



*Saint Joseph's*  
CATHOLIC SCHOOL

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# Examinations Policy

**Version 5**  
**2025- 2026**

ST JOSEPH'S CATHOLIC SCHOOL  
CHURCH ROAD  
FAVERSTOCK  
SALISBURY  
SP1 1QY

<b>Context/Aim:</b>			
<ul style="list-style-type: none"> <li>To ensure the planning and management of exams are conducted in accordance with JCQ and awarding body regulations, thus ensuring that "the integrity and security of the examination/assessment process is maintained at all times and is not brought into disrepute" JCQ [GR] <a href="#">General regulations for approved centres</a></li> <li>To ensure the operation of an efficient and effective exam process with clear guidelines for all pupil and staff</li> <li>To ensure all aspects of the school exam process is documented and related policies and procedures signposted</li> </ul>			
<b>Monitoring Procedures:</b>			
<b>By Whom:</b> Governors Academic Committee		<b>When:</b> Annually	<b>How:</b> Deputy / Assistant Head teachers will provide detailed reports (written or verbal) to the Governors on the examinations and their administration  The Examinations Officer (EO) will update and change any items in the Policy in accordance with Awarding Body regulations and guidance, the Assistant Head teachers will advise the Governors accordingly
<b>Evaluation:</b>			
<b>By Whom:</b> Governors Academic Committee Head teacher		<b>When:</b> Annually	<b>How:</b> Summary of performance and reports from any Examination Inspections given by Head teacher
<b>Revision History:</b>			
<b>Version</b>	<b>Approved and Ratified</b>	<b>Review Date</b>	<b>Additional notes</b>
V5		February 2025	Reformat Examinations Policy to show standalone policies for JCQ Inspections, these will be added to the website, the policy now includes best practise policies. JCQ updates have also been made.
V4		October 2024	Change to contingency plan and managements of non-exam assessments
V3		October 2023	Additional exams complaint policy and escalation process, identifying candidates

			More detail on conflict of interest and internal Appeals
V2		October 2022	Removal of word processor policy Addition of lockdown procedures and cyber attacks
V1.7			Annual examination updates
V1.6	December 2020	December 2021	Annual examination updates and removal of information for Legacy Specifications. Addition of information of On-Screen tests

This policy is reviewed annually to ensure compliance with current regulations.

Approved/reviewed by	
Mrs Elaine Oakley	
Date of next review	October 2026

### Key staff involved in the policy

Role	Name(s)
Head of centre	Mr Matthew Higgins
Senior leader(s)	Mr Richard Rooney Mr Oliver Ford
Exams officer	Mrs Elaine Oakley
SENCo (or equivalent role)	Mrs Emma Maher & Mrs Wendy Jones

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## Purpose of the policy

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

This policy will ensure that:

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

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This policy will be posted in the Examinations section of our website for parents/carers and pupils, and a link will be sent to parents each academic year.

## Roles and responsibilities overview

The **Head of Centre** – has overall responsibility to ensure that the examination process is managed according to JCQ and awarding body regulations, guidance and instructions and to ensure the security and integrity of the examinations/ assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting published JCQ regulations and awarding body requirements.

## The Head of Centre must ensure -

- Compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
  - Appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g., registrations, entries, learner claims, centre-assessed marks or modified papers
  - All reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority.
  - Ensures the centre has appropriate accommodation at the registered address to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments.
  - Where/if using a third party to deliver any part of a qualification (including the assessments or the administration) at the centre:
  - maintains oversight of, and responsibility for, the delivery and administration of the qualification in accordance with JCQ regulations and awarding body requirements
  - has in place a robust written agreement with the third party (unless exclusions apply), that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body, to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service.
  - ensures that a copy of the written agreement is available for inspection if requested by the awarding body.
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- monitors delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments.
  - ensures sufficient managerial and other resources are in place to resolve any issues.
  - Ensures that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see National Centre Number Register and other information requirements section)
  - Ensures that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
  - Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack.
  - 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 onto social media sites and applications (including third party applications)
  - Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel.
-

## **Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:**

- A guide to the special consideration process (SC)
- Access Arrangements and Reasonable Adjustments (AARA)
- AI Use in Assessments: Your role in protecting the integrity of qualifications.
- Guidance for centres on cyber security
- Instructions for conducting coursework (ICC)
- Instructions for conducting examinations (ICE)
- Instructions for conducting non-examination assessments (GCE and GCSE specifications) (NEA)
- Instructions for conducting non-examination assessments (Vocational and Technical Qualifications) (NEA VTQs)
- Notice to Centres – Informing candidates of their centre-assessed marks
- Plagiarism in Assessments – Guidance for Teachers/Assessors
- Suspected Malpractice – Policies and Procedures (SMPP)

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

**The head of centre cannot also be the examinations officer.** A head of centre and an examinations officer are two distinct and separate roles.

**Exams Officer (EO)** - Manages the administration of public and internal exams and analysis of exam results: Understand the contents of annually updated JCQ publications including: [GR](#), [ICE](#), [SMEA](#), [NEA](#), [PRS](#)

- Ensures the JCQ and other key exam policy and procedure changes are communicated to key staff with exam responsibilities.
  - Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various Awarding Bodies
  - Oversees the production and distribution to staff, governors, and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
  - Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them, including issuing personalised timetables.
  - Consults with teaching staff to ensure that necessary coursework and assessments are completed on time and in accordance with JCQ guidelines.
  - Ensures EO key exam tasks are undertaken, and key dates and deadlines met.
  - Receives, checks and stores securely all exam papers and completed scripts.
  - Administers access arrangements that have been advised by the SENCo and supports with evidence of use during Mock examinations, including those which are centre determined e.g., Makes applications for special consideration for candidates after examinations or Coursework/NEA where it is appropriate.
-

- Identifies and manages exam timetable clashes. Setting up accreditation with Awarding Body and thereafter being the point of contact for exam administration
  - Accounts for income and expenditures relating to all exam costs/charges.
  - Line manages the invigilators organising the recruitment, full training and monitoring of a team of exams invigilators responsible for the conduct of exams.
  - Ensures the recruitment and continued employment of invigilator's is in accordance with the Safer Recruitment Policy
  - Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues.
  - Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily.
  - Provides an invigilation handbook or briefs invigilators accordingly.
  - Submits candidates' NEA & coursework marks, tracks despatch and stores returned NEA & coursework, and any other material required by the appropriate awarding bodies correctly and on schedule.
  - Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review of results requests.
  - As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites.
  - Research awarding body guidance to identify administrative processes, key tasks, key dates, and deadlines for all relevant qualifications.
  - Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the arrangement(s)
  - Maintains systems and processes to support the timely entry of candidates for their exams.
  - Issues relevant JCQ information to candidates
  - 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
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- when and how certificates will be issued.
  - Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service.
  - Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work.
  - Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates.
  - Accompanies *"the Inspector **throughout** the course of his or her centre visit, including inspection of the centre's secure storage facility."* [[ICE](#) Introduction]
  - Provides seating plans for exam rooms according to JCQ and awarding body requirements and a process is in place to verify candidate/ pupil identity.
  - 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.
  - Ensures sole invigilators have an appropriate means of summoning assistance.
  - Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
  - Ensure the Exam Room Evacuation Process is update and available in the exam room for each exam
  - Ensures that for candidates who arrive very late for an exam the JCQ late arrival for examination process is followed
  - Liaises with the host or entering centre, for transferred candidates and completes a required documentation
  - Where relevant informs the candidate of the arrangements that have been made for their transferred candidate arrangements
  - Ensures there is a plan in place to support the delivery of exam papers for a transferred candidate and that the staff who will manage the exam room at the transfer centre are appropriately trained
  - Ensures that for transferred candidates there is a process in place to deal with emergency access arrangements as they arise at the time of exams
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## Deputy Head

- Familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications; [GR](#), [ICE](#), [AA](#), [SMEA](#), [NEA](#)
- Organisation of teaching and learning
- External validation of courses followed at key stage 4 / post-16
- Guidance and careers information

## Heads of department/school/curriculum

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of NEA, coursework / assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the EO
- Ensures teachers keep themselves updated with awarding body teacher-specific information confirm effective delivery of qualifications
- 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
- Does not enter the exam room during an examination

## Teachers

- Notification of access arrangements (as soon as possible after the start of the course)
  - Submission of candidates' names for entries to heads of department/school/curriculum
  - Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
  - Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications.
  - Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and access arrangements during lessons, and to show the normal way of working for the pupil
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## SENCo

- Familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications; JCQ [[AA](#)]
  - Application and processing of Access Arrangements and Reasonable Adjustments process
  - Works with the qualified Access Arrangements Assessor on all matters relating to assessing the pupils and the administration of the assessment process.
  - Provides access information to EO by autumn half-term for pupils in Year 11
  - Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
  - Ensure that evidence of Access Arrangement Assessor qualification is available when requested by a JCQ Centre Inspector
  - Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements thereby ensuring that gathered **evidence** supports 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 **candidate personal data consent form** from candidates where required.
  - Completes a **Data Protection** confirmation form.
  - 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 a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
  - Submits request for modified papers by JCQ deadline through *Access Arrangements Online* (AAO)
  - Supports EO with allocation of TA staff to deliver access arrangements in the Exam Room
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## **Invigilators**

- Attend training, update, briefing and review sessions as required.
- Performs duties before, during and after the examination as instructed by the EO and in accordance with JCQ exam procedures.
- Provides information on availability when requested.
- Signs a confidentiality and security agreement to confirm whether they have any current maladministration / malpractice sanctions applied.
- Ensures that the integrity of the examination is never compromised.
- Ensures that examination papers are never left unattended once delivered by the EO.

## **Reception staff**

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.
- To complete the Log provided by the EO to track when deliveries have arrived.
- To hold in a secure location certificates until signing is completed

## **Candidates**

- Understanding coursework and assessment regulations and signing appropriate declaration that authenticates the work as their own.
  - Arriving at examination in good time with correct and required materials.
  - Unauthorised absence from an exam will result in candidate being charged the entry fee for examination.
  - Writing on any exam desk will be investigated and could cause a cost of repair or replacement to said pupil or parent/carer.
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## Resilience and contingency arrangements

The centre must ensure they are familiar with the regulators' guidance and/or awarding body guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering and securely retaining evidence of candidate performance in line with the published guidance.

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

### Process for gathering evidence of candidate assessment performance.

St Joseph's Catholic School, run 1 session of Mock exams for Year 10 and 2 sessions of Mock exams each year for year 11. We will hold electronic/paper copies of each pupils work, after it has been marked, should this be needed in the unlikely event that government determines that exams are not able to go ahead, in that academic year. They will be destroyed after requests for remarks has ended for that season.

Govt. guidance can be found here. Centres in England should refer to the document published by Ofqual:

[Guidance on collecting evidence of pupil performance to ensure resilience in the qualifications system - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/guidance-on-collecting-evidence-of-pupil-performance-to-ensure-resilience-in-the-qualifications-system)

The centre must have an up to date written contingency plan.

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

The plan must cover the following scenarios:

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

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

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

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

## Cyber security

The General Regulations 3.20-21 state -

*The head of centre must ensure there are procedures in place to maintain the security of user accounts by:*

- *providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret*
- *providing training for staff on awareness of all types of social engineering/ phishing attempts*
- *enabling additional security settings wherever possible*
- *ensuring that all members of centre staff who access awarding bodies' online systems undertake annual cyber security training.*

*The training must include:*

- *the importance of creating strong, unique passwords for all accounts*
- *keeping all account details strictly confidential*
- *the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access.*
- *how to properly set up and use MFA for both centre and awarding bodies' systems*
- *an awareness of all types of social engineering/phishing attempts*
- *the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.*

*Certificates of completed staff cyber training must be downloaded and held on file for inspection. The NCSC training resource provides a certificate of completion of cyber training.*

- *developing and maintaining a comprehensive cyber security policy for the centre. The National Cyber Security Centre (NCSC) provides resources to assist centres in creating such policies.*
- *implementing and enforcing robust security measures, including:*
  - *mandatory MFA for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data.*
  - *regularly reviewing and updating security settings to align with current best practices.*
- *updating any passwords that may have been exposed.*
- *setting up secure account recovery options*
- *reviewing and managing connected applications*
- *monitoring accounts and regularly reviewing account access, including removing access when no longer required*
- *ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document Guidance for centres on cyber security.*

*Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.*
- *reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body*

## Cyber security policy

St Joseph's Catholic School Cyber Security Policy, can be found located the school website and here: [St Joseph's 25-26 CYBER SECURITY POLICY \(Exams\) FINAL.docx](#)

## Recruitment, selection, training and support

General Reulations 5.3 states

*It is the responsibility of the **head of centre** to ensure that the centre:*

- *Retains a workforce of an appropriate size and competence, including sufficient managerial and other appropriate resources, to undertake the delivery and administration of the qualification and assessments as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications. The centre's contingency planning must include succession arrangements for members of staff involved in examination and assessment administration.*
  - *Provides fully qualified teachers/assessors for the verification and marking of centre-assessed components.*
  - *Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work.*
  - *Enables the relevant senior leader(s), teachers, the examinations officer (EO) and the SENCo (or equivalent role) to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ and awarding body regulations.*
  - *Ensures the SENCo (or equivalent role), the centre's appointed access arrangements assessor and the examinations officer undertake regular CPD, such as attending an annual update course.*
  - *Ensures that the SENCo (or equivalent role) understands the JCQ document [Access Arrangements and Reasonable Adjustments](#) and is given sufficient time to manage the access arrangements process within the centre*
  - *Ensures that the examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role.*
  - *Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations)*
  - *Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations.*
-

## External and internal governance arrangements

The JCQ General Regulations 5.3 state.

*The centre's contingency planning must include succession arrangements for members of staff involved in examination and assessment administration.*

- *Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent.*
- *Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the examinations officer to 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 exams officer.*
- *Can confirm to an awarding body the external governance arrangement so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments.*
- **Escalation Process**

St Joseph's Escalation Process can be found in the appendix
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## Delivery of qualifications

The General Regulations 5.3 state -

- *Delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates.*
-

- *Enables candidates to receive sufficient and up to date practical experience or relevant training where required by the subject.*

## **Public liability**

The General Regulations 5.3 state -

- St Joseph's Catholic School complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

## **Conflicts of interest**

The General Regulations 5.3 state –

*manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:*

- *any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;*
- *any members of centre staff who are teaching and preparing members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g., son/daughter) for qualifications which include internally assessed components/units; and*

***maintains internal records of all instances where:***

- *exams office staff have members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g., son/daughter) being entered for examinations and assessments, either at the centre itself or other centres.*
- *centre staff are taking qualifications at their own centre which do not include internally assessed components/units;*
- *centre staff are taking qualifications at other centres.*

*The head of centre must retain records of all conflicts of interest, including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a*

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*JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.*

*Heads of centre should note that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre. The head of centre is responsible for ensuring that proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials. The head of centre must ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.*

**See Policies below.**

## **Controlled assessments, coursework, and non-examination assessments**

The General Regulations 5.3 state –

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

## **Security of assessment materials**

The General Regulations 5.3 state –

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

## **National Centre Number Register and other information requirements**

The General Regulations 5.3 state –

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

- *informs the National Centre Number Register Team (email address – ncn@ocr.org. uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)*
- *informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status.*
- *completes the National Centre Number Register Head of Centre Declaration by the end of October every year confirming they are aware of and adhering to the latest versions of the JCQ regulations.*
- *responds to any other reasonable requests made by the National Centre Number Register Team*

(The General Regulations 1.9 state –

- *Understands that the responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, the head of centre declaration and/or requests or actions raised by the JCQ Centre Inspection Service, will result in:*
    - *the centre status being suspended.*
    - *the centre not being able to submit examination entries.*
    - *the centre not receiving or being able to access question papers.*
- and ultimately, awarding bodies could withdraw their approval of the centre.*

## Centre inspections

The General Regulations 5.3 state –

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

## Policies available for inspection

The General Regulations 5.3 state –

- *Has in place the following written policies for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre:*
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## **Child Protection/Safeguarding Policy (Exams)**

St Joseph's Child Protection Policy (Exams) can be found on our website and here: [St Joseph's Catholic School's 25-26 CHILD PROTECTION AND SAFEGUARDING POLICY \(Exams\) FINAL.docx](#)

## **Complaints Policy (Exams)**

St Joseph's Complaints Policy (Exams) can be found on our website and here: [St Joseph's Catholic School 25-26 COMPLAINTS POLICY \(Exams\) RRO FINAL.docx](#)

## **Conflicts of Interest Policy (Exams)**

St Joseph's Conflict of Interest policy (exams) can be found on the school website and here: [Conflict of Interest Policy 25-26 RRO FINAL.docx](#)

## **Contingency Plan**

St Joseph's Contingency Plan can be found on the school website and here: [St Joseph's 25-26 CONTINGENCY PLAN RRO.docx](#)

## **Data Protection Policy (Exams)**

St Joseph's Data Protection policy (exams) can be found on the school website and here: [St Joseph's Data Protection Policy \(exams\) 25-26 RRO 1 FINAL.docx](#)

## **Equalities Policy**

St Joseph's Equalities policy (exams) can be found on the school website- [St Joseph's Equality Policy \(Exams\)25-26 RROEMA - Copy.docx](#)

## **Internal Appeals Procedure**

St Joseph's Internal Appeals policy (exams) can be found on the school website and here: [St Joseph's School Internal Appeals Procedure 25-26 RRO FINAL.docx](#)

## **Malpractice Policy**

St Joseph's Malpractice policy (exams) can be found on the school website and here: [St Joseph's Malpractice Policy 25-26 RRO FINAL.docx](#)

## **Non-examination Assessment (including controlled assessments and coursework) Policy.**

St Joseph's Non-Examination Assessment (including controlled assessments and coursework) Policy can be found on the school website and here: [St Joseph's NON-EXAMINATION ASSESSMENT POLICY 25-26 RRO & Teachers FINAL.docx](#)

## **Whistleblowing Policy (Exams)**

St Joseph's Whistleblowing Policy (exams) can be found on the school website and here: [St Joseph's WHISTLEBLOWING POLICY \(Exams\) RRO FINAL.docx](#)

## **Word Processor Policy (Exams)**

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St Joseph's Word Processor Policy can be found on the school website

## Access arrangements and reasonable adjustments

The General Regulations 5.4 state –

*The head of centre/senior leadership team will:*

- *Appoint a SENCo, or an equivalent member of staff, to coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language and those with a temporary illness or injury.*
- *Ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)*
- *Recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010<sup>+</sup>, particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the services the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid) <sup>+</sup>or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect.*
  
- *Ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate, such as a distance learner or a home educated pupil (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)*
- *Ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and must be held on file for inspection)*
- *Have a written process in place to check the qualification(s) of their assessor(s) and that the correct procedures are followed as in Chapter 7 of the JCQ document Access Arrangements and Reasonable Adjustments*

## Access Arrangements Policy

St Joseph's Access Arrangements Policy can be found on the school website

The General Regulations 5.11 state –

*The centre will:*

- *take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place.*
- *inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff, by completing the appropriate documentation.*
- *as required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document Suspected Malpractice - Policies and Procedures and provides such information and advice as the awarding body may reasonably require.*
- *(GR 6.2) Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document Suspected Malpractice – Policies and Procedures*

## **Personal data**

The General Regulations 6.6 and 6.8 state –

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

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

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

## **Exams officer (EO)**

- Understands the contents of annually updated JCQ documents including:
    - [A guide to the special consideration process](#)
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- [General Regulations for Approved Centres](#)
  - [Instructions for conducting examinations](#)
  - [Post-Results Services](#) (PRS)
  - [Suspected Malpractice - Policies and Procedures](#)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by Cambridge OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year even if there are no changes to centre details, to confirm the centre's contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
  - Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
  - Ensures key tasks are undertaken and key dates and deadlines met.
  - Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period.
  - Works with the SENCo (or equivalent role) to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
  - Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series.
  - Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials.

## Senior leaders

- Are familiar with the contents, refer to and direct relevant centre staff to current JCQ documents including:
    - *A guide to the special consideration process*
    - *Access Arrangements and Reasonable Adjustments*
    - *AI Use in Assessments: Your role in protecting the integrity of qualifications.*
    - *Guidance for centres on cyber security*
    - *Instructions for conducting coursework.*
    - *Instructions for conducting examinations.*
    - *Instructions for conducting non-examination assessments (GCE and GCSE specifications)*
    - *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)*
    - *Notice to Centres – Informing candidates of their centre-assessed marks*
    - *Plagiarism in Assessments – Guidance for Teachers/Assessors*
    - *Post-Results Services*
    - *Suspected Malpractice – Policies and Procedures*
  - Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo (or equivalent role)
  - Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
  - Ensure teaching staff attend relevant awarding body training and update events.
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## Special educational needs co-ordinator (SENCo) or equivalent role

- Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
  - [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, 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.  
(GR 5.4)
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s) and supporting evidence of need (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensures requests for modified papers are submitted by the published deadline.
- Ensures there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes

## Teaching staff

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

## Invigilators

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

## Site staff

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

## Candidates

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

## The exam cycle.

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

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

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

## Planning: roles and responsibilities

### Secure materials

#### Head of centre

The General Regulations 3.6 state –

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

Instructions for conducting examinations 3.1 states –

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## The secure room and the secure storage facility

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

### **The secure room**

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

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

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

### **The secure storage facility**

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

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

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

## Information sharing

### **Head of centre**

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

### **Exams officer**

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

## Information gathering

### **Exams officer**

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- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct.
- Collates all information gathered into one central point of reference.
- Research 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.
- (Where applicable to the role) Collects information on internal exams/assessments to enable preparation for and conduct of (insert the titles these internal exams/assessments are referred to in the centre)

## Senior leaders

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

## Access arrangements

### Head of centre

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

### SENCo (or equivalent role)

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements.
  - Gathers evidence to support the need for access arrangements for a candidate.
  - Liaises with teaching staff to gather evidence of normal way of working for a candidate.
  - Determines candidate eligibility for arrangements or adjustments that are centre-delegated.
  - Informs relevant candidates that an application for access arrangements will be processed using *Access Arrangements Online (AAO)*, complying with the UK GDPR and the Data Protection Act 2018
  - Applies for approval using AAO via the Centre Admin Portal (CAP), where required or through the awarding body where any qualifications sit outside the scope of AAO.
  - Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each
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individual candidate. The candidate's e-folder must hold each of the required documents for inspection)

- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates.
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room.
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations.
- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

## **Alternative Rooming Arrangements Policy (Exams)**

Can be located in the appendix.
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### **Senior leaders, Teaching staff**

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

### Internal assessment and endorsements

#### **Head of centre**

#### **Controlled assessments, coursework, non-examination assessments and portfolios of evidence**

The General Regulations 5.7 state –

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

## Senior leaders

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

## Teaching staff

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

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

## Invigilation

### Head of centre

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

### Exams officer

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

## Entries and registrations: roles and responsibilities

### Head of centre

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

### Estimated entries

#### **Exams officer**

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

### **Estimated entries collection and submission procedure**

Course Information requests are sent out to each Dept in the summer term for the following academic year. This information requests Board and Course information, for each subject. At the beginning of each academic year, prior to Estimated entries being made a further request for numbers of pupils on the course is made.

#### **Senior leaders**

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

### Final entries

#### **Head of centre**

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

#### **Exams officer**

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

Marksheets are created in SIMS to represent the Boards/Courses/Codes supplied by Heads of Dept. This information is requested at the beginning of January for completion at the beginning of February, in time for the Entry deadline of the 21<sup>st</sup> of February. Marksheets are completed in SIMS, SIMS is then locked Marksheets are then printed off and signed and dated by HoD's. These copies are kept on file until after results day.

### Senior leaders

- Provide information requested by the EO to the internal deadline.
- Inform 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
- Check final entry submission information provided by the EO and confirms information is correct.

### Entry fees

Exam entry fees are paid by the centre.

- Candidates or departments will not be charged for entries, changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made before the exam board deadlines
- Fee reimbursements are sought from candidates who fail to sit an exam/do not meet the necessary controlled assessment/coursework requirements without medical evidence or evidence of other mitigating circumstances.

## 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.

### Senior leaders

- Minimise 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.
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## Re-sit entries

**St Joseph's Catholic School do not offer a re-sit service.**

## Private candidates

**St Joseph's Catholic School do not offer exams to private candidates.**

## Candidate statements of entry

### Exams officer

- Provides candidates with statements of entry for checking.

### Teaching staff

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

### Candidates

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

## Pre-exams: roles and responsibilities

### Head of centre

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

## Access arrangements and reasonable adjustments

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## SENCo (or equivalent role)

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

## Briefing candidates

### Exams officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams.
- Prior to exams issues relevant JCQ Information for candidates' documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre.
  - food and drink in exam rooms
  - unauthorised items in exam rooms
  - when and how results will be issued and the staff that will be available.
  - post-results services information and how the centre will deal with requests from candidates.
  - when and how certificates will be issued.

## **Access to Scripts, Reviews of Results and Appeals Procedures**

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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 will be provided by the Exams Officer.

Candidates are also informed of the arrangements for post-results services, before they sit any exam and the accessibility of senior members of centre staff immediately after the publication of results by regular communication meeting with the Exams Officer and SLT before they start study leave.

If the centre or candidate (or their parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

#### Review of results

- Service 1 - clerical re-check (this service can only be requested for objective tests e.g. multiple choice)
- Service 2 - review of marking
- Service 3 – review of moderation (this service is not available to an individual candidate)

#### Access to Scripts

- 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 result, the centre will:

- Collect informed written consent/permission from the candidate to access their script
- 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
- 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
- Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
- Collect informed written consent from the candidate to request the RoR service before the request is submitted
- Where relevant, advise an affected candidate to inform any third party (such as a sixth form or 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 result, the centre will:

- 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
  - Consult the moderator's report/feedback to identify any issues raised
  - 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
  - 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:

- For a review of marking (RoR service 2), first advise the candidate to access a copy of their 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
- 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 request
- 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 their 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 completing the internal appeals form at least 14 working days prior to the deadline for submitting a review of results. The appellant will be informed of the outcome of their appeal at least 7 working days to the deadline for submitting a review of results.

Following the review of the results outcome, an external appeals process is available if the Head of Centre remains dissatisfied with the outcome and believes there are ground 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 review of the results outcome, but the candidates and/or their parents/carers 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, parents/carers are not permitted to make direct representations to an awarding body.

The internal appeals form should be completed and submitted to the Exams Officer within 3 calendar days of the notification of the outcome of the Review of Results. Subject to the Head of Centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 30 calendar days of receiving the outcome of the review of results process.

Awarding body fees which may be charged for the appeal must be paid by the appellant on submission on the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant.

The internal appeals procedures have been produced to demonstrate compliance with the following:

JCQ General Regulations for approved centres: <http://www.jcq.org.uk/exams-office/general-regulations>

JCQ post-results Services: <http://www.jcq.org.uk/exams-office/post-results-services>

JCQ A guide to the awarding bodies' appeals processes: <http://www.jcq.org.uk/exams-office/appeals>

Appellants should consult the full information in the above publications to be fully informed when stating their grounds for appeal. Further information can be obtained.

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## Dispatch of exam scripts

#### Exams officer

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

### Estimated grades

#### Senior leaders

- Ensure teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

#### Exams officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent.

## Internal assessment and endorsements

#### Head of centre

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

#### SENCo (or equivalent role)

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

#### Teaching staff

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

## Senior leaders

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements.
- Ensure teaching staff assess endorsed components according to awarding body requirements.
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline.
- Ensure 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 (or delegates this task to relevant teaching staff)
- 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 arrangements

### Exams officer

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

### SEnCo (or equivalent role)

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

## Invigilators

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

## **JCQ Centre Inspections**

### **Exams officer or Senior leader**

- Will accompany the Inspector throughout a visit.

### **SENCo (or equivalent role) or relevant 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 that information is readily available for inspection at the venue where the candidate is taking the exam(s)

## **Seating and identifying candidates in exam rooms.**

### **Exams officer**

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

#### **Candidate Identification Procedure**

- Members of the Senior Leadership team are present at each line up to identify the candidates.
- Pupils are called into each exam room as per a printed seating plan.
- Each candidate is given a name card on their desk for identifying purposes.
- A roving invigilator checks to make sure all pupils have arrived.
- Insures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

### **Invigilators**

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

## Security of exam materials

### Exams officer

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

### Reception staff

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

### Teaching staff

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

## Timetabling and rooming

### Exams officer

- Produces a master centre exam timetable for each exam series.
-

- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)

## Overnight Supervision Arrangements Policy

- The EO will be responsible as necessary for supervising escorts, overnight a secure venue and arranging overnight stays and ensure that there is no access to the internet, mobile phones, or any electronic communication devices during the supervision period.
- Overnight supervision must only be used as a last resort and must be signed off by the HoC. JCQ overnight supervision form and declaration must be completed through the Centre admin portal

- Identifies exam rooms and specialist equipment requirements.
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios.
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements.
- Liaises with the SENCo (or equivalent role) regarding rooming of access arrangement candidates.

### SEnCo (or equivalent role)

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

### Site staff

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

## Alternative site arrangements

### Exams officer

- (Where/if applicable to the centre) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

## Centre consortium arrangements

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## Exams officer

- Processes applications for Centre Consortium arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

## Senior leaders

- Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator.

## **Transferred candidate arrangements.**

### Exams officer

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

## **Internal exams/assessments**

### Exams officer

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

### **SENCo** (or equivalent role)

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

### Teaching staff

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

## **Exam time: roles and responsibilities**

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## Head of centre

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

## Access arrangements

### Exams officer

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

## Candidate Absence Policy

Can be found in the Appendix

## Candidate belongings

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

## Candidate late arrival

### Exams officer

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

### Invigilators

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

## Candidate late arrival Policy

Can be located in the Appendix

## Exam rooms

### Head of centre

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

## Food and Drink Policy (Exams)

Can be located in the Appendix.

## Leaving the Examination Room Policy

Can be located in the Appendix

## Emergency Evacuation Policy (Exams)

Can be located in the Appendix

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## 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 Policy (Exams)

Can be located in the Appendix.

ICE regulations (24) state-

*24.1 Where a candidate is being disruptive, the invigilator must warn them that they may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.*

*The head of centre, or authorised members of staff, have the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.*

*The invigilator must record what has happened.*

*24.2 Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. If necessary, the invigilator should summon assistance.*

***24.3 The head of centre must report to the awarding body immediately all cases of alleged, suspected or actual malpractice in connection with the examination, including candidates, invigilators and centre staff, using the relevant JCQ forms:***

*jcq.org.uk/exams-office/malpractice*

*Form JCQ M1 - Report of suspected candidate malpractice*

*Form JCQ M2 - Notification of suspected malpractice/maladministration involving centre staff*

***24.4 Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification. Candidates should be warned of the possible sanctions an awarding body may apply, as detailed in the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026***

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*jcq.org.uk/exams-office/malpractice 24.5 In cases of suspected malpractice, examination scripts must be packed as normal (see section 28) with Form JCQ M1 or Form JCQ M2 being submitted separately to the relevant awarding body.*

## Senior leaders

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

## Exams officer

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

## Invigilators

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

## Malpractice

See *Irregularities* above.

## Special consideration

### Senior leaders

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

### Exams officer

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

## Special Consideration Policy

St Joseph's Special Consideration Policy can be found located in the Appendix.

## Candidates

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

## **Arrangements for unauthorised items taken into the exam room.**

ICE regulations section 18 state

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

### **Candidates must not be in possession of devices which could provide an advantage, including:**

- earphones or earbuds (e.g. AirPods)
- mobile phones
- MP3/4 players or similar devices.
- smart glasses.
- tablets (e.g. iPads or iPods)
- watches.
- any other smart devices.

This means that:

- ideally, all unauthorised items are left outside of the examination room.
- any pencil cases taken into the examination room must be see-through.
- any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts. This will normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.
- Following the invigilator's announcement (see Appendix 3) any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. This also includes watches.

### **If candidates have access to unauthorised items in the examination room, this may be considered as malpractice.**

They could be subject to penalties in accordance with the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026*.

Pupils personal belongings will be stored in a locked area ie: shed or similar, until the end of the exam, when they will be collected.

Should an unauthorised item be taken into the exam room and handed in prior to the exam, this will be held in the Exam Officers office or at Reception until the end of the exam for collection. However, should an authorised item be found during an examination, this will be removed under JCQ guidance and collected from a member of SLT at the end of the examination.

### **Invigilators**

- Are informed of the arrangements through training
-

## Internal exams/assessments

### Exams officer

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

### Invigilators

- Conduct internal exams as briefed by the EO.

## Results and post-results: roles and responsibilities

### Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.12 Results](#), [5.13 Post-results services and appeals](#), [5.14 Certificates](#))

### Internal assessment

#### Senior leaders

- 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 after the retention period or disposed of according to the requirements.

## Managing results day(s)

### Senior leaders

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

### Exams officer

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

## Results day programme

- Candidates will receive individual results slips on results days either in person at the centre, by post to their home address or by email (when requested specifically by a candidate).
  - Arrangements for the school to be open on results days are made by the Head of Centre. The provision of staff on results days is the responsibility of the Head of Centre.
-

## Clerical re-checks, Review of marking and moderation

- May be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a result is queried, the EO, teaching staff and Head of centre will investigate the feasibility of asking for a review at the centre's expense.
- When the centre does not uphold a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.
- Candidates must be made aware that their exam results can go up, down or stay the same as a result before the request is sent to the Awarding Body.
- Written permission must be received from the candidate before any application is made.
- Where the candidate has requested it is expected that the candidate will pay the costs of the service.

## Access to scripts

- After the release of results, candidates may ask subject staff to request the return of papers.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- GCSE review of results cannot be applied for once a script has been returned.

## 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 services

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## Head of centre

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

## Exams officer

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

## Teaching staff

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

## Candidates

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

## Analysis of results

- **Assistant Headteacher - Digital Strategy and Assessment**
- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre)  
<https://check-your-performance-measures-data.education.gov.uk/hc/en-gb>

## Certificates

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

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## Certificate Issue Procedure and Retention Policy

St Joseph's Catholic School Policy can be located in the Appendix.

General Regulations 5.14 state:

### Certificates

#### The centre will:

1. *Obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates.*
2. *Distribute certificates to **all** candidates without delay and regardless of any disputes (such as non-payment of fees). **Certificates must not be withheld without prior permission from an awarding body, which will only be given in very exceptional circumstances.** A record should be kept of the certificates that are issued.*
3. *Retain securely all unclaimed certificates for a minimum of 12 months from the date of issue.*
4. *Destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. This record should list the candidate number, the awarding body, the qualification(s) and the examination series.*

*Candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results; Where an awarding body issues a replacement certificate or a Certifying Statement of Results, this will provide an accurate and complete record of results for all qualifications covered by the original certificate.*

5. *Return any certificates requested by the awarding bodies. Certificates always remain the property of the awarding bodies.*

### Candidates

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

## Exams review: roles and responsibilities

### Exams officer

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

### Senior leaders

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

## **Retention of records: roles and responsibilities**

### Exams officer

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

## **Exams Archiving Policy**

The Exams Archiving Policy can be found in the Appendix.

## **Appendices**

### **Appendix 1 –**

# **SPECIAL CONSIDERATION POLICY**

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# 2025/26

## Key staff involved in the policy

Role	Name(s)
Head of centre	Mr Higgins
Senior leader(s)	Mr Rooney, Mr Ford
SENCo (or equivalent role)	Mrs Maher, Mrs Jones
Exams officer	Mrs Oakley

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## What defines special consideration?

Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s).

A centre must decide whether the candidate meets the published criteria for special consideration. An awarding body cannot determine the candidate's eligibility and make the decision for the centre.

Applications must only be processed where they are supported by the centre and the candidate meets the published criteria for special consideration with evidence in place.

If the centre does not support an online application for special consideration, then it must not be submitted to the relevant awarding body or bodies. Speculative applications for special consideration cannot be accepted.

Where a candidate does not meet the published criteria for special consideration, the awarding body will reject the application and provide clear reasons for doing so.

Centres must not submit applications for special consideration for trivial cases.

Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their assessments. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for a qualification or a unitised examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the qualification. (JCQ's **A guide to the special consideration process**, 1)

This document is further referred to in this policy as [SC](#)

## Purpose of the policy

The purpose of this policy is to identify roles and responsibilities in the special consideration process and confirms that St Joseph's Catholic School will submit any applications for special consideration where candidates meet the published criteria. (JCQ's [General Regulations for Approved Centres](#), 5.9)

## Eligibility for special consideration

### Roles and responsibilities

#### Head of centre

- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ document *A guide to the special consideration process*
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies by the exams officer

#### Exams officer

- Understands the criteria as detailed in *A guide to the special consideration process* to determine where candidates will/will not be eligible for special consideration
- Ensures that, where relevant and in eligible situations, applications for special consideration will be submitted to awarding bodies

#### Teaching staff and/or SENCo (or equivalent role)

- Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration

#### Candidates (or parents/carers)

- Provide any medical or other evidence that may be required to determine eligibility for special consideration
-

## Applying for special consideration

Where eligible, special consideration will be applied for at the time of the assessment where candidates have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control. (SC 2)

For candidates who are present for the assessment, but disadvantaged St Joseph's Catholic School must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment. (SC 3)

1. Where a candidate may arrive for an exam and is clearly unwell, extremely distressed and/or may have sustained an injury that requires emergency access arrangements to be put in place:
  - the candidate will be kept comfortable and under centre supervision from the required time while appropriate arrangements are put in place for the candidate to take the exam in the best possible conditions
  - a judgement will be made on how the candidate's situation or disposition affected performance in the exam
  - where appropriate and where eligible, special consideration will be applied for
2. Where candidates may be affected by a major disturbance in the exam room (emergency evacuation, etc.), an online application for special consideration will be submitted to the relevant awarding body where candidates have been disadvantaged.
3. Special consideration will be applied for an allowance on the last paper taken in a day when a candidate has been entered for three or more exams **timetabled for the same day** and the total duration of those papers is more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 examinations) or more than 6 hours (GCE and Level 3 examinations). (Where extra time has been used following formal approval, this will be included in the calculation. Supervised rest breaks **will not** be included in the total duration of the papers when applying for special consideration.)
4. Where a candidate may be affected a minor disturbance in the exam room caused by another candidate, such as momentary bad behaviour, a mobile phone ringing, or a momentary fire alarm, the candidate **would not** be eligible for special consideration.

The centre **must not** submit applications for special consideration for trivial cases.

Examples of trivial cases which **would not** warrant special consideration include, but are not limited to:

- A bird tweeting outside the examination room
- A lorry reversing
- A toilet being flushed
- Doors in a corridor adjacent to the examination room opening and closing
- Very short, momentary noise from, for example, aeroplanes, helicopters or lawn mowers (SC 1)

If a candidate is absent from a timetabled component or unit for acceptable reasons, and the centre is prepared to support an application for special consideration, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met.

For unitised examinations taken in an examination series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising, e.g. group performances which cannot be repeated, special consideration will not be awarded. (SC 4)

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored in SC 5 and applied for where eligible. This might include, for example:

- other certification
- shortfall in work (coursework/non-examination assessment)
- lost or damaged work (non-examination assessment components)
- candidates issued with an incorrect or incomplete question paper, set the wrong coursework or non-examination assessment task or taught the wrong set text

Where a candidate may be eligible for special consideration (a post-assessment adjustment) in other vocational qualifications, the centre will follow [SC 7](#) and awarding body guidance to determine if, when and how an adjustment can be applied for.

## Processing applications for special consideration

### Roles and responsibilities

#### Head of centre

- Ensures, before any applications are processed, that the centre is satisfied that the candidates' circumstances warrant special consideration, as set out within the JCQ document *A guide to the special consideration process*
- Ensures that any applications for special consideration where candidates meet the published criteria and are sufficiently evidenced will be submitted to the relevant awarding body

#### Senior leadership team

- Authorises appropriate evidence to support all eligible applications
- Ensures that if the centre does not support an application for special consideration, it will not be submitted to the relevant awarding body

#### Exams officer

- Understands that special consideration must be applied for at the time of the assessment
- Understands that special consideration cannot be applied in a cumulative fashion and that where a candidate may be affected by different indispositions, special consideration should only be applied for the most serious indisposition
- Ensures applications will be processed as required by the awarding bodies
- Keeps evidence to support all applications on file until after the publication of results and provides the appropriate evidence authorised by a member of the senior leadership team to support an application where this may be requested by an awarding body
- Meets the required deadline(s) for submitting applications

#### Teaching staff and/or SENCo (or equivalent role)

- Provide any appropriate evidence or information that may be required to support a candidate's application for special consideration

#### Candidates (or parents/carers)

- Will be asked to provide any medical or other evidence that may be required to support an application for special consideration
  - Will be informed that all cases must be dealt with by the centre
-

## Submitting applications for special consideration

Where a candidate or group of candidates is/are eligible for special consideration, applications will be submitted to the relevant awarding body following the published processes in [SC](#).

In cases of online applications for special consideration, the candidate/candidates will be informed when an application for special consideration is submitted to the awarding body (to ensure compliance with the UK GDPR/Data Protection Act 2018).

Evidence to support all applications will be retained on file until after the publication of results.

## Timetabled written exams

- Applications for individual candidates will be submitted online (where the awarding body's secure system accepts these) by logging into the relevant awarding body secure extranet site and following the links to special consideration
- The processes for submitting a single application to cover all exams affected where a candidate is present but disadvantaged and a separate application for each day on which exams are missed where a candidate is absent from an examination for an acceptable reason, detailed in [SC 6](#) will be followed
- [Form 14 Self certification form](#) (Self certification for candidates who have missed an examination) will only be completed by a candidate/parent/carer where circumstances warrant this and will not be used where the centre knows the candidate was ill

## Internally assessed work

- Where appropriate, applications will be made online where the awarding body's secure system accepts them or [Form 10 Application for special consideration](#) will be completed and submitted to the awarding body
- Where an application relates to a shortfall in work for an individual candidate, this will be submitted by completing form 10, to a breakdown of marks across the assessment objectives

## Private candidates

- Any private candidate entered by the centre must liaise with the exams officer (not the awarding body) regarding any application for special consideration

## Applications post-publication of results

- If, after the publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a member of the senior leadership team is able to produce compelling evidence to support a late application.
-

## Appendix 2 -

# St Joseph's Catholic School

## Managing Behaviour Policy - Exams

### 2025/26

This policy is reviewed and updated annually to ensure that candidate behaviour in the examination room at St Joseph's Catholic School, is managed in accordance with current requirements and regulations.

*GR refers to General Regulations for Approved Centres*

*ICE refers to Instructions for Conducting Examinations*

*SMPP refers to Suspected Malpractice: Policies and Procedures*

### **Purpose of the policy**

The purpose of this policy is to confirm that candidate behaviour in the examination room at Ormiston Forge Academy is managed in line with JCQ regulations.

### **Briefing candidates**

To ensure candidates are aware of the standard of behaviour that is required in the examination room, St Joseph's Catholic School will:

- Ensure the JCQ Information for candidates (coursework, non-examination assessments, onscreen tests, privacy notice, social media and written examinations) is distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place.
  - Ensure candidates are also made aware of the content of the JCQ Unauthorised Items and Warning to candidate's posters.
  - Prior to assessments and/or examinations taking place, ensure candidates are briefed on what they must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments.
  - St Joseph's Catholic School candidates are made aware of JCQ information followed up by an assembly led by the Deputy Head with responsibility for exams and the Exams Officer, a briefing pack is also supplied with all relevant JCQ documents prior to the main exams.
-

## **Candidate malpractice**

- Inappropriate behaviour by a candidate in the examination room is deemed 'candidate malpractice'
- 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper
- 'Malpractice', means any act, default or practice which is a breach of the Regulations
- Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself
- Suspected malpractice means all alleged or suspected incidents of malpractice

**Examples of inappropriate behaviour/actions that constitute 'candidate malpractice' are provided in the final section of this policy.**

## **Instructions for conducting examinations – Malpractice in the examination room.**

The following requirements are applied at St Joseph's Catholic School:

- Where a candidate is being disruptive, the invigilator must warn the candidate that they may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.
- The head of centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination.
- Form JCQ/M1 – Report of suspected candidate malpractice must be completed
- The head of centre has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.
- Where candidates commit malpractice, the awarding body may decide to penalise them, which could include disqualification. Candidates should be warned of the possible penalties an awarding body may apply as detailed in the JCQ publication.

## **Suspected Malpractice: Policies and Procedures Roles and Responsibilities**

### **The role of the invigilator**

- Be vigilant and remain aware of incidents or emerging situations, looking out for malpractice.
  - Warn a disruptive candidate that they may be removed from the examination room.
  - Record what has happened, and actions taken on the exam room incident log
-

## **The role of the exams officer**

- Ensure that the JCQ Information for candidate's documents are distributed to all candidates prior to assessments and/or examinations taking place and that candidates are also made aware of the content of the JCQ Unauthorised items and Warning to candidate's posters.
- Ensure the JCQ Unauthorised items and Warning to candidate's posters are displayed in a prominent place for all candidates to see prior to entering the examination room.
- Where a candidate is being disruptive in the examination room, warn the candidate that the awarding body will be informed and may decide to penalise them, which could include disqualification.

## **The role of the head of centre**

- Where a candidate is seriously disrupting others, makes the decision to remove the candidate from the examination room.
- Report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination by completing form JCQ/M1

## **The role of the senior leader**

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

## **Examples of 'candidate malpractice'**

### **Introduction of unauthorised material into the examination room**

- Own blank paper used for rough work/final answers
  - Calculators, dictionaries (when prohibited) – used or attempted to use
  - Bringing into the examination room notes or prohibited annotations
-

- Unauthorised notes, study guides and personal organisers
- Mobile phone or similar electronic devices – iPod, MP3/4 player, memory sticks, smartphone, smartwatch, airpods, earphones and headphones
  - Not in candidate’s possession but make a noise in the exam room
  - In the candidate’s possession but no evidence of being used by the candidate
  - In the candidate’s possession and evidence of being used by the candidate
- Watches – in candidate’s possession

## **Breaches of examination conditions**

### **A breach of the instructions or advice of an invigilator, supervisor, or the awarding body in relation to the examination rules and regulations**

- Minor non-compliance: eg sitting in a non-designated seat; continuing to write for a short period after being told to stop
- Major non-compliance: eg refusing to move to a designated seat, significant amount of writing after being told to stop
- Related non-compliance

### **Failing to abide by the conditions of supervision designed to maintain the security and integrity of the examinations**

- Removing script from examination room but with no proof that the script is safe; taking home materials.
- Deliberately breaking a timetable clash supervision arrangement; removing script from the examination room and with proof that the script has been tampered with; leaving examination room early so integrity is impaired

### **Disruptive behaviour in the examination room or assessment session (including use of offensive language)**

- Minor disruption lasting a short time, calling out, causing noise, turning around
- Repeated or prolonged disruption; unacceptably rude remarks; being removed from the examination room; taking another’s possessions
- Warnings ignored; provocative or aggravated behaviour; repeated or loud offensive comments; physical assault on staff or property

### **Exchange, obtaining, receiving, or passing on information which could be examination related (or the attempt to) Verbal communication**

- Isolated incidents of talking before the start of the examination or after papers have been collected
  - Talking/whispering during the examination
-

## **Communication**

- Passing/receiving written communications between candidates/swapping scripts

## **Offences relating to the content of candidates' work**

### **The inclusion of inappropriate, offensive or obscene material in scripts, controlled assessments, coursework, non-examination assessments or portfolios**

- Isolated words or drawings, offensive, inappropriate approaches or responses
- Offensive comments or obscenities aimed at a member of staff, examiner or religious group, homophobic, transphobic, racist or sexist remarks or lewd drawing

## Emergency Evacuation Policy (Exams)

Instructions for conducting examinations states –

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action, once an emergency has been confirmed by either SLT or by the EO

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate.
- The examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates must be advised to close their answer booklet.
- Ensure the candidates leave the room in silence.
- Ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the remainder of the working time set for the examination once it resumes.
- If there are only a few candidates, consider the possibility of taking the candidates. (With question papers and scripts) to another place to finish the examination.

25.4 A full report of the incident must be produced and retained on file, if required by an awarding body.

25.5 Any breach of question paper security or malpractice must be reported to the awarding body **immediately**.

25.6 As each incident will be different, advice can be sought from the relevant awarding body as soon as it is safe to do so.

25.7 An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged.

### Site staff

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

### Invigilators

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

### Candidates

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

## Appendix - 4

## Leaving the Examination Room Policy

- Should a candidate leave the Examination Room early, unescorted, this will be considered as Malpractice and the exam board advised, unless there are exceptional circumstances. This is not to be confused with a pupil leaving the exam room temporarily, escorted by an Invigilator.
- This will be explained to all pupils in the briefing prior to the exam season.
- The pupil will also be spoken to by a member of the Senior Leadership Team following the exam.

### 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)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log.
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log.
- Provides authorised exam materials which candidates are not expected to provide themselves.
- Ensures invigilators and candidates are aware of the emergency evacuation procedure.
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated.

### Senior leaders

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

## Appendix -5

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# St Joseph's Catholic School

## Food and Drink Policy (Exams)

"Food and drink may be allowed in the examination room at the discretion of the head of centre. However, this is on the condition that any food or drink brought into the examination room whether by the candidate or the centre is free from packaging and all labels are removed from drink containers." JCQ [ICE] chapter 18

### Purpose of the policy

This policy details how the centre deals with food and drink within an exam and defines staff responsibilities.

### Food

- Food is not permitted in the exam room unless a pupil has exceptional circumstance.
- An exceptional circumstance may be considered as a medical condition and should be discussed with the Exams Officer.

### Exceptional Circumstances

- The Exams Officer and pupil will discuss an action plan for exams that both suits the pupil and falls within JCQ regulations.
- Invigilators for the exam room will be informed of the medical condition and need for food.
- All food should be placed on the desk, wrappers are to be removed prior to entering the room.

### Drink

- All drinks must be in a clear bottle.
- Any packaging or labels must be removed.
- There must not be any writing on the bottle.
- Pupils are only permitted to have water in the exam room.
- Large-capped water bottles will be inspected.

# St Joseph's Catholic School

## Candidate Late Arrival Policy

- Reception to inform Exams Officer of late arrival.
- Candidate will be advised (if arriving very late) that it is at the exam boards discretion to mark the paper.
- The candidate will be reminded to leave any mobile/internet devices outside the exam room.
- The instructions for candidate will be read prior to entering the exam room.
- The candidate may need to sit the exam in a separate room.
- Centre's discretion as to whether candidate can sit exam.
- Very late candidates need to be reported to exam board by Exams Officer

### Conducting exams

#### Head of centre

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

#### Exams officer

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

### Dispatch of exam scripts

#### Exams officer

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

### Exam papers and materials

#### Exams officer

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

## Appendix - 7

## Candidate Absence Policy

The Attendance Register is taken at the beginning of each examination and will be held on record, to show all pupils who attend or who were absent.

- As soon as a pupil is identified as being absent, Reception will phone parent(s) mobile numbers advising that the pupil is absent and the time the pupil should arrive by, in order for the exam to be sat inside JCQ timings and therefore for the exam to be valid. Parents/carers will also be advised to remove all mobile/internet technology from the pupil and how/where to arrive at school.
- Unauthorised absence from an exam will result in candidate being charged the entry fee for examination.
- If a Candidate is absent, they will not be able to sit the exam at a different time

Candidates should always make school aware of absences as early as possible on the day of an exam and definitely prior to 8am. This will also need to be supported by medical evidence.

### Invigilators

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

### Candidates

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

### Candidate behaviour

- A high standard of behaviour is vital for all pupils sitting exams.
- Disruptive behaviour is not acceptable in exams. There are a strict set of guidelines from JCQ that must be followed.
- Consequences of disruptive behaviour is outlined to pupils in their exam's assembly.
- Disruptive behaviour may be detrimental to the results of other pupils.
- Invigilators will monitor behaviour in exams and warn pupils of the possible consequences.
- If disruptive behaviour continues the exams officer will be called to assist
- If the exams officer cannot calm the pupil's behaviour a member of SLT will be contacted
- Whilst in an exam pupils must remain under staff supervision
- The exams office will be equipped to hold any pupils at short notice for one-to-one supervision.
- If a pupil is disrespectful to a member of staff additional sanctions may be put in place
- If a pupil cannot maintain a good standard of behaviour whilst in the exam room, alternative arrangements will be considered.
- Electronic devices must not be on a pupil's person when they enter an exam room. This includes mobile phones, all watches etc.
- Pupils must not discuss any exam content on social media, this could result in malpractice.
- Pupils should enter and leave the exam in silence, being mindful of those still working.
- Uniform must be upheld in exams.

## Appendix - 8

### St Joseph's Catholic School

### Alternative Rooming Arrangements Policy (Exams)

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This policy is reviewed and will be updated annually to ensure that alternative rooming arrangements at St Joseph's Catholic School are awarded and managed in accordance with current requirements and regulations. References in this policy to AA and ICE refer to the JCQ documents Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

## Introduction

Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.

## Purpose of the policy

The purpose of this policy is to confirm the criteria when these arrangements may be considered and granted for a candidate at St Joseph's Catholic School in compliance with the regulations.

## 1. Decisions on the awarding of the arrangement

At St Joseph's Catholic School, decisions on the awarding of the arrangement are made by:  
Mrs Maher, Mrs Jones & Mrs Oakley in consultation with our Teaching and Pastoral team

### Decisions are based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect (AA 5.16)
- The candidate's normal way of working within the centre (AA 5.16)
- Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate (AA 4.2.1)

(In accordance with the regulations: A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations ie: GP's/Consultants may give advice/letters, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo (or equivalent role within the centre) to make appropriate and informed decisions based on the JCQ regulations and supporting evidence from within the centre.)

**• Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation**

## Within the centre

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1:1 invigilation and the use of an alternative room would apply where the candidate has a serious medical condition such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room (AA 5.16) Additional information:

## **2. Criteria for the awarding of the arrangement**

Alternative rooming arrangements will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's Access Arrangements and Reasonable Adjustments document (ICE 14.18)
- The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AA 5.16)
- Where a candidate sits their examinations in a smaller environment away from the main examination room, the regulations and guidance within the JCQ publication Instructions for conducting examinations will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

Additional information:

## **3. Other rooming arrangements**

At St Joseph's Catholic School arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. As and when applicable, these circumstances include; Candidates with readers, scribes, using word processors and extra time.

## **Purpose of the policy**

This policy details how the centre deals with an emergency lockdown of the exam room(s) by defining staff roles and responsibilities and confirming the emergency lockdown procedure. This Policy will be updated yearly.

## **When is an emergency lockdown required?**

An emergency lockdown is required where it is determined that an external threat has entered the school site.

The centre's processes comply with JCQ guidelines.

## **Roles and responsibilities -**

### **Head of centre**

- Ensures the emergency lockdown policy for exams is fit for purpose and complies with relevant health and safety regulation.

### **Senior leadership Team**

- Where responsible for the centre-wide emergency lockdown procedure, ensures all staff are aware of the exams lockdown policy. They must also be aware of the procedures to be followed when an emergency lockdown of an exam room is required.

### **Special educational needs coordinator (SENCo)**

- Ensures where needed appropriate arrangements are in place for the emergency lockdown of a disabled candidate in an exam room where different procedures or assistance may need to be provided for the candidate.
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency lockdown.

### **Exams officer**

- Ensures invigilators are trained on emergency lockdown procedures and how an incident and actions taken must be recorded.
  - Ensures candidates are briefed (Candidate exam handbook), prior to exams taking place, on what will happen in the event of a lockdown in the exam room.
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- Provides invigilators with a copy of the emergency lockdown procedures for each exam room (a copy in the blue folder)
- Provides a standard invigilator announcement for each exam which includes appropriate information for candidates regarding what will happen if the lockdown alarm sounds.
- Provides an exam room incident log in each exam room.
- Liaises with the SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate and briefs invigilators prior to each exam.
- Ensures appropriate follow-up is undertaken after an emergency lockdown reporting the incident to the awarding body and the actions taken through the special consideration process.

### **Invigilators**

- By attending training, ensure they understand what to do in the event of a lockdown in the exam room.
- Follow the actions required in the emergency lockdown procedure issued to them for each exam room.
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating.

### **Invigilators will follow the following process:**

- In the event of an emergency lockdown pupils are to stop what they are doing close their exam paper and wait for instructions. Those on word processors must save their work.
- Invigilators will be trained on the process they must follow.
- The lead invigilator will note the time the alarm started and ensure all doors are locked.
- Pupils will be instructed that they are still under exam conditions until the paper is completed. Therefore, exam conditions must be maintained throughout the procedure.
- The lead invigilator will ask the pupils move to the edge of the hall away from all doors and sit against the wall where they cannot be seen through the main doors.
- If pupils are in a classroom they will sit under their desk.
- Once the intermittent alarm stops pupils may return to their desks and await further instruction from the EO

## **Appendix -10**

- Certificates will be collected in person from school, or the candidate can give written consent for someone to collect on their behalf. They will only be posted (recorded delivery) as the very last option where the EO is unable to contact the candidate, or the candidate accepts responsibility if the certificates are lost or damaged in transit.
  - Signatures & dates are kept of all certificates collected, along with any letters requesting collection. This is managed by the EO and Reception staff when necessary.
  - Certificates are kept in safe storage until collection, in year group order.
  - Once the certificates are issued to the pupil any further requests for copies or replacements must be made by the pupil directly with the Awarding Body. With the candidate responsible for paying any costs incurred.
  - The EO can provide a statement of results (via SIMS) if requested by the candidates – there will be no charge for this. This can be emailed.
  - The centre will make every effort to ensure the certificates are collected. Awarding Body advice is that certificates should be retained for 12 months, and after this time they can be destroyed. However, the centre must be able to account for the certificates for 6 years so all actions must be logged.
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Appendix 11 - EXAM ARCHIVING POLICY

Record Type	Record(s) description (where required)	Retention information/period	Action at end of retention period (Method of disposal)
Access arrangement information	Any hard copy information kept by the EO relating to an access arrangement candidate	To be returned to SENCo as record owner at end of candidate's final exam series	Confidential waste A cope may be given to pupils to pass onto their college
Alternative site arrangements	Any hard copy information on an alternative site arrangement. Notifications submitted online via CAP	Held by the EO till the review of marking deadline	Confidential waste
Attendance registers copies	Any hard copy attendance registers from the exam board or school	Keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. You must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential waste
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. Where teachers have used copies of candidates' scripts for teaching and learning purposes but no longer wish to retain them, they must ensure that the scripts are disposed of in a confidential manner.	Confidential waste
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be logged on return to the centre and immediately returned to subject staff as records owner. To be stored safely and securely along with work that did not form part of the moderation sample until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later.	Returned to candidates or safe disposal

Certificates	Candidate certificates issued by awarding bodies.	Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.	Confidential waste
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. However, candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results;	Confidential waste or return to awarding body
Certificate issue information	A record of certificates that have been issued.	Distribute certificates to all candidates without delay and regardless of any disputes. Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued;	Confidential waste
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received at the initial point of delivery in the centre to the point where materials are securely issued to an authorised member of staff.	Kept at reception and handed back to the EO after the exam season	Confidential waste
Confidential materials: receipt, secure movement and secure storage logs	Logs recording the receipt, checking, secure movement and secure storage of confidential exam materials.	Filed in the exams office with all other exam season information	Confidential waste
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the <a href="#">DfE (Standards &amp; Testing Agency) yellow label service</a>	Filed in the exams office with all other exam season information	Confidential waste
Entry information	Any hard copy information relating to candidates' entries.	In exam season file	Confidential waste

	Question papers for timetabled written exams.	For confidentiality purposes question papers must not be released to centre until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.	Issued to subject staff after the published finish time
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.	Filed until the deadline for reviews of marking	Confidential waste
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	Filed until the deadline for reviews of marking	Confidential waste
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery will be returned to the centre's secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments. Any surplus or out-of-date stationery will be confidentially destroyed.	Confidential waste
Examiner reports	Digital copy from the exam board	To be immediately provided to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	Confidential waste
Invigilation arrangements	See Exam room checklists	Filed until the deadline for reviews of marking	Confidential waste
Invigilator and facilitator training records	Registers of attendance	A record of the content of the training given to invigilators must be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later	Confidential waste

JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	Normal waste
Moderator reports	Digital copies	To be immediately provided to head of department as records owner.	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period	Filed until the deadline for reviews of marking	Confidential waste
Overnight supervision information	JCQ form Timetable variation and confidentiality declaration for overnight supervision for any candidate eligible for these arrangements.	Keep for inspection all completed forms available in your centre until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested;	Confidential waste
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Consent forms or e-mails from candidates must be retained by the centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation. ATS consent to be retained for at least six months from the date consent given.	All emails will be deleted, and any hard copies will be confidentially disposed of
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	Kept by EO for at least 6 months Any result information must be kept for 6 years	Confidential waste
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.	Kept electronically on school system	Delete any electronic copies and confidentially dispose of any hard copies



# *Saint Joseph's*

## CATHOLIC SCHOOL

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### **Appendix -12**

#### **St Joseph's Catholic School**

#### **Escalation Process**

##### **Purpose of the process**

In terms of internal governance arrangements, it is the responsibility of the head of centre to ensure that St Joseph's Catholic School has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent.

This process confirms the main duties and responsibilities to be escalated.

This process also supports St Joseph's Catholic School being able to confirm to an awarding body the external governance arrangement so that the awarding body has confidence in the integrity of centre activities, such as the delivery of qualifications and the conducting of examinations and assessments.

##### **Before examinations (Planning)**

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Mr Richard Rooney & Mr Oliver Ford Deputy Head and Assistant Head

To support understanding of the regulations and requirements, the following JCQ documents will be referenced:

- A guide to the special consideration process
- Access Arrangements and Reasonable Adjustments
- AI Use in Assessments: Your role in protecting the integrity of qualifications.
- Guidance for centres on cyber security
- Instructions for conducting coursework.
- Instructions for conducting examinations.

- Instructions for conducting non-examination assessments (GCE and GCSE specifications)
- Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)
- Notice to Centres – Informing candidates of their centre-assessed marks.
- Plagiarism in Assessments – Guidance for Teachers/Assessors
- Suspected Malpractice – Policies and Procedures

**Main duties and responsibilities relate to:**

- Third party arrangements
- Centre status
- Confidentiality
- Resilience and contingency arrangements
- Cyber security
- Communication
- Centre management:
  - Recruitment, selection, training and support
  - External and internal governance arrangements
  - Delivery of qualifications
  - Public liability
  - Conflicts of interest
  - Controlled assessments, coursework and non-examination assessments
  - Security of assessment materials
  - National Centre Number Register and other information requirements
  - Centre inspections
  - Additional JCQ document for reference:
    - JCQ Centre Inspection Service Changes
  - Policies available for inspection
  - Specific JCQ documents for reference:
    - General Regulations for Approved Centres (5)
    - Instructions for conducting examinations (25)
    - Access Arrangements and Reasonable Adjustments (5)
  - Personal data, freedom of information and copyright

Centre-specific information for reference

Examination Policy

**Before examinations (Entries and Pre-exams)**

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination and assessment administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Mr Richard Rooney & Mr Oliver Ford Deputy Head and Assistant Head

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To support understanding of the regulations and requirements, sections of relevant JCQ documents will be specifically referenced including:

- General Regulations for Approved Centres (5)
- Instructions for conducting examinations (1-15)
- Access Arrangements and Reasonable Adjustments (6-8)

### **Main duties and responsibilities relate to:**

- Access arrangements and reasonable adjustments
- Entries (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)

Additional JCQ documents for reference:

- Key Dates
  - Guidance Notes for Transferred Candidates
  - Alternative Site guidance notes
  - Guidance notes for overnight supervision of candidates with a timetable variation
- Centre assessed work (including ensuring that candidates' work is backed-up and considering the contingency of candidates' work being backed-up in the event of IT system corruption and cyber-attacks, and ensuring appropriate controls are in place which allow accurate internally assessed marks to be submitted to the awarding bodies)

Additional JCQ document for reference:

- Guidance Notes – Centre Consortium Arrangements
- Candidate information

Additional JCQ documents for reference:

- Information for candidate's documents
- Exam Room Posters

### Centre-specific information for reference

Examination Policy

### **During examinations (Exam time)**

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination and assessment administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to Mr Richard Rooney & Mr Oliver Ford Deputy Head and Assistant Head

The centre also 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.

To support understanding of the regulations and requirements, sections of relevant JCQ documents will be specifically referenced including:

- General Regulations for Approved Centres (, 5)
  - Instructions for conducting examinations (16-31)
  - Access Arrangements and Reasonable Adjustments (8)
  - A guide to the special consideration process (2-7)
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### **Main duties and responsibilities relate to:**

- Conducting examinations and assessments  
Additional JCQ document for reference:
  - Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

Centre-specific information for reference can be found in the - Examination Policy

### **After examinations (Results and Post-Results)**

As a contingency, the centre has at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. The National Centre Number Register is provided with the senior designated contact details (this might include a personal mobile number and/or email address). These are the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue. (GR 3.18, 5.3)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination and assessment administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to Mr Richard Rooney & Mr Oliver Ford Deputy Head and Assistant Head

To support understanding of the regulations and requirements, sections of relevant JCQ documents will be specifically referenced including:

- General Regulations for Approved Centres (5)

### **Main duties and responsibilities relate to:**

- Results  
Additional JCQ document for reference:
  - Release of Results notice
- Post-results services and appeals  
Additional JCQ documents for reference:
  - Post-Results Services (Information and guidance to centres)
  - JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates

Centre-specific information for reference

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## Examination Policy