

Exams Policy

2021/22

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Matthew McDonald	
Date of next review	October 2022

Key staff involved in the exams policy

Role	Name(s)
Head of centre	Matthew McDonald
Exams officer line manager	Daniel Jones
Exams officer	Bridget Butler
ALS lead/SENCo Assistant SENCo	Laura Critchley Ella Dixon
SLT member(s)	Allie Cowley, Ben Woodhouse, Judith Townsend, Callum Martin

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Purpose of the policy

Sir Thomas Wharton Academy is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published Joint Council for Qualifications (JCQ) and Cambridge International Examinations (CIE) regulations and other awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

Internal trial examinations are considered practice for the 'real thing' and, as such, we will endeavour, as far as possible, to run them as close as possible to an external examination.

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff and will be made available on the academy website

Roles and responsibilities overview

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

The Exam Officer is the person appointed by the Head of Centre to act on behalf of, and be the main point of contact for the centre in matters relating to the general administration of awarding body examinations and assessments. **The Head of Centre may not appoint themselves as Exams Officer.**

Head of centre responsibilities

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures*, 1 September 2021 to 31 August 2022:

<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - General Regulations for Approved Centres (GR)
 - Instructions for Conducting Examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AA)
 - Suspected Malpractice – Policies and Procedures (SM)
 - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
 - A guide to the special consideration process (SC)

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments

National Centre Number Register

- Takes responsibility for confirming, on an annual basis that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 and ultimately, awarding bodies could withdraw their approval of the centre

Head of centre declaration

A signed copy of the Head of Centre's declaration for the academic year 2021/22 is held on file, displayed in the Exam Office and is available as part of the centre inspection

Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the Exams Officer and the ALSlead/SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints a ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities

Internal governance arrangements

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

Escalation Process

It is the responsibility of the **head of centre** to ensure that his/her centre... has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent (GR 5.3).

Our Escalation Policy is part of our main Exam Contingency Plan 2021-22, which is available for inspection and a copy is on our website. It will be reviewed and updated annually.

- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exam Officer

- Makes sure that a teacher, a tutor or a senior member of staff who teaches the subject being examined, is not an invigilator during the examination

Delivery of qualifications

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned
- Where/if using a third party to deliver any part of a qualification at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party ensuring that a copy of the written agreement is available for inspection if requested by the awarding body

Public liability

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

Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
 - the secure room only contains exam-related material
 - there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre are accompanied by a keyholder at all times
 - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with

other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*

- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

Exam Contingency Plan

It is the responsibility of the Head of Centre to ensure that their centre has in place a written examination contingency plan which covers all aspects of examination administration. This allows members of the senior leadership team to act immediately in the event of an emergency or staff absence. Sir Thomas Wharton Academy also has a separate lockdown Policy for exams

Our Exam Contingency Plan is available for inspection and can be found on our website. It is reviewed and updated annually.

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

Internal Appeals Procedures

The centre will, before submitting any centre-assessed marks to an awarding body inform the candidate of those marks and allow a candidate to request a review of the centre's marking.

Sir Thomas Wharton Academy has a separate Internal Appeals Procedure for exams which covers:

- Appeals against internal assessment decisions (centre assessed marks)
- Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal against an externally marked exam or assessment

This Internal Appeals Procedure is available for inspection and a copy is on our website. It will be reviewed and updated annually. Details of the Internal Appeals procedure will be communicated to all candidates and their parents/carers.

- Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements

Equalities Policy (Exams)

The Head of Centre and senior leadership team recognise its duties towards disabled candidates as defined under terms of the Equality Act 2010. This includes a duty to explore and provide access to suitable courses, submit applications of reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. We will comply with our obligation to identify the need for, request and implement access requests.

Our Equalities policy for exams is a separate policy document that is available for inspection and a copy is on our website. It will be reviewed and updated annually.

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

Complaints and Appeals Procedure (Exams)

We will draw to the attention of candidates and their parents/carers our separate written complaints and appeals procedures. Our complaints policy covers general complaints regarding our delivery or administration of a qualification (GR 5.8). This policy will be reviewed and updated annually and is also available on our website and a copy is available for inspection.

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements (GR 5.3)

Child protection/safeguarding Policy

Our Child Protection and Safeguarding Policy is a Maltby Learning Trust wide policy. A copy is available for inspection and is on our website. The policy is reviewed and update regularly.

- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations (GR 1.2 and 5.8)

Data Protection Policy

Our Data Protection Policy is a Maltby Learning Trust wide policy. A copy is available for inspection and is on our website. The policy is reviewed and updated regularly.

Legislation on sharing information

Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other exams-related information with a third party.

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

- Understanding and dealing with issues relating to parental responsibility
www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance: guidance for headteachers
www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publication of exam results

Refer to ICO (Information Commissioner's Office) [Schools, universities and colleges](#) information and [Exam results](#)

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

Access Arrangements Policy

We will comply with the obligation to identify the need for, request and implement access arrangements Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments GR 5.4). The Head of Centre and Senior Leadership Team have a written process in place to check the qualifications of any assessors and that the correct procedures are followed as per Chapter 7 of the JCQ Access Arrangements and reasonable Adjustments (AA) – this is part of our separate Access Arrangements Policy. This policy will be reviewed and updated annually and is also available on our website and a copy is available for inspection.

Conflicts of Interest

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre 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 close relationship to the candidate
- Maintains clear records (Conflict of Interest register) 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 (taking at the centre as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre
- Ensures that the Conflict of Interest register is maintained and kept up to date by the Exams Officer
- 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 e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

Centre Inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

Exams officer

- Understands the contents of annually updated JCQ publications including:
 - General Regulations for Approved Centres
 - Instructions for Conducting Examinations
 - Suspected Malpractice – Policies and Procedures
 - Post-results services (PRS)
 - A guide to the special consideration process
- Completes/submit the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met

- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the ALS lead/SENCo to ensure that Access arrangements for candidates are implemented correctly and ensures invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the Head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- Works with Student Welfare Managers and SENCo (where relevant) to make applications for Special Consideration
- Post Results Service - coordinates applications from SLT and teaching staff for access to scripts requests, clerical re-checks, reviews of marking and moderation, ensures written permission is given from all candidates prior to any application
- Exam certificates – ensures there are no errors on certificates received, keeps a record of certificate issue to candidates

Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - General Regulations for Approved Centres
 - Instructions for Conducting Examinations
 - Access Arrangements and Reasonable Adjustments
 - Suspected Malpractice – Policies and Procedures
 - Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
 - A guide to the special consideration process

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

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

Senior leaders

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exam Officer and ALS lead/SENCo e.g. exam entry confirmation
- With the approval of SLT make decisions regarding Post Results Services for candidates and liaise with the Exam Officer
- Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exam Officer and ALS lead/SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery and assessment of qualifications e.g. Non-Examined Assessment requirements, running internal BTEC unit assessments
- Attend relevant awarding body training and update events

Invigilators

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

Reception staff

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

Site staff (Vinci)

- Support the Exam Officer in relevant matters relating to exam rooms and resources
- Ensure any confidential exam material deliveries attempted out of hours or during school holidays are refused

Candidates

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

The exam cycle

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

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

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

Planning: roles and responsibilities

Information sharing

Head of centre

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

Exams officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates e.g. JCQ Candidate information for written exams or onscreen tests

- 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 – at Sir Thomas Wharton this is called the ‘Course capture’ process and takes place in the first weeks of the Autumn term
- 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 trial exams to enable preparation for and conduct of trial exams for years 10 to 13

Senior leaders (including Subject leaders)

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

Access arrangements

Head of centre

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

ALS lead/SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of centre) to identify access arrangements/reasonable adjustment requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation** forms from candidates where required
- Applies for **approval** through **Access arrangements online (AAO)** via the **Centre Admin Portal (CAP)**, where required or through the awarding body where qualifications sit outside the scope of AAO (such as BTECs, PAAO)
- 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 appropriately 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 Exam 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
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments (we have a separate Word processor policy for Maltby Learning Trust)

Word Processor Policy

Sir Thomas Wharton has a separate Word Processor Policy and statement it is available for inspection and a copy is on our website. It will be reviewed and updated annually. The policy details how we comply with AA chapter 4 (Meeting the needs of candidates and principles for centres), section 5.8 and ICE (sections 14.20-25) when awarding and allocating a candidate the use of word processor in examinations

- Ensures criteria for candidates granted **separate invigilation within the centre is clear**, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms (policy detailed in the Access Arrangements Policy)

Separate Invigilation Within the Centre

In certain circumstances, a candidate with 'an established difficulty' may be eligible to take exams under separate invigilation. Centres may also receive requests from candidates (and/or parents/carers) to take their exams under separate invigilation (in a separate room with 1:1 invigilation). Having a documented policy ensures:

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

It may also be useful to include within this, the centre's policy for candidates seated in a 'small' room, 'access arrangements' room etc. (i.e. taking exams separate to the main cohort)

Senior Leaders, Head of departments, Teaching staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

Head of centre

Controlled assessments, coursework and non-examination assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments and/or fully qualified assessors for the verification of centre-assessed components

- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment

Non-examination assessment policy

We have in place and available for inspection a written policy on the management of GCE and GCSE Non-Examination assessments (NEA) it is also on our website. This policy is reviewed and updated annually. JCQ require this policy to:

- Cover procedures for planning and managing NEAs
- Define staff roles and responsibilities with respect to NEAs
- Manage risks associated with NEAs

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

Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensures teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications WJEC GCE legacy AS and A-level Health & Social Care) follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensures teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Teaching staff

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

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated

Invigilation

Head of centre

- Ensures relevant support is provided to the Exam 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 an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

Exams officer

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

Entries: roles and responsibilities

Estimated entries

Exams officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from subject leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications

Senior leaders/Subject leaders

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

Final entries

Exams officer

- Requests final entry information from Subject leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs Subject leaders of subsequent deadlines for making changes to final entry information without charge
- Confirms with Subject 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 Office will generate a completed SIMS entry marksheet for each class per subject for candidate entry, in early January of the exam cycle for GCSE/A level/VQ entry. Each marksheet will be emailed to the relevant Subject Leader for checking by a set deadline (usually end of January). Subject leaders are responsible for checking exam board, subject code, candidate names and entry tier. Any changes such as entry withdrawals or tier changes are to be clearly identified and returned to the Exam Office by email and by the deadline. This return email acts as an 'electronic' signature that the entries are now correct, complete and ready to be submitted to the relevant awarding body. The original version and any updated versions of each subject marksheets are stored in subject-specific folders.

The Exam Officer is responsible for submitting entries to relevant awarding bodies by the entry deadline and to avoid any late entry fees (as long as entries have been confirmed as correct by Subject leaders in time). Once entries have been processed by the awarding bodies, 'entry lists' from each awarding body will be shared with each subject leader by the end of February/beginning of March if clarification is required. If withdrawals or tier changes are required these need to be approved by a relevant SLT member by the Subject leader **before** passing to the Exam Office for processing (and before the amendment/withdrawal deadline for each exam board).

Once the final amendment/withdrawal deadlines have passed, a copy of the final entry list is emailed to each Subject leader for their records, if required.

Senior Leaders/Subject Leaders

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

Entry fees

Once entries have been finalised with each awarding body a Fees and entries report can be produced from Exams Organiser in SIMS. A copy of this can be forwarded by the Exams Officer to the Head of Centre and the Finance Office once finalised. Entry invoices from awarding bodies are checked by the Exam Officer against entry lists before approval for payment is given.

The Exam Officer will publish entry deadlines in advance for each series for SLT/Subject Leaders

Fee reimbursements maybe sought from candidates:

- If they refuse/fail to sit an exam without supporting evidence
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries
- Ensure that Head of Centre/SLT are informed of late fees and the reasons why they have been incurred

Senior leader/Subject Leaders

- Minimises the risk of late entries by:
 - following procedures identified by the Exam Officer in relation to making final entries on time
 - meeting internal deadlines identified by the Exam Officer for making final entries

Re-sit entries

Exam Re-sit Procedure - GCSEs

Re-sits for Maths and English Language are available in the November exam series. Our procedure is:

- Students receive their results from the Summer series (3rd week in August) and those registering for Post 16 who do not have a grade 4 or above in English and/or Maths are identified by the Director of Post 16
- Director Post 16 provides a list of re-sit candidates to the Data Manager to ensure that the students are allocated to a relevant class on their timetable and the Exams Officer to generate a SIMS entry marksheet
- Before the entry deadline entries are confirmed with the subject leader as correct and submitted to the awarding bodies

Private candidates

Sir Thomas Wharton Academy does not generally accept Private Candidate entries. In exceptional circumstances such as a student wishes to re-sit their English Language or Maths qualification in the November series, the Head of Centre may make an exception.

If an entry is accepted by the Head of Centre, the candidate must complete the 'Private Candidate Preliminary Information and Entry Form' and agree to pay any entry fees. We will then process the entry and the candidate will receive a provisional statement of entry with details of when the papers will be and what the candidate needs to do on exam days such as the provision of photo ID ('Private Candidate Entry Confirmation').

- The candidate is responsible for ensuring we receive all entry information on time
- The centre cannot accept responsibility for any amendment fees that become due if the candidate fails to give sufficient notice to make any necessary changes to the entry information
- Should the candidate decide to withdraw the entry they will only be entitled to any refund amount that is issued by the awarding body concerned. Refunds will only be made by awarding bodies for a limited time after the entry deadline has passed and this varies dependent on the awarding body

The Exam Officer will manage the entry and exam process for Private Candidates.

Access Arrangements – if the candidate is eligible for any access arrangements, they must provide appropriate evidence to support this. This does not guarantee access arrangement approval but

consideration will be given to any access arrangements or reasonable adjustments that may need to be put in place. The final decision will be made by the ALS lead/SENCo.

Pre-exams planning: roles and responsibilities

Access arrangements and reasonable adjustments

ALS lead/SENCo

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

Briefing candidates

Student Achievement Leader Y11 & Director of Sixth Form

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

This information will be provided in writing to candidates and maybe presented via an Assembly for the relevant year group.

Exams officer

- Produces individual exam timetable information for candidates and informs Student Achievement Leader (Y11) and Director of Sixth Form of any contingency day awarding bodies may identify in the event of national or significant local disruption to exams
- Provides latest JCQ information for candidates documents prior to exams to Student Achievement Leader and Director of Sixth Form
- Where relevant, issues relevant awarding body information to candidates

- Ensures Student Achievement Leader and Director of Sixth form have the latest version of centre exam information to candidates including information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff that will be available
 - 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

JCQ require that the centre has in place a written procedure for how it will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations (GR 5.13). Senior members of centre staff must be accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of enquiries. Candidates must be informed of the periods during which centre staff will be available so that they may plan accordingly.

Sir Thomas Wharton Academy has a separate policy 'Post Results Policy' which is available for inspection and can be found on our website. The policy is reviewed and updated annually.

Our policy sets out

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

Dispatch of exam scripts

Exams officer

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

Estimated grades

Senior leader/Head of department

- Ensures teaching staff provide estimated grade information to the Exam 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 – **Internal Appeals Procedure**

ALS lead/SENCo

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

Teaching staff

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

Senior leaders/Subject Leaders

- Ensures teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensures teaching staff assess endorsed components according to awarding body requirements
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the Exam Officer to the internal deadline
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Exam Officer to the internal deadline

Exams officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline where not done by teaching staff themselves
- 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 and updated invigilator information pack to invigilators, trains new invigilators on appointment and updates experienced invigilators on any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator acting as a practical assistant, reader or scribe are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios

- Liaises with the ALS lead/SENCo regarding the facilitation and invigilation of access arrangement candidates

ALS lead/SENCo

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

Invigilators

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

JCQ Centre Inspections

Exams officer or Senior leader

- Will accompany the Inspector throughout a visit

ALS lead/SENCo or relevant Senior leader (in the absence of the ALS lead/SENCo)

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

Identifying and Seating Candidates in Exam Rooms

Exams officer

- Ensures a procedure is in place to verify candidate identity including private/external candidates
- Ensures invigilators and candidates are aware of the procedures before any examinations start
- 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 Exam Officer
- Seat candidates in exam rooms as instructed by the Exam Officer and on the seating plan

Verifying the identity of all candidates (exams)

We will verify the identity of all students that we enter for examinations or assessments. We must be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involved photo-ID.

Procedures for Verifying the Identity of all Candidates

Invigilators **must** establish the identity of all candidates sitting examinations and will be informed of those candidates with Access Arrangements. Each candidate will have a laminated candidate exam ID card on their desk with their legal name (and preferred name if requested) exam number, UCI, centre number and student photograph.

Access arrangements for each candidate will be included as an attachment to the exam register (present for each exam and in each exam room) and candidates with access arrangements are clearly marked on the seating plan for each exam (as per JCQ requirements).

The Head of Centre **must** make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates.

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

procedure and well before their first examination and we will do this in writing for each candidate before any examinations start.

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

Internal Candidates

Each candidate sitting the examination will be listed on the seating plan. In conjunction with the seating plan, each candidate will have a laminated candidate exam ID card on their desk with their legal name, exam number, UCI, centre number and student photograph.

Senior members of centre staff, approved by the Head of Centre and who have not had overall responsibility for the candidates preparation for the examination(s), may be present at the start of the exam in order that they can assist with identifying candidates.

Private or External Candidates

In the event that an external candidate, who is not known to the school, is sitting an examination at the centre, the candidate **must** show **photographic documentary evidence** to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence. This photo-ID will be cross-checked with the photo-ID submitted as part of the registration and entry process for the examination or assessment by the Exams Officer (or their representative) before the start of each exam.

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 named and approved by the head of centre are accompanied by a key holder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre (log kept in Reception)
- Ensures a log is kept at the initial point of delivery (in Reception) 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
- 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 an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

Reception staff

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

Site staff – Vinci

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility – Exam log kept in Reception
- Do not accept any exam paper deliveries during out of hours or holidays if the Exam Officer or other secure key holder is not available to accept papers into the secure exam store

Teaching staff

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

Timetabling and rooming

Exams officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)
- Ensures all candidates with a timetable clash have completed an 'Examination Timetable Clash' form and have signed to say they understand the arrangements made to manage any clashes (such as new timings). The candidate keeps one copy and the Exams Office retains a copy

Overnight supervision arrangements policy

Candidates at the centre's discretion can be allowed to take an examination the following morning (including Saturday mornings) but candidates are not allowed to take examinations on an earlier day than that scheduled in the timetable (ICE, section 8.5).

At Sir Thomas Wharton Academy overnight supervision arrangements will only be applied as a last resort and once all other options have been exhausted.

Candidates timetabled for 3 or more examinations on the same day with a total duration of more than 5.5 hours for GCSE or more than 6 hours for GCE examinations (inclusive of any approved extra time allowances and/or supervised rest breaks) may at the Centre's discretion be allowed to take an examination the following morning (including Saturday morning). Candidates will not be allowed to take an examination on an earlier day than that scheduled on the awarding body timetable.

Any 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) email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations (ICE section 8).

Candidates must agree that the journey to and from the centre for overnight supervision will be undertaken by the candidate's parent/carers or centre staff. As a centre we will determine a method of supervision that ensures the candidates well-being.

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

Head of Centre

- Must be satisfied that the arrangements maintain the integrity and security of the examination
- Accepts full responsibility for the security of the examination
- Will inform the relevant awarding body immediately of any known or suspected contraventions of the overnight supervision arrangements

Exam Officer

- Appoints a member of centre staff (such as an invigilator) to supervise the candidate at all times while h/she is in school taking examinations
- Will inform the candidate (and parents/carers) that any infringements of the conditions governing overnight supervision may lead to the awarding body refusing to accept the exam script and/or application of sanctions as detailed in JCQ Suspected Malpractice in Examinations and Assessments: Policies and Procedures.
- An overnight supervision declaration (JCQ Timetable variation and confidentiality declaration for overnight supervision) will be provided to the candidate and his/her Supervisor for completion. A signed copy will be kept available for centre 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.

Invigilator/Supervisor

- Ensure that the candidate is under centre supervision from 30 minutes after the awarding body's published start time for the delayed examination
- Ensure there is no contact with any other candidate

Parent/carer/staff covering Overnight Supervision

- Ensure that the candidate has no contact with anyone who may have knowledge of the content of the examination. This includes any form of electronic communication/storage device e.g. telephone (both landline and mobile) email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations
- Sign the JCQ Timetable variation and confidentiality declaration for overnight supervision

Candidate

- Will complete the JCQ Timetable variation and confidentiality declaration for overnight supervision
- Will sign the 'Examination Timetable Clash' form to say they understand the arrangements that have been made and will comply with the requirements such as supervision and timings. The candidate will keep one copy of this form.

- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the ALS lead/SENCo regarding rooming of access arrangement candidates

ALS lead/SENCo

- Liaises with the Exam 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 (Vinci)

- Liaise with the Exam Officer (via Helpdesk request) 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 has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ *Alternative Site arrangement* notification using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Centre consortium arrangements

Exams officer

- Processes applications for *Centre Consortium arrangements* through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

Senior leaders

- Informs the Exam Officer of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

Transferred candidate arrangements

Exams officer

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

Internal exams (Trial Exams)

Exams officer

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff and ensures there are sufficient copies made by Reprographics
- Arranges invigilation for each examination (including access arrangement candidates such as readers and scribes)

ALS lead/SENCo

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

Teaching staff

- Provide exam papers and materials to Reprographics (including any necessary inserts such as equation sheets)
- Support the ALS lead/SENCo in making appropriate arrangements for access arrangement candidates

Reprographics

- Ensure sufficient copies are made of each exam paper sent by teaching staff, including any modified papers
- Ensures correct number of pages, inserts etc. are printed for each paper
- Once complete pass to Exams Officer for storage

Exam time: roles and responsibilities

Access arrangements

Exams officer

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

Candidate absence

Candidate absence policy

Once candidates are seated and have started the examination the Lead Invigilator (for the main exam hall, an invigilator in other exam rooms) will ensure that the attendance register is completed. Once this process is complete (as soon after the start of the examination as possible) names of absent candidates are taken by the Roving Invigilator/Exam Officer, who checks with the Attendance Officer on each candidate. The Attendance Officer contacts the parent/carer of any absent candidates by telephone to find out their whereabouts as soon as possible. Depending on the reason for the absence:

- if the candidate is able to attend, they do so immediately
- if they are unable to attend due to illness, candidates are reminded that medical evidence and/or completion of JCQ Self-certification form 14 will be required if a Special Consideration request is to be submitted to the awarding body
- if a candidate is unable to get to the centre or is refusing to attend, centre staff at the discretion of the centre can go to the candidate and transport them to the centre. In accordance with our Child Protection & Safeguarding Policy, it is recommended that centre staff go in pairs under these circumstances

Candidates are made aware of what will happen if they are absent (or late) via the 'Exam Assembly' given to all students entered for exams before the exam season.

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

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

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised items* below.

Candidate late arrival

Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a *report on candidate admitted very late to examination room* using CAP to timescale

- Warns candidates that their script may not be accepted by the awarding body

Invigilators

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

Candidate late arrival policy

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination at the discretion of the centre. A candidate who arrives late and is permitted to sit the paper must be allowed the full time (ICE page 21).

JCQ published start times for examinations are 9.00 and 13.30. Our Centre start times are 9.00 and 13.30/13.15 for public examinations and 09.00 and 13.00 for internal trial exams.

Candidates are made aware of our late arrivals policy via the 'Exam Assembly' given to all Year 11 and 13 students before the exam season.

All late arrival details will be recorded on the Exam Incident log by the Lead invigilator (or invigilator outside of the main exam hall) and reported to the Roving Invigilator/Exam officer. Late arrivals will also be reported to the Student Achievement Leader and Student Welfare Manager for Year 11 and Director of Post 16 for Year 12/13 by the Exam Officer (for external and internal assessments and examinations).

Candidate arrives within 1 hour of published start time for exam lasting more than 1 hour (before 10.00 or 14.30)

- Exam Officer to meet the student in Reception as soon as they arrive (under supervision from this point). Student is taken to their exam room by Roving Invigilator/Exam Officer, asked to hand over any unauthorised items (bag, mobile phone etc.) ensure they complete their details in full on the exam paper (in black ink) and tell them they are allowed the full time allowance
- Once seated the Lead Invigilator (or invigilator outside the main exam hall) puts a green 'Late Arrival' card on the candidate desk. Start and finish times are noted on the Exam Incident Log and given to the candidate
- When the examination finishes for the other candidates the late candidate is allowed to continue and their paper is not collected until they have completed their examination – they must remain under supervision throughout. The time they finished is added to the Exam Incident Log

Candidate arrives more than 1 hour after published start time for exam lasting more than 1 hour or after the published finish time for an exam less than 1 hour (after 10.00 or 14.30)

- Candidate is considered 'very late' by JCQ
- Exam Officer to check with the Head of Centre that the candidate may be admitted to the exam room to sit the paper
- Exam Officer to meet the student in Reception as soon as they arrive (under supervision from this point). Student is taken to their exam room by Roving Invigilator/Exam Officer, asked to hand over any unauthorised items (bag, mobile phone etc.) ensure they complete their details in full on the exam paper (in black ink) and tell them they are allowed the full time allowance
- Once seated the Lead Invigilator (or invigilator outside the main exam hall) puts a green 'Late Arrival' card on the candidate desk. Start and finish times are noted on the Exam Incident Log and given to the candidate
- When the examination finishes for the other candidates the late candidate is allowed to continue and their paper is not collected until they have completed their examination –

they must remain under supervision throughout. The time they finished is added to the Exam Incident Log

- The Exam Officer will warn the candidate that the awarding body may not accept their script and gathers information to be able to submit a report to the awarding body if required
- JCQ/Very Late Report must be submitted via the Centre Admin Portal within 7 days of the examination with the following information
 - Reason candidate arrived late, including details of any special arrangements made for the candidate to reach the centre
 - Actual starting and finishing times of the examination
 - Time candidate started and finished examination

Candidate arrives after examination has ended for exam longer than 1 hour

In this case the relevant awarding body is unlikely to accept any script for marking. It will be at the Head of Centres discretion to allow the student to sit the paper.

Conducting exams

Head of centre

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

Exams officer

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

Dispatch of exam scripts

Exams officer

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

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this additional/second check is recorded
- Where allowed by the awarding body, 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 – this will be **after** all scripts have been packed ready for dispatch

Exam rooms

Head of centre

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

Food and Drink Policy (Exams)

Food and drink may be allowed into the examination room at the discretion of the head of centre. At Sir Thomas Wharton Academy, we provide a small pot of sweets per candidate, no other food, sweets, mints or chewing gum is allowed in the exam room and these are considered 'unauthorised items'. For year 11 we provide refillable water bottles. We do allow drinks but these must be in transparent containers with labels removed. We encourage students to only bring water into examinations to drink.

Candidates are made aware of our food and drink policy via the 'Exam Assembly' given to all students entered for exams before the exam season starts.

Leaving the Examination Room Policy

Candidates are allowed to leave the exam room temporarily to go to the toilet for example. They must be accompanied by a member of centre staff such as an invigilator but not the candidate's subject teacher or a subject expert for the examination in question (ICE section 23).

At Sir Thomas Wharton Academy our policy is that candidates are not allowed to leave the examination room for the first hour (unless they have a toilet pass) or the last 10 minutes of any examination. Before any candidate leaves the room in the main examination hall the Lead Invigilator must be informed in order that JCQ invigilator:candidate ratios are maintained. This may mean that a candidate will have to wait to leave the room.

If a candidate wants to leave the room to go to the toilet they must show that their pockets do not contain any unauthorised items to the person supervising them once out of the exam room. This is important to ensure that revision notes etc. are not accessible to a candidate whilst in the toilet. Toilet visits will be noted on the Exam Room Log by the invigilator escorting the candidate on a toilet break.

A candidate may also leave the room temporarily due to distress – invigilators are encouraged to quickly identify such candidates and candidates must be supervised at all times. The Lead Invigilator must be informed (in the main exam room, to ensure invigilation ratios are maintained) and the Roving invigilator called, for all other rooms. All such issues will be noted on the Exam Room Log.

We do not allow time to be compensated where a candidate leaves the exam room temporarily, accompanied by a member of centre staff. The exceptions to this are for candidates who have specified access arrangements such as Supervised Rest Breaks.

If a candidate does leave the examination room for whatever reason this must be marked on the Exam Room Log by the Lead Invigilator/invigilator. Exam Room Logs will be provided to the Student Achievement Leader and Student Welfare Manager after each examination (if necessary) by the Exam Officer in order that any issues can be identified and managed accordingly.

Candidates are made aware of our leaving the exam room temporarily policy via the 'Exam Assembly' given to all students entered for exams before the exam season starts.

Exams officer

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

Senior leaders

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

Emergency Evacuation Policy (Exams)

Sir Thomas Wharton Academy has a separate Emergency Evacuations Policy (Exams). It is available for inspection and is on our website. It is reviewed and updated annually (ICE section 25).

All invigilators must be aware of our policy and are trained annually on this. In an emergency such as a fire alarm or a bomb threat the Lead invigilator in the main examination hall will direct candidates and invigilators. The health and safety of everyone is paramount when responding to an emergency. The invigilator will:

- Stop candidates from writing
- Collect the attendance register (to ensure all candidates are present) and evacuate the room in accordance with emergency procedures
- Advise candidates to leave their question papers and scripts in the examination room but to close their scripts
- Candidates must leave the room in silence (and in the main exam hall stay in their seating rows)
- Candidate must be supervised as closely as possible when they are out of the examination room to ensure there is no discussion about the examination
- Note on the Exam Room Log the time of the interruption and how long it lasted
- Allow candidates the full working time set for the examination

- If numbers of candidates allows, consider taking candidates (plus scripts and questions papers) to another place to finish the examination

The Exam Officer will make a full report of the incident and the action taken and this will be sent to the awarding body as necessary. Special consideration applications will also be considered on a case by case basis.

Site staff

- Ensure exam rooms are available and set up as requested by the Exam 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 by the centre in training/update and briefing sessions

Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

Irregularities

Head of centre

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

Managing Behaviour Policy (Exams)

Where a candidate is being disruptive, they must be warned by the invigilator that they may be removed from the examination room. They must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The invigilator must record what happens. The Head of Centre has the authority to remove a candidate from an examination room but should only do so if the candidate would disrupt the others by remaining in the room (ICE section 24)

At Sir Thomas Wharton Academy, the Exam Room Log is used to record the warning process and is completed by invigilators after each warning is issued. If candidate's behaviour is not in accordance with JCQ requirements, it will be managed as follows:

1. Informal warning issued to candidate by invigilator, warning logged and Lead Invigilator informed
2. Lead invigilator/Invigilator issues formal warning
3. Lead Invigilator/Invigilator issues final warning and alerts Exam Officer
4. Where possible, the Lead invigilator will request the candidate to move to another seat in the exam room.
5. Should this not be appropriate or should the candidate ignore the request, the Lead invigilator will contact the Exams Officer immediately, and the Exams Officer will contact SLT, before the candidate is removed from the exam room

The Exams Officer will attend the examination room, be briefed on the situation by the Lead invigilator (and using the Exam Room Log) and will accompany the SLT member outside the exam room with the candidate. At this point the SLT member should try and contact the relevant Student Achievement Leader or Student Welfare Manager (if not present already).

The Exams Officer will act as a witness to the discussion between SLT and the candidate and will also explain the implications of their behaviour and discuss sanctions that may be applied. The Exams Officer will be responsible for informing the awarding body and completing any malpractice reports to them if necessary but is not responsible for directly dealing with behavioural issues or expected to infuse discipline to individual candidates.

The resulting action should be decided and agreed between SLT and the Exams Officer. Depending on the severity, they may decide that the candidate should:

- re-enter the exam room to continue the exam at a different desk
- be accompanied elsewhere in the school to continue the exam should not re-enter the room and sit the exam in the Isolation Room (trial exams only)
- be excluded via agreement of SLT (trial exams only).

During public exams, candidates must **always** be allowed to continue with the exam at that time otherwise they will not obtain a result. Provisions must always be made to ensure this is organised. They should remain supervised at all times in order not to breach the security of the exam.

The Exams Officer will be responsible for updating the Exam Room Log, recording the agreed action and copying the Log to Student Achievement leader and Student Welfare Manager at the end of the exam for further action if required.

In the event of a sudden and serious disturbance, when a candidate is being verbally or physically disruptive and is ignoring the invigilator's instructions, SLT should be alerted and the candidate removed before the Exams Officer arrives.

Senior leaders

- Ensure support is provided for the Exam 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

See *Irregularities* above.

Special consideration

Senior leaders

- Provide signed evidence to support eligible applications for special consideration

Exams officer

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

Special Consideration Process

Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control **at the time of the assessment**, which has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment (JCQ Guide to Special Consideration Process).

We have a separate Special Considerations Policy for Sir Thomas Wharton Academy. It is available for inspection and is on our website. It is reviewed and updated annually

Student Welfare Managers/Student Achievement Leaders/Director of Sixth Form

- Liaise with the Exam Officer to collate evidence required for special consideration requests

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 any unauthorised items. This especially includes any web enabled sources of information such as mobile phones and smartwatches. All unauthorised items must be left outside the examination room.

At Sir Thomas Wharton Academy, no bags are to be taken into an examination room. In the main examination hall, candidates will be directed to leave bags and unauthorised items in the dedicated 'bag store'. Mobile phones are collected in prior to candidates entering the exam room and are stored in boxers per row/room. In other examination rooms such as the word processing room, bags and unauthorised items must not be stored in the examination room.

All candidates are reminded about what they can and cannot take into the examination room at the start of every examination by the invigilator (JCQ Invigilator's announcements).

JCQ 'Warning to Candidates' and unauthorised items posters are displayed inside and outside every examination room.

Before the start of every examination checks are made by invigilators to ensure:

- Mobile phones, smartwatches and any other communication devices are removed from the examination room (they are taken to Reception for later collection by the candidate)
- Any pencil cases taken into the examination room are see-through
- All labels and packaging has been removed from any drinks bottles (no cans are allowed)
- If calculators are allowed, all calculator lids are removed (**not** placed under exam desks)
- There are no scarves, coats, gloves or hoodies in the examination room
- Any unauthorised items (except mobile phones/smartwatches) that are not allowed on exam desks are removed to the front of the examination room, named and left for collection after the exam finishes

If a student does have access to an unauthorised item during an examination this could constitute malpractice and could result in disqualification.

Candidates are made aware of our unauthorised material procedures via the 'Exam Assembly' given to all students entered for exams before the exam season starts.

Invigilators

- Are informed of the arrangements through training

Internal Trial exams

Exams officer

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

Invigilators

- Conduct internal exams as briefed by the Exam Officer

Results and post-results: roles and responsibilities

Internal assessment

Subject Leaders

- Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies – work can be stored in the Exam Store if requested
- Ensures work is returned to candidates 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 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
- Ensure Helpdesk request has been submitted to Vinci to request that the centre is open and accessible to centre staff and candidates, and rooms are set up as required for the collection of results

Exams officer

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

Site staff (Vinci)

- 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 results from candidates under any circumstances

Student Achievement Leader Y11 & Director of Sixth form

- Informs candidates in advance of when and how results will be released to them for each exam series

Exams officer

- Ensures appropriate results embargoes are set up in SIMS on instruction for the Head of Centre
- 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. We have a separate Internal Appeals Procedure (Exams)
- 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)

Post Results Policy

We have a separate Post Results Policy that confirms Sir Thomas Wharton Academy's compliance with JCQs General Regulations for Approved Centres 2021-2022 (Section 5 of the General Regulations) that the centre will:

- Have in place a written procedure for how it will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies
- Make details of these procedures widely available and accessible to all candidates and ensure that candidates are made aware of the arrangements for post-results services before they sit any examinations
- Ensure the accessibility of senior members of centre staff immediately after publication of the results

Our Post Results Policy is available for inspection and can be found on our website. The policy is reviewed and updated annually.

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

Subject Leaders/Teaching staff

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

Candidates

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

Analysis of results

Data Manager

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the secondary school and college (key stage 4/16-18) performance tables *June and September checking exercise*

Certificates

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

Certificate Issue Procedure

Candidates will receive their certificates by collecting them and signing for them in person at the centre.

Certificates can be collected on behalf of a candidate by a third party, provided they have written permission from the candidate to do so (either completion of Certificate Collection form or email from candidate). Suitable photo ID must be provided on collection of certificates by all.

A Collection Register is maintained by the Exams Officer per year of examinations for all qualifications.

Once certificates have been issued to candidates it is their responsibility to look after them. The centre will not pay for a certified statement of results from any awarding body if certificates have been lost by the candidate.

Certificate Retention Policy

JCQ requirements are that certificates are kept by the centre for 12 months from issue. After that date any unclaimed certificates may be securely destroyed (shredding or incineration) by the centre. A record must be kept for 4 years from the date of destruction that details what certificates have been destroyed.

At Sir Thomas Wharton Academy certificates will be kept for a period of 5 years from issue and after that date will be securely destroyed using our 'confidential waste' service. A record will be kept of all certificates destroyed by the Exam Officer.

Exams review: roles and responsibilities

Exams officer

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

Senior leaders

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

Retention of records & exams archiving policy: 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 (Maltby Learning Trust wide policy)
- Ensures provisions of MLT exam archiving policy (part of MLT Records Management Policy) that identifies information held, retention period and method of disposal are followed.

Appendices

Several of our exam policies referred to in previous sections are separate policies, these include:

- MLT Child Protection & Safeguarding Policy
- MLT Data Protection Policy
- Access Arrangements Policy
- MLT Records Management Policy
- Word Processor Policy & Statement (Exams)
- Equalities Policy (Exams)
- Non-Examination Assessment Policy
- Internal Appeals Procedure (Exams)
- Special Consideration Policy
- Exams Contingency Plan
- Complaints and Appeals Procedure (Exams)
- Emergency Evacuation Policy (Exams)
- Post Results Policy