



Highworth Warneford School Exams Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by
Exams Officer and Headteacher

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The Centre Exams Policy

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- to ensure that all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute.
- to ensure that exam candidates understand the exams process and what is expected of them.

It is the responsibility of everyone involved in the centre's exam processes to read, understand, and implement this policy.

The exams policy will be reviewed annually.

The exams policy will be reviewed by the Head of Centre, Senior Leadership Team, Exams Officer and Governors.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Exam responsibilities

The 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 in Examinations and Assessments* (SMEA)
 - *Instructions for conducting non-examination assessments* (NEA) (and the instructions for conducting controlled assessment and coursework)
- ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- takes responsibility for responding to the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR ocr.org.uk/administration/stage-1-preparation/ncn-annual-update/) by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes
- completes a copy of the Head of Centre Declaration which the Exams Officer holds on file for inspection purposes

- ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre (as example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers)
- ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test;”* [ICE 6]
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:
 - 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
 - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
 - access to the secure room and secure storage facility is restricted to the authorised 2-4 keyholders
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place
- 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 head of centre to act immediately in the event of an emergency or staff absence)
- ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (see the Centre’s Contingency Plan)

- ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers (see the Centre's Internal Appeals Policy)
- 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 (see the centre's Complaints and Appeals Policy)
- ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements (see centre's Child Protection Policy).
- ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations (see centre's Data Protection Policy)
- ensures the centre's disability 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 (see the Centre's Disability Policy)
- ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments (see the Centre's Access Arrangements and Reasonable Adjustments Policy)
- ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- ensures the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered or sitting exams where a relevant member of centre staff has a personal connection to the candidate
- 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 that on the day of the exam, relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s)
- 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 or JCQ personnel
- 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
- has overall responsibility for the school as an exam centre and advises on appeals and reviews of marking

- ensures that a process is in place to check that the specialist assessor for access arrangements (SENCo) has the required qualifications (see Access Arrangements and Reasonable Adjustments Process).

Exams officer (EO):

- understands the contents of annually updated JCQ publications including:
 - [General regulations for approved centres](#)
 - [Instructions for conducting examinations](#)
 - [Suspected Malpractice in Examinations and Assessments](#)
 - [Post-results services \(PRS\)](#)
- manages the administration of internal exams and external exams and 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
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies
- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- trains new invigilators on appointment and updates experienced invigilators annually
- 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, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- 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)
- supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them
- checks with teaching staff that the necessary non-examination assessments (NEA), coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries

- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- in order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be placed in the secure storage facility
- ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment)
- administers access arrangements and aids the SENCo in the administration of access arrangements following the regulations in the JCQ Access Arrangements and Reasonable Adjustments.
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges.
- ensures candidates' NEA, coursework and/or controlled assessment marks are submitted, along with any other material required by the appropriate awarding bodies according to requirements.
- tracks, dispatches and returns NEA, coursework and/or controlled assessments to Heads of Department for secure storage
- 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
- arranges for dissemination of exam results and certificates to candidates and actions, in consultation with the SLT, any post results service requests
- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification
- issues individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams

Senior leadership Team (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 in Examinations and Assessments](#)
[Instructions for conducting non-examination assessments \(and the instructions for conducting controlled assessment and coursework\)](#)

Special educational needs co-ordinator (SENCo)

- is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
[Access Arrangements and Reasonable Adjustments](#)
- leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’).
- gathers evidence to support the need for access arrangements for a candidate
- liaises with teaching staff to gather evidence of normal way of working of an affected candidate
- determines candidate eligibility for arrangements or adjustments that are centre-delegated
- gathers signed data protection notices from candidates where required
- applies for approval through Access arrangements online (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- keeps relevant paperwork and evidence on file for JCQ inspection purposes
- employs good practice in relation to the Equality Act 2010
- works with the exams officer to provide the access arrangements required by candidates in exams rooms.
- if not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process.
- will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions, the inspector may raise
- presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification.

Head of Department (HoD)

- ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- ensures teaching staff attend relevant awarding body training and update events
- gives guidance and has pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- ensures accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer

- ensures accurate completion of NEA coursework and/or controlled assessment mark sheets and declaration sheets
- makes decisions on post-results procedures

Teachers

- undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- supplying information on entries, NEA, coursework and controlled assessments as required by the head of department and/or exams officer
- keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- attend relevant awarding body training and update events

Lead invigilator/invigilators

- assist the exams officer in the efficient running of exams according to JCQ regulations
- collect exam papers and other material from the exams office before the start of the exam
- Collect all exam papers in the correct order at the end of the exam and ensuring their return to the exams office

Reception staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials which must be recorded in the 'Confidential Materials Log'.
- Ensure that materials recorded in the 'Confidential Materials Log' are passed immediately to the EO, Exams Assistant or Finance Manager so that they are placed into the school secure storage facility without delay and this is recorded in the 'Secure Storage Facility Log'.

Site staff

- Support the EO in relevant matters relating to exam rooms and resources.
- Support the EO and reception staff in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials which must be recorded in the 'Confidential Materials Log' and the 'Secure Storage Facility Log'.

Candidates are responsible for:

- confirmation and signing of entries
- understanding NEA and/or coursework regulations and signing a declaration that authenticates the work as their own
- ensuring the conduct themselves in all exams according to the JCQ regulations

Qualifications

The qualifications offered at this centre are decided by the Senior Leadership Team. The types of qualifications offered are GCE, GCSE, ELC and Cambridge Nationals. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 6th September 2021. Informing the exams office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Heads of Department in consultation with the subject teachers, SENCo and the candidates.

Exam series

Internal exams and mock exams are scheduled in November and March and during the summer term.

External exams and assessments are scheduled in January, May and June.

Mock exams *are* held under external exam conditions. Internal school exams are not held under external exam conditions.

The Deputy Head and Head of Department decide which exam series are used in the centre. The centre offers some assessments on an on-demand basis.

A separate timetable is produced for the timings of controlled assessments.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

Entries, entry details and late entries

Candidates are selected for their exam entries by the Head of Department/subject teacher.

Candidates or parents/carers can request a subject entry, change of level or withdrawal.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email, internal post or pigeon hole. They are also available on the Exams notice board and in the 'Exams Information' folder on the 'Staff drive'.

Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Head of Department.

Re-sit decisions will be made by the Head of Department in consultation with candidates, parents/carers, subject teachers, Exams Officer and Senior Management Team as appropriate.

Exam Fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The exams officer will publish the deadline for action well in advance for each exams series. GCSE, GCE (AS), ELC and Cambridge Nationals entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the department.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam.
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

As a general rule, pupils will not re-sit examinations, however where exceptional circumstances apply, the cost of re-sit fees will not be met from the school's examination budget. Re-sit fees are paid for by either:

- a) the department if they are requesting it
- or
- b) the parent/carer if they are requesting it

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre, Senior Leadership Team, Exams Officer and SENCo.

Access Arrangements

Head of Centre

- ensures there is appropriate accommodation for candidates requiring access arrangements in the centre.
- ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly.

- ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

SEnCo

- assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements.
- gathers evidence to support the need for access arrangements for a candidate.
- liaises with teaching staff to gather evidence of normal way of working of an affected candidate.
- determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- gathers signed data protection notices from candidates where required.
- applies for approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO.
- keeps relevant paperwork and evidence on file for JCQ inspection purposes.
- employs good practice in relation to the Equality Act 2010.
- liaises with the EO regarding exam time arrangements for access arrangement candidates.
- ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period.
- provides and annually reviews, with the Exams Officer, a centre policy on the use of word processors in exams and assessments.
- ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer, Business Manager and Deputy Head.

Contingency plans are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

A contingency examination day will be designated in accordance with JCQ guidelines.

Invigilators

Head of Centre

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

Exams Officer

- recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year.

- collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them.
- provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams.
- ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s).
- ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- collects evaluation of training to inform future events.
- briefs invigilators on exams to be conducted on a session by session basis.

External staff will be used to invigilate examinations; these invigilators will be used for external exams.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Business Manager - Admin. DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the Senior Leadership Team.

Malpractice

The head of centre, in consultation with the Senior Leadership Team/Exams Officer (as appropriate), is responsible for investigating suspected malpractice and reporting any occurrences of malpractice to the awarding body as soon as possible (see centre's Malpractice Policy).

Exam Days

The Head of Centre will ensure that revision or coaching sessions will not be held in designated exam rooms prior to exams commencing and that only authorised staff are allowed in exam rooms.

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilator.

The Exams Officer will ensure that exam rooms are set up and conducted as required by JCQ regulations.

Site management staff is responsible for setting up the allocated rooms and will be advised of requirements in advance.

The lead invigilator will start and finish all exams in accordance with JCQ guidelines.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the exam room before the end of a session. The exam papers will be distributed to heads of department 24 hours after candidates have completed the exam; papers will not be released to Centre personnel until after the awarding body's published finishing time or, in the case of timetable variation, until after all candidates within the Centre have completed the examination.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Exams Assistant.

JCQ inspection visit

The Exams Officer or a Senior Leader will accompany the Inspector throughout the visit. The SENCo or a member of SLT will meet with the JCQ inspector to discuss Access Arrangements.

Candidates

Briefing candidates

The Exams officer

- issues individual exam timetable information to candidates.
- 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 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 (clear water bottles and unlabelled food items if required for medical reasons).
 - wrist watches in exam rooms.
 - when and how results will be issued and the staff that will be available.
 - the internal appeals process
 - the post-results services and how the centre deals with requests from candidates.
 - when and how certificates will be issued.

A formal briefing session for candidates will be given by the Head of Year or a member of the Senior Leadership Team.

The centre's published rules on acceptable dress and behaviour apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones, wrist watches, ipods, MP3/4 players or any other technological or web enabled sources of information. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or Senior Leadership Team.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

Seating and identifying candidates in exam rooms

Exams Officer

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

Invigilators

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

Candidate Identification.

A member of the Senior Leadership Team or the Head of Year will be present before the start of an exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do. Photographs on seating cards will be used to aid identification.

Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and ensuring that the JCQ Timetable Variation and Confidentiality Declaration for Overnight Supervision is completed before overnight supervision commences.

Where candidates have two or more exams in a session and the total time is three hours or less, candidates will be given a supervised break of no more than twenty minutes between the papers. The supervised break will be conducted in the exam room under formal exam conditions.

Special consideration

Should a candidate be unable to attend an exam because of illness, bereavement or other trauma or should a candidate be ill or otherwise disadvantaged or disturbed during an exam, then it is his/her responsibility to alert the centre's Exams Officer or the exams invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

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 using the JCQ Alternative Site form, on CAP, of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

Transferred candidate arrangements

Exams officer

- Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements through 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 assessment

It is the duty of heads of department to ensure that all centre assessed marks and work are ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all centre assessed work are provided to the exams office by the Head of Departments. Heads of Department will ensure that candidates are informed of their centre assessed marks by their class teacher so that they may request a review of the centre's marking before marks are submitted to the awarding body. The Exams Officer will inform staff of the date when appeals against centre assessed marks must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure.

Results

Candidates will receive individual result slips on results days,

- in person at the centre

- by post to their home address - candidates to provide self-addressed envelope

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Exams Officer and Senior Leadership Team.

The provision of the necessary staff on results days is the responsibility of the Exams Officer and Senior Leadership Team (SLT). The SLT and Heads of Department must detail their availability immediately after the publication of results in order to support candidates and provide appropriate advice and guidance.

Reviews of Results (RoR)

RoRs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate; a request for re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of RoRs may be paid by the centre. However, if a request is made by a candidate or parent through the school, they will be charged.

All decisions on whether to make an application for an RoR will be made by the Head of Department and/or Senior Leadership Team.

If a candidate's request for an RoR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure and Review of Results Policy.

All processing of RoRs will be the responsibility of the Exams Officer, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 5 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Reviews of marking cannot be applied for once an original script has been returned. The cost of ATS will be paid by the centre. However, if a request is made by a candidate or parent through the school, they will be charged.

Processing of requests for ATS will be the responsibility of the Exams Officer.

Certificates

Candidates will receive their certificates

- collected and signed for in person at the centre
- posted (recorded delivery) requested and paid for by the candidate

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 5 years.

A new certificate will not be issued by an awarding organisation but statement of results may be issued by the exam board if a candidate agrees to pay the costs incurred.