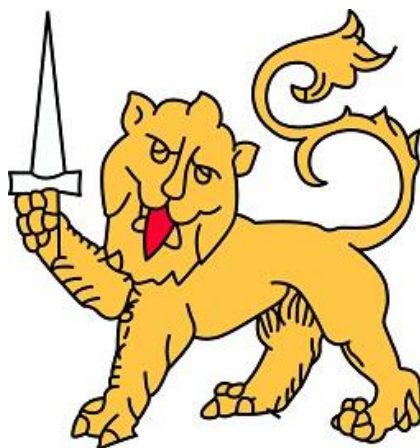


# Federation Examination Policy

## Aylestone School Federated with Broadlands Primary and Withington Primary



This policy is reviewed annually to ensure compliance with current regulations

<b>Approved/reviewed by</b>	
Mr B Dugdale – Deputy Headteacher	
<b>Date of next review</b>	October 2027

## Key staff involved in the policy

Role	Name(s)
Head of Centre	Mr S Robertson
Examinations Officer Line Manager and SLT Link	Mr B Dugdale
Senior Leadership Team (SLT)	All Members
Teaching Staff	All Teachers
Examinations Officer	Mr P Cotton

The intent of this policy is to provide a single point of reference to all aspects of the exams management and administration process where roles, responsibilities and processes are defined throughout the Exam Cycle. Content will therefore inform/support the Centre's contingency planning, including succession arrangements for members of staff involved in examination and assessment administration.

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## The Purpose of the Examination Policy

Aylestone School (the Centre) is committed to ensuring that the examinations and assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This policy will ensure that all aspects of the Centre's process is documented, supporting the Centre's Contingency Plan, and other relevant exams-related policies and procedures and plans are signposted to ensure:

- the workforce is well informed and supported.
- all Centre staff involved in the process clearly understand their roles and responsibilities.
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times.
- exam candidates understand the process and what is expected of them.

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

The Examinations Officer is responsible for the annual review and any required update of this policy.

The Deputy Headteacher is responsible for the approval and sign-off of this policy.

This policy will be communicated to all relevant Centre staff and is available on the school website.

## Roles and Responsibilities Overview (GR2)

The **Head of Centre** is the individual who is accountable to the awarding bodies for ensuring that the Centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/ assessments. The Head of Centre has the authority to deploy the necessary resources to ensure that the Centre is always compliant in meeting published JCQ regulations and awarding body requirements.

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

**The Head of Centre cannot also be the Examinations Officer.** A Head of Centre and an Examinations Officer are two distinct and separate roles.

## Head of Centre Responsibilities (GR1 & 5)

The Head of Centre must ensure that Senior Leadership Team and Examination Office personnel familiarise themselves with the entire contents of the current *General Regulations for Approved Centres (GR)* booklet. In particular, Heads of Centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

The Head of Centre must ensure that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the Centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the Centre.

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the *Instructions for Conducting Examinations (ICE)* document. Failure to do so may constitute Malpractice as defined in the latest version of the JCQ document *Suspected Malpractice: Policies and Procedures* (GR 5.1).

The Head of Centre must:

- ensure compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s).
- ensure appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. Registrations, Entries, Learner Claims, Centre-assessed marks or modified papers.
- ensure all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority.
- understand the contents, refers to and directs relevant Centre staff to current JCQ documents including:
  - A guide to the Special Consideration process (SC).
  - Access Arrangements and Reasonable Adjustments (AARA).
  - AI Use in Assessments: Your Role in protecting the integrity of qualifications.
  - Guidance for Centres on Cyber Security.
  - Instructions for conducting coursework (ICC).
  - Instructions for conducting examinations (ICE).
  - Instructions for conducting non-examination assessments (GCE and GCSE specifications (NEA)).
  - Instructions for conducting non-examination assessments (Vocational and Technical Qualifications) specifications (NEA).
  - Notice to Centres – Informing candidates of their Centre-Assessed marks.
  - Plagiarism in Assessments – Guidance for Teachers/Assessors.
  - Suspected Malpractice - Policies and Procedures (SMPP).
- ensure the Centre has appropriate accommodation at the registered address to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring Access Arrangements and/or practical assessments.
- Ensure that where/if using a third party to deliver any part of a qualification (including the assessments or the administration) at the Centre that:
  - oversight of, and responsibility for, the delivery and administration of the qualification in accordance with JCQ regulations and awarding body requirements is maintained.
  - a robust written agreement with the third party (unless exclusions apply), that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body, to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service is in place.
  - a copy of the written agreement is available for inspection if requested by the awarding body.
  - delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments is monitored.
  - sufficient managerial and other resources are in place to resolve any issues.
- Ensures that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- Ensures that the Centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack.
- Ensures members of Centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications).

- Ensures members of Centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of Examiners, Moderators, External Verifiers and any other awarding body examining/assessment personnel/JCQ personnel.
- 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 security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions.
- 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.
- ensures risks to the exam process are assessed and appropriate risk management processes/Contingency Plans are in place (that allows the Head of Centre to act immediately in the event of an emergency or staff absence).
- ensures the Centre has a Child Protection/Safeguarding Policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- ensures the Centre has a Data Protection Policy in place.

## **Examinations Officer (EO) Responsibilities**

The Examinations Officer manages the administration of public and some internal exams (i.e. Year 10 and 11 Mock Exams) and:

- Understands the contents of annually updated JCQ documents including:
  - A guide to the Special Consideration Process (SC).
  - General Regulations for Approved Centres (GR).
  - Instructions for Conducting Examinations (ICE).
  - Suspected Malpractice in Examinations and Assessments (see SMPP).
  - Post-Results Service (PRS).
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by Cambridge OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year even if there are no changes to Centre details, to confirm the Centre's contact details or informs of any changes (and follows the process (in GR 5.3) if any changes occur after the annual update has taken place).
- is familiar with the contents of annually updated information from awarding bodies on administrative procedures.
- 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 production of the Examination Policy and updates the school website to include the latest version.
- ensures that candidates and their parents are informed of the Examination Timetable.
- consults with teaching staff to ensure that all necessary NEA/ coursework/ controlled assessment is completed on time and in accordance with JCQ and exam board guidelines.
- receives, checks and stores securely all exam papers and completed scripts.

- briefs other relevant Centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials.
- consults with the SENCo to assist in the administration of Access Arrangements and to jointly make applications for Special Consideration in accordance with JCQ guidelines.
- identifies and manages Exam Timetable Clashes.
- ensures that candidates' NEA/controlled assessment/coursework marks are entered on time by Heads of Faculty, tracks despatch and distributes returned NEA/controlled assessment/coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for the dissemination of Exam Results and Certificates to candidates and forwards, in consultation with Heads of Faculty, any Appeals/Review of Marking requests.
- maintains systems and processes to support the timely entry of candidates for their exams.

### Senior Leadership Team (SLT) Responsibilities

- Organises teaching and learning.
- Manages external validation of courses followed at key Stage 4.
- will be familiar with the contents, refer to and direct relevant Centre staff to current JCQ publications including:
  - A guide to the special consideration process.
  - Access Arrangements and Reasonable Adjustments.
  - AI Use in Assessments: Your role in protecting the integrity of qualifications.
  - Guidance for centres on cyber security.
  - Instructions for conducting coursework.
  - Instructions for conducting examinations.
  - Instructions for conducting non-examination assessments (GCE and GCSE specifications).
  - Instructions for conducting non-examination assessments (Vocational and Technical Qualifications).
  - Notice to Centres – Informing candidates of their centre-assessed marks.
  - Plagiarism in Assessments – Guidance for Teachers/Assessors.
  - Post-Results Services.
  - Suspected Malpractice – Policies and Procedures.

### Heads of Faculty Responsibilities

- ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (Exam Cycle) and meet internal deadlines set by the Examinations Officer 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.

### The SEN Coordinator (SENCo) Responsibilities

The SENCo is responsible for:

- the identification and testing of candidates, requirements for Access Arrangements.
- provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims.
- is familiar with the contents, refers to and directs relevant Centre staff to annually updated JCQ publications including *Access Arrangements and Reasonable Adjustments*.

- leading 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.
- checking the qualifications of the Centre's assessor and that the correct procedures are followed.
- presenting when requested by a JCQ Centre Inspector, evidence of the assessor's qualification (GR 5.4).
- ensures any applications for *Access Arrangements or Reasonable Adjustments* are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a Centre's applications).
- ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s) and supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s)).

## Teaching Staff Responsibilities

The teaching staff are responsible for:

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

## Candidates Responsibilities

Candidates are responsible for:

- their confirmation of entries when their Individual Exam Timetable is received.
- understanding coursework/controlled assessment regulations and signing a Declaration that authenticates the coursework as their own.

## External Invigilators Responsibilities

- will attend training, updates, briefings and review sessions as required.
- will 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.

## Examinations Assistant (EA) Responsibilities

- will support the EO during examination periods and will undertake duties as laid out in the Contingency Plan in case of absence of the EO.

## General Office Staff Responsibilities

- will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times.

## Site Staff Responsibilities

- will support the EO in relevant matters relating to Exam Rooms and resources.

## ICT Technician(s) Responsibilities

- will support the EO in relevant matters relating to technical requirements, such as on screen tests, word processors and listening equipment.

## Qualifications and Delivery (GR 5.3)

The qualifications offered at Aylestone School are decided upon by the Heads of Faculty and the Senior Leadership Team. The Awarding Bodies used are:

AQA [www.aqa.org.uk](http://www.aqa.org.uk)  
Edexcel [www.edexcel.com](http://www.edexcel.com)

OCR [www.ocr.org.uk](http://www.ocr.org.uk)  
WJEC/Eduqas [www.wjec.co.uk](http://www.wjec.co.uk)

The subjects offered for these qualifications in any academic year can be found on the website.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject Teachers and Achievement Co-ordinators, but will always be approved by SLT.

Aylestone School will:

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

## Exam Series and Timetables

External exams and assessments at Aylestone School are generally scheduled during the academic year in January, May and June. Internal exams may be held under external exam conditions.

Once confirmed, the EO will place the Exam Timetable for External Exams on the school website, the Exams Noticeboard, located in the PE Foyer, and in Year 11 Form Rooms.

## Entries

For the Summer Series exams, entry information is collected by the EO late in the Autumn term. Heads of Faculty will confirm entries, including Tiers and Entry Codes, by 31<sup>st</sup> January each year (or the relevant deadline if entries made for a different Series). If entries are to be made in a Series outside of the Summer Series, the Head of Faculty is to inform the EO well in advance to ensure entry deadlines are met.

Late entries or amendments are authorised by the Head of Faculty with the approval of the SLT. Fee reimbursements are sought from candidates who:

- decide to sit or withdraw from an exam after the late entry or withdrawal deadline date set by the awarding bodies.

- fail to sit an exam without medical evidence or evidence of other mitigating circumstances.

Aylestone School does not accept Private candidates. Candidates are not required to pay for resit examinations.

## **Resilience and Contingency Arrangements (GR 3.16-19)**

### **Resilience**

Aylestone School must ensure that it is familiar with the regulators' guidance and/or awarding body guidance on ensuring resilience in the qualifications system. Aylestone School has in place a process for gathering and securely retaining evidence of candidate performance in line with the published guidance. Reference is made to the document published by Ofqual: *Guidance on Collecting Evidence of Student Performance to Ensure Resilience in the Qualifications System - GOV.UK (www.gov.uk)*.

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

### **Contingency Arrangements**

The Centre must have an up to date written Contingency Plan.

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

The plan covers the following scenarios:

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

As part of its Contingency Plan, Aylestone School has identified an alternative site or alternative sites which can be used if examinations cannot be conducted at the registered address.

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

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

### **Cyber Security (GR 3.20-21)**

The Head of Centre must ensure there are procedures in place to maintain the security of user accounts by:

- ensuring that all members of Centre staff who access awarding bodies' online systems undertake annual cyber security training. The training must include:
  - the importance of creating strong, unique passwords for all accounts.
  - keeping all account details strictly confidential.
  - the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access.
  - how to properly set up and use MFA for both centre and awarding bodies' systems.
  - an awareness of all types of social engineering/phishing attempts.
  - the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.
  - Certificates of completed staff cyber training must be downloaded and held on file for inspection. The NCSC training resource provides a certificate of completion of cyber training.
- developing and maintaining a comprehensive Cyber Security Policy for the Centre. The Exams Office provides resources to assist Centres in creating such policies.
- implementing and enforcing robust security measures, including:
  - mandatory MFA for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data.
  - regularly reviewing and updating security settings to align with current best practices.
- updating any passwords that may have been exposed.
- setting up secure account recovery options.
- reviewing and managing connected applications.
- monitoring accounts and regularly reviewing account access, including removing access when no longer required.
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document Guidance for centres on cyber security.
- Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.

### **Recruitment, Selection, Training and Support (GR 5.3)**

It is the responsibility of the Head of Centre to ensure that Aylestone School:

- retains a workforce of an appropriate size and competence, including sufficient managerial and other appropriate resources, to undertake the delivery and administration of the qualification and assessments as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications. The Centre's Contingency Planning must include succession arrangements for members of staff involved in examination and assessment administration.
- provides fully qualified teachers/assessors for the verification and marking of Centre-assessed components.
- ensures that teaching staff do not use Artificial Intelligence (AI) as the sole means of marking candidates' work.
- enables the relevant senior leader(s), teachers, the Examinations Officer (EO) and the SENCo (or equivalent role) to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the Centre and ensure compliance with the published JCQ and awarding body regulations.

- ensures the SENCo (or equivalent role), the Centre’s appointed Access Arrangements assessor and the Examinations Officer undertake regular CPD, such as attending an annual update course.
- ensures that the SENCo (or equivalent role) understands the JCQ document ‘*Access Arrangements and Reasonable Adjustments*’ and is given sufficient time to manage the Access Arrangements process within the Aylestone School.
- ensures that the Examinations Officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role.
- ensures that any member(s) of the Senior Leadership Team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (this will ensure the Examinations Officer and the SENCo are supported as well as ensuring effective Centre decision making in line with the published regulations).
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations.

## **External and Internal Governance Arrangements (GR 5.3)**

Aylestone School:

- has in place a written escalation process should the Head of Centre, or a member of the Senior Leadership Team with oversight of examination and assessment administration, be absent.
- has in place a member of the Senior Leadership Team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the Examinations Officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.
- ensures Centre staff undertake key tasks within the exams process and meet internal deadlines set by the Examinations Officer.
- can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of Centre activities such as the delivery of qualifications and the conducting of examinations and assessments.

## **Public Liability (GR 5.3)**

Aylestone School will comply with local health and safety rules which are in place and that the Centre is adequately covered for Public Liability claims.

## **Malpractice (GR 5.11)**

The Head of Centre and SLT are responsible for investigating suspected Malpractice in accordance with the JCQ guideline.

Any cases of alleged, suspected or actual incidents of Malpractice or Maladministration before, during or after examinations/assessments (by Centre staff, candidates or Invigilators) will be investigated and reported to the awarding body immediately, by completing the appropriate documentation.

Aylestone School will:

- take all reasonable steps to prevent the occurrence of any Malpractice (which includes Maladministration) before, during and after assessments have taken place.
- inform the awarding immediately of any alleged, suspected or actual incidents of Malpractice or Maladministration involving a candidate or a member of staff, by completing the appropriate documentation.

- as required by an awarding body, ensures evidence of any instances of alleged or suspected Malpractice (which includes Maladministration) is gathered in accordance with the current JCQ document '*Suspected Malpractice - Policies and Procedures*' and provides such information and advice as the awarding body may reasonably require.
- Ensure that any person involved in administering, teaching or completing examinations/assessments is advised that where Malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document '*Suspected Malpractice – Policies and Procedures*' (GR 6.2).

## **Personal Data (GR 6.6, 6.8)**

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

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

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

## **The Equality Act**

The Equality Act 2010 strengthens the duty to make reasonable adjustments to general qualifications. All exam Centre staff must ensure that the Access Arrangements and Special Consideration regulations and guidance are consistent with the law.

Aylestone School will meet the requirements of the Act by ensuring that the school is accessible and improves candidate experience. This is the responsibility of the SENCo. Reasonable Adjustments will be made for students with permanent or temporary disabilities which could include placing students near to exits, ensuring sufficient space between desks for wheelchairs, rooming students into exam rooms at ground level, allowing rest breaks, enlarging scripts, provision of a Word Processor etc. This is in addition to any Access Arrangements that are made for students.

Requests for separate rooming arrangements should, where possible, be supported by medical evidence detailing a need for this and there must be a history of need supported by Aylestone School. All requests for exam arrangements must be with the SENCo by the end of February to allow sufficient time for the requests to be processed by the exam boards. Requests received after this date may not be processed.

## **Access Arrangements**

The SENCo will inform subject teachers of candidates with Special Educational Needs (SEN) who are embarking on a course leading to an exam. The SENCo can then inform staff of any special arrangements that individual candidates can be granted during the course and in the exam.

A candidate's Access Arrangements requirement is determined by the Educational psychologist/Specialist teacher.

Making Access Arrangements for candidates to take exams is the responsibility of the Examinations Officer and the Team Leader - Student Support Team Workers.

Submitting completed Access Arrangement applications to the awarding bodies is the responsibility of the SENCo.

Rooming for Access Arrangement candidates will be arranged by the Examinations Officer.

Invigilation for Access Arrangement candidates will be organised by the Examinations Officer and Team Leader - Student Support Team Workers.

Support for Access Arrangement candidates will be organised by the SENCo.

## **Managing External Invigilators**

External staff are used to invigilate external examinations. Mock exams are usually invigilated internally by teaching staff.

Recruitment and training of External Invigilators is the responsibility of the Examinations Officer. A record of the training provided to Invigilators will be kept on file for the required period.

Securing the necessary Disclosures and Barring Service (DBS) clearance for new Invigilators is the responsibility of the HR department.

DBS fees for securing such clearance are paid for by Aylestone School.

Invigilators are timetabled and briefed by the Examinations Officer.

External Invigilators' rates of pay are set by Herefordshire Council.

## **Exam Days**

The Examinations Officer will book all Exam Rooms after liaison with other users and make the question papers, other exam stationery and materials available for the Invigilators. For internal exams, the Heads of Faculty will ensure that exam papers are delivered to the Examinations Officer's room.

Site management is responsible for setting up the allocated rooms.

External Invigilators will start all exams in accordance with JCQ guidelines.

No teaching staff are allowed into an Exam Room before or during an external exam, with the exception of GCSE Art and Modern Foreign Language speaking exams and BTEC On-Screen Tests, where deemed appropriate by the Examinations Officer.

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

Exam papers must not be read by subject teachers or removed from the Exam Room before the end of a session. External Invigilators are not permitted to read the contents of an external exam paper.

Papers will be distributed to Heads of Faculty after the end of the exam session, or after the last candidate has finished their exam in an '*Exam Clash*' situation, but they must be kept secure until released.

## Candidates

Candidates must wear full school uniform for all exams.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time.

Candidates may only leave the Exam Room for a genuine purpose and are required to return immediately to the Exam Room. They must be accompanied by a member of staff at all times.

The Examinations Officer is responsible for handling late or absent candidates on Exam Days in accordance with JCQ guidelines.

Candidate identification cards are to be placed on their examination desk when External Invigilators are used.

## Exam Clash Candidates

The Senior Leadership Team will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

## Special Consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise be disadvantaged or disturbed during an exam, it is the candidate's responsibility to alert Aylestone School, the Examinations Officer, or the Examination Invigilator, to that effect.

The candidate must support any Special Consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor. The Examinations Officer will then forward a completed Special Consideration form to the relevant awarding body within seven days of the exam. This must be supported by SLT.

## Controlled Assessments, Coursework and Non-Examination Assessments (GR 5.3)

Aylestone School:

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

## Security of Assessment Materials (GR 5.3)

Aylestone School:

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

## National Centre Number Register and Other Information Requirements (GR 5.3)

Aylestone School:

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

on School headed stationery which can be sent as an email attachment including the signature of the Head of Centre).

- informs the National Centre Number Register Team (email address – ncn@ocr.org. uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the Secure Storage facility (this must be on School headed stationery which can be sent as an email attachment).
  - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the Centre's status.
  - completes the National Centre Number Register Head of Centre Declaration by the end of October every year confirming they are aware of and adhering to the latest versions of the JCQ regulations.
  - responds to any other reasonable requests made by the National Centre Number Register Team.
- (GR 1.9) understands that the responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the Senior Leadership Team or the Examinations Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre declaration and/or requests or actions raised by the JCQ Centre Inspection Service, will result in:
    - the Centre status being suspended.
    - the Centre not being able to submit examination entries.
    - the Centre not receiving or being able to access question papers.
    - and ultimately, awarding bodies could withdraw their approval of the Centre.

### Centre Inspections (GR 5.3)

Aylestone School:

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

### Policies Available for Inspection (GR 5.3)

Aylestone School will have in place the following written policies for inspection that must be reviewed and updated annually by a member of the Senior Leadership Team and communicated within the Centre:

- a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- a Child Protection/Safeguarding Policy.
- a Complaints Policy (GR 5.8).
- a Conflicts of Interest Policy (GR 5.3).
- a Contingency Plan which covers all aspects of examination/assessment administration and delivery.
- a Data Protection Policy.
- an Equalities Policy.
- an Internal Appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration.

- a Malpractice Policy which covers all qualifications delivered by the Centre. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations/assessments and how suspected malpractice issues should be escalated within the Centre and reported to the relevant awarding body. It must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice).
- a policy regarding the management of Non-Examination Assessments including controlled assessments and coursework, which includes details on how candidates' work will be authenticated (for CCEA GCSE centres this would be a written controlled assessments policy).
- a Whistleblowing Policy.
- a policy on the use of Word Processors in examinations.

## **Internal Assessments and Appeals**

It is the duty of Heads of Faculty to ensure that all internal assessments are ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each despatch, including the recipient details and the date sent.

### **Appeals against Internal and External Assessments**

The process for managing appeals against internal and external assessments is detailed in the '*Complaints and Appeals Policy (EXAMS)*' document.

## **Results and Post Results Services**

Candidates will receive individual result slips on Results Days, either in person at Aylestone School or by e-mail or post to their home addresses (candidates to provide a stamped self addressed envelope).

Results can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. Candidates should provide a letter or e-mail to this effect.

### **Review of Result (RORs)**

RORs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any ROR is requested.

Candidates can request that an ROR be carried out and they will be charged for this service before a request is made to the awarding body.

If the Centre marks for internal assessment have been accepted by an awarding body without change then it is not possible to request a review of this component.

### **Access to Scripts (ATS)**

After the release of results, candidates may request the return of one or more of their exam papers and they will be charged for this service. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

## **Certificates**

Certificates are to be collected and signed for by a candidate.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. Candidates should provide a letter to this effect.

Aylestone School will retain certificates for a minimum of twelve months after the date of issue. After this time Centres are allowed by the awarding bodies to destroy any uncollected certificates.

If a certificate has been destroyed then a transcript of results may be issued by an awarding body if a candidate agrees to pay the costs incurred, currently around £45 per awarding body.

## **Access Arrangements and Reasonable Adjustments (GR 5.4)**

The Head of Centre/Senior Leadership Team will:

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

### **Access Arrangements Policy**

There is no specific JCQ regulation that refers to a 'policy' requirement in this respect, though it would be good practice to bring all aspects of the process together in one place thereby confirming that the school complies with GR (5.4) *Access Arrangements and Reasonable Adjustments*.

Such a policy would also provide the opportunity to record the qualification(s) of the appointed assessor(s) and that the correct procedures are followed. Aylestone School does have an *Access Arrangements Policy* published.

## The Exam Cycle

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

- planning.
- Entries and Registrations.
- pre-exams.
- exam time.
- Results and Post-Results.

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

### Planning: Roles and Responsibilities

#### Secure Materials

##### Head of Centre (GR 3.6)

Ensures the Centre has a Secure Storage facility in a room solely assigned to examinations. (ICE 3.1)

- **The Secure Room and the Secure Storage Facility**

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

- **The Secure Room**

The Secure Room must only be used for the purpose of administering secure examination materials. Access to the Secure Room **must** be restricted to between two and six key holders, one of whom **must** be the EO. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.

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

- **The Secure Storage Facility**

Access to the Secure Storage Facility **must** be restricted to between two and six key holders, one of whom **must** be the EO.

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

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

## **Information Sharing**

### **Head of Centre**

- directs relevant Centre staff to annually updated JCQ documents including GR, ICE, AARA, SMPP, ICC, NEA and SC.

### **Examinations Officer (EO)**

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

## **Information Gathering**

### **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.
- (where applicable to the role) Collects information on internal exams/assessments to enable preparation for and conduct of the school's Moderation requirements.

### **Senior Leaders**

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

## **Access Arrangements**

### **Head of Centre**

- ensures the Centre has documented processes in place relating to *Access Arrangements and Reasonable Adjustments*.
- ensures the SENCo (or equivalent role) is fully supported in effectively implementing *Access Arrangements and Reasonable Adjustments* once approved.

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

- assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify *Access Arrangements and Reasonable Adjustments* requirements.
- gathers evidence to support the need for Access Arrangements for a candidate.
- liaises with teaching staff to gather evidence of normal way of working for a candidate.
- Determines candidate eligibility for arrangements or adjustments that are Centre-delegated.

- informs relevant candidates that an application for access arrangements will be processed using *Access Arrangements Online (AAO)*, complying with the UK GDPR and the Data Protection Act 2018.
- applies for approval using AAO via the Centre Admin Portal (CAP), where required or through the awarding body where any qualifications sit outside the scope of AAO.
- keeps a file for each candidate for JCQ Inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection).
- employs good practice in relation to the Equality Act 2010.
- liaises with the EO regarding exam time arrangements for Access Arrangement candidates.
- ensures staff appointed to facilitate Access Arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.
- works with the EO to ensure Invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the Exam Room.
- liaises with the relevant member of the Senior Leadership Team on the Centre's policy on the use of Word Processors in examinations.
- ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main Exam Rooms.

### **Senior Leaders and Teaching staff**

- support the SENCo (or equivalent role) in determining and implementing appropriate Access Arrangements/Reasonable Adjustments.
- (Senior Leaders) provides an annually reviewed and updated Word Processor policy, specific to the Centre, which details the criteria the Centre uses to award and allocate word processors for examinations.

### **Internal Assessment and Endorsements**

#### **Head of Centre**

##### **Controlled assessments, coursework, Non-Examination Assessments and portfolios of evidence (GR 5.7)**

- ensures that where candidates are taking Non-Examination Assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the Centre's safeguarding responsibilities.
- ensures awarding bodies are notified of a consortium of Centres with joint teaching arrangements for qualifications (this will allow the candidates for each specification to be treated as a single group for the Moderation of Centre- assessed work. This is only required if two or more member Centres will be entering candidates for work that is Centre-assessed).
- ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material).
- before submitting marks to the awarding body ensures candidates are informed of their Centre-assessed marks and allows a candidate to request a review of the Centre's marking.
- ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body).
- ensures submission of Centre-assessed marks and Moderation samples, if required by the awarding body, by the published date (it is the responsibility of the Centre to ensure that moderators receive the correct samples of work to review).
- ensures a written Internal Appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates.

- ensures a written policy regarding the management of Non-Examination Assessments, including controlled assessments and coursework, which includes details on how candidates' work will be authenticated, is in place.
- ensures that where candidates' work is produced electronically it is backed-up and considers the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud (Implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks).

### Senior Leaders

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

### Teaching staff

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

### Examinations Officer

- identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment.
- signposts teaching staff to relevant JCQ *Information for Candidates* documents that are annually updated.

### Invigilation

#### Head of Centre

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

## **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 or Malpractice sanctions are applied to them.
- provides thorough training for new Invigilators on the current instructions for conducting examinations and an update for the existing Invigilation team so that they are aware of any changes in a new academic year, before they are allocated to invigilate an exam.
- ensures Invigilators supervising Access Arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the Access Arrangement(s).
- ensures Invigilators are briefed on the Access Arrangement candidates in their Exam Room and made aware of the Access Arrangement(s) awarded (ensuring these candidates are identified on the Seating Plan) and confirms Invigilators understand what is and what is not permissible.
- collects evaluation of training to inform future events.

## **Entries and Registrations: Roles and Responsibilities**

### **Head of Centre**

- ensures the Centre's obligations as detailed in the regulations are met. (with reference to GR 5.6 Entries and Registrations).

### **Estimated Entries**

#### **Examinations Officer**

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

#### **Heads of Faculty**

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

### **Final Entries**

#### **Head of Centre**

- ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. Registrations, Entries and Learner Claims.

#### **Examinations Officer**

- requests final Entry/Registration information from Heads of Faculty in a timely manner to ensure awarding body external deadlines for submission can be met.
- informs Senior Leaders/HoFs of subsequent deadlines for making changes to final entry information without charge.
- submits Registrations, examination Entries and Certification Claims by the deadline(s) and complies with the requirements of the specification including any Terminal Rules which need to be met at the point of certification.
- confirms with Senior Leaders/HoFs final entry information that has been submitted to awarding bodies.

- ensures as far as possible that entry processes minimise the risk of Entries or Registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies.
- observes each awarding body's terms and conditions for the Registration, Entry and timely withdrawal of candidates for their examinations and assessments and observes any regulatory requirements for the qualification.

### **Heads of Faculty**

- Provide information requested by the EO to the internal deadline.
- Inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes:
  - changes to candidate personal details.
  - amendments to existing Entries.
  - withdrawals of existing Entries.
- Check final Entry Submission information provided by the EO and confirms information is correct.

### **Entry Fees**

Candidates will not be charged for exam entries, a change of Tier, withdrawals made by proper procedures, or alterations arising from administrative process provided these are made within the time allowed by the awarding bodies.

Aylestone School will invoice parents/carers if a candidate misses an exam with no reason or fails to complete the required coursework, rendering the exam void after the Entry has been made.

### **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.

#### **Heads of Faculty**

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

### **Private Candidates**

Aylestone School currently does not accept Private candidates.

### **Candidate 'Statements of Entry'**

#### **Examinations Officer**

- Provides candidates with 'Statements of Entry' for checking.

## Teaching Staff

- Ensure candidates check their 'Statements of Entry' and return any relevant confirmation required to the EO.

## Candidates

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

## Pre-Exams: Roles and Responsibilities

### Head of Centre

- ensures the Centre's obligations as detailed in the regulations are met (With reference to GR 5.8 Candidate information).

## Access Arrangements and Reasonable Adjustments

### SENCo (or equivalent role)

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

## Briefing Candidates

### Examinations Officer

- issues Individual Exam Timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams.
- prior to exams issues relevant JCQ Information for candidates documents (coursework, Non- Examination Assessments, on-screen tests, social media and written examinations) and awarding body privacy notices.
- where relevant, issues relevant awarding body information to candidates.
- issues Centre exam information to candidates including information on:
  - exam timetable clashes.
  - arriving late for an exam.
  - absence or illness during exams.

- what equipment is/is not provided by the Centre.
- food and drink in Exam Rooms.
- unauthorised items in Exam Rooms.
- when and how results will be issued and the staff that will be available.
- Post-Results Services information and how the Centre will deal with requests from candidates.
- when and how certificates will be issued.

## **Invigilation Arrangements**

### **Examinations Officer**

- provides an annually reviewed/updated Invigilator Handbook to Invigilators, trains new Invigilators on the current regulations on appointment and updates the existing Invigilation team on any regulation changes and any changes to Centre-specific arrangements.
- deploys Invigilators effectively to Exam Rooms throughout an exam Series (including the provision of a Roving Invigilator where a candidate and Invigilator (acting as a practical assistant, Prompter, Reader or Scribe) are accommodated on a one-to-one basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/Prompter/Reader and/or Scribe in maintaining the integrity of the exam).
- allocates Invigilators to Exam Rooms (or where supervising candidates due to a timetable clash) according to the required ratios.
- liaises with the SENCo (or equivalent role) regarding the facilitation and invigilation of Access Arrangement candidates.

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

- liaises with the EO regarding facilitation and invigilation of Access Arrangement candidates.

### **Invigilators**

- provide information as requested on their availability to invigilate throughout an exam Series.

## **JCQ Centre Inspections**

### **Examinations Officer or Senior Leader (in the absence of EO)**

- will accompany the Inspector throughout a visit.

### **SENCo (or equivalent role) or relevant Senior Leader (in the absence of the SENCo)**

- will meet with the Inspector when requested to provide documentary evidence regarding Access Arrangement candidates and address any questions the Inspector may raise.
- ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s).

## **Seating and Identifying Candidates in Exam Rooms**

### **Examinations Officer**

- ensures a procedure is in place to verify the identity of all candidates.
- ensures Invigilators are aware of the procedure.

- provides Seating Plans for Exam Rooms according to JCQ and awarding body requirements (and ensures candidates with Access Arrangements are identified on the Seating Plan and Invigilators are informed of those candidates with Access Arrangements and made aware of the Access Arrangement(s) awarded).

### **Invigilators**

- follow the procedure provided by the EO which details how the identity of all candidates sitting exams will be confirmed.
- seat candidates in Exam Rooms as instructed by the EO/on the Seating Plan.

### **Security of Exam Materials**

#### **Examinations Officer**

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

#### **Reception Staff**

- follow the process to log confidential materials delivered to/received by the Centre to the point materials are issued to authorised staff for transferal to the Secure Storage facility.

#### **Teaching Staff**

- adhere to the process to record the secure movement of confidential materials taken from or returned to Secure Storage throughout the time the material is confidential.

## **Timetabling and Rooming**

### **Examinations Officer**

- produces a master Centre Exam Timetable for each exam Series.
- identifies and resolves candidate exam timetable Clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the Centre's policy).
- identifies Exam Rooms and specialist equipment requirements.
- allocates Invigilators to Exam Rooms (or where supervising candidates due to an exam timetable Clash) according to required ratios.
- liaises with site staff to ensure Exam Rooms are set up according to JCQ and awarding body requirements.
- liaises with the SENCo (or equivalent role) regarding rooming of Access Arrangement candidates.

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

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

### **Site Staff**

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

## **Alternative Site Arrangements**

### **Examinations Officer**

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

## **Centre Consortium Arrangements**

### **Examinations Officer**

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

### **Senior Leaders**

- (where/if applicable to the centre) inform the EO of any joint teaching arrangements in place and where the Centre is acting as the consortium co-ordinator.

## **Transferred Candidate Arrangements**

### **Examinations Officer**

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

### **Internal Exams/Assessments (Mock Exams)**

#### **Examinations Officer**

- prepares for the conduct of internal exams/assessments under external conditions (where applicable to the Centre).
- provides a Centre Exam Timetable of subjects and rooms.
- provides Seating Plans for Exam Rooms.
- requests internal exam papers from teaching staff.
- arranges invigilation (where applicable to the Centre).
- briefs Invigilators on conducting internal exams.
- returns candidate scripts to teaching staff for marking.

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

- liaises with teaching staff to make appropriate arrangements for Access Arrangement candidates.

#### **Teaching staff**

- provide exam papers and materials to the EO.
- support the SENCo in making appropriate arrangements for Access Arrangement candidates.

#### **Invigilators**

- conduct internal exams as briefed by the EO.

## **Exam Time: Roles and Responsibilities**

#### **Head of Centre**

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.9](#) Conducting examinations and assessments)

### **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/temporary Access Arrangements as they arise at the time of exam:

- liaises with the SENCo to apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO.

### **Candidate Absence**

Where a candidate does not or cannot attend an exam, their parent/carer must inform the school immediately. Evidence supporting the absence, such as a medical certificate, must be included. Unless exceptional reasons prevail, notification submitted after 5 working days after an exam will not be considered.

During exams, once candidates are seated and have started the examination, the Invigilator(s) will complete the Attendance Register. This will allow for the identification of absent candidates, who will be contacted as to their whereabouts.

Where a candidate does not attend an exam, and the parent/carer or candidate does not contact the school, a member of the Senior Leadership Team will telephone the parent/ carer to seek a reason for non-attendance. If the candidate is ill, the above procedure will be requested.

If a candidate arrives after the exam has started, the school will apply the procedures as per JCQ guidelines.

### **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 charged relevant Entry Fees for unauthorised absence from exams.

### **Candidate Behaviour**

See *Irregularities* below.

### **Candidate Belongings**

See *Unauthorised items* below.

### **Candidate Late Arrival**

#### **Examinations Officer**

- ensures that candidates who arrive '*very late*' for an exam are reported to the awarding body by submitting a report on candidate admitted very late to Exam Room using CAP to timescale.
- warns candidates that their script may not be accepted by the awarding body.

#### **Invigilators**

- are informed of the policy/process for dealing with '*late/very late*' arrival candidates through training.
- ensure that relevant information is recorded on the Exam Room Incident Log.

### **Conducting Exams**

#### **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 associated follow-up is completed.

### **Exam Papers and Materials**

#### **Examinations Officer**

- organises exam question papers and associated confidential resources in date order in the Secure Storage facility.
- attaches erratum notices received to relevant sealed question paper packets.
- collates Attendance Registers and examiner details in date order.
- regularly checks mail or email inbox for updates from awarding bodies.
- in order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of Centre staff, additional to the person removing the papers from Secure Storage, e.g. an Invigilator, checks the day, date, time, subject, unit/component and Tier of entry, if appropriate, immediately before a question paper packet is opened.
- ensures this '*Second Pair of Eyes Check*' is recorded.
- ensures question papers are always be kept in their sealed packets until the '*Second Pair of Eyes Check*' and log have been completed.
- ensures the '*Second Pair of Eyes Check*' takes place immediately before each question paper packet is opened in the designated Exam Room.
- if the question paper packet needs to be split for different rooms on one or more sites or for an Access Arrangement, ensures the check takes place in the Secure Room.
- ensures unused question papers are not released to any individual until 24 hours after the awarding body's published finishing time for the examination (where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination).

### **Exam Rooms**

#### **Head of Centre**

- ensures that internal tests, Mock Exams, revision or coaching sessions are not conducted in a room 'designated' as an Exam Room.
- ensures that when a room is 'designated' as an Exam Room it is not used for any purpose other than conducting external exams.
- ensures only approved Centre staff (who have not taught the subject being examined) are present in Exam Rooms to perform permitted tasks.
- ensures the Centre's policy relating to food and drink that may be allowed in Exam Rooms is clearly communicated to candidates.
- ensures the Centre's policy on candidates leaving the Exam Room temporarily is clearly communicated to candidates.

## 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 and Access Arrangement candidates).
- ensures sole Invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the Invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode).
- ensures Invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for Malpractice or candidates who may be in distress, recording any incidents or issues on the Exam Room Incident Log.
- ensures Invigilators understand how to deal with candidates who may need to leave the Exam Room temporarily and how this should be recorded on the Exam Room Incident Log.
- provides authorised exam materials which candidates are not expected to provide themselves.
- ensures Invigilators and candidates are aware of the *Emergency Evacuation Procedure*.
- ensures Invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an Exam Room is evacuated.

## Senior Leaders

- ensure a documented *Emergency Evacuation Procedure* for Exam Rooms is in place.
- ensure arrangements are in place for a candidate with a disability who may need assistance if an Exam Room is evacuated.
- ensure a procedure is in place in case of an emergency evacuation (lockdown).

## Site Staff

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

## Invigilators

- conduct exams in every Exam Room according to *JCQ Instructions for Conducting Examinations* and/or awarding body requirements and as instructed by the Centre in training/update and briefing sessions.

## Candidates

- are required to follow the instructions given to them in Exam Rooms by authorised Centre staff and Invigilators.
- are required to remain in the Exam Room for the full duration of the exam.

## Irregularities

### Head of Centre

- ensures (as required by an awarding body) any cases of alleged, suspected or actual incidents of Malpractice or Maladministration before, during or after examinations/assessments (by Centre staff, candidates, Invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation.

## Senior Leaders

- ensure support is provided for the EO and Invigilators when dealing with disruptive candidates in Exam Rooms.
- ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.

## 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 or needing to leave the Exam Room temporarily, disruption or disturbance in the Exam Room, Emergency Evacuation).

## Malpractice

See *Irregularities* above.

## Special Consideration

### Senior Leaders

- support eligible applications for Special Consideration by authorising appropriate evidence.

### Examinations Officer

- processes eligible applications for Special Consideration to awarding bodies.
- gathers evidence which may need to be provided by other staff in Centre or candidates.
- submits requests to awarding bodies to the external deadline.
- ensures that a Special Consideration Policy is in place.

### Candidates

- provide appropriate evidence to support Special Consideration applications, where required.

## Unauthorised items

A candidates personal belongings remain their own responsibility, and Aylestone School accepts no responsibility for their loss or damage.

All candidates belongings will be left in the Cages provided in the Lower Gym when registering to attend their exams. The Lower Gym will be monitored by Centre staff during the exams.

During the exams, candidates must not have access to items other than those stated in the instructions on the question papers or the stationery list or the specification for that subject.

Candidates are informed during the Pre-Exam Assemblies and Briefings on what items are forbidden from being brought into an Exam Room.

All pencil cases taken into an Exam Room must be see through.

Signage warning candidates of what is not allowed to be taken into an Exam Room is placed at the entrance to each Exam Room.

### **Invigilators**

- Are informed of the arrangements through training.

### **Dispatch of Exam Scripts**

#### **Examinations Officer**

- identifies and confirms arrangements for the dispatch of candidate Exam Scripts with the DfE (STA) 'Yellow Label Service' or the awarding body where qualifications sit outside the scope of the service.

### **Estimated Grades**

#### **Heads of Faculty**

- ensure 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.

### **Internal Assessment and Endorsements**

#### **Head of Centre**

- ensures procedures are in place for candidates to Appeal internal assessment decisions and make requests for Reviews of Marking.

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

- liaises with teaching staff to implement appropriate Access Arrangements for candidates undertaking internal assessments and practical endorsements.

#### **Teaching Staff**

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

## Senior Leaders

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

## Examinations Officer

- submits marks, endorsement grades and Samples to awarding bodies/Moderators/monitors to meet the external deadline (or delegates this task to relevant teaching staff).
- keeps a record to track what has been sent.
- logs moderated Samples returned to the Centre.
- ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work.

## Candidates

- Authenticate their work as required by the awarding body.

## Results and Post-Results: Roles and Responsibilities

### Head of Centre

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

## Internal Assessments

### Senior Leaders

- ensures teaching staff keep candidates' work, whether part of the Moderation sample or not, secure and for the required period stated by JCQ and awarding bodies. This also supports the school's 'resilience' process.
- ensures work is returned to candidates after the retention period or disposed of according to the requirements.

## Managing Results Day(s)

### Senior leaders

- identify Centre staff who will be involved in the main summer Series Results Day(s) and their role.
- ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for Post-Results Services and ensure candidates are informed of the periods during which Centre staff will be available so that they may plan accordingly.

### Examinations Officer

- works with Senior Leaders and Year 11 Achievement Co-ordinator to ensure procedures for managing the main summer Series Results Day(s) (a *Results Day Programme*) are in place.

## Site staff

- ensure the Centre is open and accessible to Centre staff and candidates, as required for the collection of results.

## Accessing Results

### Head of Centre

- ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates.
- understands that it is not permitted to withhold provisional results from candidates under any circumstances.

### Examinations Officer

- informs candidates in advance of when and how results will be released to them for each exam Series.
- accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- resolves any missing or incomplete results with awarding bodies.
- issues '*Statements of Results*' to candidates on issue of results date.
- provides summaries of results for relevant Centre staff on issue of results date.

## Post-Results Services

### Head of Centre

- ensures an **Internal Appeals procedure** is available where candidates disagree with any Centre decision not to support a Clerical Re-check, a Review of Marking, a Review of Moderation or an Appeal.
- ensures that senior members of Centre staff are available immediately after the publication of results.
- understands that if the Centre has concerns about one of its component/subject cohorts, then requests for Reviews of Marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised).

### Examinations Officer

- provides information to candidates and staff on the services provided by awarding bodies and the fees charged.
- publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant.
- submits requests to awarding bodies to meet the external deadline for the particular service.
- tracks requests to conclusion and informs candidates and relevant Centre staff of outcomes.
- updates Centre results information, where applicable.

### Teaching Staff

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

## Candidates

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

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

Aylestone School has in place a procedure for dealing with Access to Scripts, enquiries about Results and Appeals to awarding bodies.

## Analysis of Results

### Head of Centre/Deputy Headteacher

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

## Certificates

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

Aylestone School has in place an 'Exams Documentation Archiving and Disposal Policy' covering how certificates are administered.

## Candidates

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

## Exams Review: Roles and Responsibilities

### Examinations Officer

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

### Senior Leaders

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

## 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 school's *Data Protection Policy*.
- Provides an *Exams Archiving Policy* that identifies information held, retention period and method of disposal.

## Primary Examinations

In the primary setting the Deputy Head (Primaries) is responsible for:

- registering children who will partake.
- ordering, storing, security and completion of Year 2 and Year 6 SATs papers and all other statutory end of Key Stage or threshold assessments.
- notifying the exam boards of any special requirements needed e.g. extra time, visual overlays etc.
- ensuring that the SATs are carried out following the guidance set out in the handbooks.
- completing paperwork and sealing SATs papers ready for collection.
- ensuring the school and papers are ready for any external moderation should this be requested.
- completing all STA admin tasks required to meet deadlines published by the DfE.
- processing appeals and remarks and amend data where necessary.