



Inclusion College

Exams Policy 2024/25

DfE no: 850/7900



Approved by: SLT	Date: 23.05.2025
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Monitoring arrangements

This policy is reviewed annually by the SLT to ensure compliance with current regulations

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Purpose of this Policy

The centre is committed to ensuring that the examination/assessments 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 are documented, supporting the centre's contingency plan, and other relevant exams-related policies and procedures 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 according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/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.

The Exam Policy is emailed to all relevant staff and is electronically stored on the college's website and the secure college system. All candidates, parents and carers are made aware the policies are available on the website

Roles and responsibilities overview

The Head of college/Head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ General Regulations for Approved Centres booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4. Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. (GR, section 1)

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

The headteacher (the head of centre) may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles. (GR 2).

Head of Centre Responsibilities (Head of College)

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current [General Regulations for Approved Centres](#) (GR)

booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

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

([ICE](#) Introduction) **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the [Instructions for conducting examinations](#) document.** Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025.

([GR](#) 5.1)

The head of centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

Head of Centre

- Understand the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - [General regulations for approved centres](#) (GR)
 - [Instructions for conducting examinations](#) (ICE)
 - [Access Arrangements and Reasonable Adjustments](#) (AARA)
 - [Suspected Malpractice - Policies and Procedures](#) (SM)
 - [Instructions for conducting coursework](#) (ICC)
 - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting coursework)
 - [A guide to the special consideration process](#) (SC).
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party (unless exclusions apply) to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body.
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties

(see National Centre Number Register and other information requirements section)

- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such, as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel

Resilience and contingency arrangements

(GR 3.16-19)

The centre must ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering evidence of candidate performance in line with the published guidance.

The centre must have an up to date written contingency plan.

The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan must cover the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo/ALNCo, examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of their contingency plan centres must identify an alternative site if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different Year Groups.

The centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The centre must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber security

(GR 3.20-21)

The head of centre must ensure there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever possible
- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*. Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

Recruitment, Selection, Training and Support

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCO (SEND Lead) 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 and awarding body regulations
- Ensures that the SENCo (or equivalent role) understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role
- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations)
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations

External and Internal Governance Arrangements

(GR 5.3)

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent

Escalation Process

(SLT Lead for Exams or 2nd trained Exams officer)

- Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments
- Makes sure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined, or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination.

Delivery of Qualifications

(GR 5.3)

- Delivers qualifications, as required by the awarding body and 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 and implementing reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject concerned.

Public Liability

(GR 5.3)

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

Conflicts of interest

(GR 5.3) See Policies below)

Controlled assessments, coursework and non-examination assessments

(GR 5.3)

- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates)
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

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 security of all assessment materials
- that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only

shared with appropriate centre staff and candidates and are not shared outside the centre

- reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials
- 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
- access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*
- 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
- Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

National Centre Number Register and other information requirements

(GR 5.3)

- Provides contact details as follows:
 - A physical address to which all examination and assessment materials will be dispatched - this must be the registered address of the centre
 - A landline telephone number - this must be the number of the main office/switchboard of the centre
 - A contact email address for communications - this must be the email address of the person or team responsible for the administration of examinations (personal email addresses such as 'Yahoo', 'Hotmail' and 'Gmail' are not acceptable) Note: Except for WJEC, if this is shared email account it must not be used to access awarding body secure website
 - The name of the head of centre and their email address
 - Senior designated contact details (this might include a personal mobile number and/or email address)(These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue)

Responds to the National Centre Number Register annual update by the end of October every year

- 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 (This must be on the centre headed stationery which can be sent as an email attachment including the signature of the head of centre)
- Informs the National Centre Number Register Team (email address - ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)
- Informs the National Centre Number Register team immediately of any other changes in circumstances that could affect the centre's status
- Responds, by completing the Head of Centre declaration, to the National Centre Number Register request for information that they are aware of and adhering to the latest versions of the JCQ regulations, and does so by no later than the end of October every year
- Responds to any other reasonable requests made by the National Centre Number Register Team

- (GR 1.9) Understands that this responsibility for completing the Head of Centre declaration survey 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 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

GR 5.3)

- 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
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility.

Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after assessments have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice - Policies and procedures*
- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require.

Policies/procedures

- The Centre's policies and procedures can be found as a hard copy in the exams folder held by the Exams officer, on the college website as well as in the college secure IT system.
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or where the head of centre, the SLT Lead for Exams, the examinations officer or SEND lead is absent at a critical stage of the examination cycle)
- The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.
- All relevant centre staff must be familiar with the examination contingency plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

The following policies are available for inspection and are reviewed and updated annually:

Safeguarding/ Child Protection Policy: Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.

Complaints Policy (Exams): Ensures a Complaints policy covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers.

Malpractice Policy: AI Use in Assessments: Protecting the Integrity of Qualifications (<http://www.jcq.org.uk/exams-office/malpractice>) the centre's malpractice/plagiarism policy will acknowledge the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged)

Exam Contingency Plan: Examines potential risks and issues that could cause disruption to the exams process at Inclusion College. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Lockdown Policy (Exams): Details the measures taken at Inclusion College in the event of a centre lockdown during the conducting of exams.

Internal Appeals Procedures: Ensures an internal appeals procedures is in place and drawn to the attention of candidates and (where relevant) their parents/carers.

Equalities Policy: 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.

Data Protection Policy (GDPR) (Exams): Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.

Whistleblowing Policy (Exams): Encourages individuals to raise concerns, identifies how to report concerns, sets expectations regarding the outcomes and provides details of how and who to report to.

Access Arrangements Policy: Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.

Conflicts of Interest Policy (Exams)

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential **Conflict of Interest** where;
- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
- a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
 - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
 - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre.

Non-examination Assessment Policy : A written policy regarding the management of non-examination assessments including controlled assessments and coursework.

Word Processor Policy (Exams)

A hard copy of the Word Processor Policy (Exams) is located in the Exam Officer's lockable cabinet in a file marked Exams Policies. It is also electronically stored on the secure shared drive with all staff access. All exam policies are on the Inclusion College website.

Access arrangements and reasonable adjustments

(GR 5.4)

The head of centre/senior leadership team will:

- appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for

candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury

- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)
†for any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
- ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)
- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and held on file for inspection)
- have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments*

Malpractice

(GR 5.11)

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require
- (GR 6.2) 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 document *Suspected Malpractice - Policies and Procedures*

Personal data

(GR 6.6, 6.8)

It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

The Exam Cycle

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/ncnannual-update/>) by the end of October every year to confirm the centre's contact details or informs of any changes (and follows the process (in GR 5.3) of any changes occur after the annual update has taken place)
- 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 may be applicable to the centre as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo (or equivalent role), SEND Lead, to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the SLT Lead for Exams / 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 internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials.

Senior Leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ documents including:
 - [General regulations for approved centres](#)

- [Instructions for conducting examinations](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Suspected Malpractice - Policies and Procedures](#)
 - [Instructions for conducting coursework](#)
 - [Instructions for conducting non-examination assessments](#) (and the instructions for conducting coursework)
 - [A guide to the special consideration process](#)
 - [Post-Results Services](#)
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exams Officer and SENCo (or equivalent role), SEND Lead
 - 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.

SENCo or equivalent role - SEND Lead

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
[Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed (Qualified access arrangements assessor will meet the required level of competence and training and will have presented relevant evidence. (GR 5.4; AA 7.3))
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

(GR 5.4)

- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes

Teaching Staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and SENCo (or equivalent role), SEND Lead
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events.

Invigilators

- Attend/undertake training (on the current regulations), update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current

maladministration/malpractice sanctions applied to them.

Reception Staff

Support the Exams Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials

Site Staff

Support the Exam Officer 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 referred to as the **exam cycle** and relevant tasks which need to be undertaken before, during and after an exam series 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

Secure materials

Head of centre

([GR](#) 3.6)

- Ensures the centre has a secure storage facility in a room solely assigned to examinations

([ICE](#) 3.1)

The secure room and the secure storage facility

The secure room

The secure room must only be used for the purpose of administering secure examination materials.

Access to the secure room **must** be restricted to two to six key holders, one of whom **must** be the exams officer. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures...

The secure storage facility

Access to the secure storage facility **must** be restricted to two to six key holders, one of whom **must** be the exams officer.

The two to six key holders **must** either be part of the exams team or the senior leadership team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room **must** be closed.

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 documents and awarding body documentation relating to the examination/assessment process that has been updated
- Signposts relevant centre staff to JCQ information that must be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites.

Information Gathering

Exams Officer

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

Senior Leaders (SLT Lead for Exams)

- Responds (or ensures Teaching Staff respond) to requests from the Exams Officer on information gathering
- Meets the internal deadline for the return of information
- Informs the Exams Officer 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 the centre has documented processes in place relating to access
- Ensures the SENCo (or equivalent role), SEND Lead, is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

SEnCo (or equivalent role) - SEND Lead

- 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 for a candidate**
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed
- Assist the Exam officer to apply for **approval using Access arrangements online (AAO)** via the **Centre Admin Portal (CAP)**, where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required

documents for inspection)

- Employs good practice in relation to the Equality Act 2010
- Liaises with the Exam Officer regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the Exams Officer 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 SLT Lead for Exams on the centre's policy on the use of word processors in examinations.
- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exams rooms

Word Processor Policy (Exams)

A hard copy of the Word Processor Policy (Exams) is located in the Exam Officer's lockable cabinet in a file marked Exams Policies. It is also electronically stored on the secure shared drive with all staff access. All exam policies are on the Inclusion College website.

Alternative rooming arrangements

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

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

Senior Leaders (SLT Lead for Exams), Teaching Staff

- Support the SENCo (or equivalent role), SEND Lead, in determining and implementing appropriate access arrangements/reasonable adjustments
- Senior leader provides an annually reviewed and updated word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

Head of Centre

Controlled assessments, coursework and non-examination assessments

(GR 5.7)

- Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
- Ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (This will allow the candidates for each specification to be treated as a single group for the moderation of centre-assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed)
- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
- Before submitting marks to the awarding body ensures candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking

- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body)
- Ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date (It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review)
- Ensures a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates
- Ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework is in place
- Ensures that candidates' work is backed-up and considers the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up (Implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks)

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
- Ensures Teaching Staff delivering relevant qualifications, Entry Level Certificate follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensures Teaching Staff delivering reformed GCE & GCSE specifications and alternative qualifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non- examination assessments](#) and the specification provided by the awarding body
- Ensure teaching staff delivering qualifications which include (wholly or in part) units of coursework follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- For other qualifications, ensures Teaching Staff follow appropriate instructions issued by the relevant 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.

Teaching Staff

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

Exams Officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts Teaching Staff to relevant JCQ [information for candidates documents](#) that are annually updated

Invigilation

Head of Centre / SLT Lead for Exams

- Ensures relevant support is provided to the Exams Officer 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.
- Ensures that, wherever possible a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates is not an invigilator during the examination

Exams Officer

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides thorough training for new invigilators on the current instructions for conducting examinations and an update for the existing invigilation team so that they are aware of any changes in a new academic year, before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events.

Entries: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR](#) 5.4 Entries)

Estimated entries

Exams Officer

Requests estimated or early entry information, where this may be required by awarding bodies, from Senior Leaders (or relevant roles) in a timely manner to ensure awarding body external deadlines for submission can be met.

Estimated entries collection and submission procedure

The Exams Officer emails all Heads of Departments (HoDs)/ Senior Leaders to obtain the candidate entry details in line with the awarding body entry deadlines

Senior leaders (SLT Lead for Exams)

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

Final Entries

Head of centre

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

Exams Officer

- Requests final entry information from senior leaders (or relevant roles) in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs senior leaders of subsequent deadlines for making changes to final entry information without charge
- Submits registrations, examination entries and certification claims by the deadline(s) and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification
- Confirms with senior leaders 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 Exams Officer emails all HoDs when appropriate to get confirmation of which exams the candidates are being entered for and at what levels.

Senior leaders (SLT Lead for Exams)

- Provides information requested by the Exams Officer to the internal deadline
- Informs the Exams Officer 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 Exams Officer and confirms information is correct.

Entry Fees

Exam Fees are paid through a central budget, which is reviewed by the SLT & CEO annually.

Late Entries

Exams Officer

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

Senior Leaders (SLT Lead for Exams)

Minimise the risk of late entries by:

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

Re-sit Entries

Re-sit entries would be decided by the students tutor, the SLT Lead for Exams, the student and their parents/guardian. Exam Fees are paid through a central budget which is reviewed by the SLT annually

Private Candidates

Inclusion College accepts private candidates in line with the criteria documented, and at the discretion of the SLT Lead for Exams and Head of Centre.

Candidate statements of entry

Exams Officer

Provides candidates with statements of entry for checking.

Teaching Staff

Ensure candidates check statements of entry and return any relevant confirmation required to the Exams Officer.

Candidates

Confirm entry information is correct or notify the Exam Officer of any discrepancies.

Pre-exams: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.8 Candidate information](#))

Access arrangements and reasonable adjustments

SENCo (or equivalent role) - SEND Lead

- 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 them
- 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 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 candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor.

Briefing Candidates

Exams Officer

- Ensures individual exam timetable information is given to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams issues relevant JCQ information for candidates documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices
- Where relevant, issues relevant awarding body information to candidates
- Ensures centre exam information to candidates is issued including information on:
 - exam timetable clashes

- arriving late for an exam
- absence or illness during exams
- what equipment is/is not provided by the centre
- food and drink in exam rooms
- unauthorised items in exam rooms
- when and how results will be issued and the staff that will be available
- the post-results services and how the centre deals with requests from candidates
- when and how certificates will be issued.

Access to scripts, reviews of results and appeals procedures

A hard copy of the Appeals Procedures (Complaints and Appeals Policy, Internal Appeals Procedure, Internal Appeals Policy for External Exams) is in the Exam Officer's file. It is also electronically stored on the secure shared drive with all staff access. All exam policies are on the Inclusion College website.

Dispatch of exam scripts

Exams Officer

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

Estimated grade

Senior Leaders/SLT Lead for exams

Ensures Teaching Staff provide estimated grade information to the Exams officer by the internal deadline (where this still may be required by the awarding body)

Exams Officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent.

Internal assessment and endorsements

Head of Centre

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

SENCo (or equivalent role) - SEND Lead

Liaises with Teaching Staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

Teaching Staff

- Support the SENCo (SEND Lead) in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies.

Senior leaders

- 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 Exams officer to the internal deadline
- Ensures Teaching Staff provide required samples of work for moderation and sample recordings for monitoring to the Exams officer to the internal deadline.

Exams Officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures Teaching Staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work.

Candidates

- Authenticate their work as required by the awarding body.

Invigilation

Exams Officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, ensures new invigilators are trained on the current regulations and updates existing invigilation team on any regulation changes and any changes to centre specific arrangements
- 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, prompter, 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 SENCo (or equivalent role), SEND Lead, regarding the facilitation and invigilation of access arrangement candidates.

SENCo (or equivalent role) - SEND Lead

Liaises with the Exams officer 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 SLT lead for exams

- Will accompany the Inspector throughout a visit

SENCo (or equivalent role) - SEND Lead or relevant Senior leader (in the absence of the SEND Lead)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s).

Seating and identifying Candidates in Exam Rooms

Exams officer

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

Candidate Identification Procedure

As the Centre is very small all the candidates are known to the invigilator, so a detailed verification procedure is not required. For any private candidates we would follow our private candidate process to verify ID.

Exam Officer

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

Invigilators

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

Security of Exam Materials

Exams Officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre.
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, (the exams officer must be one of the keyholders), each keyholder must fully understand their responsibilities as a key holder to the secure storage facility
- Ensures only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility as one of the two to six key holders
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- 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 checks
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment at the centre to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question materials papers).

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

Admin Staff

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

Teaching Staff

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

Timetabling and Rooming

Exams Officer/ SLT lead for exams

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)
- 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 SENCo (or equivalent role), SEND Lead, regarding rooming of access arrangement candidates.

SENCo (or equivalent role) - SEND Lead

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

Site staff

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

Overnight Supervision Arrangements Policy

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

Candidates may, at the discretion of Inclusion College, be allowed to take an examination the following morning, including Saturdays. Candidates will not be allowed to take examinations on an earlier day than that scheduled on the timetable.

When all other options have been explored and the decision has been taken by the HoC, in conjunction with the SLT lead for exams and Exams officer, that overnight supervision arrangements are the only viable option, the following procedure shall be followed:

- Two members of staff will be appointed; they will ensure between them that the candidate is observed at all times.

- The candidate will be under centre supervision, from 30 minutes after the awarding body's published starting time for the delayed examination, until the delayed examination has been completed.
- The candidate's parents/guardian may accompany the candidate as well if deemed appropriate, given our cohorts complex needs.
- The overnight supervision arrangements **must** ensure that the candidate **does not** have advance warning of the content of the examination deferred until the following morning. This means the candidate **must not** meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), e-mail, Internet and social media. It also extends to television and radio, which could report key details of the day's examinations. [ICE 8]
- The head of centre must be satisfied of any arrangement for overnight supervision of a candidate where necessary and accepts full responsibility for the security of the examination throughout.

The JCQ form Timetable variation and confidentiality declaration for overnight supervision (Appendix A) must be completed before the overnight supervision is to commence.

The Head of Centre must ensure that:

- All parties involved will be informed that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions/penalties, as detailed in the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures ; <http://www.jcq.org.uk/examsoffice/malpractice>
- They are satisfied that the arrangements maintain the integrity and security of the examination
- All completed forms will be kept available in the centre for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested
- The relevant awarding body is informed immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate
- The head of centre **must** be satisfied of any arrangement for overnight supervision of a candidate where necessary and accepts full responsibility for the security of the examinations throughout
- Any examination that has been deferred **must** be taken the following morning, including a Saturday
- If a candidate is being allowed to take an examination on a later day than other candidates at the centre, all copies of the question paper used on the earlier day will be sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that examination.

SEND Lead

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

Site Staff

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

Alternative Site Arrangements

Exams Officer

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met - if this becomes applicable
- Will inform the JCQ Centre Inspection Service to timescale by submitting a *JCQ Alternative Site form online 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.*

Internal exams

Exams Officer/Head of centre

- 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 (or equivalent role) - SEND Lead

Liaises with Teaching Staff to make appropriate arrangements for access arrangement candidates.

Teaching Staff

- Provide exam papers and materials to the Exams officer
- Support the SEND Lead in making appropriate arrangements for access arrangement candidates.

Exam time: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.9 Conducting examinations and assessments](#))

Access arrangement

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
- Liases with the SENCo (SEND Lead) to apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO.

Candidate Absence or Late Arrival

Late and Absent Candidates Policy

A hard copy of the Late and Absent Candidates Policy is located in the Exam Officer's lockable cabinet. It is also electronically stored on the secure shared drive with all staff access. All exam policies are on the Inclusion College website.

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

Maybe re-charged relevant entry fees for unauthorised absence from exams, if deemed appropriate

Candidate Late Arrival

Exams officer

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

Invigilators

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

Candidate Behaviour

See *Irregularities* below.

Candidate Belongings

See *Unauthorised items* below.

Conducting Exams

Head of Centre / SLT Lead for exams

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

Exams Officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed.

Dispatch of Exam Scripts

Exams Officer

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

Exam Papers and Materials

Exams Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility.
- Attaches erratum notices received to relevant sealed exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures the 'second pair of eyes' check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam.

Exam rooms

Head of Centre/ SLT lead for exams

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a

room 'designated' as an exam room

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

Food and Drink (Exams)

- Food is not allowed within the exam room unless there is prior permission from the Head of Centre/ SLT lead for exams;
- In this instance; staff involved in the exams process are aware of what is and what is not allowed and how this will be managed at the time of the exam
- Water, provided by the centre, will be available.

Leaving the Examinations Room

- Given our cohort of students, and their complex needs; we recognize that a short break(s) during an exam may be necessary and, if this is the normal method of working, will be seen as a reasonable adjustment.
- Any student needing a temporary break will be accompanied by a member of staff (not their subject teacher or a subject expert for the exam in question).
- The candidate will not have access to any electronic equipment or be allowed to interact with any other student.
- The time the candidate started and ended the break will be recorded on the Exam Incident Log.
- Staff involved with the exam process will be informed, through training, of the process for dealing with a temporary absence from the exam room.

Exams Officer/SLT Lead for exams

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

SLT Lead for exams / Exams officer (member of SLT)

- 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.
- Ensure a procedure is in case of an emergency evacuation (lockdown/stay put).

Emergency Evacuation Policy (Exams)

A hard copy of the Emergency Evacuation Policy is located in the Exam Officer's file marked Exams Policies. It is also electronically stored on the secure shared drive with all staff access. All exam policies are on the Inclusion College website.

Site staff

- Ensure exam rooms are available and set up as requested by the Exams officer
- 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 / SLT lead for exams

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

Managing Behaviour (Exams)

Inclusion College is a small school with a high staff: learner ratio, there will only be a very small number of students sitting an exam at any one time.

Senior Leaders

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

Exams Officer

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

Invigilators

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

Malpractice Policy (Exams)

See *Irregularities* above.

Special Consideration

SLT lead for exams/ SLT team

Support eligible applications for special consideration by signing appropriate evidence

Exams Officer

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

Special Consideration Policy

A hard copy of the Special Consideration Policy is located in the Exams Officer's file. It is also electronically stored on the secure shared drive with all staff access. All exam policies are on the Inclusion College website.

Candidates

Provide appropriate evidence to support special consideration applications, where required

Unauthorised Items

Arrangements for unauthorised items taken into the exam room

- In the examination room, candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.
- Potential technological/web enabled sources of information such are not permitted ideally, all unauthorised items are left outside of the examination room.
- Any pencil cases taken into the examination room must be see-through
- Any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- If candidates have access to unauthorized items in the examination room, this may be considered as malpractice. They could be subject to penalties in accordance with the JCQ.

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 Exams officer.

Results and post-results: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.12 Results](#), [5.13 Post-results services and appeals](#), [5.14 Certificates](#))

Internal Assessment

Head of Department

- 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.

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

- SLT lead for exams/ Exams officer to oversee arrangements for Results Day
- Exams officer to liaise with candidates, parents/carers
- Exam results are emailed to staff on the day of release.

Site Staff

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

Accessing Results

Head of Centre

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

Exams Officer

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

Post-results services

Head of Centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised).

Exams Officer

- Provides information to all 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.
- Identify the budget to which fees should be charged.

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

SLT lead for exams

- 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) [/check-your-performance-measures-data.education.gov.uk/hc/en-gb](https://check-your-performance-measures-data.education.gov.uk/hc/en-gb)

Certificates

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

Issue of Certificates Procedure and Retention Policy

- Exam Certificates are posted by Royal Mail (1st class and signed for) to the candidates.
- If the candidates are still students within the centre, or choose to collect, the certificates are given to them and they sign to say they have been received.
- A register is maintained of all certificates due, received and issued.

Certificate Retention

Any certificates that are returned by Royal Mail or that are not collected will be retained for a minimum of 12 months - attempts will be made to contact the candidate and they will be advised that some awarding bodies do not offer replacement certificates. Records will be kept of destroyed certificates for 4 years from destruction.

Candidates

May arrange for certificates to be collected on their behalf by providing the Exams officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

Exams review: roles and responsibilities

Exams Officer/SLT lead for exams

- 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.

SLT

Work with the Exams officer to produce a plan to action any required improvements identified in the review.

Retention of records: roles and responsibilities

Exams Officer

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

Exams Archiving Policy

A hard copy of the Exams Archiving Policy is located in the Exam Officer's file It is also electronically stored on the secure shared drive with all staff access. All exam policies are on the Inclusion College website.

Timetable variation and confidentiality declaration for overnight supervision

Centre Number						Centre Name						
Candidate Number						Candidate Name						
Specification Title						Unit/paper number						

Scheduled time of examination	Date	Time
Re-scheduled time of examination	Date	Time
Reason for timetable variation		

A. Declaration by candidate

I will not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. I understand that communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, Internet and social media.

Therefore, I must not have access to any of these whilst under supervision. I will also comply with the arrangements made by my examination centre.

I understand that any infringement of these conditions may result in the awarding body applying penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

Candidate Name	Signature	Date

A. Declaration by Supervisor

I, _____ (insert name), certify that the candidate named above will be personally supervised by me at all times from the time supervision of him/her is handed over to me by the appointed person at the centre, until I transfer responsibility for supervision of him/her back to the appointed person at the centre.

I understand that the candidate **must not** meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. **Communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, Internet and social media. I will ensure that the candidate does not have access to any of these whilst under my supervision.**

I understand that I **must** escort the candidate to the examination centre and ensure that supervision is transferred to the appointed person at the centre.

I understand that any infringement of these conditions may result in the awarding body applying penalties in accordance with the JCQ publication **Suspected Malpractice in Examinations and Assessments: Policies and Procedures.**

Status of supervisor

.....
.....

(e.g. member of centre staff, parent, carer)

Name of supervisor (Please print name)	Signature	Date

Declaration by head of centre

Given the declarations of the candidate and supervisor, I will do all that I might reasonably be expected to do to ensure that these conditions are met. I will report any known or suspected contraventions **immediately** to the appropriate awarding body.

Head of centre (Please print name)	Signature	Date

Notes for overnight supervision of candidates with a timetable variation

1. If the total duration of three or more papers to be taken in one day is more than 5 hours 30 minutes for GCSE examinations or more than 6 hours for GCE examinations, (AS, A2, A-level) centres may wish to arrange overnight supervision.

N.B However, the candidate should be offered the opportunity to sit all of the examinations on the scheduled day. You should submit a request for special consideration to the relevant awarding body for the final paper which has been taken.

2. Where the centre allows the candidate to take an examination scheduled for the afternoon session the following morning†, **the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times** while he/she is on the premises sitting examinations.

The candidate **must** be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination. The centre **must** ensure there is no contact with other candidates.

†If an examination from Friday afternoon is deferred, it **must** be taken the following morning, i.e. Saturday morning.

3. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The centre **must** determine a method of supervision which ensures the candidate's well being.

The supervisor **must** supervise the candidate from the time when he/she leaves the supervision of the centre until supervision of the candidate is transferred back again to the appointed person at the centre.

4. The candidate **must not** meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination.

Communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, Internet and social media. A candidate must not have access to any of these whilst under supervision.

5. The form **must** be completed **no later than** 24 hours prior to the overnight supervision commencing so that those involved fully understand their responsibilities.

A copy of the form must be retained by the centre and the supervisor.

6. Completed forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.

- 7. All completed forms must be kept on-file at the centre for inspection.** Forms may be stored electronically or in hard copy paper format. They must be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. This form must not be sent to an awarding body, unless specifically requested.
8. The head of centre **must** be satisfied that the arrangements meet the awarding body's requirements.
9. The awarding body **must** be informed immediately of any known or suspected contravention of these conditions.
10. The awarding body may use appropriate means to check that these conditions have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of the candidate(s) involved and could affect whether the awarding body would allow such arrangements to be made in the future.
- 11. All completed forms must be kept on-file at the centre for inspection.** Forms may be stored electronically or in hard copy paper format. They must be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. This form must not be sent to an awarding body, unless specifically requested.
12. The head of centre **must** be satisfied that the arrangements meet the awarding body's requirements.
13. The awarding body **must** be informed immediately of any known or suspected contravention of these conditions.
14. The awarding body may use appropriate means to check that these conditions have been adhered to and will take action if there is evidence of any contravention. This could lead to the disqualification of the candidate(s) involved and could affect whether the awarding body would allow such arrangements to be made in the future.