



Walthamstow School For Girls

"Neglect not the gift that is in thee"

Policy Document

Examination Policy

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Key staff involved in the policy

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I. PURPOSE OF THE POLICY

Walthamstow School for Girls (WSfG) is committed to ensuring that the examinations and assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This policy will ensure that:

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

This policy is reviewed annually to ensure that 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 via email, informing them that it can be found on the centre's 'Staff Central' and website.

2. ROLES AND RESPONSIBILITIES OVERVIEW

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

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

The Head of Centre cannot also be the Examinations Officer. A Head of Centre and an Examinations Officer are two distinct and separate roles.

The Head of Centre and/or Examinations Officer may operate across more than one centre. In such cases the Head of Centre must ensure there is suitable senior leadership team and examination officer support in place, so they can meet their obligations across all centres for which they are responsible. The Head of Centre must ensure that these arrangements are covered by their examination contingency plan.

Head of Centre responsibilities

Heads of Centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current *General Regulations for Approved Centres* (GR) booklet. In particular, Heads of Centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

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

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

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the *Instructions for conducting examinations* document. Failure to do so may constitute malpractice as defined in the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026*.

The Head of Centre must ensure:

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

Head of Centre

- understands the contents of, refers to and directs relevant centre staff to current JCQ documents including:
 - a Guide to the Special Consideration Process (SC).
 - access Arrangements and Reasonable Adjustments (AARA).
 - AI Use in Assessments: Your Role in Protecting the Integrity of Qualifications.
 - guidance for Centres on Cyber Security.
 - instructions for Conducting Coursework (ICC).
 - instructions for Conducting Examinations (ICE).
 - instructions for Conducting Non-Examination Assessments (GCE and GCSE specifications) (NEA).
 - instructions for Conducting Non-Examination Assessments (Vocational and Technical Qualifications) (NEA VTQs).
 - notice to Centres – Informing Candidates of their Centre-Assessed Marks.
 - plagiarism in Assessments – Guidance for Teachers/Assessors.
 - suspected Malpractice – Policies and Procedures (SMPP).
- ensures the centre has appropriate accommodation at the registered address to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments.
- where/if using a third party to deliver any part of a qualification (including the assessments or the administration) at the centre:
 - maintains oversight of, and responsibility for, the delivery and administration of the qualification in accordance with JCQ regulations and awarding body requirements.
 - has in place a robust written agreement with the third party (unless exclusions apply), that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body, to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service.
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body.
 - monitors delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments.
 - ensures sufficient managerial and other resources are in place to resolve any issues.
- ensures that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section).
- ensures that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- ensures that the centre promptly reports any incidents which might compromise any aspect of assessment delivery, such as a cyber-attack, to the relevant awarding body/bodies.
- ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel to third parties without prior consent or upload such correspondence onto social media sites and applications (including third party applications).
- ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers, and any other awarding body examining/assessment personnel/JCQ personnel.

3. RESILIENCE AND CONTINGENCY ARRANGEMENTS

The centre must ensure they are familiar with the regulators' guidance and/or awarding body guidance on ensuring

resilience in the qualifications system. Centres should consider putting in place a process for gathering and securely retaining evidence of candidate performance in line with the published guidance.

In the unlikely event that the government determines that examinations cannot go ahead, the centre will need evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades.

The centre must have an up to date written contingency plan. See **Appendix A**.

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

The plan must cover the following scenarios:

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

As part of its contingency plan the centre must identify an alternative site or alternative sites which can be used if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different year groups.

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

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

4. PROCESS FOR GATHERING EVIDENCE OF CANDIDATE ASSESSMENT PERFORMANCE

The centre will implement assessment arrangements in line with normal practice, ensuring that sufficient evidence is collected to demonstrate students' knowledge, understanding and skills. Assessments will reflect the content and assessment objectives of the qualification, focusing only on material taught, and will normally take place during the final year of study. Over-assessment will be avoided, with two sets of mock examinations usually providing sufficient evidence.

Assessments will be conducted under exam-like conditions wherever possible. This includes timed supervision, no prior access to questions, independent working without assistance, and no access to notes or books, unless a reasonable adjustment applies. These arrangements will prepare students for formal examinations while ensuring authenticity of evidence.

Where possible, assessment materials will be drawn from exam board resources and will be similar in style to formal exam papers. Students will be informed that public examinations are expected to go ahead as planned, and that assessment evidence would only be used for grading purposes if exams were cancelled. They will be advised in advance if a particular assessment may be used as part of this evidence.

The centre will make reasonable adjustments for disabled students in line with equalities law, recording both adjustments made and the reasons for any not applied. Special consideration will be noted where a student's performance has been affected by factors beyond their control, such as illness or bereavement.

All assessments will be marked in accordance with exam board mark schemes, with internal standardisation applied where appropriate. Feedback may be provided to support learning; however, assessments will not be repeated for

the purpose of evidence collection. Any indicative grades shared with students will be for guidance only and will not represent a final qualification grade.

The centre will retain all student work, either in physical or digital format, and may share copies with students to aid study. Non-exam assessments will be completed in line with awarding body requirements, and in the event of exam cancellation, would form part of the evidence base for grading. For qualifications without written examinations, such as Art, Design and Project qualifications, teachers will support students in completing the usual non-exam assessments, with no additional assessment required.

5. CYBER SECURITY

The Head of Centre must ensure that there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret.
- providing training for staff on awareness of all types of social engineering / phishing attempts.
- enabling additional security settings wherever possible.
- ensuring that all members of centre staff who access awarding bodies' online systems undertake annual cyber security training. The training must include:
 - the importance of creating strong, unique passwords for all accounts.
 - keeping all account details strictly confidential.
 - the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access.
 - how to properly set up and use MFA for both centre and awarding bodies' systems.
 - an awareness of all types of social engineering/phishing attempts.
 - the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.
 - certificates of completed staff cyber training must be downloaded and held on file for inspection. The NCSC training resource provides a certificate of completion of cyber training.
- developing and maintaining a comprehensive cyber security policy for the centre. The National Cyber Security Centre (NCSC) provides resources to assist centres in creating such policies.
- implementing and enforcing robust security measures, including:
 - mandatory MFA for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data.
 - regularly reviewing and updating security settings to align with current best practices.
 - updating any passwords that may have been exposed.
 - setting up secure account recovery options.
 - reviewing and managing connected applications.
 - monitoring accounts and regularly reviewing account access, including removing access when no longer required.
 - ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document Guidance for Centres on Cyber Security.
 - authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
 - reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.

At WSfG the confidentiality, integrity, and availability of our information assets, IT systems, and the personal data of students, staff, and stakeholders are of paramount importance.

This policy establishes our comprehensive cyber security framework, delineates the duties and accountabilities of all relevant parties, and ensures strict adherence to JCQ regulations, the Data Protection Act 2018, the UK General Data Protection Regulation, and the statutory guidance detailed in Keeping Children Safe in Education.

This Cyber Security Policy details the measures taken at WSfG to mitigate the risk of cyber threats under the following sections:

1. Roles and responsibilities.
2. Complying with JCQ regulations.

3. Cyber security best practice.
4. Account management best practice.
5. Training.

The Senior Leadership Team recognises the need for staff involved in the management, administration and conducting of examinations to play a critical role in maintaining and improving cyber security at WSfG. This includes ensuring that all members of centre staff who access awarding bodies' online systems undertake annual cyber security training.

In addition to adhering to industry best practices, the following areas are addressed in this policy to ensure that members of the exams team protect their individual digital assets:

- cyber security awareness and training.
- device security and Asset Register.
- creating strong, unique passwords.
- keeping all account details secret.
- enabling additional security settings wherever possible.
- updating any passwords that may have been exposed.
- setting up secure account recovery options.
- reviewing and managing connected applications.
- staying alert for all types of social engineering/phishing attempts.
- monitoring accounts and reviewing account access regularly.

Governors

- To oversee and review cyber security arrangements and policy compliance.

Head of Centre / Senior Leadership Team

- to provide overall responsibility for policy implementation and cyber security strategy.
- to ensure that an up-to-date device security and asset register is maintained which details all computers, devices, and user accounts used for examinations and assessment administration. This ensures that all technology used is regularly reviewed, patched, and secured, thus reducing the risk of overlooked vulnerabilities being exploited.
- to ensure that all devices are secured with up-to-date anti-malware and software updates.
- ensure that members of the exams team, supported/led by the IT team, adhere to best practice(s) in relation to:
 - the management of individual/personal data/accounts.
 - centre wide cyber security including:
 - enabling multi-factor authentication (MFA).
 - keeping software and systems up to date.
 - implementing network security measures.
 - conducting regular data backups.
 - educating employees on security awareness.
 - developing and testing an incident response plan.
 - regularly assessing and auditing security controls.
 - managing and reporting a cyber-attack which impacts any learner data, assessment records or learner work.

IT Manager/Team

- To implement technical controls, monitor systems, respond to incidents, manage access and updates.

Data Protection Officer

- To ensure compliance with data protection law, advise on data handling, and oversee data breaches.

All staff

- To follow this policy, complete annual training, report incidents or concerns promptly within the centre.

Exams officer (EO)

- to ensure that they follow best practice in relation to the management of individual/personal data/accounts.
- to provide evidence of an awareness of best practice in relation to cyber security as defined by JCQ regulations/guidance, including the completion of certificated, annual, up-to-date cyber security awareness training.
- to undertake training on:
 - the importance of creating strong, unique passwords.
 - keeping all account details secret.
 - enabling additional security settings wherever possible.
 - updating any passwords which may have been exposed.
 - setting up/an awareness of secure account recovery options.
 - reviewing and managing connected applications.
 - awareness of all types of social engineering/phishing attempts.
 - reviewing and monitoring account access on a regular basis.

The Head of Centre/senior leadership team at WSfG ensure that there are procedures in place to maintain the security of user accounts in line with JCQ regulations (sections 3.20 and 3.21 of the *General Regulations for Approved Centres* document) by:

- developing and maintaining this cyber security policy.
- ensuring that all members of centre staff who access awarding bodies' online systems undertake annual, certificated cyber security training which includes:
 - the importance of creating strong, unique passwords.
 - keeping all account details strictly confidential.
 - the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access.
 - how to properly set up and use MFA for both centre and awarding bodies' systems.
 - an awareness of all types of social engineering/phishing attempts.
 - the importance of staff quickly reporting suspicious activity, events and incidents.
- downloading and retaining certificates of completed staff cyber training on file.
- implementing and enforcing robust security measures, including:
 - mandatory Multi-Factor Authentication (MFA) for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data.
 - regularly reviewing and updating security settings to align with current best practices.
- enabling additional security settings wherever possible.
- updating any passwords that may have been exposed.
- setting up secure account recovery options.
- reviewing and managing connected applications.
- monitoring accounts and regularly reviewing account access, including removing access when no longer required.
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security* (www.jcq.org.uk/exams-office/general-regulations), and that where necessary, they have access to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.

The Head of Centre/Senior Leadership Team at WSfG ensure that:

- security measures are in place including:
 - firewalls and network security controls.
 - anti-virus and anti-malware software on all devices.
 - regular software updates and patch management.
 - secure data backup and tested recovery procedures.
 - encryption for sensitive and personal data.
 - multi-factor authentication (MFA) for critical systems and remote access.
 - secure configuration and monitoring of cloud services (e.g., Office 365, Google Workspace).
 - prompt removal of access for leavers.

- they and all staff involved in the management, administration and conducting of examinations/assessments stay informed about the latest security threats and trends in account security.
- staff within the exams team are educated on how to identify phishing attempts, use secure devices and how to protect systems and data by training during INSET/briefings.

Best practice, advice, and guidance from the National Cyber Security Centre is observed for all IT systems, particularly those where learner information, learner work or assessment records are held.

National Cyber Security Centre (NCSC) training and guidance is followed at WSfG which includes:

- enabling multi-factor authentication (MFA).
- keeping software and systems up to date.
- implementing network security measures.
- conducting regular data backups.
- educating employees on security awareness.
- developing and testing an incident response plan.
- regularly assessing and auditing security controls.

By adopting industry standard cyber security best practices, the Head of Centre/senior leadership team are significantly reducing the risk of cyber-attacks and protecting valuable data and assets within the centre.

If a cyber-attack which impacts any learner data, assessment records or learner work is experienced, the Senior Leadership Team/Exams Officer will contact the relevant awarding body/bodies immediately for advice and support.

Account management best practice:

- Creating strong unique passwords
 - Exams office staff are informed that password length is a more valuable defence than complexity and instructed to use a password creation approach such as three random words to generate suitably secure passwords.
 - Exams office staff will not use easily guessable information such as birthdays, singular names, or common words for a password.
 - For every account, users are instructed to use a strong unique password and that the same password is not used across any other account(s).
- Keeping account details secret
 - Exams office staff are instructed never to share login/password details or additional factor/authentication codes with anyone else.
 - Staff who require access to a system will request their own user account and never share an account assigned for their use with anyone else. Staff are reminded that anything done with an account assigned to someone will be attributed to that person in the first instance.
- Updating any passwords that may have been exposed
 - If it is believed that a password may have been exposed/become known to others, staff will inform their senior leader/line manager immediately.
 - Any exposed passwords will be changed as soon as possible, and the new passwords should not be shared with anyone except their senior leader/line manager.
 - Staff are instructed to use strong unique passwords (e.g. three random words) when changing passwords and that old passwords should not be reused nor should cycling through a small set of passwords across multiple accounts be used.
- Enabling additional security settings wherever possible
 - All staff will follow awarding body two-step verification (2SV)/two-factor verification (2FA) or multi-factor authentication (MFA) wherever available/requested. Staff are made aware of the purpose of 2SV/2FA /MFA, which includes:
 - adding a layer of account security
 - helps to protect users if the extra steps/factors are protected.
- Setting up secure account recovery options
 - Staff are instructed to follow centre account recovery options which may include alternate email accounts or phone numbers protected by 2SV/2FA/MFA security measures.

- Reviewing and managing connected applications
 - Staff within the exams team will regularly review and remove access for third-party applications or services that no longer require access to accounts.
 - Staff will be informed that access should only be provided to trusted services.
 - Staff should be particularly cautious when interacting with content and services (e.g. quizzes, prize draws, surveys etc.).
 - Staff will only grant permissions and the necessary access to applications which are required for them to function.
 - Staff will only download and install applications with established reputations from trusted sources.
 - Staff will not save passwords to local web browsers unless a secure password manager extension is used in a browser that requires unlocking (e.g. with another password) before the saved account details can be retrieved. If this is done, care will be taken to ensure that this is locked/signed out of after use.
 - When using a shared browser, staff will clear browser history and caches after use.
- Staying alert for all types of social engineering/phishing attempts
 - Staff must take care if unsolicited or unexpected emails, instant messages, or phone calls are received asking for account credentials or personal or confidential information. Passwords and 2FA/MFA authentication codes should not be given out to anyone.
 - Staff are instructed that if they are suspicious of any person or any communication that seems to want to gain their trust, rush them into doing something or that just seems “off”, they should hang up/not reply/not click on links/take any action and check first with a trusted party via a secure channel (i.e. call the awarding body’s customer services via a known support number).
 - Staff will never approve or authenticate a login request that they did not initiate.
 - Staff will not share codes/approve logins and requests to do so should be treated with a high degree of suspicion.
 - Staff will not click on suspicious links, download attachments or scan QR codes from unknown sources.
 - The centre will provide exams team staff with a secure QR code scanner with a good reputation to help gauge whether a QR code is suspicious or malicious.
 - Staff will verify the authenticity of any communication by contacting the organisation directly through official known channels.
 - Staff will report any phishing attempts which reference awarding bodies/their systems to the awarding body concerned immediately.
- Monitoring accounts and reviewing account access
 - Centre staff accounts will be routinely reviewed for any suspicious, unusual, or unauthorised activity.
 - If any suspicious, unusual, or potentially unauthorised activity on awarding body systems is observed this will be immediately reported to the relevant awarding body, particularly if it is believed that user account security may have been compromised.
 - Access control and permissions are based on job roles and reviewed regularly.
 - Levels of access for all exams team staff are reviewed regularly to ensure accounts have the minimum level of access required for their current role.
 - Accounts are promptly disabled when users leave.
 - Account activity is monitored and audited.

The Head of Centre/Senior Leadership Team ensure that there are procedures in place to maintain the security of user accounts by ensuring that all staff who have responsibility for the administration or delivery of examinations complete annual cyber security training and annual refresher training with practical advice on protecting assessment systems and recognising attacks such as phishing or social engineering.

Records of cyber training are retained for all staff and are available for inspection.

6. RECRUITMENT, SELECTION, TRAINING AND SUPPORT

The centre ensures that:

- a workforce of an appropriate size and competence is retained, including sufficient managerial and other appropriate resources, to undertake the delivery and administration of the qualification and assessments as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.

- contingency planning includes succession arrangements for members of staff involved in examination and assessment administration.
- fully qualified teachers/assessors are provided for the verification and marking of centre-assessed components.
- teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work.
- the relevant senior leader(s), teachers, the Examinations Officer (EO) and the SENCo (or equivalent role) are enabled to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre, and to ensure compliance with the published JCQ and awarding body regulations.
- the SENCo (or equivalent role), the centre's appointed access arrangements assessor and the Examinations Officer undertake regular CPD, such as attending an annual update course.
- the SENCo (or equivalent role) understands the JCQ document *Access Arrangements and Reasonable Adjustments* and is given sufficient time to manage the access arrangements process within the centre.
- the Examinations Officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role.
- any member(s) of the Senior Leadership Team who is responsible for examination administration familiarises themselves with relevant awarding body and JCQ documentation. This will ensure that the Examinations Officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations.
- teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering, to ensure that they are delivered in line with the relevant regulations.

7. EXTERNAL AND INTERNAL GOVERNANCE ARRANGEMENTS

The centre ensures that:

- a written escalation process is in place should the Head of Centre, or a member of the Senior Leadership Team with oversight of examination and assessment administration, be absent.
- a member of the senior leadership team is in place who has a good working knowledge of the examination system and will provide effective line management support and supervision to the Examinations Officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.
- centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- it is able to confirm to an awarding body the external governance arrangements, so that the awarding body has confidence in the integrity of centre activities, such as the delivery of qualifications and the conducting of examinations and assessments.

8. DELIVERY OF QUALIFICATIONS

The centre ensures that it:

- delivers qualifications as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates.
- enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject.

9. PUBLIC LIABILITY

The centre ensures that it complies with any local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

10. CONFLICTS OF INTEREST

See Appendix M.

11. CONTROLLED ASSESSMENTS, COURSEWORK & NON-EXAMINATION ASSESSMENTS

The centre ensures that it:

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

12. SECURITY OF ASSESSMENT MATERIALS

The centre ensures that it:

- takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre.
 - any potential or actual breach of examination or assessment materials are reported immediately to the awarding body/bodies.
- makes arrangements to:
 - receive, check, and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document *Instructions for Conducting Examinations*.
 - access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for Conducting Examinations*.
 - issue materials received from the awarding bodies to staff and candidates and notify them of any advice and instructions relevant to the examinations and assessments.
- provides candidates with access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

13. NATIONAL CENTRE NUMBER REGISTER & OTHER INFORMATION REQUIREMENTS

The centre ensures that it:

- provides contact details as follows:
 - a physical address to which all examination and assessment materials will be despatched – this must be the registered address of the centre.
 - a landline telephone number – this must be the number of the main office/ switchboard of the centre.
 - a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (personal email addresses such as 'Yahoo,' 'Hotmail' and 'Gmail' are not acceptable). Note: if this is a shared email account it must not be used to access awarding body secure websites, with the exception of WJEC.
 - the name of the Head of Centre and their email address.
 - a senior designated contact's details (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency when the centre is closed over the summer and who can mobilise resources to respond to the issue.
- completes the National Centre Number Register annual update by the end of October every year even if there are no changes to centre details.
- informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place. This must be on the centre's headed stationery, which can be sent as an email attachment, including the signature of the Head of Centre.
- informs the National Centre Number Register Team (email address – ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating the secure storage facility. This must be on the centre's headed stationery, which can be sent as an email attachment.

- informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status.
- completes the NCN Head of Centre Declaration by the end of October every year confirming that they are aware of and are adhering to the latest version of the JCQ's regulations.
- responds to any other reasonable requests made by the National Centre Number Register Team.
- understands that the responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the Senior Leadership Team or the Examinations Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 and that ultimately awarding bodies could withdraw their approval of the centre.

14. CENTRE INSPECTIONS

The centre ensures that it:

- co-operates with the JCQ Centre Inspection Service, an awarding body, or a regulatory authority when subject to an inspection, an investigation, an unannounced visit or any requests for information within the stipulated time frame.
- allows all venues used for examinations and assessments, paperwork, and secure storage facilities to be open to inspection.
- understands the JCQ Centre Inspector will identify themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility.

15. POLICIES AVAILABLE FOR INSPECTION

The centre ensures that it:

- Has in place the following policies for inspection, which must be reviewed and updated annually:
 - a child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements - **Child Protection/Safeguarding Policy** can be found on the centre's **Staff Central Team**.
 - a complaints policy – **Complaints Policy (Exams)** see **Appendix H**.
 - a conflicts of Interest policy – **Conflicts of Interest Policy (Exams)** see **Appendix M**.
 - a data Protection policy – **Data Protection Policy (Exams)** see **Appendix F**.
 - an equalities policy – **Equalities Policy** see **Appendix E**.
 - a contingency plan which covers all aspects of examination/ assessment administration and delivery – **Contingency Plan** see **Appendix A**.
 - an internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration – **Internal Appeals Procedure** see **Appendix C**.
 - a malpractice policy which covers all qualifications delivered by the centre. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations and assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice). **Malpractice Policy** – see **Appendix N**.
 - a policy regarding the management of non-examination assessments including controlled assessments and coursework. (For CCEA GCSE centres this would be a written controlled assessment policy) – **Non-examination Assessment Policy** (including controlled assessments and coursework see **Appendix D**.
 - a whistleblowing policy – Whistleblowing Policy (Exams) can be found on the centre's **Staff Central Team**.
 - a policy on the use of word processors in examinations – **Word Processor Policy (Exams)** see **Appendix I**.

Conflicts of interest

The centre ensures that it:

- Manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:
 - any members of centre staff are taking a qualification at this centre which includes internally assessed components/units*
 - any members of centre staff are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units
- maintains internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected and record all instances where:
 - exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at this centre or other centres.
 - centre staff are taking qualifications at this centre which do not include internally assessed components/units*
 - centre staff are taking qualifications at other centres.
- Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. These records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

* entering members of centre staff for qualifications at their own centre must be as a last resort, in cases where the member of centre staff is unable to find another centre, and the centre must ensure that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination, and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials.

During the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

16. ACCESS ARRANGEMENTS AND REASONABLE ADJUSTMENTS

The Head of Centre/Senior Leadership Team will:

- appoint a SENCo, or an equivalent member of staff, to the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, and those with a temporary illness or injury.
- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs. The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments.
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7). This must include a duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the service that the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid.
† or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect.
- ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal ways of working for a private candidate, such as a distance learner or a home educated student. The centre, where required, must lead on the assessment process. The centre's appointed assessor must assess the candidate. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements.

- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the Head of Centre. Evidence of the assessor’s qualification(s) must be obtained before they assess candidates and must be held on file for inspection.
- have a written process in place to check the qualification(s) of their assessor(s) and that the correct procedures are followed as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments*.
- assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENCo in effectively implementing those arrangements once approved.

17. MALPRACTICE

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place.
- inform the awarding body immediately of any alleged, suspected, or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- as required by an awarding body, ensure that evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provide such information and advice as the awarding body may require.
- ensure any person involved in administering, teaching, or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator, or professional bodies in accordance with the JCQ document *Suspected Malpractice – Policies and Procedures*.

18. PERSONAL DATA

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

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

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

Exams officer (EO)

- understands the contents of annually updated JCQ documents including:
 - General Regulations for Approved Centres
 - Instructions for Conducting Examinations
 - Suspected Malpractice - Policies and Procedures
 - Post-Results Services (PRS)
 - A Guide to the Special Consideration Process
- completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year to confirm the centre’s contact details and inform of any changes, and follows the process (in GR 5.3) if any changes occur after the annual update has taken place.
- is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates, and deadlines.

- ensures key tasks are undertaken and key dates and deadlines met.
- recruits, trains, and deploys a team of internal/external invigilators; appoints lead invigilators, as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period.
- works with the SENCo (or equivalent role) to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
- supports the Head of Centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff, and in maintaining internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series.
- briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials.

Senior leaders

- are familiar with the contents of, refer to and direct relevant centre staff to current JCQ documents including:
 - A guide to the Special Consideration Process
 - Access Arrangements and Reasonable Adjustments
 - AI Use in Assessments: Your Role in Protecting The Integrity Of Qualifications
 - Guidance for Centres on Cyber Security
 - Instructions for Conducting Coursework
 - Instructions for Conducting Examinations
 - Instructions for Conducting Non-Examination Assessments (GCE and GCSE Specifications)
 - Instructions for Conducting Non-Examination Assessments (Vocational and Technical Qualifications)
 - Notice to Centres – Informing Candidates of their Centre-Assessed Marks
 - Plagiarism in Assessments – Guidance for Teachers/Assessors
 - Post-Results Services
 - Suspected Malpractice – Policies and Procedures.
- ensure 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 (or equivalent role)
- ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- ensure teaching staff attend relevant awarding body training and update events

Special Educational Needs Co-ordinator (SENCo) or equivalent role

- understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
 - Access Arrangements and Reasonable Adjustments.
- leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements').
- if not the qualified access arrangements assessor, collaborates with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed.
- when requested by a JCQ Centre Inspector, presents evidence of the assessor's qualification.
- ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline. The SENCo will retain on file all appropriate documentary evidence to substantiate such an arrangement, which will be open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications.
- ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s) and supporting evidence of need. This information must be readily available for inspection at the venue where the candidate is taking the examination(s).
- ensures requests for modified papers are submitted by the published deadline.
- ensures there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes.

Teaching staff

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

Invigilators

- attend/undertake training (on the current regulations), updates, briefings 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 the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment 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.

19. THE EXAM CYCLE

The exams management and administration process that needs to be undertaken for each **exam series** is referred to as the **exam cycle** and relevant tasks which need to be undertaken before, during and after an exam series are grouped into the following stages:

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

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

Planning: roles and responsibilities

Secure materials

Head of Centre

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

The secure room and the storage facility

Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe or security cabinet.

The secure room

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

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

The secure room **must** be accessible throughout an examination series for the storage of question papers and be available for inspection.

The secure storage facility

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

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

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

Information sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ documents including GR, ICE, AARA, SMPP, ICC, NEA and SC

Exams Officer

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

Information gathering

Exams Officer

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

Senior Leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering.
- Meet the internal deadline for the return of information.
- Inform 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.
- Note the internal deadlines in the annual exams plan and direct teaching staff to meet these.

Access arrangements

Head of Centre

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Ensures the SENCo (or equivalent role) is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

SENCo (or equivalent role)

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements/reasonable adjustments requirements.
- Gathers evidence to support the need for access arrangements for a candidate.
- Liaises with teaching staff to gather evidence of the normal way of working for a candidate.
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated.

- Informs relevant candidates that an application for access arrangements will be processed using Access Arrangements Online (AAO), complying with the UK GDPR and the Data Protection Act 2018.
- Applies for approval using *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO.
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation. If documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection.
- Employs good practice in relation to the Equality Act 2010.
- Liaises with the EO regarding exam time arrangements for access arrangement candidates.
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is/is not permissible in the exam room.
- Liaises with the relevant member of the Senior Leadership Team on the centre's policy on the use of word processors in examinations.
- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

Alternative Rooming Arrangements Policy (Exams) see Appendix J.

Senior Leaders, Teaching staff

- Support the SENCo (or equivalent role) in determining and implementing appropriate access arrangements/reasonable adjustments.
- (Senior Leader) provides an annually reviewed and updated Word Processor Policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations.

Internal assessment and endorsements

Controlled assessments, coursework, non-examination assessments, and portfolios of evidence.

Head of Centre

- Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities.
- Ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications. This will allow the candidates for each specification to be treated as a single group for the moderation of centre- assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed.
- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material).
- Before submitting marks to the awarding body, ensures candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking.
- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date. It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body.
- Ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date. It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review.
- Ensures that a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates.
- Ensures that a written policy regarding the management of non-examination assessments, including controlled assessments and coursework, which includes details on how candidates' work will be authenticated, is in place.
- Ensures that where candidates' work is backed-up, the contingency of candidates' work being backed-up on two separate devices is considered, including one off-site back-up via the Cloud.

- Implements appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Senior Leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work including, where relevant, private candidates.
- Ensure appropriate internal moderation, standardisation and verification processes are in place.
- Ensure teaching staff delivering GCSE specifications and vocational and technical qualifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body.
- Ensure teaching staff delivering qualifications which include (wholly or in part) units of coursework follow JCQ Instructions for conducting coursework and the specification provided by the awarding body.
- Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body.

Teaching staff

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

Exams Officer

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

Invigilation

Head of Centre

- Ensures relevant support is provided to the EO in recruiting, training, and deploying a team of invigilators.
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible and not taking on its own an assurance from a recruitment agency, that this is the case.
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times.
- Ensures that, wherever possible the following individuals are not assigned as invigilators during an examination: a teacher, a teaching assistant, a tutor, or a senior member of centre staff who teaches the subject being examined or a learning support assistant who has supported one or more candidates.

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

Entries and registrations: roles and responsibilities

Head of Centre

- Ensures the centre's obligations, as detailed in the regulations, are met.

Estimated entries

Exams Officer

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

Head of faculty

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

Final entries

Head of Centre

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

Exams Officer

- Requests final entry/registration information from HoFs in a timely manner to ensure awarding body external deadlines for submission can be met.
- Informs HoFs of subsequent deadlines for making changes to final entry information without charge.
- Submits registrations, examination entries and certification claims by the deadline(s) and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification.
- Confirms with HoFs final entry information that has been submitted to awarding bodies.
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed, reducing the potential for late or other penalty fees being charged by awarding bodies.
- Observes each awarding body's terms and conditions for the registration, entry, and timely withdrawal of candidates for their examinations and assessments and observes any regulatory requirements for the qualification.

Head of Faculty

- 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

Initial entry fees are based on the current awarding body Fees Lists and are charged to the Exams Budget.

Community Language GCSE Entries

Students can express an interest to sit a GCSE in their own language. The centre accommodates these requests in Years 10 and 11. For further information, students can speak to the Exams Officer or the HoF for languages.

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 faculty budgets.

Head of Faculty

- 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-sit entries are determined by the HoF and authorised by SLT.
- Re-sits not approved by the HoF or SLT can be paid for by parents/carers.

Private candidates

The centre does not currently offer entries for external private candidates.

Candidate statements of entry

Exams Officer

- Provides candidates with statements of entry for checking and requires parents/carers to sign and return to the EO.

Teaching staff

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

Candidates

- Confirm that entry information is correct or notify the EO of any discrepancies.
- Check their entries and return any relevant confirmation to the EO.

Pre-exams: roles and responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met.

Access arrangements and reasonable adjustments

SENCo (or equivalent role)

- Ensures that appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates with learning difficulties or disabilities, those for whom English is an additional language and those with a temporary illness or injury.
- Ensures that a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them.
- Ensures that exam information (JCQ information for candidates' documents, individual exam timetable, etc.) is adapted where this may be required in order for a candidate to access it.
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments, ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement.
- Ensures that the person appointed to facilitate an access arrangement must not normally be the candidate's own subject teacher, Learning Support Assistant, or teaching assistant. Where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator must always be present.
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate the normal way of working for a private candidate (such as a distance learner or a home educated student) and that the candidate is assessed by the centre's appointed assessor.

Briefing candidates

Exams Officer

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

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

Dispatch of exam scripts

Exams Officer

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

Estimated grades

Senior Leaders

- Ensure 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 of what has been sent.

Internal assessment and endorsements

Head of Centre

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

SENCo (or equivalent role)

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

Teaching staff

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

Senior Leaders

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

Exams Officer

- Submits marks, endorsement grades, and samples to awarding bodies/moderators/monitors to meet the external deadline (or delegates this task to relevant teaching staff).
- Keeps a record of 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 arrangements

Exams Officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements.
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, prompter, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant /prompter /reader and/or scribe in maintaining the integrity of the exam).
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios.
- Liaises with the SENCo (or equivalent role) regarding the facilitation and invigilation of access arrangement candidates.

SENCo (or equivalent role)

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

Invigilators

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

JCQ Centre Inspections

Exams Officer or Senior Leader

- Accompanies the Inspector throughout a visit.

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

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

Seating and identifying candidates in exam rooms

Exams Officer

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

Candidate Identification Procedure

Candidate desks are labelled with photo ID cards to match the seating plan. Candidates are lined up in order outside of the exam room by senior leaders. Once they enter the exam room, they make their way to their seat, with invigilators checking ID badges against candidates.

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

Invigilators

- Follow the procedure provided by the EO which details how the identity of all candidates sitting exams will be confirmed.
- Seat candidates in exam rooms as instructed by the EO/on the seating plan.

Security of exam materials

Exams Officer

- Confirms appropriate arrangements are in place to ensure that confidential exam materials are only handed over to authorised members of staff.
- Ensures access to the secure room is restricted and that staff approved by the Head of Centre are accompanied by a keyholder at all times.

- Has a process in place to demonstrate the receipt, secure movement, and secure storage of confidential exam materials within the centre.
- Ensures a log is kept at the initial point of delivery, recording confidential materials received and signed for by authorised staff within the centre, and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order.
- Carefully checks question paper packets when they are removed from the dispatch packaging and keeps a log of the check
- Ensures that the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility).
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows).
- Ensures the integrity and security of any electronic question paper materials is maintained during the downloading, printing, and collating process, ensuring that printing is carried out in a secure environment at the centre to prevent unauthorised personnel from accessing live assessment materials and ensuring that only authorised members of centre staff have access to electronic question paper materials. A minimum of two and a maximum of six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the Exams Officer. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Ensures that the question paper is printed correctly, is of good quality and is collated in the right order.

Reception staff

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

Teaching staff

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

Timetabling and rooming

Exams Officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations, only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy.
- Identifies exam rooms and specialist equipment requirements.
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios.
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements.
- Liaises with the SENCo (or equivalent role) regarding rooming of access arrangement candidates.

SENCo (or equivalent role)

- 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

- (Where/if applicable to the centre) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met.

- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

Transferred Candidate Arrangements

Exams Officer

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

Internal exams/assessments

Exams Officer

- Prepares for the conduct of internal exams/assessments under external conditions (where applicable to the centre).
- Provides a centre exam timetable of subjects and rooms.
- Provides seating plans for exam rooms.
- Requests internal exam papers from teaching staff.
- Arranges invigilation (where applicable to the centre).

SENCo (or equivalent role)

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

Teaching staff

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

Exam time: roles and responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met.

Access arrangements

Exams Officer

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

Candidate absence

Invigilators

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

Candidates

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

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised items* below.

Candidate late arrival

Exams Officer

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

Invigilators

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

Conducting exams

Head of Centre

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

Exams Officer

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

Dispatch of exam scripts

Exams Officer

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

Exam papers and materials

Exams Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility.
- Attaches any erratum notices received to the relevant sealed question paper packets.
- Collates attendance registers and examiner details in date order.
- Regularly checks mail or email inbox for updates from awarding bodies.
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened, by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened.
- Ensures this second pair of eyes check is recorded.
- Ensures question papers are always be kept in their sealed packets until the second pair of eyes check and log have been completed.
- Ensures the second pair of eyes check takes place immediately before each question paper packet is opened in the designated examination room.
- If the question paper packet needs to be split for different rooms on one or more sites or for an access arrangement, ensures the check takes place in the secure room.
- Ensures unused question papers are not released to any individual until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination.

Exam rooms

Head of Centre

- Ensures that internal tests, mock exams, revision, or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams.

- Ensures that only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks.
- Ensures that the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates.
- Ensures that the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates.

Exams Officer

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

Senior Leaders

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

Emergency Evacuation Policy (Exams) see **Appendix B.**

Lockdown Policy (Exams) see **Appendix G.**

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 according to *JCQ Instructions for conducting examinations* and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions.

Candidates

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

Irregularities

Head of Centre

- Ensures (as required by an awarding body) that 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.

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 or needing to leave the exam room temporarily; disruption or disturbance in the exam room; emergency evacuation.

Malpractice

See *Irregularities* above.

Special consideration

Senior leaders

- Support eligible applications for special consideration by authorising appropriate evidence.

Exams Officer

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

Unauthorised items

Arrangements for unauthorised items taken into the exam room. All belongings and unauthorised items are left in cages outside the exam room. Where any unauthorised materials are discovered on the person of a candidate this is treated in line with the malpractice policy.

Head of Centre

- Ensures JCQ regulations are followed.

Exams Officer

- Gathers evidence which may need to be provided by other staff in the centre or by candidates.
- Ensures candidates are made aware of unauthorised materials prior to their exams and reminded at the start of every exam.
- Ensures any unauthorised materials that are found in the possession of a candidate are dealt with according to JCQ regulations.

Invigilators

- Are informed of the arrangements through training.

Internal exams/assessments

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

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met.

Internal assessment

Senior Leaders

- Ensure 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
- Ensure work is returned to candidates after the retention period or disposed of according to the requirements.

Managing results day(s)

Senior Leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role.
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed, and decisions made on the submission of any requests for post-results services and ensure 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 that procedures for managing the main summer results day(s) (a results day programme) are in place.

Site staff

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

Accessing results

Head of Centre

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

Exams Officer

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

Data manager

- Provides analysis of results to senior leaders.

Post-results services

Head of Centre

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

Exams Officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Access to Scripts, Reviews of Results and Appeals Procedures**).
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant.
- Submits requests to awarding bodies to meet the external deadline for the particular service.
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes.
- Updates centre results information, where applicable.

Teaching staff

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

Candidates

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

Analysis of results

Data Manager

- Provides analysis of results to appropriate centre staff.
- Provides results information to external organisations where required.
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre).

Certificates

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

- Candidates are informed of procedure to collect certificates.

Candidates

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

Exams review: roles and responsibilities

Exams Officer

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

Senior Leaders

- Work with the 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

20. KEY HOLDERS LIST

Keyholders are staff designated as having access to the Examinations Secure Room having been provided with access to the keypad codes that allow access to the physical keys and the room itself.

No other member of staff may enter the Examinations secure room without the presence of one of these keyholders:

1. TBC – Examinations, Assessment & Data Officer
2. J Buchan – Data Manager
3. D Shackson – Assistant Headteacher
4. D Allard – Facilities Manager
5. M Tutton – Assistant Site Team Manager
6. H Marriot – Headteacher / Head of Centre

Appendices – available on request from the school office

- Appendix A: Contingency Plan and Escalation Process (Exams)
- Appendix B: Emergency Evacuation Policy (Exams)
- Appendix C: Internal Appeals Procedure (Exams)
- Appendix D: Non-examination Assessment (including controlled assessment and coursework) Policy
- Appendix E: Equalities Policy (Exams)
- Appendix F: Data Protection Policy (Exams)
- Appendix G: Lockdown Policy (Exams)
- Appendix H: Complaints and Appeals Policy (Exams)
- Appendix I: Word Processor Policy
- Appendix J: Alternative Rooming Policy
- Appendix K: Candidate Absence Policy (Exams)
- Appendix L: Candidate Late Arrival Policy (Exams)
- Appendix M: Conflict of Interest Policy (Exams)
- Appendix N: Malpractice