EXAMINATIONS POLICY

INTERNAL EXAMINATION

Internal assessments or examinations for Years 7 – 10 are held twice yearly in the College, in November and April (Year 10) and May (Years 7-9). Sixth Form and Year 11 have their mock A Level and GCSE examinations in January. These take place over a period of five or six days, during which Year 13 students are on study leave and Year 11 classes are suspended but students still attend school. Year 11 also have some mock exams in late November in the core subjects to reduce scheduling pressures in the January window. These are scheduled around other lessons in that week. Year 12 have assessments in January and May.

All members of staff are asked to ensure that examination papers for copying at these times of the year are handed in to the Reprographics Office well in advance.

For Years 7-9 examinations, papers should be placed in the designated place in the staff room as far in advance as possible. Those invigilating examinations should take the relevant papers to their class with them and distribute them. At the end of each examination, the invigilator should collect all the papers, bring them back to the staff room and place them back on the table. Please do not place them in pigeon-holes unless you have been asked to do so by the member of staff setting the examination. Most Year 10 and 12 exams are taken in class time and so papers remain with the departments.

Those setting examinations are asked to ensure that any instructions they issue to invigilators are marked clearly on the folder containing the examinations as well as identifying any students who qualify for additional time.

Year 11 and 13 mock examinations are normally held in the hall. The Examination Officer is then responsible for distributing the question papers. Please ensure that these are given to the Examinations Office in advance of the examination. Completed scripts can either be collected from the hall or will be placed in the relevant HoDs pigeonhole in the staff room.

Where examinations in the hall are concerned, please make sure that instructions are clearly marked on the folders containing the question papers. Bearing in mind that there may be two or more groups or sets all being examined at the same time, please also ensure that the papers are marked in such a way that those invigilating know exactly to whom they should be distributed. At the same time, please also ensure that there are enough papers to go round, preferably with one or two spares. Wherever possible, a member of the relevant department will be in attendance at the start of the exam to address any issues arising.

The mock examinations in the hall are designed to give A level and GCSE candidates a realistic experience of the conditions under which they will be examined the following summer. For this reason, all the normal rules of examination are followed. Invigilators are asked to ensure that silence is kept from the moment the candidates enter the hall; they must also relinquish their mobile phones, watches etc. and sit in the specified places. They must remain in the hall until the end of the examination, just as they would do in a public examination.

PUBLIC EXAMINATIONS

GENERAL

With examination boards' procedures and specifications continually changing and developing, our own procedures need to be conceived and developed so that they are as error-free as possible. What follows is a break-down of the examination procedures in this College, along with guidelines for making entries, administering the examinations and dealing with post-results procedures. The JCQ publication 'ICE' booklet (see below) is annually incorporated into this guidance

Roles and responsibilities overview

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

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

Head of Centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  General regulations for approved centres (GR)
  Instructions for conducting examinations (ICE)
  Access Arrangements and Reasonable Adjustments (AA)
  Suspected Malpractice in Examinations and Assessments (SMEA)
  Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration
- Ensures the Exams Officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures *"that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, **is not an invigilator during the examination or on-screen test**;"* [ICE 6]
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place.

Exam contingency plan

The College's Exam Contingency Plan - hardcopy is held in the Exams Office and there is a soft copy in AM/DT area on the computer system

- Ensures required internal appeals procedures are in place

Internal appeals procedures

The College's Internal Appeals procedure – a hardcopy is held in the Exams Office, a soft copy is in AM/DT area on the computer system. There are also details in the Staff Handbook.

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

Disability policy (exams) SENDCo, Learning Support and Equal Opportunities Policy

Disability Policy – hardcopy in the Exams Office, soft copy in AM/DT shared area on the computer system. There is an item in the Staff handbook.

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

Access arrangements policy

Access Arrangements Policy – hardcopy in the Exams Office, soft copy in AM/DT shared area on the computer system. There is an item in the Staff handbook.

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

*"The **Examinations Officer or Quality Assurance Co-ordinator** is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments."*

[GR 1]

Exams Officer

- Understands the contents of annually updated JCQ publications including:
  General regulations for approved centres
  Instructions for conducting examinations
  Suspected Malpractice in Examinations and Assessments
  Post-results services (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines

- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required

Senior Leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  General regulations for approved centres
  Instructions for conducting examinations
  Access Arrangements and Reasonable Adjustments
  Suspected Malpractice in Examinations and Assessments
  Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework)

Special Educational Needs Co-ordinator (SENDCo)

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

Head of Department (HoD)

- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENDCo
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Teaching staff

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

Invigilators

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

Reception staff

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

Site staff

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

Candidates

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

PRE-ENTRY PROCEDURES

Estimated entries

Exams Officer

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

  Estimated entries collection and submission procedure

In September a form is given to each Head of Department asking for information on entries for the following summer. This requests details of the exam board to be used, specification codes and the estimated numbers. This information is then uploaded via the exam board websites where required.

Head of Department

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

ENTRY PROCEDURE

Exams Officer

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies

Final entries collection and submission procedure

Lists of students are issued to the HoDs asking for their final entries. When received the entries are made via the MIS. Lists for checking are then issued to the HoDs and individual timetables are issued to the students for checking via the MIS Parent Portal and an email is sent to students and parents advising where this information can be obtained. When complete the entries are sent to the exam boards via EDI.

Conflicts of Interest: Annually the EO will email all staff members, attaching the guidelines from JCQ, asking if anybody has any known conflicts of interest. A record will be made listing all conflicts and the appropriate action taken. This will take place before the exam entry deadline. This record will then be held on file.

Head of Department

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

Entry fees

We are an Independent school so all our students pay for the exams they sit in our centre. Spreadsheets are kept by the Exams Officer using reports from the MIS. Invoices from the exam boards are given to the Exams Officer for checking before payment by the Finance Department. Details of exam entry amendments are kept on a spreadsheet by the Exams Officer and charged accordingly.

Late entries

Exams Officer

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

Head of Department

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

Re-sit entries

All students pay for their exams and any resits details are kept on spreadsheets and forwarded to the Finance Department

Private candidates

The Exams Officer deals with the entries for Private candidates. As a rule we do not normally take Private candidates unless special circumstances are involved, in such cases the candidates are charged directly.

Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking via the MIS Parent Portal

Candidates

- Thoroughly check the statement of entry details and notify the EO of any discrepancies

Access arrangements

SENDCo

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

Word processor policy (exams)

The Word processor policy - hardcopy in the Exams Office, soft copy in AM/DT shared area on the computer system. There is an item in the Staff handbook.

- Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ

regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Separate invigilation within the centre

Invigilation is organised before the exam period. Separate room candidates are sited in separate classroom(s), which are invigilated by a Lead Invigilator and members of the teaching staff and our Special Needs candidates are invigilated by our Learning Support Team. Where a reader or scribe are in place then a 'roving invigilator' will be put in place.

Senior Leaders, Head of department, Teaching staff

- Support the SENDCo in identifying and implementing appropriate access arrangements

LATE ENTRIES AND AMENDMENTS TO ENTRIES

If thorough entry checking has taken place, there should be no need for making amendments after the entry deadline has passed.

Entry deadline for A level & GCSE: 21 February every year.

There will, inevitably, be some amendments. However, any of these amendments may incur late fees.

Where late entries or amendments are made at the request of the Head of Department, the fee is charged to the department concerned. If they are made at the request of candidates, the candidates pay the late fees.

Pre-exams: roles and responsibilities

Access arrangements

SENDCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments

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

Briefing candidates

Exams Officer

- Issues individual exam timetable information to candidates via Parent Portal
- Issues relevant JCQ 'Information for Candidates' documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services and how the centre deals with requests from candidates
  - when and how certificates will be issued

NON-EXAMINATION ASSESMENTS (NEA)

The examination boards' policy on deadlines also applies to NEAs: if it is not delivered to the moderators within the deadlines, the boards cannot guarantee the on-time publication of results. It is therefore essential to ensure that centre-assessed work is dispatched in advance of the deadline. This also applies to the online submission of marks to exam boards.

The examination boards provide instructions within their various subject areas for completion of assessment forms and submission of centre-assessed work. It contains all the necessary explanations of what to do with the work and which forms have to be completed.

When NEAs are dispatched to the moderators, a certificate of posting must be obtained. In the case of heavier packets of coursework, it is advisable to send it by Parcel Force, in which case we will retain a record of its dispatch.

See Appendix 1 NEA Policy

THE EXAMINATION SERIES

TIMETABLING AND ROOMING

Exams Officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes
- Identifies exam rooms and specialist equipment requirements
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements

- Liaises with the SENDCo regarding rooming of access arrangement candidates

SENDCo

- 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

INVIGILATION

Exams Officer/Assistant Headteacher

Provides an invigilation handbook or briefs invigilators accordingly

- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms according to the required ratios
- Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates
- Ensure Invigilators have received training updates and the latest ICE document

Invigilators

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

SECURITY OF EXAM MATERIALS

Exams Officer

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

Reception staff

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

Teaching staff

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

Exam papers and materials

Exams Officer

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

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

JCQ inspection visit

Exams Officer or **Senior Leader**

- Accompanies *"the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility."*

THE EXAM SESSION

Seating and identifying candidates in exam rooms

Exams Officer

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

We are a small centre and the candidates are known to us within the College. At least one member of the SLT and the Exams Officer is in the Main Exam Venue at the start of each exam.

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

Invigilators

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

Candidate absence

If a candidate is absent from an exam the Exams Officer will find the cause if s/he has not already been notified. All evidence is collated and an application for Special Consideration 'absent' candidate is made via the exam board's secure website.

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

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised materials* below.

Candidate late arrival

Exams Officer

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

Invigilators

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

A candidate who is going to be late for an exam has usually notified us – e.g. traffic, delay in public transport. In the College's overall exam timetable, issued to all candidates, it stipulates that if a candidate is going to be delayed they must phone the College Reception, this message would then be relayed to the Exam Officer. The candidate is told to report to the College Reception and then they are escorted to the Exam venue by the Exams Officer.

EXAM ROOMS

Head of Centre

- Ensures only approved centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

Food and drink in exam rooms

Candidates are allowed to bring drinks into the exam venue in clear plastic bottles that do not have any labels. Food is not allowed, however, where a candidate is diabetic then their needs are catered for.

Exams Officer

- Ensures exam rooms are set up 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
- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior Leaders

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

Emergency evacuation policy

A copy of the Evacuation procedure is in place in each exam venue.

Site staff

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

Invigilators

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

Candidates

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

Irregularities

Head of Centre

- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

Managing behaviour

Any cause for concern would be notified to the Exams Officer and investigated fully by the Senior Deputy Headteacher. Suspected malpractice would be reported to the relevant exam board.

Senior Leaders

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

Exams Officer

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

Invigilators

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

Special consideration

Exams officer

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

Special consideration policy

The Special Consideration policy - hardcopy in the Exams Office, soft copy in AM/DT shared area on the computer system. There is an item in the Staff handbook.

Candidates

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

Unauthorised materials

Arrangements to prevent unauthorised materials being taken into the exam room

Before entry to the exam venue candidates are requested to place all mobile phones, electronic equipment and revision notes onto designated tables outside the exam venue.

Invigilators

- Are informed of the arrangements through training

Results and post-results: roles and responsibilities

Internal assessment

Head of department

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

ATTENDANCE REGISTERS

The Lead Invigilator is responsible, amongst other matters as outlined in their job description, for completing attendance registers. Sometimes there can be more than one examination in one session, all finishing at different times, and few able to be completed on time because of extra-time candidates. It is therefore essential for the attendance registers to be neatly and clearly arranged. If a candidate is not present, this should be checked immediately with Reception and/or the Examinations Officer.

PUNCTUALITY

Invigilation timetables are arranged so that there are always a number of invigilators on duty during the ten minutes before each exam. Please do your very best to make sure that you do not miss an invigilation or arrive late for it: if you do, your predecessor is not able to leave the hall and may well have a class waiting.

SINGLE INVIGILATORS

If there is only one invigilator on duty particularly when in a separate classroom from the main examination hall they should ensure that they have a mobile phone with them. Please ring Reception on 01252 893000. If the invigilator does not possess a phone, they should inform the Examinations Officer, who will arrange for the loan of a College phone.

COLLECTION AND DISTRIBUTION OF PAPERS

The Exams officer and the Lead Invigilator are responsible for the distribution of papers and the collection of papers will be organized by the Lead Invigilator.

INVIGILATION

The examination boards are insistent that invigilators should do nothing during their period of invigilation that will take their attention away from the candidates. See **Instructions for the Conduct of Examinations**.

Be alert to the possibility of malpractice. Ensure that no candidates communicate in any way and that no candidate has any materials or equipment on their desk that are not permitted for that particular exam.

All bottles and any pencil cases must be label free and transparent.

INSTRUCTION TO CANDIDATES

A member of SLT will give candidate instructions and read the 'Invigilators announcements at the beginning of written examinations (ICE appendix 3).

QUESTION PAPERS

Question papers may not be removed from the examination hall before the end of the day. Once all clashes are complete the papers will be placed in HoDs pigeon holes by the Exams Officer.
No member of staff, unless invigilating, may enter the examination hall whilst examinations are in progress. Papers should not be read by anyone who will be leaving the Hall within half an hour of the start of an examination.

ROUGH PAPER

Rough paper is not allowed in public examinations. Candidates should do their rough work in the answer booklet and cross it through afterwards. Continuation sheets should be handed out upon request.

PROCEDURES DURING THE SESSION

TIMES

The times are on the screen at the front of the hall. There is a list of timings for each day in a booklet on the Lead Invigilator's table.

COLLECTION OF SCRIPTS

The scripts collected should coincide with the number and the order on the respective attendance register. It is essential that the scripts are collected in the correct candidate-number order so that their order corresponds to that on the attendance register. Only in this way can we be sure that all the scripts are present. As a double check they should also be counted to ensure that their number corresponds to the attendance register.

The piles of scripts should be left on the table until candidates with extra time have finished. Their scripts should then be placed in the appropriate place in the pile, and then the scripts should be re-counted.

When there is a clash, and those involved have to sit their examination at a later time, the scripts that are completed should be placed in their envelope, and all the question papers must be collected in. These then need to be counted to make sure that their number corresponds to the original number on the packet. The packet should then be placed in secure conditions until the clash candidates can sit the paper.

Under no circumstances are staff at the College permitted to read any answers that candidates have given.

SPECIAL CONSIDERATION

If a candidate is unwell during an examination the Examinations Officer will follow the special consideration policy (see appendix 2).

The examination boards make it clear that it is a candidate's health or circumstances during an examination which prompt their intervention. They will not take into account the circumstances of a candidate during the period of study leading up to the examination.

RESULTS AND POST RESULTS PROCEDURES

RECEIPT OF RESULTS

Accessing results

Exams officer

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

Post-results services

Head of Centre

- Ensures internal appeals procedures are available where candidates disagree with a centre decision
  - not to support an enquiry about results
  - not to appeal against the outcome of an enquiry about results

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, enquiries about results and appeals procedures)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and collect candidate informed consent and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching staff

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

Candidates

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

Analysis of results

Senior Deputy Headteacher

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

REVIEWS OF MARKING

Previously referred to as 'EARs'. Now that it is possible to have scripts returned (see below) it is often wiser to pursue this course first of all so that the subject teacher can decide whether or not there is a good reason to ask for the paper to be reviewed. There may be a charge made for this by different exam boards. A review of marking should be applied for if the candidate's final grade is well below that expected or predicted. However, a look at the script will usually tell a subject teacher straight away whether the paper has been marked properly or not. The deadline is usually around 20 September. It should be noted that teaching staff will not be available to review marked scripts until the start of the academic year.

Before a request is made, the candidate is required to sign an acknowledgement form to show that they are fully aware that the mark can go down as well as up. No request will be submitted without this form being signed.

When a candidate's university entry depends on their final grades they may request a priority re-mark. Requests have to be made within a week of receiving the results. The Examinations Officer is on hand on results day in order to process these requests off immediately. If there is a change of grade, UCAS is informed.

REVIEW OF MARKING & MODERATION OF NON-EXAMINED ASSESMENTS

See appendix 1 'Non-examination assessment policy' and appendix 3 'Internal appeals policy'. After the publication of results, either an individual candidate or a HoD may be dissatisfied with the moderation that has taken place and any adjustments to marks which have been applied. In these circumstances it is possible to request a review of moderation. This is a complex process as it will involve all candidates' work from a moderated cohort sample and can be expensive. Approval for this procedure must be gained from the Senior Deputy Headteacher before an application can be made.

RETURN OF SCRIPTS

When a script is required for a decision on a review to be made, the scripts can be acquired via the exam board portals (a signed consent form must be obtained from the candidate prior to accessing the scripts) When a HoD or candidate requires the script back merely for the sake of interest or learning, the original script is requested. These are returned normally by the end of November.

FEES FOR RETURN OF SCRIPTS

In the case of a HoD requesting scripts, the respective department will be charged. These scripts have to be kept in a secure place and may not be used for teaching purposes without the permission of the candidate. If the candidate requires his or her script, they have to pay for it.

DISTRIBUTION OF CERTIFICATES

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

Issue of certificates procedure

This is managed by the Exams Officer. We have an official Prize Night where most candidates attend and receive their certificates. Where a candidate is unable to attend Prize Night their certificates are distributed by Form Tutor for students who are still at the College or posted by recorded delivery to those who have left the College.

Candidates

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

Retention of certificates policy

This is managed by the Exams Officer and any uncollected or returned certificates are held in secure cabinets within the Exam Officer's office.

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