to take an exam paper the following morning due to an eligible overnight supervision arrangement is at the discretion of the centre. Having a documented policy ensures:

- the correct procedure is followed
- appropriate arrangements are put in place
- candidates (and/or parents/carers) understand when, or indeed if, appropriate arrangements can/will be made
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) 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 ALS lead/SENCo regarding rooming of access arrangement candidates

ALS lead/SENCo

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

Site staff

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

Alternative site arrangements

Exams officer

- (Where/if applicable to the centre) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification using 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

Exams officer

- (Where/if applicable to the centre) Processes applications for Centre Consortium arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

Senior leaders

- (Where/if applicable to the centre) Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

Transferred candidate arrangements

Exams officer

- (Where/if applicable to the centre) Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangement

Internal exams

Exams officer

- Prepares for the conduct of internal exams under external conditions (where applicable to the centre)
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation (where applicable to the centre)

ALS lead/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 ALS lead/SENCo in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

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/temporary access arrangements as they arise at the time of exams
 - applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

Candidate Absence Policy

The exams office is responsible for verifying the attendance in the examination room. Absences are reported to the Attendance Officer who liaises with Senior Leaders to establish the whereabouts of the absent candidates. Candidates absent from exams are managed in accordance with the guidelines set out in JCQ ICE14.

Persistent absentees are managed proactively by the Senior Leaders in advance of timetabled examinations by working with candidates and parents/carers to limit absenteeism.

Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts. (ICE 22)

Refer to ICE (section 22)

Why have a policy on this?

Centres will likely have different strategies for dealing with unauthorised absences from exams. Having a documented policy ensures:

- candidates are aware of what they need to do if they are likely to be absent from an exam
- staff involved in the exams process understand how absent candidates who have not contacted the centre regarding their absence will be managed at the time of the exam
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

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

Candidates

- Are re-charged relevant entry fees for unauthorised absence from exams

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised items* below.

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 using 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

Candidate Late Arrival Policy

The exams office is responsible for verifying the attendance in the examination room. Absences are reported to the Attendance Officer who liaises with Senior Leaders to establish the whereabouts of the absent candidates. Late arrivals for exams are managed in accordance with the guidelines set out in Refer to ICE (section 21)

JCQ ICE21. Late arrivals are allowed into the exam room under strict supervision authorised by the Exams Officer. Attending invigilators are instructed by the Exams Officer regarding the management

of the late arriving candidate. Candidates who arrive late for exams are given the opportunity to sit the exam for the full duration.

Persistent late arrivals are managed proactively by the Senior Leaders in advance of timetabled examinations by working with candidates and parents/carers to limit the incidence of late arrival. Where candidates are late; Senior Leaders place emphasis on the whereabouts of the candidate and ensuring arrival in school to meet the late arrival policy set out in JCQ ICE21.

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

A candidate who arrives late, and is permitted by the centre to sit the examination, must be allowed the full time for the examination. (ICE 21)

Why have a policy on this?

Permitting candidates who arrive after the start of an exam to enter the exam room and sit the exam is at the centre's discretion

. Having a documented policy ensures:

- candidates are aware of what will or won't happen should they arrive late
- staff involved in the exams process understand how this will be managed at the time of the exam
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

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

Dispatch of exam scripts

Exams officer

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

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed 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 second pair of eyes 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

Head of centre

- 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

Food and Drink Policy (Exams)

Still water is the only drink that is allowed in the examination room (bottles must have no label). Food and sweets are not permitted in the examination room.

Reference should be made to the exams office; prior to the exam where a candidate requires something to eat during the exam. E.g. medical reasons.

*"Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food or drink brought into the examination room whether by the candidate or the centre is free from packaging and all labels are removed from drink containers
(ICE 18)*

Refer to ICE (section 18)

Why have a policy on this?

Allowing food and drink in an exam room is at the head of centre's discretion. Having a documented policy ensures:

- candidates are clear on what is or what is not allowed
- staff involved in the exams process are aware of what is and what is not allowed and how this will be managed at the time of the exam

- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

Leaving the Examination Room Policy

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (ICE 23)

Why have a policy on this?

Allowing time to be compensated where a candidate leaves the exam room temporarily, accompanied by a member of centre staff, is at the discretion centre. Having a documented policy ensures:

- candidates are aware of the centre's arrangements where time may or may not be compensated for any temporary absence from the exam room
- staff involved in the exams process understand how this will be managed at the time of the exam
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)

Exams officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Emergency Evacuation Policy (Exams)

The emergency evacuation policy is in the Examinations section of the Guiseley School website or the exams office.

When dealing with emergencies, staff must be aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies. Reference should also

be made to the following document: <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats> Refer to ICE (section 25)

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 according to JCQ Instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training/update and briefing 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

Head of centre

- Ensures (as required by an awarding body) 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

Managing Behaviour Policy (Exams)

In the event of poor candidate behaviour during the exam or assessment. Invigilators contact the exams officer who will request the assistant of Senior Leaders to manage the behaviour issues and avoid disruption to other candidates in the exam room.

The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room. (ICE 24)

Why have a policy on this?

Having a documented policy/procedure on how behaviour in exam rooms is managed ensures staff conducting exams understand the process to be followed and candidates are aware of the possible consequences of any disruptive actions

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

Malpractice

See *Irregularities* above.

Special consideration

Senior leaders

- Provide signed evidence to support eligible applications for special consideration

Exams officer

- Processes eligible applications for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline.

Candidates

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

Unauthorised items

Arrangements for unauthorised items taken into the exam room

Candidate personal belongings are kept away from the exam rooms and stored in personal lockers. Where a candidate arrives at the exam room with any unauthorised items they are given the opportunity to make this known to the Snr Invigilator. Each desk is assigned its own zip plastic bag into which the candidate can place any unauthorised item (mobile phone; mp3; wrist watch) and this is secured by the Exams Data/Team for collection at the end of the exam

Refer for prompt to ICE (section 18)

Invigilators

- Are informed of the arrangements through training

Internal exams

Exams officer

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

Invigilators

- Conduct internal exams as briefed by the EO

Results and post-results: roles and responsibilities

Internal assessment

Senior leaders

- 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 after the retention period or disposed of according to the requirements

Managing results day(s)

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensure senior members of staff are accessible to candidates immediately 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 ensure 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

Site staff

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

Accessing results

Head of centre

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

Exams officer

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

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 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)

Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Access to Scripts, Reviews of Results and Appeals Procedures**)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching staff

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

Candidates

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

Analysis of results

Data Manager

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre) <https://tableschecking.education.gov.uk>

Certificates

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

Certificate Issue Procedure and Retention Policy

Certificates are presented in person or collected and signed for. A record is kept of distributed certificates. Replacement certificates are only issued where a candidate agrees to pay the costs incurred (to support this detail refer to the requirements in GR 5.14).

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

Certificate Retention Policy

Centre retains certificates securely where these remain uncollected and for the last academic year plus three years. For example: 2019-20, 2020-21, 2021-22, 2022-23 inclusive. Thereafter uncollected certificates are shredded (to support this detail refer to the requirements in GR 5.14). A record is kept of those certificates destroyed for the preceding academic year for a minimum of four years. For example: in the current year 2018--19 certificates can be destroyed but create a record of those destroyed. At the end of the academic year 2023-24 destroy 2019-20 certificates and create a record of them. The Guiseley School policy varies from GR 5.14

Exams review: roles and responsibilities

Exams officer

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

Senior leaders

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

Retention of records: roles and responsibilities

Exams officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exams archiving policy that identifies information held, retention period and method of disposal


Exams Archiving Policy

Exam records are recorded in the schools MIS system and are archived periodically

Appendices

Include any documentation or information here that you have made reference to in the policy that has been provided as an appendix. Number each appendix and start each one on a new page. If no appendices are provided – delete this page. (**Remember** adding or deleting headings from the policy template affects the table of contents which will need updating)


Appendix1 – National Centre Number Head of Centre Declaration 2023/24

 ncnannualupdate <ncnannualupdate@ocr.org.uk>
To: R Allen

 Reply  Reply All  Forward  

Fri 17/11/2023 08:57

 You forwarded this message on 20/11/2023 08:53.

Joint Council for
QualificationsTM

JCQ NCN Annual Update: Acknowledgement

Centre: 37613

Dear Colleague

Thank you for completing your centre's JCQ NCN Annual Update for 2023/24.

If there were any changes to your centre details, these will be actioned as soon as possible and passed on to the JCQ awarding bodies. We will contact you if we have any questions.

More information about the JCQ NCN Annual Update is available from the [OCR Website](#).

With best wishes

JCQ NCN Administration Team

*The JCQ National Centre Number (NCN) Register is used by the unitary awarding bodies to maintain centre data held in their internal systems. The information from the NCN is also supplied to the LEAP/ISERAP Office (based at the University of Bath), which is responsible for collating information on exam centres and results for the Department for Education (DfE). Therefore, it is essential the data we hold for your centre is correct.

- The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Curriculum Leaders and the Senior Leadership Team.
- All changes to tests and qualifications offered by the centre are communicated to the exams office, prior to the commencement of the academic year
- The statutory tests and qualifications offered are, Lucid Exact & Recall Tests, Entry Level, Functional Skills, GCSE, Cambridge National, Cambridge Technical Level 3, GCE, and University Entrance tests.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 28/06/24
- Decisions on whether a candidate should not take an individual subject or all National Curriculum Tests will be taken in consultation with the parents/carers, Subject Teachers, Head of key stage and the Curriculum Leaders.

At Key Stage 4

- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.
- The Deputy Head Teacher to ensure that except in exceptional cases all Key Stage 4 candidates are entered, and that Curriculum Leaders are informed where there are any issues.

Exam seasons are scheduled in November, December January, February, April, May & June

- *Coursework assignments & Non-examined assessments are conducted throughout the academic year.*
- *External GCE, Level 3 Technical, January & May/June*
- *External GCSE & Level 2 National exams are held in Nov, Jan, May/June*
- *Internal (Pre-public exams) GCE + Level 3 Technical exams are held in November & February*
- *Internal (Pre-public) GCSE + Level 2 National exams are scheduled in November & February*
- *External Functional Skills & Lucid Exact & Recall tests are held throughout the school year*
- *Level 3 Technical Qualifications follow the academic year for enrolment.*
- *Learning programmes are of one or two year's duration.*
- *Contact the Exams Office 01943 882356 for specific information regarding the Examinations & Assessment Timetable.*
- *The 2023-24 GCE-GCSE Examination Timetable will be made available via the school website.*
- *Internal exams are held under external exam conditions.*

Exam series conducted in the Centre is decided by the Head of Centre, Curriculum Leaders, and the Senior Leadership team.

Appendix 3 Cambridge Technical Level 3 Qualifications

- ▶ Learning programmes follow the academic year and enrolment is in September/October and completion in June/July the following deadlines for registration will apply.
- ▶ Applications for qualification approval must only be processed through the examinations office.
- ▶ For the purposes of application, approval and course administration the programme leader shall be the Head of Curriculum for their subject.
- ▶ The Head of Centre only shall agree to questions that relate to the requirement that the centre must have systems and procedures in place to maintain standards.
- ▶ Cambridge Technical programme registration will be via the secure website OCR online. Programme leaders should refer to the examinations office.
- ▶ Programme Leaders must notify the exams office of all learners who have withdrawn from programmes. Withdrawal can be done via the website OCR online.

Exams Officers Responsibilities

- ▶ Liaise with programme leaders to maintain information on which programmes are running and when they start and finish.
- ▶ Registers learners onto the correct programmes checking these are the specific titles and versions the learners are following.
- ▶ Checks registrations carefully to ensure that all data is correct and follows correct procedures if amendments are required.

Administrative arrangements for these qualifications are detailed in the Oxford Cambridge & RSA (OCR) Handbook for each subject qualification.

The centre must ensure:

- There are sufficient trained and qualified personnel to assess learners.
- Ensure there are sufficient trained and qualified personnel to internally standardise the learners and assessors.
- Have systems in place to ensure all assessments are valid, reliable, authentic and sufficient, and provide quality assured training for centre personnel.
- Ensure that there is a system of internal standardisation for assessments and that this is consistent and fair.
- Ensure there is sufficient time to conduct effective assessment and internal standardisation.
- Ensure there is sufficient facilities and resources to deliver and assess these qualifications.

Qualification entries

- Candidates can be entered for Cambridge Technical' s (2022-23) on an ongoing basis – there are no specific entry deadlines.
- Qualification entries must be made in time to meet the relevant test unit entries deadline. Entries for qualifications to be claimed must be made **at least four weeks before a planned moderation**.

Test unit entries for paper-based exams

- Entries for OCR paper-based timetabled exams must be made by the relevant test entry deadline for the series.
- Late entry fees will apply to test unit entries made after the deadline and are available until the late entry deadline.
- Late entries **will not be accepted** after the late entry deadline.

The Centre assessor is normally the tutor and they are responsible for assessing learners evidence.

Centres are responsible for identifying staff that are reliable to act as assessors.

Evidence of internal standardisation must be retained in the centre for the visiting moderator to view.

Whoever is responsible for internal standardisation must

- Ensure all assessors are assessing to the required standard.
- Ensure all assessment is fair, valid and reliable
- Arrange regular standardisation meetings.
- Ensure cross moderation of work between assessors.
- Ensure all Units have been covered across the full range of grades.
- Ensure feedback is given to assessors and documented i.e. minutes of meetings & feedback records.

- Maintain records of the outcome of cross-moderation activities.
- Advise centre assessors of any discrepancies in assessment.
- Suggest ways in which assessment may be brought into line to meet the required standard.

Assessment of Units are by centre devised assignments or tasks.

All Units are assessed by the centre and externally moderated by an OCR Visiting Moderator.

Assessment of these qualifications will be conducted in accordance with OCR's requirements and the Ofqual Regulatory Arrangements for the Qualification Framework (Ofqual August 2008).

Ofqual Common Criteria for all Qualifications requires authentication of learner work is confirmed.

Learners must not plagiarise; must submit their own work and must sign a declaration before submitting their work to the assessor confirming the work is their own.

In advance of the centre moderation visit the assessors must read the Admin guide: Cambridge Technicals for information about preparing for the moderation visit.

It is the responsibility of the Head of Centre to report (in writing) all cases of suspected malpractice involving centre staff or candidates.

The Centre assessor is normally the tutor and they are responsible for assessing learners evidence.

Centres are responsible for identifying staff that are reliable to act as assessors.

EQUALITY REVIEW – POLICY IMPACT STATEMENT

Step 1 – Further information

Policy title	Exams Policy
Person responsible for carrying out the assessment	Raymond J Allen Exams Officer
New or previously approved policy?	Previously approved policy
Date of approval / last review (if known)	20/11/2023

Step 2 – Further information

1. Who is responsible for the policy that is being assessed?	Mr R J Allen Exams Officer Mr Steve Vasey Director Exams & Assessment Mr Paul Clayton Head Teacher
2. Describe the main aims, objectives and purpose of the policy	To ensure that the exams management and administration process is run effectively and efficiently.
3. Are there associated objectives of the policy? If so, please explain.	To document the exam process; and ensure other relevant policies, procedures and plans are signposted. Inform and support the schools workforce. Promote understanding of roles and responsibilities of centre staff in the exams process. To ensure all exams & assessments are conducted in accordance with Joint Council for Qualifications (JCQ) regulations, guidance & instructions.
4. Who is expected to benefit from this policy?	Exam candidates, parents/carers and all relevant staff.
5. Who was consulted on this policy?	The Joint Council for Qualifications Relevant Examination Boards: AQA; Pearson Edexcel; OCR and WJEC. The Exams Office www.theexamsoffice.org Guiseley School Senior Leaders
6. How has the policy been explained to those who would be directly or indirectly affected by it?	Key points of the Exams Policy have been notified to candidates; parents/carers & staff as through statutory JCQ Notices published on the school website; before exams & assessment, and notice displayed outside exam venues. A hard copy is available from the Exams Office.
7. What outcome(s) are meant to be achieved from this policy?	To ensure <i>“the integrity & security of the examination/assessment system is maintained at all times and is not brought into disrepute”</i> Centre staff and candidates understand the process and what is expected of them.
8. What factors could contribute to the outcome(s)?	An effective and efficient management and administration of examinations & assessment process by the Exams Officer & External Invigilators, supported by Senior Leadership & Teaching staff at Guiseley School.
9. What factors could detract from the outcome(s)?	Failure to read, understand and observe the processes set out in this exams policy.

Step 3 – Assess the impact on different groups of people

Equality Target Group	Positive impact	Negative impact	Neutral impact	Reasons / comments
Men	Yes			
Women	Yes			
People from black and minority ethnic communities	Yes			
Disabled people	Yes			
Gay, Lesbian and Bisexual People	Yes			
Transgender people	Yes			
Disadvantaged / Pupil Premium Students	Yes			
Older people (50+)	Yes			
Younger people (17 – 25)	Yes			
Faith or belief groups	Yes			

Step 4 – Promoting equality

10. Please give a brief description of how this policy promotes equality.	The promotion of SMSC includes equality of rights, equality of opportunity and valuing race equality.
11. If there is no evidence that the policy promotes equality, what changes, if any, could be made to achieve this?	n/a
12. If there is a negative impact on any equality target groups, can this impact be legally and objectively justified? <i>(If no, then a full Equality Impact Assessment should be completed).</i>	n/a

Step 5 – Recommendation

13. Is a full Equality Impact Assessment required?	No <input type="checkbox"/> Yes <input checked="" type="checkbox"/>
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