



## EXAMINATIONS POLICY

### 1. Purpose of the policy

Epsom College in Malaysia (“the College”) is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- ▶ all aspects of the College’s exam process is documented and other relevant exams-related policies, procedures and plans are signposted.
- ▶ the workforce is well informed and supported.
- ▶ all centre staff involved in the exams process clearly understand their roles and responsibilities.
- ▶ all exams and assessments are conducted in accordance with JCQ and awarding bodies regulations, guidance and instructions, thus ensuring that “... *the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute.*” [JCQ *General Regulations for Approved Centres (GR)* 1].
- ▶ exam candidates understand the exams process and what is expected of them.

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

The awarding bodies in this policy refer to AQA, Cambridge Assessment International Education (CAIE), Pearson Edexcel (Edexcel) and Oxford International AQA Examinations (OXFORDAQA).

This policy will be communicated to all relevant centre staff.

### 2. Roles and responsibilities overview

#### 2.1 Head of centre (Headmaster)

*“The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times.” (General Regulations for Approved Centres 2.3)*

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

- ▶ complies with the published JCQ regulations and awarding bodies’ regulations and requirements in order to deliver the qualification(s).

*“1.4 Centres **must** conduct examinations and assessments in accordance with the General Regulations and, where relevant, the following JCQ publications:*

- a) Access Arrangements and Reasonable Adjustments.*
- b) Instructions for conducting coursework.*
- c) Instructions for conducting examinations.*
- d) Instructions for conducting non-examination assessments. and*
- e) Suspected Malpractice in Examinations and Assessments – Policies and Procedures.”*

(JCQ General Regulations for Approved Centres (GR) 1.4)

- ▶ ensures that the following written procedures in place.
  1. Written Disability Policy
  2. Procedure for the emergency evacuation of the exam room
  3. Written examination contingency plan
  4. Written Internal Appeals Procedure
  5. Written procedure for planning and managing non-examination assessments, including staff responsibilities and risk management
  6. Child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
  7. *Complaints and appeals procedure* covering general complaints regarding the centre’s delivery or administration of qualification is in place
  8. Data protection policy in place
  9. Access arrangements and reasonable adjustments
- ▶ complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.
- ▶ ensures the National Centre Number Register Annual Update is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration.
- ▶ informs the awarding bodies, before the published deadline for entries, of any members of centre staff who are either sitting examinations and assessments, or teaching and preparing members of their family (which includes step-family, foster-family and similar close relationships) or household for examinations and assessments, or where members of their family will be sitting examinations and assessments.
- ▶ informs where members of the family (which includes step-family, foster-family and similar close relationships) or household of the exams office staff are being entered for examinations and assessments. whether by the centre itself or a different centre.
- ▶ enters 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.
- ▶ has 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.
- ▶ treats the member of centre staff as per any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment during an examination.
- ▶ has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

- ▶ ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the relevant staff to act immediately in the event of an emergency or staff absence).
- ▶ ensures security within the examination process is managed according to JCQ and awarding bodies' regulations, guidance and instructions including:
  - ▶ the location of the centre's secure storage unit is in an area solely assigned to examinations.
  - ▶ the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.
  - ▶ that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff.
- ▶ makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the JCQ publication Instructions for conducting examinations and awarding bodies' regulations, guidance and instructions.
- ▶ makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments.
- ▶ ensures the centre has appropriate accommodation to support the size of the cohorts being taught.
- ▶ retains a workforce of an appropriate size and competence, including sufficient managerial and other resources, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.
- ▶ enables the examinations officer to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre.
- ▶ provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- ▶ ensures a named member of staff acts as College Head of Learning Support is a qualified assessor for access arrangement.
- ▶ has in place arrangements to coordinate and standardised 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.
- ▶ allows candidates access to relevant pre-release materials, on or as soon as possible after the date specified the awarding bodies.
- ▶ enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned.
- ▶ ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process.
- ▶ ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the examinations officer.
- ▶ ensures that all staff are aware of JCQ's Notice to Centres regarding the people present in the examination room. A teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates' preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test.
- ▶ co-operates with the JCQ Centre Inspection Service and awarding bodies or a regulatory authority when subject to inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.
- ▶ allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection. (JCQ Centre Inspectors will identify themselves with a photo ID card.) The

Inspector **must** be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility.

10. 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 such as Facebook.
11. ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly.

## 2.2 Examinations Officer

*"The examinations officer or quality assurance coordinator is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments."* [GR 1].

Examinations Officer's responsibilities are:

- ▶ understands the contents of annually updated JCQ publications including:

*General regulations for approved centres - Instructions for conducting examinations*  
*Suspected Malpractice in Examinations and Assessments*  
*Post-results services* (PRS).

- ▶ understands the contents of Cambridge Handbook (International) Regulations and guidance for administering Cambridge exams.
- ▶ 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 invigilators. Appoints lead invigilators, as required and keeps a record of the training provided to invigilators for the required period
- ▶ ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of the exams office staff is being entered for examinations and assessments
- ▶ manages the administration of external exams
- ▶ advises the subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies
- ▶ oversees the production and distribution to all centre staff 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 exams timetable that will affect them
- ▶ checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- ▶ provides and confirms detailed data on estimated entries
- ▶ maintains systems and processes to support the timely entry of candidates for their exams.
- ▶ Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- ▶ administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration
- ▶ identifies and manages exam timetable clashes
- ▶ accounts for income and expenditures relating to all exam costs/charges.

- ▶ line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- ▶ ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- ▶ tracks, dispatches, and stores returned coursework / controlled assessments.
- ▶ arranges for the dissemination of exam results and certificates to candidates and forwards, in consultation with the Senior Leadership Team (SLT), any post results service requests.

### 2.3 Senior Leadership Team (SLT)

- ▶ is familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:  
General regulations for approved centres  
Instructions for conducting examinations  
Access Arrangements and Reasonable Adjustments  
Suspected Malpractice in Examinations and Assessments  
Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework).
- ▶ understands the contents of Cambridge Handbook (International) Regulations and guidance for administering Cambridge exams.

### 2.4 College Head of Learning Support (SENCo)

- ▶ is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including Access Arrangements and Reasonable Adjustments.
- ▶ understands the contents of Access arrangement on Cambridge Handbook (International) regulations and guidance for administering Cambridge exams
- ▶ identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- ▶ leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- ▶ if not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- ▶ presents when requested by a JCQ and awarding bodies' inspectors, evidence of the assessor's qualification.

### 2.5 Head of the department (HoD)

- ▶ ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo.
- ▶ ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications.
- ▶ ensures teaching staff attend relevant awarding body training and update events.
- ▶ guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- ▶ accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- ▶ accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- ▶ decisions on post-results procedures.

## 2.6 Teaching staff

- ▶ undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo.
- ▶ keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications.
- ▶ attend relevant awarding body training and update events.
- ▶ supply information on entries, coursework and controlled assessments as required by the head of the department and/or exams officer.

## 2.7 Invigilators

- ▶ attend training, update, briefing and review sessions as required
- ▶ provide information as requested on their availability to invigilate
- ▶ sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.
- ▶ assisting the exams officer in the efficient running of exams according to JCQ regulations.
- ▶ collect exam papers and other material from the exams office before the start of the exam.
- ▶ collect all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

## 2.8 Reception staff

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

## 2.9 Facilities

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

## 2.10 Candidates and Parents

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

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring the conduct themselves in all exams according to the JCQ and awarding bodies' regulations.

## 3. The Statutory Tests and Qualifications offered

- ▶ The qualifications offered at this centre are decided by the Deputy Head (Academic).
- ▶ The types of qualifications offered are IGCSEs, A-Level and Level 3 Extended Project Qualification
- ▶ The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next academic year, the exams office must be informed at least a year before the September start of a new academic year. This has to get approval from the Deputy Head (Academic).
- ▶ Informing the exams office of changes to a specification is the responsibility of the Head of Department.
- ▶ Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Departments in consultation with the Housemaster/ Housemistress, Subject Teacher, Parents of an individual pupil concerned and any other relevant party.

#### 4. Exam series

- ▶ External examinations and assessments are scheduled in the table below.

Examination	Scheduled in
IGCSE and A-Level (Y11 and Y13)	May and June
University Admissions test ( Y13)	October
Cambridge English Assessments (PETs, KETs and FCE) ( Y7 - Y10)	December and June
IELTS Test (Academic Module)	December and June

#### 5. Exam fees

Examinations Office is responsible for annually updating the exam fee to finances Office.

Finances Office is responsible for assisting to get the amount to be approved by Bursar before billing process.

The approved exam fees will be published to parents via the parent portal.

The Exams Officer will publish the deadline for action well in advance for each exams series.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

Fee reimbursements are not sought from candidates:

- If they fail to sit an exam
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

#### 6. Internal exams and Mock exams

Internal exams are scheduled in May for Years 7, 8 and 9.

Mock / Trial IGCSE exams are scheduled in January (although the date may be subject to change).

Trial A Level exams are scheduled in February (although the date may be subject to change).

##### Director of Studies

- ▶ provides an exam timetable of subjects and rooms
- ▶ requests internal exam papers from teaching staff
- ▶ ensures that teaching staff are familiar and work within JCQ regulations when invigilating the Trial Examinations

##### College Head of Learning Support (SENCo)

- ▶ Liaises with the Director of Studies and teaching staff to make appropriate arrangements for access arrangement candidates

##### Teaching staff

- ▶ Provide exam papers and materials to the Director of Studies
- ▶ Support the SENCo in making appropriate arrangements for access arrangement candidates
- ▶ Will be involved in the invigilation and supervision of pupils, for internal exams.

## Appendix A: The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle**. The cycle includes every phase of the process from the planning and preparation that takes place before the centre enters candidates, to giving candidates their certificates.

### Phase 1 Preparation: roles and responsibilities

#### 1.1 Information sharing

##### Examinations Officer

- ▶ directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SMEA and NEA (and the instructions for conducting controlled assessment and coursework) as well as awarding bodies' regulations and requirements.
- ▶ signposts relevant centre staff to JCQ publications and awarding body and documentation relating to the exams process that has been updated.
- ▶ signposts relevant centre staff to JCQ information that should be provided to candidates.

#### 1.2 Information gathering

##### Examinations Officer

- ▶ undertakes an annual information-gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct.
- ▶ collates all information gathered into one central point of reference.
- ▶ researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications.
- ▶ produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met. Informs key centre staff of internal deadlines.

##### Head of the department

- ▶ responds (or ensures teaching staff respond) to requests from the EO on information gathering.
- ▶ meets the internal deadline for the return of information.
- ▶ informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body.
- ▶ notes the internal deadlines in the annual exams plan and directs teaching staff to meet the deadline set by awarding bodies.

#### 1.3 Access arrangements

##### Headmaster (Head of centre)

- ▶ ensures there are appropriate accommodations for candidates requiring access arrangements in the centre.
- ▶ ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly.
- ▶ ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

##### College Head of Learning Support (SENCo)

- ▶ assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements.
- ▶ gathers **evidence** to support the need for access arrangements for a candidate.



- ▶ liaises with teaching staff to gather evidence of the **normal way of working** of an affected candidate.
- ▶ determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- ▶ gathers signed **data protection notices** from candidates where required.
- ▶ applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO.
- ▶ keeps relevant paperwork and evidence on file for JCQ inspection purposes.
- ▶ employs good practice in relation to the Equality Act 2010.
- ▶ liaises with the EO regarding exam time arrangements for access arrangement candidates.
- ▶ ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period.
- ▶ annually reviews the centre policy on the **use of word processors** in exams and assessments.
- ▶ ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

#### All teaching staff

- ▶ support the SENCo in identifying and implementing appropriate access arrangements.

### 1.4 Internal assessment and endorsements

#### Headmaster (Head of centre)

- ▶ ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview).
- ▶ ensures **controlled assessment policy for coursework and non-examination assessment** is in place for new GCE and GCSE qualifications
- ▶ ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required.

#### Senior Leadership Team (SLT)

- ▶ ensure appropriate internal moderation, standardisation and verification processes are in place.
- ▶ 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.

#### Head of the department

- ▶ ensures teaching staff delivering legacy GCSE qualifications (which contain elements of controlled assessment) follow JCQ *Instructions for conducting controlled assessments* and the specification provided by the awarding bodies.
- ▶ ensures teaching staff delivering legacy GCE unitised AS and A-level qualifications and (which include elements of coursework) Entry Level or Project qualifications follow JCQ *Instructions for conducting coursework* and the specification provided by the awarding bodies .
- ▶ ensures teaching staff delivering new GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ *Instructions for conducting non-examination assessments* and the specification provided by the awarding bodies.
- ▶ For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding bodies.
- ▶ ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding bodies.

### Teaching staff

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

### Examinations Officer

- ▶ signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated.

## 1.5 Invigilation

### Headmaster (Head of centre)

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

### Examinations Officer

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

## Phase 2 Entries: roles and responsibilities

### 1.6 Estimated entries

#### Examinations officer

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

#### Head of the department

- ▶ provides the information requested by the EO to the internal deadline.
- ▶ informs the EO immediately of any subsequent changes to the information.

### 1.7 Final entries

#### Examinations Officer

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

#### Head of the department

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

### 1.8 Late entries

#### Examinations Officer

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

#### Head of the department

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

### 1.9 Candidate statements of entry

#### Examinations Officer

- ▶ provides candidates with statements of entry for checking.

#### Tutors

- ▶ 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.
- ▶ candidates or parents/carers can request a subject entry, change of level or withdrawal.

### 1.10 Exam Timetable

#### Examinations Officer

- ▶ Exam timetables once confirmed the exams officer will circulate the exam timetables for external exams at a specified date before each series begins.

### Phase 3 Teacher assessment: roles and responsibilities

#### 3.1 Internal assessment and endorsements (NEA and Coursework)

##### Headmaster (Head of centre)

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

##### College Head of Learning Support (SENCo)

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

##### Teaching staff

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

##### Head of the department

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

##### Examinations Officer

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

##### Candidates

- ▶ authenticate their work as required by the awarding bodies.

#### 3.2 Estimated grades

##### Head of the department

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

##### Examinations 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.

## Phase 4 Pre – Exam: roles and responsibilities

### 4.1 Security of exam materials

#### Head of the centre

- ▶ appoints authorised people who can access to the secure storing room.
- ▶ ensure that the centre's secure storage facility must only contain current and 'live' confidential material, restricted to the designated two to four key holders. Past examination question papers must not be kept in the centre's secure storage facility.
- ▶ ensure that the centre's secure storage facility **must** have the capacity to hold up to three weeks of question papers and any other confidential materials.

#### Examinations Officer

- ▶ has a procedure in place according to JCQ and awarding body requirements for receiving, checking and securely storing question papers and any other confidential exam material, e.g. answer booklets, must be stored securely at the centre's registered address in a secure room solely assigned for the purpose of administering secure examination materials, restricted to two to four key holders only.
- ▶ has a process in place to record confidential materials delivered to the centre.
- ▶ has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential.

#### Reception staff

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

### 4.2 Access arrangements

#### College Head of Learning Support (SENCo)

- ▶ ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam).
- ▶ ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her.
- ▶ ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it.
- ▶ where required, allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement).
- ▶ where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate the normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor.

#### Examinations officer

- ▶ applies for approval through Access Arrangement Online (AAO) and through the awarding bodies where qualifications sit outside the scope of AAO.

### 4.3 Timetabling and rooming

#### Examinations Officer

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

#### College Head of Learning Support (SENCo)

- ▶ 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.

#### Facilities

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

### 4.4 Transferred candidate arrangements

#### Examinations Officer

liaises with the host or entering centre, as required

- ▶ Processes requests to the awarding body deadline.
- ▶ Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements.

### 4.5 Briefing candidates

#### Examinations Officer

- ▶ issues public exam timetable information to all staff, parents and guardians.
- ▶ issues individual exam timetable information to candidates.
- ▶ issues relevant JCQ information and Awarding bodies for candidates.
- ▶ issues Exam Handbook, which contains exam information and relevant awarding body information to candidates and parents/guardians including information on:
  - ▶ exam clashes
  - ▶ arriving late for an exam
  - ▶ absence or illness during exams
  - ▶ what equipment is/is not provided by the centre
  - ▶ food and drink in exam rooms
  - ▶ wrist watches in exam rooms
  - ▶ when and how results will be issued and the staff that will be available
  - ▶ the post-results services and how the centre deals with requests from candidates
  - ▶ when and how certificates will be issued.

## Phase 5 Exam day

### 5.1 Identifying candidate at the beginning of the examination

#### Head of the centre

- ▶ The head of the centre must make sure that appropriate arrangements are in place so that all invigilators can carry out adequate checks on the identity of all candidates. Only

#### Senior Leadership Team

- ▶ Senior members of centre staff, such as a Head of the department, who have been authorised by their head of centre may be present at the start of the examination to assist with the identification of candidates.

#### Examinations Officer

- ▶ provides seating plans for exam rooms according to JCQ and awarding body requirements.
- ▶ identify candidates before entering the examination venues to ensure that only candidates actually sitting the examination/assessment must be present in the examination room while an examination is taking place.

#### Invigilators

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

### 5.2 The people present

#### Senior Leadership Team

- ▶ Senior Leadership Team who are approved by the head of centre and who have not had overall responsibility for the candidates' preparation for the examination(s), may be present at the start of the examination(s). This is to:
  - a) identify and settle candidates and instil discipline.
  - b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate.
  - c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted.
  - d) start the examination.
- ▶ Only those senior members of centre staff authorised by the head of the centre to specifically perform the above tasks may be present in the examination room.
- ▶ Senior members of the centre staff must not provide advice and guidance with regard to the completion of the examination. They must not comment on the question paper or advise on which sections of the paper and which particular questions should be attempted.
- ▶ A member of Senior Leadership Team or a member of the exams office must be available to accompany the Inspector throughout the course of their centre visit, including inspection of the centre's secure storage facility.

#### Examinations Officer

- ▶ Examination Officer ensures that "*The Notice to Centres – The people present in the examination room provides further guidance and clarity on the role of centre staff in the examination room*", other than exam officers and invigilators. This Notice **must** be brought to the attention of all members of centre staff so that they are clear about their role in the examination room.
- ▶ Examinations officer must be available to accompany the Inspector throughout the course of their centre visit, including inspection of the centre's secure storage facility.

### Centre staff

- ▶ Centre staff who are called upon to enter the examination room during the course of the examination (because a candidate has identified a possible problem which the invigilator is unable to resolve) **do not** need prior authorisation from the head of centre. **If they leave the examination room they may only take the question paper with them if they need to check a possible problem with the relevant awarding body.**

### Inspectors

- ▶ The JCQ Centre Inspection Service and awarding body representatives have the right to visit centres during the examinations (and at other appropriate times before and after the examinations) to inspect the arrangements made for the security of examination material and for conducting the examinations.
- ▶ Authorised Inspectors must identify themselves by means of an identity card.

## 5.3 Access arrangements

### Examinations Officer

- ▶ provides cover sheets for access arrangement candidates' scripts where required for particular arrangements.
- ▶ has a process in place to deal with emergency access arrangements as they arise at the time of exams.
- ▶ brief invigilators about the access arrangement on the exam day.

### Invigilator

- ▶ follow the instruction provided by Examinations Officer.

## 5.3 Candidate absence

### Examinations Officer

- ▶ informed of the policy/process for dealing with absent candidates through the invigilator training programme.

### 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.

## 5.4 Candidate behaviour

See *Irregularities* below.

## 5.5 Candidate belongings

See *Unauthorised materials* below.



## 5.6 Candidate late arrival

### Examinations Officer

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

### 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.

## 5.7 Conducting exams

### Headmaster (Head of centre)

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

### Examinations 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 the associated follow-up is completed.

## 5.8 Dispatch of exam scripts

### Examinations Officer

dispatches scripts as instructed by JCQ and awarding bodies.

- ▶ keeps appropriate records to track dispatch.

## 5.9 Exam papers and materials

### Examinations Officer

- ▶ organises exam question papers and associated confidential resources in date order in secure storage.
- ▶ attaches erratum notices received to relevant exam question paper packets.
- ▶ collates attendance registers and examiner details in date order.
- ▶ regularly checks mail or inbox for updates from awarding bodies.
- ▶ in order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details.
- ▶ where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam,

## 5.10 Exam papers and materials

### Headmaster (Head of centre)

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

### Examinations Officer

- ▶ ensures exam rooms are set up and conducted as required in the regulations.
- ▶ provides invigilators with appropriate resources to effectively conduct exams.
- ▶ briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates).
- ▶ ensures sole invigilators have an appropriate means of summoning assistance.

- ▶ ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily.
- ▶ provides authorised exam materials which candidates are not expected to provide themselves.
- ▶ ensures invigilators and candidates are aware of the emergency evacuation procedure.
- ▶ ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated.
- ▶ 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.

#### Facilities

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

#### Invigilators

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

#### Candidates

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

### 5.11 Irregularities

#### Headmaster (Head of centre)

- ▶ ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation.
- ▶ ensures that “Managing Behaviour” policy is fully implemented within the centre. A copy of this policy is available on request from the examination office.

#### Senior Leadership Team

- ▶ 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

#### Examinations Officer

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

#### Invigilators

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

### 5.12 Malpractice

See *Irregularities* above.

### 5.13 Special consideration

#### Examinations officer

- ▶ Processes appropriate requests for special consideration to awarding bodies
- ▶ Gathers evidence which may need to be provided by other staff in centre or candidates
- ▶ Submits requests to awarding bodies to the external deadline.
- ▶ Ensures that Special consideration Policy is fully implemented within the centre. A copy of this policy is available on request from the examination office.

#### Candidates

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

### 5.14 Unauthorised materials

#### Arrangements for unauthorised materials taken into the exam room

*“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 would normally be at the front of the examination room or a similar arrangement that enables the invigilator to control access to the items.”*

*“A head of centre may, if he/she so wishes, prohibit candidates bringing a wrist watch into the examination room. Candidates would be required to leave their watches outside of the examination room.”(ICE 18)*

#### Invigilators

- ▶ Are informed of the arrangements through training

### Phase 6 Results day: roles and responsibilities

#### 6.1 Internal assessment: NEA and Coursework Marks

##### Head of centre

- ▶ Ensures that internal appeal policy is fully implemented within the centre.
- ▶ Ensures that head of departments and teaching staff are fully understood internal appeal policy.
- ▶ Ensures that JCQ's 'Reviews of marking – centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and project qualifications) and Notice to Centre – Informing candidates of their assessed marks are available for teaching staff to follow these guidelines.

##### Head of departments

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

##### Teachers (internal assessors)

- ▶ Ensures candidates are individually informed their assessed marks that they have received in coursework/NEA controlled assessments in accordance with JCQ's 'Reviews of marking – centre assessed marks (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments and project qualifications) and Notice to Centre – Informing candidates of their assessed marks .

## 6.2 Accessing results

### Examinations Officer

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

## 6.3 Managing results day(s)

### Senior Leadership Team

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

## Phase 7 Post-results and Certificate: roles and responsibilities

### 7.1 Post result services

#### Headmaster (Head of centre)

- ▶ ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- ▶ understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised.

#### Examinations Officer

- ▶ provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- ▶ publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- ▶ provides a process to record requests for services and collect candidate informed consent and fees where relevant
- ▶ submits requests to awarding bodies to meet the external deadline
- ▶ tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- ▶ updates centre results information, where applicable

#### Teaching staff

- ▶ meet internal deadlines to request the services and gain relevant candidate informed consent
- ▶ identify the budget to which fees should be charged

#### Candidates

- ▶ meet internal deadlines to request the services
- ▶ provide informed consent and fees, where relevant

## 7.2 Analysis of results

### Examinations Officer

- ▶ provides results to the Director of studies
- ▶ provides results information to Senior Leadership Team where required

### Director of studies

- ▶ provides results analysis to Senior Leadership Team

## 7.3 Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. (Usually the centre receives certificates from Awarding bodies in the beginning of November for June examination series)

### Examinations Officer

- ▶ securely stored certificates.
- ▶ informs candidates to collect their certification
- ▶ obligated the confidentiality requirement from the Awarding bodies

## Retention of records: roles and responsibilities

### Examinations Officer

- ▶ keeps records as required by JCQ and awarding bodies for the required period
- ▶ keeps records as required by the centre's records management policy
- ▶ provides an exams archiving policy that identifies information held, retention period and method of disposal Exams archiving policy. A copy of this policy is available on request from the examination office.

## Appendix B: Exam Contingency Plan

### Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at the centre. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by the Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication What schools and colleges and other centres should do if exams or other assessments are seriously disrupted.

This plan also confirms the College is compliant with the JCQ regulation (section 5.3 (e), *General Regulations for Approved Centres 2018-19*) that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence.

### Possible causes of disruption to the exam process

#### 1. Examinations Officer extended absence at key points in the exam process (cycle)

##### Criteria for implementation of the plan

*Key tasks required in the management and administration of the exam cycle not undertaken including:*

##### *Planning*

- *annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered*
- *annual exams plan not produced identifying essential key tasks, key dates and deadlines*

##### *Entries*

- *awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff*
- *candidates not being entered with awarding bodies for external exams/assessment*
- *awarding body entry deadlines missed or late or other penalty fees being incurred*

##### *Pre-exams*

- *invigilators not trained or updated on changes to instructions for conducting exams*
- *exam timetabling, rooming allocation. and invigilation schedules not prepared*
- *candidates not briefed on exam timetables and awarding body information for candidates*
- *exam/assessment materials and candidates' work not stored under required secure conditions*
- *internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators*

##### *Exam time*

- *exams/assessments not taken under the conditions prescribed by awarding bodies*
- *required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration*
- *candidates' scripts not dispatched as required for marking to awarding bodies*

##### *Results and post-results*

- *access to examination results affecting the distribution of results to candidates*
- *the facilitation of the post-results services*

Centre actions to mitigate the impact of the disruption

Where absence is planned the Headmaster will delegate someone else to take on these responsibilities.  
After unplanned absence of more than 24 hours the Headmaster will delegate someone else to take on these responsibilities.

During exam time and on results day any absence will be covered automatically by other members of the exam team

## 2. College Head of Learning Support extended absence at key points in the exam cycle

Criteria for implementation of the plan

*Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:*

*Planning*

- *candidates not tested/assessed to identify potential access arrangement requirements*
- *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- *evidence of need and evidence to support normal way of working not collated*

*Pre-exams*

- *approval for access arrangements not applied for to the awarding body*
- *centre-delegated arrangements not put in place*
- *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

Centre actions to mitigate the impact of the disruption

Where absence is planned, or after extended unplanned absence, the Headmaster will delegate someone else to take on these responsibilities.

Other members of the Department for Academic Support will be guided to urgent tasks by Assistant Head: Teaching Staff and Examinations

## 3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

*Key tasks not undertaken including:*

*Early/estimated entry information not provided to the exams officer on time. resulting in pre-release information not being received*

*Final entry information not provided to the exams officer on time. resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies*

*Non-examination assessment tasks not set/issued/taken by candidates as scheduled*

*Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking*

*Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines*

Centre actions to mitigate the impact of the disruption

Head of Department to ensure that all candidates are fully prepared and work submitted as appropriate. This may require support from Deputy Head of Academic and Examinations Officer

**4. Invigilators - lack of appropriately trained invigilators or invigilator absence**

Criteria for implementation of the plan

*Invigilator shortage on peak exam days*

*Invigilator absence on the day of an exam*

Centre actions to mitigate the impact of the disruption

Prior planning will ensure that sufficient invigilators are available but at peak times, or in case of unexpected invigilator absence, other members of staff will need to be used. These staff will undergo a basic training in the requirements for invigilators and would never be used as sole invigilators.

**5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice**

Criteria for implementation of the plan

*Main exam venues unavailable due to an unexpected incident at exam time*

Centre actions to mitigate the impact of the disruption

Prior planning ensures all examinations have a suitable location but if an unexpected incident makes a location unsuitable the Facilities Manager will be consulted by Examinations Officer to provide suitable alternative accommodation.

**6. Failure of IT systems**

Criteria for implementation of the plan

*MIS system failure at final entry deadline*

*MIS system failure during exams preparation*

*MIS system failure at results release time*

Centre actions to mitigate the impact of the disruption

Director of Digital Infrastructure will liaise with the relevant external bodies to enable the system to run as soon as possible.



## 7. Emergency evacuation of the exam room (or centre lock down)

### Criteria for implementation of the plan

*Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams*

### Centre actions to mitigate the impact of the disruption

Examinations Officer:

- Contact the relevant awarding organisation(s) and follow their instructions
- Take advice, or follow instructions, from relevant local or national agencies
- Where possible, agree an alternative location for the examination with the relative awarding organisation(s)
- Communicate any changes with candidates and their parents/carers
- Apply for special consideration

## 8. Disruption of teaching time – centre closed for an extended period

### Criteria for implementation of the plan

Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

### Centre actions to mitigate the impact of the disruption

Given the nature of the Epsom College site this scenario is unlikely to be one of a protracted nature, although adverse weather conditions may have some impact on this. National guidance would be sought and special consideration applied for where appropriate.

## 9. Candidates unable to take examinations because of a crisis – centre remains open

### Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

### Centre actions to mitigate the impact of the disruption

Examinations Officer:

- Contact the relevant awarding organisation(s) and follow their instructions
- Take advice, or follow instructions, from relevant local or national agencies
- Where possible, agree an alternative location for the examination with the relative awarding organisation(s)
- Communicate any changes with candidates and their parents/carers
- Apply for special consideration

#### 10. Centre unable to open as normal during the exams period

<p><u>Criteria for implementation of the plan</u></p> <p>Centre unable to open as normal for scheduled examinations (including <i>centre being unavailable for examinations owing to an unforeseen emergency</i>)</p>
<p><u>Centre actions to mitigate the impact of the disruption</u></p> <p>Given the nature of the Epsom College site this scenario is unlikely to be one of a protracted nature, although adverse weather conditions may have some impact on this. Awarding bodies would be contacted and national guidance would be sought and special consideration applied for where appropriate.</p>

#### 11. Disruption in the distribution of examination papers

<p><u>Criteria for implementation of the plan</u></p> <p>Disruption to the distribution of examination papers to the centre in advance of examinations</p>
<p><u>Centre actions to mitigate the impact of the disruption</u></p> <p>Monitoring the arrival and storage of examination papers should ensure that all are received in good time. If papers are not received the Examinations Officer will contact the awarding body/bodies directly and organise an alternative delivery method.</p>

#### 12. Disruption to the transportation of completed examination scripts

<p><u>Criteria for implementation of the plan</u></p> <p>Delay in normal collection arrangements for completed examination scripts</p>
<p><u>Centre actions to mitigate the impact of the disruption</u></p> <p>Scripts will always be retained in a safe in the exams office's secure room until posting. If there is a significant delay in posting the scripts the awarding body/bodies will be contacted by Examinations Officer.</p>

#### 13. Assessment evidence is not available to be marked

<p><u>Criteria for implementation of the plan</u></p> <p>Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked</p>
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Centre actions to mitigate the impact of the disruption

If completed unmarked scripts in secure storage are damaged, the Examinations Officer will inform the awarding body/bodies and the candidates concerned, along with parents. On the advice of the awarding body/bodies, special consideration may be applied for.

**14. Centre unable to distribute results as normal**

Criteria for implementation of the plan

Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions to mitigate the impact of the disruption

Examinations Officer, working with Senior Leadership Team, will contact the awarding bodies and discuss alternative arrangements, contacting candidates and their parents/carers with any information.

## Further guidance to inform and implement contingency planning

### Ofqual

#### **What schools and colleges and other centres should do if exams or other assessments are seriously disrupted**

##### **1. Contingency planning**

You should prepare for possible disruption to exams and other assessments as part of your emergency planning and make sure your staff are aware of these plans...

##### **2. Disruption to assessments or exams**

In the absence of any instruction from the relevant awarding organisation, the school or college should assume that any exam or timetabled assessment should take place if it is possible for it to do so. This may mean having to locate alternative premises.

If the exam or assessment cannot take place, or if a student misses an exam or loses their assessment due to an emergency or other event outside the control of the school or college, you should discuss alternative arrangements with your awarding organisation.

#### **2.1 The school or college should consider the following steps:**

##### **Exam planning**

1. Review your contingency plan well in advance of each exam series.
2. Ensure that copies of question papers are received and stored under secure conditions.

##### **In the event of disruption**

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether the school or college is able to open.
3. Identify whether the exam can be sat at an alternative venue, in agreement with the relevant awarding organisation.
4. Where accommodation is limited, prioritise students whose progression will be severely delayed if they do not take their exams when planned.
5. Communicate with parents, carers and students regarding any changes to the exam timetable.
6. Advise students, where appropriate, to sit exams in the next available series.

##### **After the exam**

1. Consider whether students may be eligible for special consideration.
2. Ensure that scripts are stored under secure conditions.
3. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.

#### **2.2 The awarding organisation should take the following steps:**

##### **Exam planning**

1. Establish, maintain and at all times comply with an up to date written contingency plan.
2. Ensure that the arrangements that are in place with schools and colleges enable them to deliver and award qualifications in accordance with its conditions of recognition.

### **In the event of disruption**

1. Take all reasonable steps to mitigate any negative effect, in relation to its qualifications, arising from any disruption.
2. Provide effective guidance to any of its centres responsible for delivering qualifications on its behalf.
3. Ensure that where an assessment is required to be completed under specified conditions, students complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
4. Promptly notify the relevant regulators about any event which could have a negative effect on students, standards or public confidence.

### **After the exam**

Consider any requests for special consideration for affected students. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

### **2.3 When a student misses an exam or is disadvantaged by the disruption**

If you feel that the performance of all or some of your students has been negatively affected by the disruption you should ask your awarding organisation about applying for special consideration. The decision about what special consideration is, or is not appropriate, is for awarding organisations to make. Their decisions might be different, for different qualifications and for different subjects. However, we encourage awarding organisations to adopt a consistent approach, including between learners, schools or colleges, and awarding organisations, when dealing with a number of similar cases.

[Ofqual guidance extract taken directly from the *Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted*, sections 1 and 2 <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>]

## **JCQ**

### **Contingency planning**

The qualifications regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Further information may be found at:

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted>

[JCQ guidance taken directly from JCQ *Instructions for conducting examinations* <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>, page iv]

*General regulations for approved centres*

<http://www.jcq.org.uk/exams-office/general-regulations>

Guidance on *alternative site* arrangements

<http://www.jcq.org.uk/exams-office/forms>

Guidance on *transferred candidate* arrangements

<https://www.jcq.org.uk/exams-office/entries>

*Instructions for conducting examinations*

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

*A guide to the special consideration process*

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

## **GOV.UK**

*Emergency planning and response: Severe weather. Exam disruption*

<https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>

*Teaching time lost due to severe weather conditions*

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions>

*Dispatch of exam scripts guide: Ensuring the service runs smoothly. Contingency planning*

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service>

*Statutory guidance on school closures*

<https://www.gov.uk/government/publications/school-organisation-maintained-schools>

## **Wales**

*School closures – opening schools in extreme bad weather*

<http://gov.wales/topics/educationandskills/publications/guidance/schoolclosuresfaq/?lang=en>

## **Northern Ireland**

*Exceptional closure days*

<https://www.education-ni.gov.uk/articles/exceptional-closure-days>

*Checklist for Principals when considering Opening or Closure of School*

<https://www.education-ni.gov.uk/publications/checklist-exceptional-closure-schools>

*School closures*

<https://www.nidirect.gov.uk/articles/school-closures>

*Emergencies and severe weather: schools and early years settings*

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>