



THE BURGESS HILL ACADEMY

EXAMS POLICY

2024/2025

Statutory Policy	YES
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Ratified by Governing Body	TBHA
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Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

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

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

This policy will be communicated to all relevant centre staff (This is communicated by email to all staff, a hard copy to all subject Leaders and SLT, stored on the shared staff access file. JCQ regulations and information for candidates is included in the exams information document, given to all year 11 students in October.)

1. Supporting Documents/Appendices

Exams Fire Policy
Exams Emergency Procedures
Controlled Assessment Policy
Controlled Assessment Risk Procedures
Internal Appeals Policy

Roles and Responsibilities overview

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

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 may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.”

Head of Centre:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - General regulations for approved centres (GR)*
 - Instructions for conducting examinations (ICE)*
 - Access Arrangements and Reasonable Adjustments (AA)*
 - Suspected Malpractice (SM)*
 - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)*
 - A guide to the special consideration process (SC).*
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and/or practical assessments.

National Centre Number Register

- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the bullet point below:
 - 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
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of exam materials.
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence on to social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

- Provides contact details and an address to which all correspondence in connection with the administration of exams and assessments can be directed which must be the registered address of the centre
- Ensures the National Centre Number Register annual update is responded to by the end of October
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQs regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update

Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leaders, the examinations officer and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ regulations.
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

Internal governance arrangements

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

Escalation Process

Please see separate Escalation Process Policy

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

- Ensures “ that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetables written examination or on screen test ...”

Delivery of qualifications

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

Public liability

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

Security of assessment materials

Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring

- The location of the centre’s secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials
- Appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of staff
- Access to the secured room and storage facility is restricted to the authorised 2-6 key holders (ensuring only persons authorised by the head of centre and the exams officer are allowed access to the centre’s secure storage facility as one of the 2-6 key holders)
- The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- That arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Obtains written approval from the relevant awarding body before permitting a third party to deliver any part of a qualification including assessments
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases alleged, suspected or actual incidents of malpractice or

maladministration, involving a candidate or a member of staff, are reported to the awarding body

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Appropriate arrangements are in place for handling secure electronic materials

Exam Contingency plan

The centre has a separate exam contingency plan – held by the exams officer, SLT and saved on the shared access policies site for staff and subject leaders

Lockdown Policy

The centre has a separate lockdown policy for exams – held by the exams officer, SLT and saved on the shared access policies site for staff and subject leaders. The Academy also has a separate Academy Lockdown policy filed in the same way.

Internal appeals procedures

Please see Appendix 3 for the centre's internal appeals procedures.

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

Equalities Policy

The centre has a separate Equalities Policy held by the exams officer, SLT, SENCo and saved on the shared access policies site for staff and subject leaders.

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

Complaints and appeals procedures

The centre has a separate Complaints and appeals Policy held by the exams officer, SLT and saved on the shared access policies site for staff and subject leaders.

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

Child protection/safeguarding policy

A separate policy is maintained by the centre in the shared access policies site and is accessible from the Academy Website.

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

Data Protection Policy

A separate policy is maintained by the centre in the shared access policies site.

- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.
- A data protection policy relating to exams is also held.

Whistleblowing (Exams)

A separate policy is maintained by the centre in the shared access policies site and is held by the exams officer and SLT.

Access arrangements policy

All aspects of this process are maintained in the centre's Equalities Policy (see above)

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

Conflicts Of Interest

- Ensures the relevant awarding bodies are informed of any Conflict of Interest where
- 1. a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that taking at the centre must be as a last resort where unable to find an alternative centre).
- 2. a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate.
- Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above and where
- 1. a member of exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or another centre.
- 2. a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that taking at the centre must be as a last resort where unable to find an alternative centre).
- 3. a member of centre staff is taking a qualification at another centre
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.
- Ensures members of centre staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence on to social media sites and applications

- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel.

Centre inspections

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

Exams Officer

- Understands the contents of annually updated JCQ publications including:
General Regulations for Approved Centres
Instructions for Conducting Examinations
Suspected Malpractice Policies and Procedures
Post Results services
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 each year
Confirms the details of informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
Informs the national Centre Number Register Team immediately if any changes occur after the National centre Number Register annual update has taken place
Informs the national Centre Number Register no later than 6 weeks prior to moving to a new address or re-location of the secure storage
Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures. Key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangements 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 of any conflict of interest declared by members of centre staff and in maintaining

records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries

- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of exam materials.
- Providing the Senior Leadership Team, subject and class teachers and other relevant support staff annual exam timetables and application procedures as set by the various exam boards
- Overseeing the production and distribution to staff and candidates of exam series timetable in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events. Timetables displayed on Academy website.
- Providing Senior leadership Team, Subject Leaders and other relevant staff with exam timetables and application procedures as set by the various awarding bodies
- Communicate regularly with staff concerning awarding body deadlines and ensure these are adhered to
- Issue candidates with personalised examination timetables
- Issue candidates with relevant JCQ information for candidates documents in October of each year and before each subsequent exam season.
- Receive check and store securely all examination material
- Administer access arrangements and apply for special consideration in consultation with subject leaders and Associate Principal, according to JCQ regulations.
- Identifying and managing timetable clashes
- Preparing and presenting results information received from awarding bodies to SLT
- Arrange dissemination of exam results and certificates to candidates
- Process review of results
- Prepare examination cards for each student to verify their identity and seating plans for each exam
- Ensure wristwatches are removed from the exam room and stored in the exam wallets provided and collected in by the invigilators.

Senior Leadership Team

- Are familiar with the contents, refer to and direct relevant centre staff to the annually updated JCQ publications including:
General regulations for approved centres
Instructions for conducting examinations
Access Arrangements and Reasonable Adjustments
Suspected malpractice Policies and Procedures
Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
A guide to the special consideration process
- Check all students entered for examinations are present when sitting and verify their identity, any queries to be investigated immediately.
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- 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)

- Understands the contents, refers to and directs relevant centre staff to the annually updated JCQ publications including *Access Arrangements and Reasonable Adjustments*
- Leads on access arrangements and reasonable adjustments process
- Works with the person appointed as access arrangement assessor on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ centre inspector, evidence of the assessor's qualification

Subject Teachers

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body 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, annual update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Reporting any suspected breach of examination regulations to the EO immediately, providing full details of their suspicions
- Ensure all iPhone/watches with digital capability/web enable are handed in and removed from the exam room in wallets provided.
- Seat candidates in exam rooms as per the seating plans, noting any amendments as appropriate

Reception Staff

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

Site Staff

- 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.

- Checking details of entries and informing the Examinations Officer of any omissions or errors.
- Following coursework/controlled assessment/non-examined assessment regulations and signing a declaration that authenticates the coursework/assessment as their own.
- Arriving at each examination at the correct time and with the correct equipment.

The Exam Cycle

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

- Planning
- Entries
- Pre-exams
- Exam time
- Results and post results

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

Planning: roles and responsibilities

Information Sharing

Head of centre

Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM, SC and the instructions for conduction non-examination assessments and the instructions for conducting coursework

Exams officer

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

Information Gathering

Exams Officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being

delivered is up to date and correct

- Collates all information gathered in to one central point of reference
- Researches awarding body guidance to identify administrative processes. Key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable presentation for and conduct of Mock exam series

Subject Leaders

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

Access Arrangements

Head of centre

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

SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate
- Determines candidates eligibility for arrangements or adjustments that are centre delegated
- Gathers signed Personal data consent forms from candidates where required and ensures Data protection confirmation by the EO or SENCo are completed
- Applies for approval through Access arrangements online (AAO) via the centre admin portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept 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 appropriately trained and understand rules of the particular arrangement 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 and what is not permissible in the exam room.
- Liaises with the relevant member of SLT on the centre's policy on the use of word processors in exams.

Word processor Policy (exams)

The centre has a separate policy and is held by the exams officer, SLT and SENCo and also saved in the staff shared access policy file

- Ensures criteria for candidates granted a word processor for use within examinations is clear, meets JCQ regulations and best meets the needs of individual candidate.

Subject leaders, Teaching Staff

- Support the SENCo in determining and implementing appropriate access arrangements
- Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examination

Internal Assessment and Endorsements

Head of centre

Controlled assessments, coursework and non-examination assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre- assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments
- Ensures an internal appeals procedure relating to internal assessment decisions is in place for candidates to appeal against and request a review of the centre's marking
- Ensures a non-examination assessment policy is in place for GCSE

qualifications which include components of non-examination assessment

Non-Examination Assessment Policy

The centre has a separate policy and is held by exams officer, SLT, Subject Leaders and is saved within the staff shared access policy file

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

Senior Leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills and training to set tasks, conduct task taking and to assess, mark and authenticate candidates work
- Ensure appropriate internal moderation, standardisation and verification processes are in place

Subject leader

- Ensures teaching staff delivering GCSE specifications (which include components of non-examination assessment) follow JCQ *Instructions for conducting non-examination assessments* and the specification provided by the awarding body
- Ensures teaching staff delivering OCR Cambridge Nationals follow JCQ *Instructions for conducting coursework* and the specification provided by the awarding body.
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Teaching Staff

- Ensure appropriate instructions for conducting internal assessments 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, understand what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case).

Exams Officer

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

Entries roles and Responsibilities:

Estimated Entries

Exams Officer

- Request estimated or early entry information, where this may be required by awarding bodies, from Subject leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Makes candidates aware of the JCQ information for candidates – privacy notice at the start of a vocational qualification or when entries are being processed for a general qualification

Subject leader

- Provides entry information requested by the EO to the internal deadline and

informs the EO immediately if any subsequent changes to entry information

Final Entries

Exams Officer

- Requests final entry information from Subject leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs Subject leaders of subsequent deadlines for making changes to final entry information without charge
- Confirms with Subject Leaders final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments

Subject leader

- 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 candidates personal details*
 - Amendments to existing entries*
 - Withdrawals of existing entries*
- Checks final entry submission information provided by the EO and confirms information is correct

Late Entries

Exams Officer

- Has clear entry procedures in place to minimise the risk of late entries

Subject leader

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

Candidate statement of entry

Exams Officer

- Provides candidate with statements of entry for checking

Candidates

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

Pre-Exam: role and responsibilities

Access Arrangements

SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may put in place for him/her
- Ensures exam information (JCQ information for candidates information, individual exam timetable etc) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exam and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- Where relevant ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for home educated candidates 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 contingency day awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exam issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:

Exam timetable clashes

Arriving late for an exam

Absence or illness during exams

What equipment is/is not provided by the centre

Food and drink in exam rooms

Wrist watches in exam rooms

When and how results will be issued and the staff that will be available

The post results services information and how the centre will deal with requests from candidates

When and how certificates are 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

Internal Assessment and Endorsements

Head of Centre

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

SENCo

- 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

Subject leader

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

Exams Officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre

- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates work

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams Officer

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

SENCo

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

Invigilators

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

JCO Centre Inspection

Exams Officer or Senior Leader

- Will accompany the Inspector throughout a visit

SENCo or Senior Leader (in the absence of the SENCo)

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

Seating and identifying candidates in exam rooms

Exams Officer

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

Exam labels are produced and laid according to the seating plan, a member of Senior Leadership Team call in the candidates and identify them

- 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)

Invigilators

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

Security of exam materials

Exams Officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility as one of the 2-6 key holders.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order.
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery are stored in the secure room.
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic papers)
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the second pair of eyes process is fully embedded and a log completed which is kept in the safe in the secure storage.

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 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
- Liaise with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaise with the SENCo regarding rooming of access arrangement candidates

SENCo

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

Site Staff

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

Alternative Site Arrangements

Exams Officer

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification through 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 timetables examination components of the qualifications listed in JCQ regulations

Transferred Candidate Arrangements

Exams Officer

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

Internal Exams

Exams Officer

- Prepares for the conduct of internal exams under external conditions
- Provides a centre timetable of subjects and rooms
- Provides a seating plan for exam rooms
- Requests internal exam papers from teaching staff
- Arranges Invigilation

SENCo

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

Teaching Staff

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

Exam Time: Roles and Responsibilities

Access Arrangements

Exams Officer

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

Candidate Absence

Exams Officer will endeavour to make contact with the absent candidate/parent/carer to establish the reason for their absence and refer to SLT regarding any arrangements that can be made for collection if necessary. If absent through illness, guidance regarding medical evidence is given and centre records are noted with the absence. Special consideration is applied for if appropriate.

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
- Aware they must call the Academy immediately each morning if they are absent.

Candidate behaviour

See Irregularities below

Candidate belongings

See unauthorised materials below

Candidate Late Arrival

Exams Officer

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

If a candidate is late/very late the exams officer will meet the candidate to escort them to the appropriate exam room, establishing the reason for their lateness. The candidate will be given the normal time for the exam. If very late, the candidate will need to be interviewed by the exam officer so that the appropriate JCQ regulations can be followed regarding the reporting of the candidate to the awarding body. The exam paper will be sent as normal and candidate advised in due course of awarding bodies action.

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

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
- Attached erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from the awarding bodies
- In order to avoid potential breaches of security, ensures the second pair of eyes check is completed and the second check form completed and signed by exams officer and checker.
- Where allowed by the awarding body, only release exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

Exam rooms

Head of centre

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

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Food and Drink

Only water is allowed in to the exam rooms and this must be in a clear see through container with any labels removed.

Leaving the Examination Room

Invigilators escort candidates who need to temporarily leave the room and documents this on the log. If required assistance is summoned via walkie talkie.

Exams Officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode) this must be on silent mode). This is avoided if possible, if not then a roving invigilator is adopted .
- 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. Provides authorised exam materials which candidates are not expected to provide themselves
- 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.
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior Leaders

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

Emergency Evacuation Policy

Please see Appendix 2

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 in training/update events and briefing sessions

Candidates

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

Irregularities

Head of centre

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

Managing Behaviour

All exam rooms are supplied with a method to call assistance, if a candidate is causing disruption through bad behaviour in the exam, the invigilator would initially call for help and the exams officer/Senior Leader would attend and deal with the student. If necessary alternative invigilation arrangements would be invoked.

Senior Leaders

- Ensure support is provided for 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

Malpractice

See Irregularities above

Special consideration

Senior Leaders

- Provide signed evidence to support eligible applications for special consideration

Exams officer

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

Candidates

- Provide appropriate evidence to support special consideration applications, where required

Unauthorised items

Mobile Phones/Any Watch and Examinations

The possession of a mobile phone/watch in an examination room, whether switched on or not, is an offence under JCQ regulation. Failure to observe this regulation may result in the loss of all results for the exam.

Candidates on entry to the exam room will place all unauthorised material including mobile phones (switched off), wristwatches, ipods, MP3/4 players and any other item with web enabled capacity in to wallets provided and these are then removed by the invigilator from the exam room.

Candidates are reminded as part of the starting message to all exams to hand in any unauthorised material.

Invigilators

- Are informed of the arrangements through training

Internal Exams

Exams officer

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

Invigilators

- Conduct internal exams as briefed by the EO

Results and post results: roles and responsibilities

Internal Assessment

Subject leader

- Ensures teaching staff keep candidates work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensures work is returned to candidates or disposed of according to the requirements

Managing Results day

SLT

- Identify centre staff who will be involved in the main summer results day and their role
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of any requests for post results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams Officer

- Works with senior leaders to ensure procedures for managing the main summer results day 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 issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

Post Results Service

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 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
- 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 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

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. A presentation evening is held for collection of certificates, thereafter, they can be collected from reception in person or with appropriate written authority until Christmas break, after which they will be held by the EO until requested or destroyed in accordance with archive policy

Retention of records: role and responsibilities

Exams Officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centres records management policy

Appendix 1: Exams Fire Procedures

In the event of the FIRE ALARM:

- Invigilators must immediately switch on their walkie talkie, advise candidates to stop writing, remain seated and put their pens down and remain silent.
- The Fire Alarm sounding should be noted in the exam log with the time the exam was paused, as per the clocks in the room.
- Invigilators should await confirmation of further instructions from the Examinations Officer or SLT.
- If the Fire alarm is a false alarm - then on confirmation from the Examinations Officer or SLT the exam can be resumed, students advised and the exam log updated. The stoppage time should be added to the finish time of the exam.
- If the Fire Alarm is genuine - the candidates should leave the exam room in silence and assemble in candidate number order. From the Sports Hall they should move to the hard standing area between the Sports Hall and Gym; all other exam rooms assemble in the car park at the front of the school. Taking the seating plan with them and the exam room log. (Invigilators should use the seating plan to ensure all candidates are present and the exam room log to annotate any incidents whilst the evacuation is taking place). The Examinations Officer will support the Car Park and a member of SLT, responsible for exams will support at the Hard Standing area.
- All exam papers and belongings must remain in the exam venue.
- Invigilators should supervise the silent exit of the candidates and remain with them.
- The candidates must be supervised as closely as possible to ensure there is no collusion.
- Further assistance and information will be sent as soon as possible.
- On return to the exam room all candidates' scripts must be marked at the point where the exam recommences, the exam log updated and the stoppage time added to the finish time of the exam.

Appendix 2 : Exams Emergency Procedures

Checklist for Exams disrupted by snow/adverse weather/emergency

		Responsibility	
1	For contact details of SLT and Premises Staff and Buddy Schools please see Emergency Planning Policy. In addition you should have suitable access to the following: Examinations Officer Invigilators Students (Academy website, local radio stations Heart (96-107) and More Radio (106.4).		
	Establish if safe to access building Is someone available to determine if it is safe to access the College from the main road? And if the campus/building is safe. The Premises staff are used to carrying out this role when snow has fallen. They all live within close proximity and have always been able to get to College in snow conditions. The clearing of the site may be restricted.	SLT to contact member of Premises team	If Yes go to 2 If No go to 7
2	Establish if building can be opened/ prepared. Is a member of the Premises Team available to open up and ensure basic systems working e.g. heating, lighting, water?	SLT to contact member of Premises team	If Yes go to 3 If No go to 7
3	Establish if Examinations Officer/or substitute is available.	SLT to contact Examinations Officer	If Yes go to 4 If No go to 7
4	Will it be possible to have sufficient invigilators on site? Exams Officer to contact	Examinations Officer to contact invigilators	If Yes go to 5 If No go to 7
5	Are sufficient staff available to set out desks etc? Assume that if Premises Officer, Examinations Officer and invigilators available they can manage between them.	SLT to make decision	If Yes go to 6 If No go to 7
6	Are students available to attend exams?	SLT Students to be informed	If Yes go to 8 If No go to 7
7	Is it appropriate/ practical/ sensible to hold exam in "buddy School". If so contact that School (SLT) to contact "buddy School"		If Yes go to 8 If No go to 9
8	Conduct Exams	SLT Examinations Officer	

9	If any of above cannot be achieved then a decision to cancel the exams will need to be made.	SLT	
<p>For AM exams a final decision needs to be made by 8am For PM exams a final decision needs to be made by 12.30pm</p>			
10	The exam board will need to be contacted as will any staff (premises, invigilators) and students	Examinations Officer	

Emergency contacts list – For Exams

Staff identified for incident response

This should be updated in response to changes and reviewed annually.

Key holder?	Name	Role	Home telephone	Mobile phone	Notes
No	Samantha Draghia-Ucrain	Facilities Manager		07706 321617	s.draghia-ucrain@theburgesshillacademy.org.uk
Yes	Karen Clinton	Principal			k.clinton@theburgesshillacademy.org.uk
Yes	Phil Snelling	Exams Officer & Vice Principal		079617 45767	p.snelling@theburgesshillacademy.org.uk

Other contacts

Key Holder?	Name	Role	Home telephone	Mobile phone	Notes
N	Tom Stoner	IT		07922 370854	tstoner@theburgesshillacademy.org.uk
N	Paul Morfitt	Premises Officer		07817 446975	pmorfitt@theburgesshillacademy.org.uk

BUDDY SYSTEM

We operate a “Buddy System” whereby we will provide as much assistance as possible in an emergency. This may relate to a range of areas including assisting with exams and the provision of meals particularly FSM. Contacts are:

- Adam Rowland Head Teacher
Woodlands Meed
Chanctonbury Road
Burgess Hill,
West Sussex
01444 244133
Email: office@woodlandsmeed.co.uk

Robert Carter Head Teacher
St Pauls Catholic School
Jane Murray Way
Burgess Hill
RH15 8WA

Tel: 01444 873898
Email: office@stpaulscc.co.uk

- Mr M Wignall Head Teacher
Downlands Community School,
Dale Avenue,
Hassocks,
West Sussex, BN6 8LP
Tel: 01273 845892 Fax: 01273 846358
Email: office@downlands.w-sussex.sch.uk

Appendix 3 : Internal Appeals

The Internal Appeals Policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; WJEC; and others.

This document covers the schools' policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, officers of the school and any other parties involved in awarding matters.

Examinations and Procedures Relating to Examinations

Examinations policy is decided by the Senior Leadership Team (SLT) with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Examinations Officer is responsible to the Head of Centre for the day to day administration of the examinations system.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the Vice Principal (Curriculum).

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates', a copy of which is posted inside and outside of each examinations room. During examinations, candidates must follow any instructions given to them by the Examinations Officer, member of the Examinations Office staff or any Invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ setting penalties, which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the Instructions for the Conduct of Examinations (ICE) document, and others.

Internal Assessment

The Joint Council for Qualifications require school centres offering their examinations to:

- Have a published appeals procedure relating to internal assessment decisions
- Make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/oral tapes and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

The school will ensure that:

- Work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council.
- Ensure arrangements are in place to co-ordinate and standardise marking of centre-assessed components and to ensure that candidates work is produced, authenticated, marked or assessed and quality assured in accordance with the Awarding Bodies instructions.
- Take reasonable steps to ensure all associated administrative tasks are completed in an accurate and timely manner.
- Submit centre assessed marks and despatch moderation samples if required, to the awarding Body by the published date.
- Have in place and be available for inspection purposes, an internal appeals procedure relating to internal assessment decisions and ensure that details of this procedure are made widely available and accessible to candidates.
- Have in place and be available for inspection purposes a policy with regard to the management of controlled assessments.
- At the beginning of the course, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework and the school's deadlines for submission. Information about the school's appeals procedure will be given at the same time.
- Within each department, candidates are given adequate and appropriate time to produce the coursework.
- Internal assessments are conducted by staff that have an appropriate level of knowledge, understanding and skill.
- The staff responsible for internal standardization of a subject will attend any training sessions given by the relevant Awarding Body.
- Use only current assessment materials/tasks to assess candidate's knowledge and skills.
- Store safely and securely all controlled assessments, coursework or portfolios until the deadline for an enquiry about results has passed or until any appeal, malpractice or results enquiry has been completed, whichever is later. This includes materials stored electronically.

Internal Appeals Procedure

1. Appeals against internal assessment decisions (centre assessed marks)

Certain GCSE, GCE and other qualifications contain components of non-examination assessment (or units of coursework) which are internally assessed (marked) by The Burgess Hill Academy and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

This procedure confirms The Burgess Hill Academy compliance with JCQ's General Regulations for Approved Centres 2023-2024, that the centre has in place "a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates" and that the centre "must inform candidates of their centre assessed marks as a candidate is allowed to request a review of the centre's marking before marks are submitted to the awarding body".

Deadlines for the submission of marks (Summer 2024 exam series)

Students advised a minimum 2 weeks before the deadline date below:

WJEC - 5th May

AQA - 7th May

OCR - 15th May

AQA - 31st May (Art and Photography)

GCSE PE (4 weeks before the moderator visit, these dates are variable).

The Burgess Hill Academy is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

The Burgess Hill Academy ensures that all centre staff follow a robust *Non-examination assessment policy* (for the management of GCSE non-examination assessments). This policy details all procedures relating to non-examination assessments for GCSE, including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The Burgess Hill Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of this appeals procedure to consider whether to request a review of the centre's marking.

The Burgess Hill Academy will

1. ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of their work in meeting the published assessment criteria.
3. inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
4. having received a request for copies of materials, promptly make them available to the candidate within 3 calendar days.
5. Inform candidates they will not be allowed access to original assessment material unless supervised.
6. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision, informing candidates that if their decision is to request a review they will need to explain what they believe the issue to be.
7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 3 calendar days of receiving copies of the requested materials, by completing the **internal appeals form**.
8. allow 7 calendar days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
9. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
11. inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request. The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

2. Appeals against the centre's decision not to support a clerical check, a review of marking, a review of moderation or an appeal.

This procedure confirms The Burgess Hill Academy compliance with JCQ's *General Regulations for Approved Centres 2023-2024*, that the centre has in place "a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal..."

Following the issue of results, awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

Candidates are also informed of the arrangements for post-results services and the availability of senior members of centre staff immediately after the publication of results **before** they sit any exams by the publication of results by a letter sent to all Year 11 students from the Vice Principal. If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, an enquiry about the result may be requested.

The JCQ post results services currently available are detailed below:

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) – only available for GCE specifications
- Service 3 (Review of moderation) – not available to an individual candidate
- **Access to Scripts (ATS):**
- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc, when made available by the awarding body to determine if the centre supports any concerns.

For written components that contributed to the final result, the centre will:

1. Consider accessing the script by:

- (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
 - (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
2. Collect informed written consent/permission from the candidate to access his/her script
 3. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
 4. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
 5. Collect informed written consent from the candidate to request RoR service before the request is submitted
 6. Where relevant, advise an affected candidate to inform any third party (such as college) that a review of marking has been submitted to an awarding body.

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking and any subsequent appeal may be lower than, higher than or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

1. Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
2. Consult the moderator's report/feedback to identify any issues raised
3. Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
4. Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample.

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

1. For a review of marking (RoR service 1 or 2), first advise the candidate to access a copy of his/her script to support a review of marking by providing written permission for the centre to access the script (and any required fee for this service) for the centre to submit this request.

2. After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee for this service) for the centre to submit this requests.
3. Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.

If the candidate (or his/her parent/carer) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the **internal appeals form** at least 14 days prior to the internal deadline for submitting a request for a review of results.

The appellant will be informed of the outcome of his/her appeal before the internal deadline for submitting a RoR.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications *Post-Results Services* and *JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)* will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the *JCQ Appeals Booklet*. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 7 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of receiving the outcome of the review of results process.enquiry. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Internal appeals form

FOR CENTRE USE ONLY	
Date received	
Reference No.	

Please tick box to indicate the nature of your appeal and complete all white boxes on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal

Name of appellant		Candidate name if different to appellant	
Awarding body		Exam paper code	
Qualification type		Exam paper title	
Subject			

Please state the grounds for your appeal below

(If applicable, tick below)

- Where my appeal is against an internal assessment decision I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Further guidance to inform and implement appeals procedures

JCQ publications

- General Regulations for Approved Centres
<https://www.jcq.org.uk/exams-office/general-regulations>
- Post-Results Services
<https://www.jcq.org.uk/exams-office/post-results-services>
- JCQ Appeals Booklet
<https://www.jcq.org.uk/exams-office/appeals>
- Notice to Centres – informing candidates of their centre assessed marks
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

Ofqual publications

- GCSE (9 to 1) qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- GCE qualification-level conditions and requirements
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>