



RYDE SCHOOL
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Exams Policy

2017/18

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by

Mrs C Evans (Examinations Officer)

Mr P Moore (Deputy Head)

Mr M A Waldron (Headmaster)

Date of next review

September 2018

Key staff involved in the exams policy

Role	Name(s)
Head of Centre	Mr M A Waldron
Exams Officer line manager (Senior Leader)	Mr P Moore
Exams Officer	Mrs C Evans
Head of Learning Support	Mrs S Bayley
SLT member(s)	Mr M A Waldron (Headmaster)
	Mr P Moore (Deputy Head Academic)
	Mr B Sandford-Smith (Deputy Head)
	Mr J Marren (Bursar)
	Mrs L Dennis (Head of Junior School)
	Mr K J Dubbins (Second Master)
	Ms C Vince (Head of Pastoral Care)

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Purpose of the policy

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

- ▶ all aspects of the centre's exam process is documented and other relevant exams-related policies, procedures and plans are signposted
- ▶ the workforce is well informed and supported
- ▶ all centre staff involved in the exams process clearly understand their roles and responsibilities
- ▶ all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that

"... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute." [JCQ General Regulations for Approved Centres (GR) 1]

- ▶ exam candidates understand the exams process and what is expected of them.

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

This policy will be communicated to all relevant centre staff.

This policy will be communicated or brought to the attention of all those identified with roles and responsibilities within the policy via email and also displayed on the website in the External Exams tab.

Roles and responsibilities overview

"The Head of Centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies.

The Head of Centre may not appoint themselves as the Examinations Officer."

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

- ▶ Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration
- ▶ Ensures the Exams Officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- ▶ Ensures a named member of staff acts as the Head of Learning Support
- ▶ 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 security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
 - ▶ the location of the centre’s secure storage unit is in an area solely assigned to examinations
 - ▶ the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - ▶ that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- ▶ Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence)

Exam contingency plan

The school’s examination contingency plan is held in the School Shared Area/Policies/Academic/Examinations folder.

- ▶ Ensures required internal appeals procedures are in place

Internal appeals procedures

The Internal Appeals procedure is available to view on the school website in the Schools Policies folder.

- ▶ Ensures a disability policy for exams showing the centre’s compliance with relevant legislation is in place

Disability policy (exams)

The head of centre/senior leadership team agrees to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010†. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. A written disability policy setting out how the centre seeks to comply with the Equality Act 2010† and fully supporting disabled candidates must be available for inspection purposes. †or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect

The Disability Policy (exams) is located in the School Shared Area/Policies/Academic/Examinations and on the school website in the School Policy folder. The schools "Accessibility Policy" is also available on the school website.

- ▶ Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place

Complaints and appeals procedure

The Complaints and Appeals procedure is held in the School Shared Area and also on the school website in the School's Policies folder under "Exams".

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

Child protection/safeguarding policy

The Child Protection/Safeguarding policy is held in the School Shared area/Policies/Pastoral and on the school's website.

- ▶ Ensures the centre has a data protection policy in place

Data Protection Policy

The Data Protection policy is held on the school website in the School Policies folder under the "Other" heading.

Access Arrangements

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

SEN Policy

The SEN Policy is held in the School Shared Area/Policies/Academic and also on the school website in the "School Policies" folder.

- ▶ Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- ▶ Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff

The EO emails all centre staff to check if they are a relative of a candidate. They will give the EO the details of the candidate and the EO will ensure that member of staff does not have unaccompanied access to exam materials. Each awarding body will be informed that the candidate's relative is a member of staff at the school.

- ▶ Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- ▶ Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly

“The Examinations Officer or quality assurance co-ordinator is the person appointed by a Head of Centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”

Exams Officer

- ▶ 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)
- ▶ 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 training provided to invigilators for the required period
- ▶ Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments

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

Head of Learning Support

- ▶ Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [Access Arrangements and Reasonable Adjustments](#)

- ▶ Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- ▶ If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- ▶ 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 (SHOULD THIS BE Head of Learning Support?)
- ▶ 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

Teaching staff

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

Invigilators

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

Reception staff

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

Site staff

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

Candidates

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

The exam cycle

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

- ▶ planning
- ▶ entries
- ▶ pre-exams

- ▶ exam time
- ▶ results and post-results

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

Planning: roles and responsibilities

Information sharing

Head of Centre

- ▶ Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#) (and the instructions for conducting controlled assessment and coursework)

Exams Officer

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

Information gathering

Exams Officer

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

▶ Head of Department

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

Access arrangements

Head of Centre

- ▶ Ensures 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 Head of Learning Support is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

Head of Learning Support

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

Word processor policy (exams)

The school's word processor policy is held on the school's website in the School Policy folder under "exams". The Statement is available at the back of this policy and on the front page of the External Exam section on the school's web page.

- ▶ Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Separate invigilation within the centre

The Head of Learning Support must make their decision based on:

Whether the candidate has a **substantial and long term impairment** which has an **adverse effect**; and

the candidate's normal way of working within the centre

The Head of Learning Support must note that candidates are only entitled to the above arrangements if they are disabled within the meaning of the Equality Act. The candidate is at a substantial disadvantage when compared with other non-disabled candidates undertaking the assessment and it would be reasonable in all the circumstances to provide the arrangement. (The only exception to this would be a temporary illness, a temporary injury or other temporary indisposition which is clearly evidenced)

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre and known to a Form Tutor, Head of Year, the Head of Learning Support or a senior member of staff with pastoral responsibilities.

Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long term medical condition or long term social, mental or emotional needs.

Senior Leaders, Head of Department, Teaching staff

- ▶ Support the Head of Learning Support in identifying and implementing appropriate access arrangements
- ▶ Senior leaders 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

- ▶ Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- ▶ Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications still being delivered which include elements of controlled assessment

Controlled assessment policy

The Controlled Assessment Policy is emailed to all relevant teacher staff. It is also available on the school's website and in the School's Shared Area.

- ▶ Ensures a **non-examination assessment policy** is in place for new GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)

Non-examination assessment policy

The Non-examination assessment policy is held in the School Policies folder on the school's website and in the School's Shared Area.

- ▶ Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

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

Head of Department

- ▶ Ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ [Instructions for conducting controlled assessments](#) and the specification provided by the awarding body
- ▶ Ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and (which include elements of coursework) Entry Level or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- ▶ Ensures teaching staff delivering new GCE & GCSE specifications (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 (controlled assessments, coursework, non-examination assessments, social media) prior to assessments taking place
- ▶ Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

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

Exams Officer

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

Entries: roles and responsibilities

Estimated entries

Exams Officer

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

Estimated entries collection and submission procedure

A Google shared document is produced by the Examinations Officer and Heads of Department are asked to complete the estimated entries. They are required to amend the examination board and entry codes if different from the previous

exam season.

Head of Department

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

Final entries

Exams Officer

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

Final entries collection and submission procedure

The Examination Officer provides forms for completion by Heads of Departments in early January. If Heads of Departments prefer they can provide the EO with a spreadsheet. HODs are asked to provide entry codes and pupils names by set if possible. Foundation and Higher tiers are put in initially but can be changed later. The EO provides deadlines for making their changes without incurring late entry fees.

Head of Department

- ▶ Provides information requested by the EO to the internal deadline
- ▶ Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - ▶ changes to candidate personal details
 - ▶ amendments to existing entries
 - ▶ withdrawals of existing entries
- ▶ Checks final entry submission information provided by the EO and confirms information is correct

Entry fees

Once all the entries have been received and entered onto the MIS system, the EO gives an overall excel sheet (created by the MIS system) to the Finance Department who then ensures each parent is billed for the correct amount of money. When the

invoices arrived in the centre the EO checks them off against the MIS system.

If there are any changes made after the deadline, a note is kept of the late entry fee and who is to be charged for it, whether it be the parent or the department concerned.

The entries are checked carefully at the beginning of February so that the exam board entry deadline is met and very few late entries are incurred.

Late entries

Exams Officer

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

Head of Department

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

Re-sit entries

Re-sits form part of the entry process and are charged as normal.

Private candidates

Ryde School only takes private candidates if they have been educated at the centre previously. The Head of Learning Support would be informed and proceed with the EAA process if applicable. The EO ensures the entry fee is collected prior to making the entries either by cheque or bank transfer. The Finance Department is informed and the invoice signed off when it arrives.

Transfer of credit

“Arrangements for GCE AS candidates transferring between specifications or awarding bodies midway through a unitised GCE A-level course (having completed and certificated a GCE AS award).

A new GCE linear AS specification cannot be transferred to a legacy GCE unitised A-level specification.”

[JCQ [GCE AS Transfer of Credit arrangements page 1](#)]

Exams Officer

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

Teaching staff

- ▶ Identify affected candidates to the EO

Candidate statements of entry

Exams Officer

- ▶ Provides candidates with statements of entry for checking

Teaching staff

- ▶ Ensure candidates check statements of entry and return any relevant confirmation required to the EO

Candidates

- ▶ Confirm entry information is correct or notify the EO of any discrepancies

Pre-exams: roles and responsibilities

Access arrangements

Head of Learning Support

- ▶ Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- ▶ Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- ▶ Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- ▶ Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement). Returning candidates will also be treated the same as current candidates.

Briefing candidates

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

Exams policy (2017/18)

Hyperlinks provided in this document were correct as at October 2017

- ▶ Issues centre exam information to candidates including information on:
 - ▶ exam clashes
 - ▶ arriving late for an exam
 - ▶ absence or illness during exams
 - ▶ what equipment is/is not provided by the centre
 - ▶ food and drink in exam rooms
 - ▶ wrist watches in exam rooms
 - ▶ when and how results will be issued and the staff that will be available
 - ▶ the post-results services and how the centre deals with requests from candidates
 - ▶ when and how certificates will be issued

Access to scripts, enquiries about results and appeals procedures

The Examinations Officer produces and updates annually a Candidate Exam Handbook which contains all the above information. This handbook is available on the school website and is also printed as a hard copy brochure for pupils and members of centre staff to refer to should they be asked any questions. Private or returning candidates will be treated exactly the same way as current candidates and the handbook will be available to them also.

“The centre agrees to... treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals.”

[[CR](#) 5.6]

Dispatch of exam scripts

Exams officer

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

Estimated grades

Head of Department

- ▶ Ensures teaching staff provide estimated grade information to the EO 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

Head of Learning Support

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

Teaching staff

- ▶ Support the Head of Learning Support 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

Head of department

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

Exams officer

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

Candidates

- ▶ Authenticate their work as required by the awarding body

Invigilation

Exams Officer

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

- ▶ Liaises with the Head of Learning Support regarding the facilitation and invigilation of access arrangement candidates

Head of Learning Support

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

Invigilators

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

JCO inspection visit

Exams Officer or Senior Leader

- ▶ Will accompany the Inspector throughout the visit

“A senior member of staff or a member of the exams office must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre’s secure storage facility.”

[[ICE](#) Introduction]

Seating and identifying candidates in exam rooms

Exams Officer

- ▶ Ensures a procedure is in place to verify candidate identity including private candidates

Verifying candidate identity procedure

1. If need be, a member of the Senior Management (who has not had overall responsibility for the preparation of the subject’s exam) can be requested to be at the beginning of the exam for identification purposes. However, as most pupils are known to the Examinations Officer, this is not always necessary.
2. Our MIS system has the ability to put photographs of the candidates on the seating plan for verification.
3. A print out of all the pupils and their photograph is available for the invigilators.
4. Ryde School does not permit external candidates to sit exams. Returning pupils are always accepted if they wish to re-sit examinations in the future. Formal identification will be requested in the form of photo ID.

- ▶ Ensures invigilators are aware of the procedure
- ▶ Provides seating plans for exam rooms according to JCQ and awarding body requirements

Invigilators

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

Security of exam materials

Exams Officer

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

Reception staff

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

Teaching staff

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

Timetabling and rooming

Exams Officer

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

Head of Learning Support

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

Site staff

- ▶ Liaise with the EO 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 using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Transferred candidate arrangements

Exams Officer

- ▶ Liaises with the host or entering centre, as required
- ▶ Processes requests to the awarding body deadline
- ▶ Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams

Exams Officer

- ▶ Prepares for the conduct of internal exams under external conditions
- ▶ Provides seating plans for exam rooms
- ▶ Requests internal exam papers from teaching staff

Director of Studies

- ▶ Provides a centre exam timetable of subjects and rooms
- ▶ Arranges invigilation

Head of Learning Support

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

Teaching staff

- ▶ Provide exam papers and materials to the EO
- ▶ Support the Head of Learning Support in making appropriate arrangements for access arrangement candidates

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 access arrangements as they arise at the time of exams
 - ▶ applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

If a candidate feels unable to take an examination for medical reasons, they must inform the EO immediately.

The EO will liaise with the exam board.

Special consideration will be applied for but the decision whether to aggregate results from other units will be the decision of the examination board.

As most examinations are now linear, the examinations will need to be re-sat at the next available opportunity.

Ryde School allows former pupils to re-sit examinations.

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

- ▶ Refunds are not available for absent candidates

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised materials* below.

Candidate late arrival

Exams Officer

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

Invigilators

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

Candidate late arrival policy

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

Exam rooms

Head of Centre

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

Food and drink in exam rooms

Ryde School only allows water in bottles with sports nozzles into the examination room. Food is not allowed in the room unless it is a cough sweet for example without its wrapper. The water bottle must have its labels removed.

Exams Officer

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

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

The Emergency Evacuation policy specific to exams is located on the School's website and is displayed on the wall of every exam room used.

Site staff

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

Invigilators

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

Candidates

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

Irregularities

Head of Centre

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

Managing behaviour

It is important that all candidates behave appropriately before, during and after leaving the examination room.

“The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.”

[ICE 17]

Senior Leaders

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

Exams Officer

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

Invigilators

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

Malpractice

See *Irregularities* above.

Special consideration

Exams Officer

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

Candidates

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

Unauthorised materials

Arrangements for unauthorised materials taken into the exam room

An invigilator is assigned to the task of requesting and collecting unauthorised materials as they students enter the exam room. All phones, watches, notes etc., are collected in and taken to the secure storage (Exam Officer's room). The candidates will collect their items at the end of the exam.

Candidates are reminded at the beginning of the exam to check their pockets again to ensure they have nothing on them.

Watches are prohibited unless the pupil specifically requests the use of their analogue watch as they cannot see the exam clock clearly enough. This will then be put on the desk in front of them.

Invigilators

- ▶ Are informed of the arrangements through training

Internal exams

Exams Officer

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

Invigilators

- ▶ Conduct internal exams as briefed by the EO

Results and post-results: roles and responsibilities

Internal assessment

Head of Department

- ▶ Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies

- ▶ Ensures work is returned to candidates 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 enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams Officer

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

Results day programme

Head of Department – Exam Day Checklist

A – Level Day

All Heads of Department, or a department representative should be available for results day and be contactable in the afternoon of the preceding day.

- In the event of unexpected results the Head of Department may be contacted during the afternoon of the day **before** results are released to pupils.
- Heads of Department should be at school by 7.30am on results day (pupils 7.45am).
- Results will be available in the WCR for HoDs to check:
 - A summary of results will be available for viewing within WCR
 - Each HoD will be provided with full results relating to their subject
 - Identify pupils close to a grade boundary – advise DoS of pupils within 3 marks of the next grade boundary.
 - Identify cases where they would recommend a re-mark
 - Check all module results and advise DoS of cases where they feel there may have been inaccurate marking either for individuals or whole class.
- Once results have been checked, HoDs should speak to pupils about their results.
 - In cases where the HoD recommends a re-mark they should discuss this with the pupil and provide them with a re-mark form.
- Where a pupil has failed to achieve the grades they require to reach the university of their choice, pupils will have been allocated to members of the Support Team for advice.
- HoDs should be in school until at least 11.00am and check with the Director of

Studies prior to departing.

- Support Team: MJW, JDW, CBV, SRB, MAW, PRM, DPCB

GCSE Day

All Heads of Department, or a department representative should be available for results day and be contactable in the afternoon of the preceding day.

- In the event of unexpected results the Head of Department may be contacted during the afternoon of the day **before** results are released to pupils.
- Heads of Department should be at school by 9.15am on results day (pupils 9.30am).
- Results will be available in the WCR for HoDs to check:
 - A summary of results will be available for viewing within WCR
 - Each HoD will be provided with full results relating to their subject
 - Identify pupils close to a grade boundary – advise DoS of pupils within 3 marks of the next grade boundary.
 - Identify cases where they would recommend a re-mark
- Once results have been checked HoDs should speak to pupils about their results.
 - In cases where the HoD recommends a re-mark they should discuss this with the pupil and provide them with a re-mark form.
- HoDs should be in school until at least 11.00am and check with the Director of Studies prior to departing.

Pupils are informed of the results day arrangements during the Year 11 assembly prior to their study leave. This information will also be given in the Candidate Exam Handbook.

Results are given to pupils themselves. We must have written request from the pupil themselves if they wish their results given to their parents. Results are not given to third parties. The Data Protection Policy is accessible from the school's website.

Site staff

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

Accessing results

Exams Officer

- ▶ Informs candidates in advance of when and how results will be released to them
- ▶ 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

Exams policy(2017/18)

Hyperlinks provided in this document were correct as at October 2017

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 check, a review of marking, a review of moderation or an appeal
- ▶ Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised

Exams Officer

- ▶ Provides information to candidates (including returning candidates) and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- ▶ 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 collect candidate informed consent (**after** the publication of results) and fees where relevant
- ▶ Submits requests to awarding bodies to meet the external deadline
- ▶ Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- ▶ Updates centre results information, where applicable

Teaching staff

- ▶ Meet internal deadlines to request the services and gain relevant candidate informed consent
- ▶ 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

Director of Studies/Deputy Head Academic

- ▶ 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 September checking exercise

Certificates

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

Issue of certificates procedure

All certificates are checked by the EO on arrival.

Once all the certificates have been received the EO creates signature sheets for each form tutor who will distribute them to current pupils. The pupils will be asked to check their certificates carefully for any errors and report these to the EO immediately.

The EO will arrange to return any certificates for amendment.

For those pupils who have left, their certificates will be sent via Recorded Delivery First Class so they can be tracked. Any certificates not collected will be returned to the school.

The EO will contact former pupils so the certificate can be collected.

Candidates

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

Retention of certificates policy

Exams Archiving Policy is an appendix to this document

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 review

Senior leaders

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

Retention of records: Roles and Responsibilities

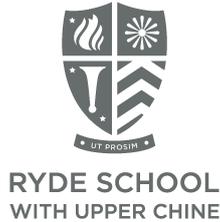
Exams Officer

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

Exams Archiving policy

Exams Archiving Policy is available on the school's website.

Appendix 1 – Policy for Late Arrivals



POLICY FOR LATE ARRIVALS

It is extremely important that you allow plenty of time so that you are not late for your examination. However, there may be circumstances that cause you to be late.

If you are aware that you will be late for your examination, please do the following:

1. Contact the Examinations Officer immediately or the Receptionist if you do not have the direct number with you.
2. Do not attempt to contact any of your friends who are sitting the same exam as you; do not use your mobile phone or any electronic device.
3. As soon as you arrive in school, sign in and go straight to the main exam room.
4. Quietly inform the Chief Invigilator, Mrs Haywood, that you have arrived.

If you arrive within one hour of the official start time, you will be allowed the full time to sit your examination.

If you arrive later than one hour after the official start time (ie., **after 10.00 am for a morning examination** or **after 2.30 pm for an afternoon examination**) you will be allowed to sit the examination **but it will be up to the examination board whether they will mark it.**

For examinations that last less than one hour, a candidate will be considered very late if they arrive:

- After the awarding body's published finishing time for the examination.

Please arrive to the exam hall quietly and announce yourself to the Chief Invigilator. She will ask you to hand in all unauthorised materials, your phone and watch etc., and show you to your seat.

A report will be sent off and you will need to write a statement on whether security may have been broken due to your late arrival, including information about the extent to which you were under supervision from the actual starting time of the examination.

It is possible that the examination board will not accept your work.

C. Evans
Examinations Officer

16/10/17 (review October 2018)

Exams policy(2017/18)
Hyperlinks provided in this document were correct as at October 2017

Appendix II – Word Processor Policy Statement



RYDE SCHOOL
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The criteria Ryde School uses to award and allocate word processors for examinations

Statement for Inspection : Word Processor use for Examinations

The 'normal way of working' for exam candidates, as directed by the Head of Centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

Awarding word processors

There are also exceptions where a candidate may be **awarded** the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor would be at a substantial disadvantage to other candidates.

Exceptions might include where a candidate has, for example:

- ▶ a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- ▶ a medical condition
- ▶ a physical disability
- ▶ a sensory impairment
- ▶ planning and organisational problems when writing by hand
- ▶ poor handwriting

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the IT department in liaison with the Head of Learning Support and the Exams Officer.

Statement produced by: Mr M A Waldron

Statement date: October 2018