



EXAMINATIONS POLICY

2022/2023

This policy is reviewed annually to ensure compliance with current regulations

Key staff involved in the policy

Role
Acting Head of Centre
Exams officer
SENDCo
SLT for Examinations and SEND

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.

All staff are emailed annually to ensure that they are aware of all the exam policies. Relevant staff check the sections applicable to their role within the centre.

Candidates are informed of policies through the Student Exam Handbook, which is emailed to them and their parent/carers twice a year, and through the Watford UTC website.

The policy is available on the shared M drive or UTC website

Roles and responsibilities overview

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments at all times.

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 head of centre may not appoint themselves as exams 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 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 the 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 this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023*:

<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 considerations 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 the qualification (including it's 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
- 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 in the requirements for maintaining the integrity and confidentiality of exam materials
- Ensures members of staff do not forward emails and letters from awarding body or JCQ Centre Inspection Service 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 directly nor provide them with addresses/email addresses of awarding body examining/ assessment personnel or JCQ personnel

Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including significant 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 and the SENDCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a SENDCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the SENDCo 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 is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

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 ([GR section 5.3 Internal governance arrangements](#)). Lisa Williams will be the member of SLT to assume oversight of examination administration in the event of the head of centre's absence
- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during 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

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 (Current room passed as secure by JCQ. Confirmation on safe door)
 - the secure room contains exam-related material and the server. All exam related materials are therefore in the safe
 - there are between two and six members of staff who have the code to the secure room (PQ, KMK, CK) staff named and approved by the head of centre
 - 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 papers 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 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

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the senior leadership team to act immediately in the event of an emergency or staff absence)

Exam contingency plan

The centre contingency plan is available on the shared drive and website. Procedures are in place in the event of the centre being unavailable for examinations or on results day owing to an unforeseen emergency.

All staff have been made aware of its contents

Watford UTC's alternative examination and results centre is; The Grange Academy, (Future Academies) London Road, Bushey, WD23 3AA Centre no: 17603 T: 0208 950 9502

[\[GR 5.3\]](#) Policies available for inspection

Lockdown Policy (Exams)

The Lockdown Policy (Exams) is a separate document and is available on the shared drive

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

Internal appeals procedures

The Internal Appeals Procedure (Internal assessment decisions) is a separate document and is available on the shared drive and the UTC website

Refer to [GR](#) (section 5.7f)

The Internal Appeals Procedure (appeals regarding internal decisions, post-results services and appeals, and centre decisions relating to access arrangements and special consideration, is a separate document and is available on the shared drive and the UTC 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

- The centre complies with the obligation to identify the need for, request and implement access arrangements.
- The head of centre/senior leadership scheme recognises its duties towards disabled candidates, including private candidates, as defined under the terms of the Equality Act 2010. The equalities policy includes the school's duties to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. [GR](#) (section 5.3)

The Equalities Policy is a separate document and is available on the shared drive. Refer to [GR](#) (section 5.3) Policies available for inspection) and (5.4) Access arrangements and reasonable adjustments

- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parent/carers

Complaints and Appeals Procedure (exams)

The Complaints and Appeals Procedure is a separate document and is available on the shared drive and the UTC website.

This is drawn to the attention of candidates and their parents/carers in the student exam handbook and on the UTC website, and draws to the attention of candidates and their parents/carers their written complaints and appeals procedure, which will cover general complaints regarding the centre's delivery or administration of a qualification.

Refer to [GR](#) (section 5.8) Candidate information

- 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 (Exams)/DBS Policy

The DBS policy and child protection/safeguarding policy (Exams) are separate documents and are available on the shared drive which satisfies current legislative requirements [GR](#) (section 5.3) Policies available for inspection

- Ensures that 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 (Exams)

The Data protection policy is a separate document and is available on the shared drive

The centre ensures that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protection Regulations 2018 and the Data Protection Act 2018, and that candidates have been properly informed that this data has been transferred to the awarding bodies [GR](#) (section 5.8) Candidate information

As children and young adults can assume control over their personal information and restrict access to it from the age of 13, candidate consent is sought to share results or other exams related information with third parties.

Candidate's results are not shared with parents/carers without the candidate's consent

Candidate's must give authorisation for their examination results, Form 8's or any access arrangements evidence to be sent to third parties including feeder schools

Students, parents and carers are sent an email each September informing them that candidates can opt out of having their image shown on speaking and listening recordings for GCSE/Functional skills. A list of students who do not wish their image is available on the shared drive

[GR](#) (section 5.3) Policies available for inspection

- Ensures the centre has a whistleblowing policy in place

The Whistleblowing Policy (Exams) is located in the shared drive

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

The Access Arrangements Policy is a separate document and is available on the shared drive and the UTC website

A policy is in place to check the qualifications of the Specialist Assessor and that the correct procedures are followed as stated in Chapter 7 of the JCQ publication

Refer to [GR](#) (section 5.4) Access Arrangements and Reasonable Adjustments

Conflicts of Interest

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

- 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 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 the exams office staff has a personal connection to a candidate being entered for exams and assessments 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

The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. The records must be maintained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later

Conflicts of Interest Policy (Exams)

The Conflicts of Interest Policy (Exams) is available on the shared drive

- Ensures the awarding body are informed before the associated entries are submitted, of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family (which includes stepfamily, foster family and similar close relations) for examinations and assessments. Conflict of Interest declaration sent to awarding body
- Ensures awarding bodies are informed where members of their family (which includes stepfamily, foster family and similar close relations) of exams office staff are being entered for examinations and assessments. Conflict of Interest declaration sent to awarding body
- If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the head of centre must ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials. For example, question papers, pre-release materials and answer scripts
- Applications for special consideration must be authorised by the HOC if a candidate is a relative of the examinations officer
- Maintains clear records of all instances where:
 - exams office staff have members of their family (which includes stepfamily, 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

National Centre Number Register

- 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
- 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.
- 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's status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers

and 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 for 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 each 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** (email 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 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 SENDCo to ensure invigilators supervising access arrangements 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 staff 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 SENDCo
- 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
- Ensure staff complete their online standardisation/ OSCA for their subject

Special educational needs co-ordinator (SENDCo) & Specialist Assessor

- 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')
- Is the qualified access arrangements specialist assessor
- Presents when requested by a JCQ Centre Inspector, evidence of their assessor's qualification (a copy of their qualification is in the access arrangements folder)

Teaching staff

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

Invigilators

- Attend/undertake training (on the current regulations), annual 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 according to the Watford UTC Procedures for the security of incoming and outgoing examination papers

Facilities staff (Bouygues)

- 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](#) and [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 has been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- Sends the student examination handbook to all students and parents/carers with all JCQ information, examinations, PRS and policies in October and March
- 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 and ensures publication of the curriculum on the website
- 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 all mock and annual examinations

Senior leaders

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

Access arrangements

Head of Centre

- Ensures that 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 qualifications of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication [Access Arrangements and Reasonable Adjustments](#)
- Ensures the SENDCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENDCo

- 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 SENDCo are completed
- Applies for **approval** through **Access arrangements online** (AAO) via the **Centre Admin Portal** (CAP) or Pearson Portal PAAO, 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 appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of the 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)

The Word Processor Policy (exams) is a separate policy and is available in the shared drive

Separate invigilation Policy

- Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms
- **Separate invigilation within the centre** (sitting the examination outside of the main examination hall/room e.g. a room for a smaller group of candidates)

Students who require separate accommodation will be identified by teaching staff to the SENDCo. The SENDCo and SLT will decide if separate invigilation best meets the needs of the candidate. Their decision is based upon whether the candidate has a substantial and long-term impairment, which has an adverse effect.

Separate invigilation reflects the candidate's normal way of working within the centre for internal examinations because of an established long-term medical condition or long term social, mental or emotional needs

Centre determined criteria are within the access arrangements policy

The candidates' difficulties are established within the centre

The candidate must have an established difficulty

The proposed access arrangement does not disadvantage or advantage the candidate

Refer to [AA](#) (Sections 4.2, 5.16) and [ICE](#) (Section 14.18)

The Separate Invigilation Policy is a separate policy and is available on the shared drive

Senior Leaders, Teaching staff

- Support the SENDCo in determining and implementing appropriate access arrangements/reasonable adjustments

- Provide a statement for inspection purposes 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 arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidate's 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-examinations assessments (NEA), 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 (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** (NEA) is in place for GCE and GCSE qualifications which include components of non-examined assessment

Non-examination assessment policy

The Non-examination assessment policy is a separate document and is on the shared drive and UTC website

Refer to [GR](#) (sections 5.3) policies available for inspection, (5.7) Centre assessed work and [NEA](#) (section 1)

- 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 any A-level Project qualifications (which include elements of coursework) 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 assessments) NEA, follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body

- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensure teaching staff inform candidates of their centre-assessed marks in writing using the centre's Centre Assessed Marks letter, to be sent by email to the candidate's UTC email address as a candidate may request a review of the centre's marking before marks are submitted to the awarding body
- Ensure candidates are aware that if they fail to meet the deadline to hand in work then they have no right to ask for a review

Teaching Staff

- Ensure teaching staff inform candidates of their centre-assessed marks in writing using the centre's Centre Assessed Marks letter, to be sent by email to the candidate's UTC email address as a candidate may request a review of the centre's marking before marks are submitted to the awarding body
- Ensure candidates are aware that if they fail to meet the deadline to hand in work then they have no right to ask for a review
- Ensure centre-assessed marks are given to candidates in a timely manner to allow for a review of the marking prior to the awarding body deadline
- Ensures that a copy of the letter/email is sent to the exams officer to keep on file
- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure they have completed the awarding body's online standardisation for their subject
- 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

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant [JCQ Information for candidate's documents](#) that are annually updated

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 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 training for new invigilators on the current instructions for conducting examinations and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Provides an annual training event for all invigilators and facilitators on access arrangements and what is permissible
- 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
- Ensures all invigilators and facilitators have received training and records of the training are kept until the outcomes of all RoRS and appeals
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Issues certificates of training provided and keeps copies

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

The Examinations Officer requests estimated entries for all subjects from the Subject leader and submits those required by the awarding body by the due date

Makes candidates aware of **all** the JCQ Information for Candidates documents, including the 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, in the Exam Handbook at the start of the year and on the school website

Senior Leaders

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

Final entries

Exams officer

- Requests final entry information from Subject Leaders/teachers in a timely manner to ensure awarding body external deadlines for submission can be met

- Informs Subject leaders/teachers of subsequent deadlines for making changes to final entry information without charge
- Confirms with Subject leaders/teachers 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

The Examinations Officer follows the procedures above. The Acting Principal approves entries before submission to the awarding bodies by February half term. The Examinations Officer issues a key dates calendar and reminds staff when deadlines are coming up for change of tier/withdrawal deadlines

Senior Leaders

Provides information requested by the EO to the internal deadline

- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct
- Final entries checked by Acting Principal before deadlines

Entry fees

The Examinations Officer completes an estimated budget for the examination year and sends to the Finance Officer.
 After submitting entries the costs for each awarding body is sent to the Finance Officer
 On receiving invoices these are checked by the Acting Principal and signed off before payment
 Entry fees for re-sits are paid by the student to the Finance Office or through Squid or by cheque

Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries

Senior Leaders

Minimises the risk of late entries by

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

Re-sit entries

Students will be sent re-sit forms and information in December with the fees list.
The Subject leader must approve entry for a re-sit for the subject and the Acting Principal.
Entry will be made after the required form has been signed, given to the examinations officer and the fees paid to the Finance Officer.
Payment may be made via Squid or cash/cheque
Requests received after the deadline will be accepted but the penalty fee will have to be paid

Private candidates

Private candidates are not accepted by the centre

Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking with deadline for return
- Informs candidates that confirmation of entries not returned by the deadline will be considered correct
- Informs candidates any changes after the return deadline will incur a fee

Candidates

- Confirm entry information is correct or notify the EO of any discrepancies and return by the deadline

Pre-exams: roles and responsibilities

Access arrangements and reasonable adjustments

SENDCo

- 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 day 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 (within the Student examination handbook in October and March)
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates in the Student Examination Handbook 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
 - long hair in exam rooms
 - when and how results will be issued and the staff that will be available
 - the post-results services information and how the centre will deal with requests from candidates
 - when and how certificates will be issued

Access to scripts, review of results and appeals procedures

All Post Results and appeals procedures are published in the student's examination handbook which is sent to them, their parents and published on the website before they sit their examinations

Private candidates will also be issued with the post results information

Post results information is emailed to candidates and published on the website with fees and deadlines prior to sitting their exams

The Acting Principal is available on results days for students to have the opportunity to discuss their results and several days after (published on the school website) to ensure compliance with PRS 4.1

Students are sent all the necessary forms to apply for post results in the Student Exam handbook with a list of the Post Results available and these are also on the website

Students will be informed by email of the outcome of their request

The Internal Appeals procedure is included in the Student Exam Handbook

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

Internal assessment and endorsements

Head of centre

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

SENDCo

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

Teaching staff

- Support the SENDCo 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
- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements

Senior Leaders

- Ensures teaching staff assess and authenticate candidates' work to awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensures 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
- Stores work for staff in the exam safe where storage is limited in classrooms

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams officer

- Provides an annually reviewed/updated invigilation handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators annually on an annual basis of 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 SENDCo regarding the facilitation and invigilation of access arrangement candidates

SENDCo

- 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 inspection visit

Exams officer or Senior leader

- Will accompany the Inspector throughout a visit

SENDCo or relevant Senior Leader (in the absence of the SENDCo)

- 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 candidate identity including private candidates

Candidate Identification Procedure

The procedure document is a separate document

A senior member of staff identifies all candidates as they enter the examination room.

Candidate ID cards are also placed on the exam desk with their picture to assist invigilators.

External candidates must provide pictures and proof of ID before entry. Proof of ID must be provided when sitting the exam. The EO will check their ID before the start of the exam

The EO will check the private candidate's ID and create an ID card for them

A member of staff of the same gender takes students wearing religious clothing to a private room to check under their headscarf. Parents have been informed that this will take place

[GR](#) (section 5.9) (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 key holder at all times. There must be between two and six key holders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility.
- Has a process in place to demonstrate the receipt, secure movement, and secure storage of confidential 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
- Has a procedure in place for reception staff to follow in regard to the receipt and dispatch of exam materials
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential. The confidential materials log is a green file located in the exams storage safe
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements
- Ensures the secure storage safe contains only current and live confidential material (including live confidential exam stationery and formula books provided by the awarding body for the use of candidates in their assessment)
- Ensures past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- 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 an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of staff have access to electronic question papers)

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
- Have a log at reception
- Are issued with the document Procedures for the security of incoming and outgoing examination papers

Teaching staff

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

Timetabling and rooming

Exams 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 and as a last resort, once all other options have been exhausted and according to the centre's policy)
- 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 SENDCo regarding rooming of access arrangement candidates

SENDCo

- 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 (Bouygues)

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

Overnight supervision arrangements policy

Overnight supervision arrangements will 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. 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.
- the candidate must not meet or communicate with anyone who may have knowledge of the content of the examination deferred to the following morning
- the candidate must not engage in any form of electronic communication e.g. telephone (both landline and mobile, email, internet and social media)
- the candidate must not watch television or listen to the radio, which could report key details of the day's examinations
- the candidate's parents/carers must supervise the candidate at all times
- the candidate's parents/carers must sign documentation to confirm that they will supervise the candidate from when they pick them up reception from the UTC and escort them back to reception at the UTC the following day
- failure to follow these regulations will result in the candidate being unable to sit the examination the following day

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](#) section 8)

Alternative site arrangements

- (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 have 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) Informs 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 arrangements

Internal exams

Exams officer

- Prepares for the conduct of internal exams under external conditions (where applicable to the centre)
- Associate Principal provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms to Facilities, IT and Bouygues
- Provides the IT team with a schedule for word processors
- Requests internal exam papers and writing paper if required from teaching staff 48 hrs before exam scheduled
- Arranges invigilation (where applicable to the centre)

SENDCo

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

Teaching staff

- Provide exam papers and materials to the EO
- Support the SENDCo in making appropriate arrangements for access arrangement candidates
- Invigilate exams as directed by the Acting Principal

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

If a student is absent from an examination the receptionist will call home and the students mobile to find out why

Students and parents are informed of the procedures for absence in the student handbook

A note from the doctor or a hospital letter should be sent to the school within 5 days of any absence so that the Examinations Officer can apply for special consideration

If a student is absent from an examination with no good reason the fee for the examination may be charged to the parents

Persistent absentees will be referred to the Acting Principal

Refer to [ICE](#) (section 22)

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 prior to them sitting the exam

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 and seating plan

Candidate late arrival policy

All students, parents and staff are informed of the late /very late arrival procedures in the students' examination handbook. Candidates who are absent from the start of the examination are identified immediately and the receptionist is informed to make contact with them.

Once the student has arrived, the Examinations Officer is informed. A member of staff will escort the student to their examination room. They will be read the invigilators announcement and any erratum notices outside of the examination room by the Examinations Officer, SLT member or invigilator. The time they arrive and are under supervision by the centre will be recorded.

Parents/carers/Head of Centre will sign a letter stating why the student is late and confirm they have been under their supervision (from what time to be recorded) without access to a mobile phone or the internet

A candidate who has not been under centre or parental supervision and who arrives after 10am or 2.30pm may be refused entry to the examination room

The receptionist will confirm the arrival at centre time

They will be reminded of the awarding body's policy that they may not accept their script if they arrive very late (after 10am for morning exams or 2.30pm for afternoon exams)

Candidates are always allowed the full time for the examination

On entry to the examination room the time of their arrival and start and finish time for their exam will be entered on the exam room incident log and the seating plan. Their start and finish time will be written separately on the board and clearly identified with their name.

Students and their parents will be reminded of the importance of turning up to examinations in good time and the awarding body's regulations. If a student is persistently late, the Acting Principal will speak with the students and parents to find a solution.

[ICE \(section 21\)](#)

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

Reception staff

- Ensure that the dispatch scripts are signed on collection by Parcelforce and returned to the Exams officer

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage safe
- Attaches erratum notices received to relevant sealed question paper packets with sellotape
- 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 or an invigilator, additional to the person removing the papers from secure storage, checks the day, time, date, subject, unit/component and tier of entry, if appropriate, immediately before a question paper is opened and signs the incident log to record this
- Ensures this additional/second check (which takes place in the secure room if a question paper packet has to be split or in the designated exam room if not) is recorded on the second pair of eyes log
- Ensures movement of MFL speaking assessments are logged on the record sheet when removing and returning to the storage safe
- 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 that 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 through the Student examination handbook

- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates through the Student examination handbook

Food and Drink Policy (exams)

Only water in a clear bottle with the label removed is allowed in the examination room

Bottles must not be tinted

No coloured drinks allowed

Only students with a medical condition will be allowed to bring any item of food into the examination room. The SENDCo must grant permission prior to the examinations taking place.

Invigilators must be informed and check the food bag prior to the exam

Any food must be in a see through bag or container and kept on the floor until required.

[ICE \(section 18\)](#)

Leaving the Examination Room Policy

Candidates who are allowed to leave the exam 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

Extra time will not be given to candidates who leave for a toilet break and will be escorted by an invigilator

[ICE \(section 18\)](#)

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 arrangements 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 on silent mode)
- Ensures invigilators understand that 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
- Ensures students with disabilities have their own risk assessment in place for dealing with emergencies

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 a separate document and is available on the shared drive and in the student examinations handbook

Staff have been made aware of the centre's policy

[ICE \(section 25\)](#)

Site staff (Bouygues)

- 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 in training/update events 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 (by centre staff, candidates, invigilators) are investigated and reported to the awarding body immediately, by completing the appropriate documentation

Managing Behaviour Policy (Exams)

Candidates are expected to follow the school's behaviour policy and JCQ regulations during examinations

Candidates are warned through the Student Handbook that the awarding body will be informed and may decide to penalise them, which could include disqualification if they do not adhere to these regulations

A candidate will only be removed from an exam room by the Acting Principal or if absent a member of SLT, if the candidate would disrupt others by remaining in the room

The invigilator must record what has happened on the incident log [ICE \(section 24\)](#)

Malpractice Policy (Exams)

The Malpractice Policy is a separate document and is available on the shared drive
Having a documented policy/procedure demonstrates how all reasonable steps are taken to prevent the occurrence of malpractice and their reporting

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)

Special consideration

Senior Leaders

- Provide signed evidence to support eligible applications for special consideration

Exams officer

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

Special consideration policy

The Special Consideration Policy is a separate document and is available on the shared drive

Candidates

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

Unauthorised items

Arrangements for unauthorised items taken into the exam room

All bags, books etc. are stored outside of the examination room

Digital or smart watches/ watches / mobile phones / headphones / air pods/ iPods or MP3/4 players / any digital devices, fit bits etc. must be handed in to the invigilator or left in the candidates' bag.

Any pieces of paper, including timetables must be handed in to the invigilator or left in the candidate's bag

The invigilator ensures that prior to the examination starting that wrist watches are removed and placed on the exam desk

Calculator lids must be handed in to the invigilator or left in the candidate's bag

Coats, scarves, and hoodies must be removed

Any unauthorised items must be handed in to the invigilator when requested at the start of the exam who will store them on the invigilator table

Students are responsible for collecting any item handed in. Watford UTC does not take responsibility for unauthorised items brought into the exam room

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 following JCQ guidelines

Results and post-results: roles and responsibilities

Internal assessment

Subject Leader

- 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
- Ensures 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 ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly.
Information published on website
- Watford UTC's results day policy is that a senior member of staff will have spoken with every candidate after they receive their results

Exams officer

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

Results day programme

Results day information and PRS information is emailed to all candidates and parents/carers at the beginning and end of the examination series

Results are issued in the Brasserie from 10am to 12pm on the results days

Candidates' results will only be issued to another person if they have a completed, signed authorisation form and ID with them.

Candidates' results will not be issued to parents unless their child has authorised the school to do so

Authorisation must be in writing with a signature

Results not collected will be emailed to the candidates UTC email address after 1pm

Results will be posted out if candidates leave a self-addressed envelope with postage attached

Site staff (Bouygues)

- 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 permissible 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 an enquiry about results (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

Candidates

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

Analysis of results (Acting Principal)

- 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

All candidates , parents and staff have been informed of the issue of certificates procedures in the student handbook sent by email and available on the website

Certificates will be issued to the candidate only and must be signed for. ECDL, BTEC and Functional Skills certificates should be available on results days in August.

All certificates are kept until August for the previous year's exams. Summer examination certificates are available from mid-November.

Candidates may complete the UTC's authorisation form for another person to collect their certificates for them. Both the candidate and the person authorised to do so must sign the form. The person collecting must bring ID with them.

The authorisation forms will be kept with the certificate log.

Certificates will be posted out by recorded or special delivery if the student has paid for this service.

Certificates will be posted out to candidates under normal post only if the student has authorised this in writing and accepted responsibility for their loss

Certificates are kept for 5 years before being destroyed confidentially and a record of these will be kept in the centre
(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

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 exam archiving policy that identifies information held, retention period and method of disposal

Exam archiving policy

The Exam archiving policy is available as a separate document

The Examinations Officer is responsible for archiving