



Winchmore  
School

learning to realise potential

# Examinations Policy



Last Reviewed:	September 2022
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Review Committee:	Educational Performance

Winchmore  
School  
Reception →  
Headteacher: Jim Owen  
[www.winchmore.enfield.sch.uk](http://www.winchmore.enfield.sch.uk)

Key staff involved in the exams policy:

- Headteacher (Head of Centre) – Jim Owen
- Exams Officer line manager (Deputy Head) – Hank Sim
- Exams Officer – Eleni Kyriacou
- Consultant - Geoff Booth
- SENCo – Magda Owen

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

## 1. Purpose of the Policy

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

- all aspects of the centre’s exam process are documented and other relevant exams related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that “... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute.” [JCQ General Regulations for Approved Centres]
- 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 and is saved in the Policy and Procedures library.

## 2. Roles and Responsibilities Overview

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

### 2.1 Headteacher (HOC):

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - General regulations for approved centres (GR)
  - Instructions for conducting examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AA)
  - Suspected Malpractice in Examinations and Assessments (SMEA)
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered

- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidate's preparation for the examination, is not an invigilator during the timetabled written examination or onscreen test
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including:
  - the location of the centre's secure storage unit is in an area solely assigned to examinations
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence)
- Ensures required internal appeals procedures are in place [ Internal appeals procedures]
- Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place [Winchmore School Exams Policy]
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place [Complaints and appeals procedure]
- 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]
- Ensures the centre has a data protection policy in place [Data protection policy]
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments [Access arrangements policy]
- Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff
- Ensures members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly.

## 2.2 Exams Officer (EO)

The Examinations Officer, and Vocational Quality Assurance Manager/Centre Quality Nominee are the persons appointed by the Head of Centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments. They should:

- Understands the contents of annually updated JCQ publications including: General regulations for approved centres Instructions for conducting examinations, Suspected Malpractice in Examinations and Assessments, Post-results services (PRS)
- Be familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensure key tasks are undertaken and key dates and deadlines met
- Recruit, train and deploys a team of internal/external invigilators; appoints lead invigilators, as required, and keeps a record of the training provided to invigilators for the required period
- Ensure awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments.

### **2.3 Quality Nominee (QN)**

- To ensure all programmes are approved and registrations are accurate and up to date
- To ensure VQ awarding body approval conditions and policy requirements are being implemented consistently and effectively
- To construct an Annual Assessment Plan for all VQs – including exam series
- To assist the Exams Officer and subject leaders in ensuring all candidates are entered for examinations as required
- To make all staff aware of VQ awarding body requirements and changes to programme design
- To ensure that there is an accredited Lead Internal Verifier (LIV) in place for each Principal Subject Area, where required
- To support the role of each programme LIV (including appropriate training)
- To ensure assessment and internal verification is effective on all VQ awarding body vocational programmes – programme internal verification schedules are in place, focus on effective internal verification activities and programme decisions
- To lead on the improvement in the quality of student work and the accuracy of assessment/internal verification decisions in under-performing programmes (identified by internal quality assurance and Annual Centre Quality Review Reports)
- To ensure Standards Verification for each programme is completed successfully by the prescribed deadline – monitoring, sampling of assessment decisions etc.
- To produce an annual VQ Programme Centre Handbook that is shared amongst all programme delivery team members
- To work with the Deputy Headteacher (i/c Curriculum) to develop vocational provision at KS4-5
- To advise the Leadership Team and Governing Body of developments in vocational provision in schools e.g. change in assessment, programme structure etc.

### **2.4 Data Manager (DM)**

- Be familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensure key tasks are undertaken and key dates and deadlines met
- Supporting the Exams Officer in the process of entering candidates for each internal and external assessment window
- Supporting the Exams Officer in the process of advising candidates and teaching staff of internal and external assessments/examination results
- Processing results into appropriate formats for LT, HOFs etc.

### **2.5 Leadership Team (LT)**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - General regulations for approved centres- Instructions for conducting examinations
  - Access Arrangements and Reasonable Adjustments
  - Suspected Malpractice in Examinations and Assessments
  - Winchmore School Exams Policy
  - Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework)

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

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Present when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

## **2.7 Curriculum/Subject Leader (HOD/HOF)**

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

## **2.8 Teaching Staff (TS)**

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

## **2.9 Invigilators (IS)**

- Attend training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

## **2.10 Office/Reception Staff (RS)**

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

## **2.11 Premises Team (PT)**

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

## 3. Quality Assurance of Vocational Programmes

### 3.1 The Quality Model

There are four components:

- Approval of Programme
- Lead Internal Verifier on-line qualification or Programme Leader Training (inset)
- Standards Verification Process:
- Standards Verifier works with LIV/PL
- Confirmation Sampling via Post (BTEC)
- Confirmation Sampling via SV visit (CTEC, NCFE, RSL, etc.)
- Visit of Centre Quality Reviewer (CQR) for Quality Management Review - could also be completed via a Desktop Review if directed

### 3.2 Internal Systems

Winchmore's quality assurance system is designed to ensure that students can access quality learning and that assessment decisions are consistent and reflect national standards. Rather than a series of checks, it is envisaged that quality is 'built-in' at every stage of the assessment process. Effective internal verification of the assignment briefs and assessment decisions is key to its success.

Formative assessment is encouraged to support the process (see School's AfL Policy). In addition, as part of the Induction Programme, students are introduced to the programme's systems.

### 3.3 Centre Risk Assessment

To ensure the quality of programmes, Awarding Bodies judge how each centre manages identified risks relating to quality assurance that could compromise national standards. Quality review is carried out by an allocated Centre Quality Reviewer in the case of BTEC programmes. There are three risk areas:

- Assessment – identified risks need to be addressed immediately otherwise centre approval will be withdrawn
- Learning – identified risks need to be addressed in the longer term
- Resource – identified risks may affect the quality of programme delivery.

**Note: Further details located in the Centre Vocational Quality Handbook**

# Winchmore School Exams

## Operational Guidance

The following guidance is designed to translate Winchmore's Exam Policy into a series of actions that will ensure exams are administered efficiently within the JCQ Framework, throughout the academic year. The process is made up of the following stages:

- Planning
- Entries
- Pre-exams
- Exam time
- Results and post-results.

### **Planning - Roles and Responsibilities**

#### ***Information Sharing***

##### **Headteacher**

- Directs relevant centre staff to annually updated JCQ publications (and the instructions for conducting controlled assessment and coursework)

##### **Exams Officer**

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

#### ***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 exam 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 internal exams

##### **Curriculum and Subject 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***

### **LT wrt Access Arrangements**

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- Ensures a written process is in place to not only check the qualification(s) or their assessor(s) but that the assessment process is administered correctly
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

### **SENDCo**

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

### **Leadership Team**

- Support the SENCo in identifying and implementing appropriate access arrangements

### **Curriculum and Subject Leaders**

- Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

## ***Internal Assessments and Endorsements***

### **Headteacher**

- 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 policy for the management of controlled assessment is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment
- Ensures a non-examination assessment policy is in place for new GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required



## **Leadership Team**

- 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
- Curriculum/Subject Leader Ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ Instructions for conducting controlled assessments and the specification provided by the awarding body
- Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and (which include elements of coursework) Entry Level or Project qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensures teaching staff delivering new GCE & GCSE specifications and all vocational qualification unit tests etc. (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures 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

## **Exams Officer**

- Signposts teaching staff to relevant JCQ information for candidates documents that are annually updated

## **Teaching Staff**

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (controlled assessments, coursework, non examination assessments, social media) prior to assessments taking place
- Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

## ***Invigilation***

### **Deputy Head in charge of Progress and Provision**

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

### **Exams Officer**

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

## **Entries Stage - Roles and Responsibilities**

### ***Estimated Entries***

#### **Exams Officer**

- Requests estimated or early entry information, where this may be required by awarding bodies, from Curriculum/Subject Leader in a timely manner to ensure awarding body external deadlines for submission can be met

#### **Subject Leaders**

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

### ***Final Entries***

#### **Exams Officer**

- Requests final entry information from Curriculum/Subject Leader in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs Curriculum/Subject Leader of subsequent deadlines for making changes to final entry information without charge
- Confirms with Curriculum/Subject Leader 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

#### **Subject 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

### ***Late Entries***

#### **Exams Officer**

- Operates the Centre's clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

#### **Subject 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

### ***Transfer of Credit***

#### **Exams Officer**

- Provides information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- Meets the awarding body deadline for requesting transfer of credit

#### **Teaching Staff**

- Identify affected candidates to the EO

## ***Candidate Statement 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 Stage - Roles and Responsibilities**

### ***Access Arrangements***

#### **SENDCo**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates' information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- 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
- Prior to exams issues relevant JCQ information for candidate's documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - wrist watches in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

## ***Dispatch of Exam Scripts***

### **Exams Officer**

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

## ***Estimated Grades***

### **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

### **Subject Leaders**

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

## ***Internal Assessment and Endorsements***

### **Headteacher**

- Ensures procedures are in place for candidates to appeal internal assessment 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 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

### **Subject Leaders**

- Ensures teaching staff assess and authenticate candidates' work to the 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
- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline

### **Exams Officer**

- 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 invigilation handbook and/or trains/updates invigilator annually
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

### **SENCo**

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

### **Invigilators**

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

## ***JCQ Inspection Visit***

### **Exams Officer & Deputy Head in charge of Progress and Provision**

- Will accompany the Inspector throughout the visit

## ***Seating and Identifying Candidates in the Exam Room (s)***

### **Exams Officer**

- Ensures a procedure is in place to verify candidate identity including private candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

### **Invigilators**

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

## ***Security of Exam Materials***

### **Exams Officer**

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

### **Reception/School Office**

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff

### **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 clashes (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable variation) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

### **SENCo**

- 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

### **Premises Team**

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

## **Exam Time - Roles and Responsibilities**

### **Sixth Form Centre**

- Will inform the JCQ Centre Inspection Service using the JCQ Alternative Site form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

## ***Transferred Candidate Arrangements***

### **Exams Officer**

- Liaises with the host or entering centre, as required
- Processes requests to the awarding body deadline
- 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
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

### **SENCo**

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

### **Teaching Staff**

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

## ***Access Arrangements***

### **Exams Officer**

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

## ***Candidate Absence***

### **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 exam

## ***Late Arrival***

### **Exams Officer**

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

### **Invigilators**

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

## ***Candidate Behaviour***

### **Leadership Team**

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

### **Exams Officer**

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

### **Invigilators**

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

## ***Conducting Exams***

### **Headteacher**

- 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 the 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 Exams***

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

## ***Exam Rooms***

### **Headteacher**

- Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- Ensures only authorised centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

### **Exams Officer**

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance – e.g. mobile phone
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated



**Leadership Team**

- 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

**Premises Team**

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

**Invigilators**

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

**Candidates**

- Are required to remain in the exam room for the full duration of the exam

***Irregularities and Malpractice*****Headteacher and Exams Officer**

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

***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

**Candidates**

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

***Unauthorised Materials*****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*

#### **Subject 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 or disposed of according to the requirements

### *Results Day(s)*

#### **Leadership Team**

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

#### **Exams Officer**

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

#### **Premises Team**

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

### *Accessing Results*

#### **Exams Officer and Data Manager**

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

### *Post Results Service*

#### **Headteacher**

- Ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- Understands that in the event of an awarding body initiating an extended review of marking, candidates' marks and subject grades may be lowered, confirmed or raised

### *Results Analysis*

#### **Exams Officer and Data Manager**

- Provides information to candidates (including private candidates) and staff on the services provided by awarding bodies and the fees charged (see also above - Briefing candidates and Access to scripts, enquiries about results and appeals procedures) (EO)

- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met (EO)
- Provides a process to record requests for services and collect candidate informed consent (after the publication of results) and fees where relevant (EO)
- Submits requests to awarding bodies to meet the external deadline (EO)
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes (EO)
- Updates centre results information, where applicable (DM)

#### **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

#### **Data Manager**

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the secondary school and college performance tables September checking exercise

#### ***Certificates***

##### **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

#### ***Annual Review of Exams***

##### **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 review

##### **Leadership Team**

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

#### ***Retention of Records***

##### **Exams Officer**

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

## Appendix

### 1. Exams Operation - Supporting Policies

School Policy/Protocol/Guidance	
<b>Exam Contingency Plan</b>	<p>The Headteacher will ensure that Winchmore has in place a written examination contingency plan which covers all aspects of examination administration (see Exam Contingency Policy).</p> <p>This policy will allow members of the Leadership Team to act immediately in the event of an emergency or staff absence. The examination contingency plan is readily available for inspection purposes.</p>
<b>Internal Appeals Procedure</b>	<p>The centre agrees to... have in place and be readily available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates (see Appeals Procedure).</p> <p>The procedure is readily available for inspection purposes and draws to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal.</p>
<b>Disability Policy</b>	<p>The Headteacher agrees to recognise their duties towards disabled candidates as defined under the terms of the Equality Act 2010. This includes a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010 and fully supporting disabled candidates is available for inspection purposes.</p>
<b>Complaints and Appeals Procedure</b>	<p>The centre agrees to draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification.</p>
<b>Child Protection/Safe guarding Policy</b>	<p>The Headteacher will ensure that Winchmore has in place a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.</p>
<b>Access Arrangements Policy</b>	<p>With its obligations in respect of identifying the need for, requesting and implementing access arrangements Winchmore has guidance in place to not only check the qualification(s) of their specialist assessor(s) but that the assessment process is administered correctly (EAA Guidance + EAA Strategy)</p>
<b>Use of IT Policy (including word processor)</b>	<p>Winchmore's ICT Policy outlines its strategy for using ICT in examinations. Details are also included in its Exams Access Arrangements.</p> <p><u>Note</u> - The use of a word processor must reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs</p>

<p><b>Exam Fees</b></p>	<ul style="list-style-type: none"> <li>● Entry fees will be paid for by the school for all specifications that are delivered in school. However, the school reserves the right to recharge entry fees to candidates where they do not have an acceptable reason for non-attendance of examination of which they have been made aware of</li> <li>● The school reserves the right to recharge amendment fees where a student has not informed the Exams Officer of the amendment within the required timeframe</li> <li>● Private candidate entry fees will be paid in full by the candidate, in addition to a £15 administration fee. Entries will not be submitted until payment and booking fee has been provided to the school. Late entry fees will also be payable by the candidate if the information has not been provided to the Exams Officer within the stated timeframe.</li> </ul>
<p><b>Candidate Behaviour</b></p>	<p>The Exams Officer provides the JCQ regulations and centre requirements for behaviour to students in advance of any public examinations. Furthermore, internal examinations will be run according to the same standards in order to prepare students for public examinations – students will be notified in guidance produced by Key Stage 4 and 5 leaders and shared in an Exams Briefing Assembly</p> <p>In the event of misbehaviour, the Invigilator will speak with the candidate. Should the misbehaviour persist, the Invigilator will call for support from the Lead Invigilator who will in turn call for the Exams Officer and, if needed, notify SLT on call to support with the situation. In the event that the misbehaviour is disruptive to the exam, the Lead Invigilator will stop the exam until the incident has been resolved. The Lead Invigilator will keep a detailed record of the incident to provide to the Exams Officer.</p> <p>In the event of misbehaviour during an internal exam, the Exams Officer will liaise with the Year Team regarding the action that may be taken. In the event of misbehaviour in a public exam, the Exams Officer will follow JCQ regulations regarding Special Consideration and Suspected Malpractice, in addition to liaising with the appropriate HOY.</p> <p>Candidates who persistently fail to meet the required standards of behaviour may be refused entry to an examination and alternative seating arrangements may be made in order to ensure that the wider cohort is not disrupted, whilst meeting the JCQ regulations regarding seating arrangements. The school reserves the right to recharge entry fees and additional invigilation costs in this scenario</p>
<p><b>Candidate Absence Policy</b></p>	<p>Candidates are instructed to contact the Exams Officer immediately if they become aware that they are unavoidably late for an exam. If a candidate has not made the Exams Officer aware that they are late, then on being made aware of the absence, the Exams Officer will attempt to contact the candidate using the contact details on the school database. In either scenario, the Exams Office will inform the candidate that their work may not be accepted by the awarding organisation, that they must be supervised by a parent and be under exam conditions until they arrive at school. Candidates must report to the Exams Officer who will carry out the pre-exam procedures with the candidate before escorting them to the exam room. The candidate will be seated in order to cause the least amount of disruption to the other candidates, and the invigilator will make a record on the seating plan.</p> <p>It is at the discretion of the school whether to permit candidates who arrive more than an hour late to sit the exam. In either scenario, the Exams Office will follow the JCQ regulations, keeping detailed records and informing any relevant parties. Where appropriate, the Exams Officer will make applications for Special Consideration</p> <p>The school reserves the right to recharge examination entry fees to a candidate if they are unable to provide an acceptable reason for their absence.</p>

<p><b>Verifying Candidate Identity Procedure</b></p>	<p>The Lead Invigilator will be provided with a register or photographic list of the exam season candidates and this will be available in the exam room. Furthermore, members of SLT will be available prior to the start of examinations to assist with the identification of candidates where required.</p> <p>Private candidates will be required to provide photographic identification at the point of booking and will be checked in prior to the start of each exam by the Examinations Officer or another member of the Exams Team. Private candidates will be required to bring photographic identification to each examination.</p>
<p><b>Food and Drink in Exams</b></p> <p><b>Candidate Belongings</b></p>	<p>Candidates are permitted to bring water to drink to the exam room. However, in line with JCQ regulations, this must be in a clear container with all packaging removed. Candidates are not permitted to bring food to an exam, other than where previously agreed for a medical reason. Candidates who experience an exam clash may be permitted to bring a <u>snack to eat between papers, under supervised conditions</u>.</p> <p>Invigilators will instruct candidates as to where they should leave their belongings during an exam. This will ordinarily be outside of the examination room or, where feasible, in an allocated space within the exam room. The school is unable to accept liability for any personal belongings.</p>
<p><b>Candidates Related to Staff</b></p>	<p>The Headteacher/Exams Officer will inform the awarding bodies, 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 for examinations and assessments.</p> <p>Awarding bodies will also be informed where children of exams office staff are being entered for examinations and assessments. The Headteacher/Exams Officer will ensure that during the examination series the member of centre staff is treated as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.</p> <p>If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the Headteacher will 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. If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations. (For example, any application for special consideration must be authorised by a member of centre staff other than the candidate's relative)</p>

<p><b>Emergency Evacuation Procedure</b></p>	<p>The emergency evacuation procedure is located in the Policy Library and the procedure is provided to invigilators in training and is available for reference in every exam room.</p>
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<b>Special Consideration</b>	Winchmore follows JCQ and awarding body guidance.
<b>Unauthorised Materials</b>	Invigilators will request candidates hand in any unauthorised materials and will make a detailed record in the room log. The items may be retained and used to support a report of suspected malpractice where appropriate or will otherwise be handed to the Exams Officer who will return it to the candidate. The Exam Officer will store items securely until such time as they are returned to the candidate, where applicable.
<b>Issue of Certificates Procedure</b>	<p>Certificates will be issued to candidates at a ceremony following the issue of certificates to the school.</p> <p>Any certificates which are not collected at the ceremony, will be held in the main school office for 12 months and a letter will be sent out to candidates with collection details.</p>
<b>Retention of Certificates Policy</b>	Retained certificates will be stored securely and processed in line with the requirements of the awarding organisation.
<b>Exams Archiving Policy</b>	<p>All exam results are saved to SIMs.</p> <p>Mock examination papers are stored by programme leaders in a secure place, or digitally.</p>