

S20 EXAMINATIONS POLICY

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The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of Centre, Senior Leadership Team, Examinations Officer and the governors.

1. Exam responsibilities

Head of Centre

Overall responsibility for the school as an exam centre:

- Advises on appeals and re-marks
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in exams and assessments*.

Examinations Officer

Manages the administration of public and internal exams:

- 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 exam boards
- 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
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with the Joint Council for Qualifications (JCQ) guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all exam papers and completed scripts
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in exams*
- Identifies and manages exam timetable clashes
- Line manages the exam invigilators and the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Submits candidates' coursework, controlled assessment and Non examined assessment marks, tracks mailing and stores returned 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/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Subject Leaders

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Director of Data and Assessment

- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Ensure MIS software is updated to bring in results
- Is available in person on exams results download days.

Director of IT

- Ensure that word processors and printing facilities are set up for access arrangements students during the exam sessions. The SEN department will inform of requirements in advance of the exams.
- Ensure that software and hardware is suitable and ready for online testing.
- Ensure MIS software is updated to bring in results
- Ensure that a member of the ICT team is available on exams results download days

SENDCo/Individual Needs Department

- Administration of access arrangements
- Identification and testing of candidates, requirements for access arrangements.
- Notify the exams department of any students requiring Access Arrangements in exams.
- Ensure that the Exams Officer is aware of the arrangements for candidates for extra time and bi-lingual dictionaries. To be responsible for providing the Exams Officer with clean dictionaries prior to the exam season, named for each candidate.
- Ensure that the teaching assistants attach the relevant cover sheets and approval notices to the exam papers securely.
- Provide additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — helping candidates achieve their course aims.
- Making timely application to JCQ for Access Arrangements



- Collate evidence of normal way of working for files of candidates with Access Arrangements

Lead invigilator and invigilators

- 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.
- Marking of attendance sheets and seating plans.
- Ensure that JCQ and awarding body rules are adhered to during examinations.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by SLT.

The statutory tests and qualifications offered are but, are not limited to GCSE, A-levels, BTEC, NCFE Level 1/2 Courses.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the Exams Officer must be informed by July of that year.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken by the Principal in consultation with the candidates, parents/carers and the subject leaders.

3. Exam seasons and timetables

3.1 Exam seasons

External exams are scheduled in November, January, March, May and June. As direct by JCQ and awarding bodies.

All centre assessed exam elements are held in accordance with JCQ and awarding body guidelines.

The exam series' which are used in the centre are decided by the Subject Leaders and, where appropriate SLT.

3.2 Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams to staff, parents/carers and candidates by email or post, if required.

4. Entries, entry details, late entries, re-sits and withdrawals

4.1 Entries

Candidates are selected for their exam entries by the Subject Leaders.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal. The final decision will be taken by the Principal.

The centre does not accept entries from external candidates.

4.2 Entry details

Candidates and their parents/ guardians have the opportunity to view and advise of entry detail irregularities. These details include, but are not limited to:

- Candidate legal name
- Date of birth
- Subject entry and tier information

4.3 Late entries

Entry deadlines are circulated to heads of department via email and briefing. Any late entries made after the deadline may be charged directly to the department.

4.4 Resits

Candidates must pay the required examination fee if they wish to retake an exam (please refer to the examination board fee list).

A candidate will not be entered for a resit unless the centre has received the entry fee.

Only under exceptional circumstances will the Centre pay the fees for an examination retake, as determined by the Vice Principal (Achievement and Standards) or Head of Centre.

Candidates must submit their requests to the Exam Officer before the Centre deadline; all paperwork must be complete and fee paid before an entry will be made. Resit decisions will be made in consultation with the candidates, Exams Officer, Vice Principal and the Subject Leader.

4.5 Withdrawals

An entry from an exam may be withdrawn after discussion with the Subject Leader and authorised by the Vice Principal (Achievement and Standards) or the Head of Centre.

A fee may be charged (in line with those charged by the examination board) if a candidate decides not to sit an examination after the withdrawal deadline or fails to attend an exam without producing sufficient evidence for a legitimate reason for absence.

5. Exam fees

The centre will pay all normal exam fees on behalf of candidates.

All re-sit fees will be paid directly to the Finance Office. Resit fees will normally be paid by the candidate.

Late entry or amendment fees are paid by the department.

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.

6. The Equality Act 2010 - SEND and Access Arrangements

6.1 Equality Act 2010

The Disability Discrimination Act 2005 (now consolidated into the Equality Act 2010) extended the application of the DDA to general qualifications. All exam centre staff must ensure that the Access Arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Additional Needs

A candidate's additional needs requirements are determined by the SENDCo.

The SENDCO will inform subject teachers of candidates who are on the SEND register who are embarking on a course leading to an exam. The SENDCo can then inform individual staff of any Access Arrangements that individual candidates can be granted during the course and in the exam and will ensure that these arrangements are in place.

6.3 Access Arrangements

Access Arrangements for candidates to take exams are the responsibility of the SENDCo. Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENDCo. Rooming for Access Arrangement candidates will be arranged by the Exams Officer in consultation with the SENDCo.

Invigilation and support for Access Arrangement candidates will be authorised by the SENDCo with the Exams Officer.

The testing of candidates is carried out by the academy specialist assessor who, in discussion with the SENDCo, will decide on the tests appropriate for the purposes needed. The Individual needs team assist the specialist teacher in the facilitating, running and supervision of the testing sessions.

A copy of the specialist assessor's qualification certificate is kept on file by the Individual Needs department.

6.4 Special Educational Needs and Disability Exam Candidates

Staff in departments should inform the SENDCo of pupils on the SEND register who are embarking on a course leading to an examination, and the date(s) of the exam(s).

The SENDCo will then inform individual staff of any Access Arrangements which individual pupils can be granted during the course and in the exam(s).

Information and evidence regarding these students should, where possible, begin to be collated from year 7.

In the case of pupils with specific learning needs, emotional needs or those in need of access arrangements can be applied for to enable pupils to equal access to their examination. This includes and is not limited to:

- Extra time for coursework and exams
- Rest breaks
- A reader
- A scribe
- Modified papers
- A Practical Assistant
- A prompt
- A separate or smaller room
- Use of Word Processor

Additional arrangements can also be made for pupils to take their exams outside school e.g. phobic pupils, M.E. sufferers. In these cases JCQ and awarding body regulations must still be adhered to.

The SENDCo will inform the Exams Officer, who will communicate with the exam boards at the beginning of a course, if any pupil is to be given special arrangements for coursework, controlled assessment or non-examined assessment which carries marks towards a final grade. A separate room and invigilator are required for students requiring a reader or scribe.

It is preferable that the reader/scribe should be a person within the Individual Needs department who is familiar with and has had practice with the pupil taking the examination. It is important that the pupil and reader or scribe have worked together in similar situations such as internal tests/ exams. It is the duty of the Individual Needs department to ensure that no unauthorised help is given to these pupils.

The SENDCo, in consultation with the Exams Officer will complete the Access Arrangements request forms for special needs candidates at the appropriate time and provide the necessary evidence to reach the exam boards on the stipulated dates. Awarding bodies have a timetable of dates for the ordering of modified papers which must be complied with.

The necessary re-scheduling of internal exams for pupils on the SEND register will be coordinated by the Exam Officer.

Candidates with Access Arrangements for coursework, controlled assessment and non-examined assessments must ensure that it is all their own work. It is the responsibility of the Individual Needs department to ensure that all work is original.

6.5 Centre Specialist Assessor

The Centre's current Specialist Assessor provides certificates and qualification information to SENDCo to be held on file.

Testing is carried out during a timetabled lesson with follow up testing taking place subsequent to initial test results being reported.

The Individual Needs department assists with the timetabling and running of the tests.

7. Managing invigilators and exam days

7.1 Managing invigilators

External invigilators will be used for all external exams and some internal exams. The recruitment of invigilators is the responsibility of the Exams Officer. Training is facilitated by the Exams Officer and a record of training is held in the Exams Office.

Securing the necessary Disclosure and Barring Service checks (DBS) (formerly Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Officer.

Invigilators' rates of pay are set by the centre administration.

7.2 Exam days

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Facilities management is responsible for setting up the allocated rooms in accordance with JCQ and awarding body regulations.

The lead invigilator will start all exams in accordance with JCQ guidelines.

Senior members of centre staff 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). Principally to:

- identify and settle candidates and instill discipline;

- check that the candidates have been issued with the correct questions papers
- check that the candidates have the necessary equipment and materials for the examination
- start the examination off

Subject teachers must not be present in the exam room at any time unless requested by the Exams Officer or Head of Centre, for clarification purposes. Exam papers will be distributed to Subject Leaders 24 hours after the exam session.

In practical exams subject teachers may be on hand in case of any technical difficulties.

7.3 Internal exams

The Exams Officer will be responsible for the overview of the accommodation for these exams.

Each department will be responsible for producing exam papers, which are suitable for the time slot allocated to their subject. The front page of the exam must show the correct timings and requirement of the exam.

Departments must ensure that they are represented at the start of each exam, if requested.

For exams which are not managed by invigilators. Staff who are invigilating should help with the collection of exam papers. If an internal exam has to be finished during lunch or after school, it is the responsibility of the department concerned to invigilate.

- The exact nature of summative assessment in each subject will be determined ultimately by the Subject Leader within the rationale and purposes of this policy and other related policies
- The Exams Officer will co-ordinate internal exams and their administration
- The cost of internal exam papers is the responsibility of subject areas

8. Candidates and clash candidates

8.1 Candidates

The centre's published rules on acceptable dress, behavior and candidates' use of mobile phones and all electronic devices apply at all times. This is in addition to the regulations set out by JCQ.

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

Disruptive candidates are dealt with in accordance with the centre's behavior policy and JCQ guidelines.

In accordance to section 14 of JCQ Instructions for conducting exams (ICE) "A candidate who arrives late after the start of the examination may be allowed to enter the exam room and sit the exam. This is entirely at the discretion of the centre." Candidates who are absent from an exam for any reason will be contacted using the contact details held on the centre's MIS.

8.2 Clash candidates

The Exams Officer will be responsible for organising the supervision and rooming of clash candidates. All arrangements will be communicated with the candidate by the Exams Officer.

9. Coursework, Controlled Assessment, Non-examination Assessments and appeals against assessments

9.1 Coursework, Controlled Assessment and Non-Examined Assessment

Candidates whose courses coursework, controlled assessment or non-examined assessment elements must complete work and attend sessions set by the department deadlines. Subject Leaders will ensure that all coursework, controlled assessment and non-examined assessment samples are ready for sending in good time to meet the awarding body deadline. The Exams Officer will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the Exams Officer by the Subject Leader.

9.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

10. Results and post results services

10.1 Results

Candidates will receive individual results slips on results days either in person at the centre or by post to their home address. Results can be collected on behalf of the candidate provided that written permission has been received and photographic identification is provided on collection.

Arrangements for the school to be open on results days are made by SLT and the Exams Officer. SLT will analyse results and organize support provided for students.

The provision of staff on results days is the responsibility of the Exams Officer.

10.2 Post results services

Post results services may be requested by centre staff or candidates if there are reasonable grounds for believing that there has been an error in marking. All requests must be made through the Exams Officer.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense.

When the centre does not uphold an EAR, 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.

10.3 Access to Scripts (ATS)

After the release of results, candidates may request the return of papers by the published deadline.

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidate must be obtained in all circumstances.

All requests must be made through the Exams Officer.

11. Certificates and Exams Archiving

11.1 Certificates

Certificates are to be collected and signed for in person. Posting of certificates maybe requested at a cost to the candidate. Certificates will be posted via Royal Mail Special Delivery service.

Certificates may be collected on behalf of a candidate by a third party, provided that written permission has been received and photographic identification is provided on collection.

Replacement certificates are only ordered if a candidate agrees to pay the costs incurred.

The Centre retains certificates in line with Academy Records Management policy (G.5), after this time the certificates are securely destroyed. The timeline for this is Year of examination plus 6 years.

11.2 Exams Archiving

The purpose of this is to:

- Identify exams-related information/ records held by the exams office
- Identify the retention period
- Determine the action required at the end of the retention period and the method of disposal
- Inform or supplement the academy records management policy

Retention information and disposal procedures can be found in Appendix B.

12. Identifying Candidates

All students will have a desk card containing: their picture, name, candidate number, date of birth and centre number for identification purposes.

A senior member of centre staff is present to confirm the identity of students if requested.

13. Special Consideration

“Special Consideration is a post-examination adjustment to a candidate’s marks or grade to reflect temporary illness, temporary injury or some other event outside of the candidate’s control at the time of assessment, which has had, or is reasonably likely to have had a material effect on a candidate’s ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination.”

(JCQ A guide to the special consideration process section 1)

Where eligible, special consideration will be applied for in a specific exam series where candidates “...have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.”

(JCQ A guide to the special consideration process section 2)

Special consideration can be made in some of the following situations; this list is not exhaustive and serves to highlight certain situations where special consideration may be applied for:

- Illness which affects the candidate on the day of any examination(s)
- Emotional upset affecting the candidate on the day of any examination(s)
- Absence from any examination(s) for acceptable reasons (e.g. bereavement)
- A major disturbance in the exam room (e.g. emergency evacuation)
- A candidate who has three or more exams scheduled on the same day and the total duration for those papers is more than 6 hours for GCE exams or more than 5 hours 30 minutes for GCSE exams including any approved extra time but not any time taken for supervised rest breaks, special consideration for an allowance on the last paper taken will be applied for.
- A candidate submitting a reduced quantity of controlled assessment/ coursework/ non-examination assessment due to accepted discretionary reasons.
- Lost or damaged work
- Candidates taking an incorrect or defective question paper
- Candidates undertaking the wrong controlled assessment assignment

Applications for special consideration will be made by the Examinations Officer upon receipt of the required supporting documentation. It is the responsibility of the candidate, or parent/ guardians in cases where the candidate is unable, to provide the supporting documentation and evidence of need for the special consideration.

Special consideration applications for timetabled examinations will be processed before the awarding body deadlines in one batch at the end of the examination season.

Applications for practical elements, coursework/ controlled assessment/ non-examined assessment will be made as and when needed in line with awarding body guidance.

14. Word Processor Policy

To comply with JCQ Access Arrangements and Reasonable Adjustments 2018-2019 (AA) adjustments for candidates with disabilities and learning difficulties regulations and guidance as follows:

- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question
- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis
- The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate
- Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments
- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
 - ❖ in the classroom (where appropriate); or
 - ❖ working in small groups for reading and/or writing; or
 - ❖ literacy support lessons; or
 - ❖ literacy intervention strategies; and/or
 - ❖ in internal school tests/examinations
 - ❖ mock examinations

The only exceptions to the above would be a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

The use of a word processor

To comply with JCQ Access Arrangements and Reasonable Adjustments 2018 – 2019 available as follows:

- Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- Only grants the use of a word processor to a candidate where it is their normal way of working within the centre
- Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning when writing by hand) (The above also extends to the use of electronic brailers and tablets)
- Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification
- Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen
- In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body)
- Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

A word processor is only available to those students who have an identified need within the centre and uses a word processor as part of their 'normal way of working'. A word processor cannot be granted just because a candidate prefers to use one.

Word processors/Laptops and their programs

To comply with Instructions for Conducting Examinations 2018-2019 Word processors instructions by ensuring:

- word processors/ laptops are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors/ laptops have been cleared of any previously stored data, as must any portable storage medium used
- a personal memory stick is not permitted for use by a candidate
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff

- word processors/ laptops are in good working order at the time of the examination
- word processors/ laptops are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word processor/ laptop is accommodated separately, a separate invigilator is used
- word processors/ laptops are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body)
- word processors/ laptops are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors/ laptops are not used to perform skills which are being assessed
- word processors/ laptops are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor/ laptop
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors/ laptops unless the candidate has permission to use a scribe or relevant software
- word processors/ laptops are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe
- the battery capacity of all laptops is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination
- candidates with fully charged laptops will be seated within the main examination hall without the need for separate invigilation and power points
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- candidates are instructed to appropriately number each page
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- where it is possible 'autosave' is set up on each laptop

Accommodating word processors in examinations

Candidates using word processors/laptops are internally accommodated in the following manner:

- Where feasible word processor/laptop using candidates will be seated in the main venue. If the number of word processor/laptop users exceeds 10 these students will be accommodated in a computer room in the main school building.

Invigilation arrangements relating to the use of word processors include the following:

- If all word processor/laptop using candidates are in the main hall venue they will be invigilated in the normal way within JCQ regulated ratio.
- Where candidates are in a separate computer room additional invigilators will be employed to ensure that ration is maintained across all exam rooms.
- Invigilators are trained to manage the use of word processors/laptops in the exam rooms.

15. Separate invigilation

The need for separate invigilation will be assessed based on the candidate's needs and any circumstances surrounding the candidate. Circumstances considered but, not limited to:

- ❖ Learning need
- ❖ Behaviour management
- ❖ Emotional need
- ❖ Medical need

This arrangement will reflect the candidate's normal way of working in the centre.

16. Food and Drink during exams

Unless a candidate has a medical requirement, food is not to be consumed in the exam hall by candidates during an exam. These candidates will be made known to the Exams Officer in good time for the invigilators to be briefed.

If a candidate is under clash supervision arrangements will be made for lunch or a snack to be consumed in a side room away from the hall.

Candidates are permitted to take into the exam room with them a 500ml clear see through bottle of water. There should be no packaging or label on the bottle.

17. Potential technology/ web enabled devices and watches.

In accordance with JCQ Instructions for Conducting Examinations 2018-2019, candidates must not have in possession whilst in the examination room any of the following items:

- ❖ iPod
- ❖ Mobile Phone
- ❖ MP3/ MP4 player or similar device
- ❖ Smart Watch
- ❖ Wrist watch which has data storage device
- ❖ Anything not listed that has potential for communication or connection to the internet.

In addition to these guidelines candidates will not be permitted to wear wrist watches of any kind in the exam room.

APPENDIX A

Examinations Emergency Evacuation Procedure

In the event of an emergency evacuation of an exam room for events such as:

- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

Invigilators at The Bushey Academy have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 18: Emergencies):

1. Stop the candidates from writing.
2. Collect the attendance register (in order to ensure all candidates are present) and seating plans.
3. Evacuate the examination room in line with the instructions given by the appropriate authority.

In the event of a fire alarm at The Bushey Academy during exams the instruction is: Invigilators should await instructions from the H&S Officer, a member of SLT or the Examinations Officer whether the exam room(s) should be evacuated.

4. Advise candidates to leave all question papers and scripts in the examination room. Bags should be left in the drop off location.
 - 4a. 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.
 - 4b. All doors to the exam rooms should be locked and secured.
5. Inform candidates that they must leave the room in silence. Exam conditions should be maintained at all times.
6. Supervise candidates as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
 - 6a. One invigilator should escort and supervise up to 30 candidates.
 - 6b. Candidates who use wheelchairs who are taking examinations on the first or second floor will be transferred to an Evac Chair by the Fire Marshall with responsibilities for that area, with assistance from an invigilator or teaching assistant and then taken down the stairs and out through the nearest fire exit.
 - 6c. Candidates with hearing or sight impairment will be assisted by an invigilator or teaching assistant and escorted to the appropriate assembly point.
7. When instructed, supervise the return of candidates to the exam room.

8. Make a note of the time of the interruption on the seating plan and how long it lasted.
9. Allow the candidates the full working time set for the examination.
10. Make notes of the incident to enable the Examinations Officer to produce a full report of the incident and of the action taken to be forwarded to the relevant awarding body.

In addition to the actions required by JCQ ICE regulation 18 above, invigilators are also informed of the following centre-specific actions or information:

1. The exam room must be evacuated by the nearest fire exit
2. Candidates in The Grand Hall and The Cloister Hall must be escorted to the MUGA assembly point. Candidates sitting examinations in classrooms should be evacuated to the MUGA assembly point.
3. The Assistant Principal: Achievement and Progress will come to the MUGA assembly point. If they are absent another member of SLT will attend in their place.
4. On returning to the exam room allow candidates time to settle down, reminding them that they are still under exam conditions
5. Restart the exam and allow candidates the full working time set for the examination
 - 5a. It should be ensured that candidates with Extra Time are allowed their full time also.
 - 5b. For morning examinations, the Examinations Officer will inform SLT if the examination finish time will affect the start time of the afternoon examinations.
 - 5c. For afternoon examinations, the Examinations Officer will inform SLT if the examination finish time will affect students being able to catch the school buses home.
 - 5d. In the case of a later finish the Examinations Officer will inform Student Services to contact parents.
6. Make relevant changes to the displayed finish time
7. All information regarding the evacuation must be recorded on the exam room incident log
8. The Examinations Officer will make a full report of the incident and the action taken and send it to the relevant awarding body/ bodies.

**APPENDIX B
Exams archiving policy**

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	Any hard copy information kept by the academy relating to an access arrangement candidate.	A copy is given to the student on results day and a copy is kept on file in line with Centre policy.	
Attendance register copies		To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 6,15]	Confidential disposal
Awarding body administrative information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	General waste
Candidates' work	Non-examination assessment work (inc. controlled assessment, coursework, portfolios) returned to the centre after awarding body moderation.	To be 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 (including materials stored electronically) until after the deadline for EARs or the resolution of any outstanding enquiry/appeal or malpractice investigations for the exam series. [Reference GR 3, 5]	Returned to candidates or safe disposal

Certificates		Unclaimed/uncollected certificates to be retained securely for a minimum of 12 months from date of issue. [Reference GR 5]	Confidential disposal
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	To be retained for 4 years from the date of certificate destruction. [Reference GR 5]	Confidential disposal
Certificate issue information	A record of certificates that have been issued to candidates.	To be retained for 4 years from the date of certificate issue. [Reference GR 5]	Confidential disposal
Confidential materials delivery logs	A log recording confidential materials delivered by awarding bodies to the centre and issued to authorised staff.	Retained until all EARs and appeals are complete.	Confidential disposal
Confidential materials tracking logs	A log to track materials taken from or returned to secure storage throughout the time the material is confidential.	Retained until all EARs and appeals are complete.	Confidential disposal
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the Royal Mail Yellow Label Service	Retained until all EARs and appeals are complete.	Confidential disposal
Entry information	Any hard copy information relating to candidates' entries.	Retained until all EARs and appeals are complete.	Confidential disposal
Exam question papers	Question papers for timetabled written exams.	Issued to teaching staff the day after the exam has been sat; per Exams Policy 7.2.	



Exam room checklists	Checklists confirming room conditions and invigilation arrangements for each exam room.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 6]	Confidential disposal
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Exam stationery		When awarding body or JCQ common stationery is considered surplus or is out-of-date it will be disposed of. [Reference ICE page 4 and ICE 23]	Confidential disposal
Examiner reports		To be immediately provided to Subject Leaders 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.	
Invigilation arrangements	See <i>Exam room checklists</i>		
JCQ publications	Any hard copy publications provided by JCQ.	To be retained until the current academic year update is provided.	General waste
Moderator reports		To be immediately provided to Subject Leaders as records owner.	



Overnight supervision information	Copy of JCQ form <i>Timetable variation and confidentiality declaration for overnight supervision</i> for any candidate eligible for these arrangements.	To be retained for JCQ inspection purposes for the relevant exam series.	Confidential disposal
Post-results services: confirmation of candidate consent information	Hard copy or email record of candidate consent for an EAR or ATS request to be submitted to an awarding body	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given. [Reference PRS 4, appendix A and B]	Confidential disposal
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (EARs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.	EAR consent to be retained for at least six months following the outcome of the enquiry or any subsequent appeal. ATS consent to be retained for at least six months from the date consent given.	Confidential disposal
Post-results services: scripts provided by ATS service	Copies of exam scripts (or an electronic image of the script) returned to the centre by the awarding body/copies downloaded by the centre where the awarding body provides online access to scripts.	Where copies of scripts are retained by the centre, they must be securely stored (including any electronic versions) until they are no longer required. [Reference PRS 6]	Confidential disposal



Post-results services: tracking logs	A log tracking to resolution all post-results service requests submitted to awarding bodies.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Proof of postage – candidate work	Proof of postage of sample of candidates' work to awarding body moderators.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Resolving clashes information	Any hard copy information relating to the resolution of a candidate's clash of exam papers or a timetable variation.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. [Reference ICE 6]	Confidential disposal
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	Evidence supporting an on-line special consideration application and evidence supporting a candidate's absence from an exam must be kept until after the publication of results. [Reference SC 6]	Confidential disposal



Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Transferred candidate information	Any hard copy information relating to an application for a transferred candidate arrangement submitted to an awarding body for a candidate.	To be retained until the transfer arrangements are confirmed by the awarding body.	
Very late arrival reports/outcomes	Any hard copy information relating to a very late arrival report submitted to an awarding body for a candidate and outcome information from the awarding body.	To be retained until after the deadline for EARs or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Provided to candidate if requested.	Confidential disposal

APPENDIX A

Examinations Lockdown/ Invacuation Procedure

In the event of lockdown/ invacuation being initiated during an exam:

Invigilators at The Bushey Academy have been informed that they must take the following actions depending on location:

Grand Hall/ Cloister Hall/ Grand Hall Boardroom

1. Continue with exam unless instructed to take any other action unless danger is imminent and in the immediate area.
2. Invigilators to use door wedges to secure the doors
3. Make note of the time that alarms sound to enable the Exams Officer to apply for Special Consideration where applicable.
4. Ensure that radio communication is open to receive messages and updates.
5. Not to allow students to leave the room for any purpose.
6. If the instruction to lockdown/ invacuate the exam rooms is given:
 - a. Students instructed to stop writing. The time will be noted.
 - b. Ensure that the lead invigilator has the register for the room.
 - c. Papers to be collected if it is safe and practical to do so.
 - d. Students instructed to sit under their exam desk in silence.
 - e. Invigilators to turn off all lights and ensure that curtains are closed.
 - f. Invigilators should position themselves amongst students to ensure silence. Whilst also being seated on the ground.
 - g. Students and invigilators to remain in room until the 'all clear' signal is given.

Classrooms or offices within the main Academy building

1. Stop the exam noting the time. Collect papers if it is safe and practical to do so.
2. Ensure that no student leaves the room for any reason.
3. Lock the classroom door, draw blinds and turn off the light.
4. Instruct students to position themselves on the floor away from windows and doors and out of the line of sight.
5. Ensure that radio communication is open to receive messages and updates.

6. Mobile phones should not be accessed by students
7. Invigilators should position themselves amongst students to ensure silence. Whilst also being seated on the ground.
8. Students and invigilators to remain in room until the 'all clear' signal is given.

Roving invigilator

1. Remain in the room you are in. Regardless of any calls to other rooms.
2. If you are in the corridor or moving around the school move into the closest classroom or office space. If it is safe to do so.
3. Ensure that radio communication is open to receive messages and updates.
4. Remain in any safe space until the 'all clear' signal is given.