



## Examinations Policy

Originator	Reviewed by	Date of Review	Approved by	Date of Approval	Next Review Date	Website
ALA/MNA	CLES	22/03/23	Board	27/03/23	03/ 2024	Yes

### *“Excellence Every Day”*

#### **Our Mission**

Our mission is to make sure that all our students, regardless of their circumstances, discover their personal best and thrive academically, individually and socially.

We are relentless in driving high expectations and make no apology for ensuring high standards across the school. We will continually ensure every student achieves excellent results, with high-quality teaching and a first-class curriculum, underpinned by outstanding cultural capital experiences and exceptional pastoral care.

#### **Values**

- **Excellence**  
We strive for greatness in everything we set our minds to. We endeavour to do our very best and excel in all aspects of school life.
- **Respect**  
We treat others in our diverse, inclusive community as we wish to be treated. We acknowledge individual differences yet join together in an uncompromising respect for each other.
- **Responsibility**  
We understand that we own our actions. We work hard to understand our emotions and manage them effectively, whilst ensuring we put any mistakes right.
- **Resilience**  
When we encounter challenges, we persevere and bounce back. We see setbacks as stepping stones to success and always give 100%.
- **Ambition**  
Our ambition knows no limits. We will push ourselves to be the best version of ourselves to ensure success.

## Contents

Examinations Policy .....	1
<b>Purpose of policy</b> .....	2
1. Exam Responsibilities Overview .....	2
1.1 The Head of Centre: .....	2
1.2 The SLT Line Manager:.....	3
1.3 The Exams Manager .....	3
1.4 Directors of Learning are responsible for: .....	3
1.5 Teachers are responsible for: .....	3
1.6 Special Educational Needs Co-ordinator is responsible for: .....	3
1.7 Deputy Examinations Officer is responsible for:.....	4
1.8 Invigilators are responsible for: .....	4
1.9 Candidates are responsible for: .....	4
3. Qualifications Offered - Quality Assurance .....	5
4. Exam series .....	5
5. Exam timetables .....	5
6. Entries, entry details and late entries .....	5
7. Exam fees .....	6
10. The Equality Act 2010 .....	6
11. Access arrangements- Reasonable Adjustments .....	6
12. Contingency planning .....	7
13. Managing invigilators .....	7
15. Malpractice.....	8
17. Assessment Materials.....	8
18. Exam days .....	9
19. Candidates (Briefing, Belongings, Behaviour).....	9
20. Candidate Absence / Late Arrival.....	10
21. Identifying Candidates .....	11
22. Clash candidates.....	11
23. Special consideration .....	11
24. Internal assessment.....	11
25. Results .....	12
26. Enquiries about Results (ROR).....	12
27. Access to Scripts (ATS).....	13
28. Certificates .....	13
Appendix 1 – Escalation Process.....	14
Appendix 2 – Exam-Specific Addition to Safeguarding Policy .....	17

## **Purpose of policy**

The purpose of this Examinations Policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff;
- to ensure that all JCQ regulations and guidance is followed at every stage of the exam cycle<sup>i</sup>

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

The exams policy will be reviewed by the Examinations Manager, annually to ensure compliance with current regulations.

This policy should be considered alongside the other documents and policies mentioned within, which will all be available to staff.

## **1. Exam Responsibilities Overview**

### **1.1 The Head of Centre:**

- has overall responsibility for the school as an exams' centre and advises on appeals and re-moderations.
- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims
- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications. Also ensures that appropriately qualified administrators and specialist staff are employed to facilitate the different aspects of the Examinations process
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the John of Gaunt School Malpractice Policy Document.
- Ensures that there is a member of SLT who has good working knowledge of the entire Examination system who will line manage and actively support the Exams Manager.
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise themselves with the JCQ publication *Access Arrangements and Reasonable Adjustments*.

## **1.2 The SLT Line Manager:**

- Is responsible for ensuring that they have a good working knowledge of the examination system
- Line Manages and Actively supports the Examinations Manager and Exams Team.
- Is a secure room key holder and forms part of the centre's contingency arrangements in case of absences in the Exams team.

## **1.3 The Exams Manager<sup>1</sup>**

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and procedures as set by the various awarding organisations.
- Oversees all aspects of Examination administration for both internal and external exams taken by students at the John of Gaunt School oversees the production and distribution, to all centre staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed about and understand those aspects of the exams timetable that will affect them.
- maintains systems and processes to support the timely entry of candidates for their exams.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the **Deputy Examinations Officer** and invigilation team.
- Recruits, trains and monitors a team of exam invigilators responsible for conducting exams.
- Submits applications for Special Consideration as requested by SLT and considered appropriate under the JCQ guidelines.

## **1.4 Directors of Learning are responsible for:**

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Manager and Awarding Bodies.
- accurate completion of coursework / non-examined or controlled assessments mark sheets and declaration sheets.
- decisions on post-results procedures.

## **1.5 Teachers are responsible for:**

- supplying information on entries, coursework and non-examined or controlled assessments by specified deadlines as required by the Directors of Learning and/or the Exams Team.

## **1.6 Special Educational Needs Co-ordinator is responsible for:**

- identification and testing of candidates' requirements for access arrangements and notifying the Exams Team in good time so that they are able to put in place exam day arrangements.
- processing any necessary applications in order to gain approval (if required).

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<sup>1</sup> The Head of Centre has delegated responsibility for the administration of exams in their centre to this individual and their SLT line manager.

- working with the Exams Team to provide the access arrangements required by candidates in exams rooms.
- administering Access Arrangements following the regulations in the JCQ<sup>CIC</sup>/Ofqual publications.

### **1.7 Deputy Examinations Officer is responsible for:**

- Assisting the Examinations Manager with all aspects of the administration of internal exams and/or external exams, including:
- checking with teaching staff that the necessary coursework, non-examined or controlled assessments are completed on time and in accordance with current guidelines.
- ensuring candidates' coursework / non-examined or controlled assessments marks are submitted, and any other material required by the appropriate awarding organisations is dispatched correctly and on schedule.
- tracking, dispatching, and storing returned coursework / non-examined or controlled assessments.
- arranging for the dissemination of exam results and certificates to candidates and forwarding, in consultation with the SLT, any post results service requests.
- identifying and managing exam timetable clashes.
- receiving, checking and storing securely all exam papers and completed scripts and ensuring that scripts are dispatched as per the guidelines.

### **1.8 Invigilators are responsible for:**

- assisting the Exams Team in the efficient running of exams according to Current regulations.
- Completing all required training, including Safeguarding updates to ensure they are aware of any changes to exam regulations and are abiding by the most recent JCQ regulations.
- Accurately completing annual conflict of Interest and confidentiality statements before beginning invigilation for each academic year.
- Familiarising themselves with the JCQ Invigilator checklist and following this for every exam session.

### **1.9 Candidates are responsible for:**

- Checking their entries and notifying exams staff of any issues.
- understanding coursework / non-examined or controlled assessments regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the current regulations.

***\*All staff should refer to the 'Roles and Responsibilities Throughout the Exam Cycle at John of Gaunt' Document (available on the staff shared drive) for a full, detailed breakdown of their role within the examinations process\****

## **2. Internal Governance Arrangements**

- The John of Gaunt School has a member of the senior leadership team who will provide support and guidance to the Exams Team and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- The Centre ensures staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Team
- The Centre ensures that a teacher, a tutor or a senior member of staff who teaches the subject being examined, is not an invigilator during the examination

- The John of Gaunt School has a written escalation process in place should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent. See Appendix 1.

### **3. Qualifications Offered - Quality Assurance**

The John of Gaunt School is committed to *Quality Assurance*. The focus of the Centre is on its candidates, with the provision of relevant and flexible quality programmes and assessment to suit their needs and lifestyles, so far as reasonably practicable. The provision will be regularly monitored and reviewed by SLT.

The qualifications offered at this centre are decided by the Directors of Learning in consultation with SLT.

The types of qualifications currently offered are, GCSE, GCE, BTEC, Cambridge Nationals, Cambridge Technicals, Entry Level and other academic and vocational qualifications offered by the Awarding Bodies with whom we are an approved examination centre – AQA, OCR, Pearson (Edexcel) and WJEC (Eduqas).

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 30<sup>th</sup> September.

Informing the exams office of changes to a specification is the responsibility of the Directors of Learning.

Teachers will take decisions on whether a candidate should be entered for a particular subject in consultation with the Directors of Learning and SLT.

### **4. Exam series**

Internal exams (mock exams) and assessments are scheduled throughout the year.

External exams and assessments are scheduled in November, January, February and the main May and June Summer season. Any Internal exams run in the main exam rooms are held under external exam conditions, using external invigilators where possible.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the SLT and the Exams Manager.

### **5. Exam timetables**

All exam dates are published via the school's website and Newsletter several months in advance where possible. Once confirmed, the Exams Team will circulate, usually via school email, personalised exam timetables for internal (usually 2 weeks before) and external exams (usually 4 weeks before), before each series begins.

### **6. Entries, entry details and late entries**

The centre does not accept entries from private candidates. The Centre may, on occasion in certain circumstances be able to offer ex-students a resit in the academic year following their certification at the centre, but are not under any obligation to do so. This is not possible for all subjects and would be discussed on a case-by-case basis.

The centre does not act as an exams' centre for other organisations, except for collaborative work with other centres (for example when required to enter a student being taught as part of a managed move but on roll elsewhere).

Entry deadlines are circulated to heads of department via email.

## **7. Exam fees**

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

The Exams Manager will publish the deadline for actions well in advance for each exams' series.

The centre pays exam fees for all taught subjects.

The candidates may be asked to pay re-sit fees.

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

The John of Gaunt School has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations. Please see the **Data Protection Policy** for more details.

Records will be retained in line with JCQ regulations, our School Data protection policy and GDPR.

## **9. Child Protection & Safeguarding (Exams)**

The centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements. Please see **Appendix 2** for the **Exam-specific Addition to the School's Safeguarding Policy**.

## **10. The Equality Act 2010 <sup>ii</sup>**

The Equality Act 2010 extends the application of the Equality Act to general qualifications. All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding organisations, JCQ<sup>CIC</sup> and Ofqual. Please refer to **Examinations Equality and Access Arrangements Policy** for more detailed information.

## **11. Access arrangements- Reasonable Adjustments <sup>iii</sup>**

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by a Specialist Assessor appointed by the Head of Centre, who will ensure that a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments).

The Access Arrangement is then approved by the SENCo. The Centre also has a written policy on the qualification criteria for the use of word processors in examinations, this can be found in the **Examinations Equality and Access Arrangements Policy** (available to staff).

Submitting completed access arrangement applications to the awarding organisations is the responsibility of the Special Educational Needs Co-ordinator (can be delegated to the SEN administrator), taking into account the different processes involved for the different qualifications i.e. GCSE's, AS, A2, BTEC etc. The Senior TA appointed within the SEN department will arrange rooming for access arrangement candidates. Please refer to **Examinations Equality and Access Arrangement Policy** for more detailed information.

## 12. Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Manager in conjunction with SLT and the Head of Centre.

The School IT providers will also take responsibility for ensuring that there are robust systems in place to manage and minimise the disruption caused by any IT failure, including the effects of a Cyber attack.

Staff will be updated on contingency plans, as required via email, meetings, internal post/pigeon hole, the school website. All contingency plans are in line with the guidance provided by Ofqual, JCQ<sup>CIC</sup> and awarding organisations.

The John of Gaunt School has a **Contingency Plan** and also additional detailed contingency procedures documents which could be used in the event of key staff absence. These are available to all staff on the shared X drive.

## 13. Managing invigilators

External staff will be used to invigilate examinations, where possible. These invigilators will be used for internal exams and external exams. TAs and specialist staff will be used to facilitate Access Arrangements wherever possible. Additional centre staff will also assist during the external exam seasons as part of the school contingency plan.

Recruitment of invigilators is the responsibility of the Exams Manager. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Personnel Assistant. DBS fees for securing such clearance are paid by the centre. Invigilators are recruited, timetabled, trained, and briefed by the Exams Team.

All centre staff and external invigilators used for exams will undergo thorough training comprising of a combination of online assessment, in-person briefing and a school Invigilation handbook to ensure that they are fully compliant with all areas of the Examination regulations.

The centre will assign appropriate staff to each exam to ensure that no JCQ regulations are breached (for example by not utilising a teacher to invigilate an exam for their subject).

## 14. Conflict of interest

The John of Gaunt School ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with close relationship to the candidate

The Centre maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where

- a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
- a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- a member of centre staff is taking a qualification at another centre

### 15. Malpractice

The Head of Centre in consultation with Exams Manager is responsible for investigating suspected malpractice. All suspected malpractice will be investigated in accordance with JCQ guidelines. Please refer to ***The John of Gaunt School Malpractice Policy*** for more details.

### 16. Internal Appeals and Complaints

The John of Gaunt School has an ***Internal Appeals and General Complaints Procedure*** in place, which is available on the School Website.

This procedure covers how the Centre responds to

- general complaints regarding delivery or administration of a qualification
- appeals related to internal assessment decisions and
- any disputes which arise if a candidate disagrees with a Centre decision not to support a clerical re-check, review of marking, review of moderation or appeal

### 17. Assessment Materials

All examination materials will be handled and stored in accordance with current JCQ<sup>CIC</sup> guidelines at every stage of the examination process.

A log is kept in reception to record the arrival of any secure materials and the exams team will be informed immediately of any confidential deliveries from the Awarding Bodies. These will be signed for and moved without delay into the centre's secure storage, where they will be recorded in a second log and contents checked against the list supplied by the Awarding Body. All secure material will then be locked into the safe within the secure room.

Where a secure download of examination materials is required, this will be managed by the Exams Manager, Deputy Exams Manager or the SLT lead for Exams, as authorised by the Head of Centre and in accordance with JCQ<sup>CIC</sup> regulations. (ICE Section 4) All printing will be carried securely using the school's print release feature in an area which can be secured to prevent access by any unauthorised persons. A log of secure downloads will be maintained within the centre.

At the end of an examination, papers will be collated and packed in accordance with regulations, before being secured back in the exam secure storage until the courier arrives to collect them. A record of all materials sent to the Awarding Body will be kept.

Only the designated keyholders named in the Centre's NCN register for this academic year will have access to the keys to the secure room and to the secure storage area. Any changes in personnel will be reported immediately to JCQ.

The Head of Centre has authorised key personnel to access the exams secure room if required as part of their job role, under the constant direct supervision of one of the approved JCQ key holders. This list includes the Exams Team, SLT line manager, invigilators, key teaching staff and site team plus any external contractors carrying out essential work in the secure room, or other members of school staff with a legitimate reason for needing access.

## 18. Exam days

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

Site management staff are responsible for setting up the allocated rooms.

A Senior Invigilator will start and finish all exams in accordance with JCQ<sup>CIC</sup> guidelines.

<sup>2</sup>Senior Staff approved by the head of centre (who have not had overall responsibility for the candidates preparation for the examination(s)), may be present at the start of the exam to assist with identification of candidates, but they may not view the paper(s) to be sat in that session.

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

Exam papers must not be seen by subject teachers or removed from the exam room before the end of a session by anyone unless a member of staff has been given permission to remove a paper for the purpose of checking a potential error directly with the Awarding Body.

Spare copies of Exam papers will be distributed to Heads of Department/faculty once all candidate scripts have been packed and collected by the approved courier, usually within 24 hours after the exam has been completed.

The Centre has in place an **Exams Emergency Evacuation and Lockdown Policy** should an emergency situation arise during an examination sitting.

## 19. Candidates (Briefing, Belongings, Behaviour)

The Exams Team will provide written information to candidates in advance of each exam series. This will cover all areas of the exam process which candidates need to be aware of. They will also be given access to the JCQ '*Information for Candidates*' documents (also available on the school website) and instructed to read them. The Exams Team may also give a formal briefing session for candidates.

The centre's published rules on acceptable dress and behaviour apply at all times. Disruptive candidates are dealt with in accordance with current guidelines. Candidates are made aware of the regulations and the expected conduct in the exam room by class teachers, senior leaders and via documents supplied by the Exams Team. These are reiterated at the beginning of every exam. These expectations apply to both internal and external assessments.

Any candidate who does not meet these expectations will face appropriate sanctions, which could include being removed from the exam room in situations where other students are being disrupted.

JCQ guidance will always be followed and incidents may be reported to the Awarding Body if required.

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

In an exam, room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of all watches, mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Candidates are permitted to bring water in a clear plastic bottle containing no writing and with all labels removed. This should be placed on the floor when not in use to prevent spillages affecting

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<sup>2</sup> Instructions for conducting examinations, 1 September 2017 to 31 August 2018, Appendix 8, The people present in the examination room

an exam script. No other drink is usually permitted unless there is a medical exemption, in which case, permission must be granted in advance and arrangements made to ensure that the drink / container comply with regulations.

Students are not usually permitted to bring food with them to an exam. If there is a medical need, permission may be granted. In this instance, any food with the candidate in the room must be free of all packaging and of a type which will not create any noise. Alternatively, food may be retained by the invigilator and a student with a medical need who is entitled to supervised rest breaks may choose to use one of these to leave the room briefly, accompanied by the invigilator and eat something if required.

School policy is that students should normally remain for the whole duration of an exam.

If there is an incident which requires students to evacuate from the room during an exam, the Emergency Evacuation procedure will be followed.

An appropriate member of staff must accompany candidates who temporarily leave an exam room during an active session at all times. Any candidate who leaves the exam room unaccompanied within one hour of the published start time of examinations (9am or 1:30 pm respectively), must be reported to the Awarding Body for Malpractice for causing a possible breach in security.

Candidates must not remove any secure material from the exam room and will not be dismissed from the room until all papers have been collected.

## **20. Candidate Absence / Late Arrival**

In addition to the normal school absence reporting system, Candidates and Parents/ Carers are briefed prior to an exam season to inform them of the process to follow if they will be absent from an examination. They are made aware that students cannot sit the exams at a different time and that they cannot apply for Special Consideration if the reason for their absence is not covered in the JCQ Special Considerations regulations. Candidates or their Parents / Carers may be required to pay the entrance fee for any exam missed without a valid reason, or be asked to pay for a subsequent re-entry in a later exam season.

Where candidates will be absent due to illness or other valid reason, they are advised to contact the Exams Team as early as possible and will be supported through any further action they need to take (eg competing self- certifying forms or providing evidence to support any applications for Special Consideration to the Awarding Body).

The Exams Team is responsible for handling late or absent candidates on exam days in conjunction with the centre's Pastoral Support Team, year leaders, attendance Officer and SLT and in accordance with JCQ regulations. Absent candidates will be encouraged and assisted where appropriate to come into school to sit the exam. Although it is the responsibility of the candidate to ensure that they attend their exams on time, they and Parents / Carers will be given appropriate advice and support wherever possible (in accordance with the JCQ regulations for Late or very late arrivals).

Late candidates will be given the opportunity to sit the exam with the full time allowance where possible, at the discretion of the Exams Team and SLT.

Candidates who are officially classed as 'Very late' as defined by JCQ regulations may be permitted to sit the paper at the discretion of the Exams Team and SLT, depending on the situation, but will be warned that their work may not be accepted and will be reported to the Awarding Body as per JCQ rules. The Awarding Body will review the evidence and determine whether the paper can be accepted.

Invigilators will ensure that absentees are clearly recorded on the seating plan, exam room incident log and registers.

## 21. Identifying Candidates

Verifying candidate identity procedure: -

Candidates are known to exams staff and invigilators, who work with the cohorts for all internal exams as well as external sessions.

Teaching staff and Senior Leaders are on hand whilst students are lining up outside of the exam room and Senior Staff approved by the head of centre (who have not had overall responsibility for the candidates' preparation for the examination(s)), may be present at the start of the exam to assist with identification of candidates.

A folder containing photos of all exam candidates which is created from our school information management system (SIMS) is available in each room if a query arises.

Sixth form students have school photo ID cards.

Each seat is individually named and has a seating card present on each exam desk for each exam as per the examination seating plan. These are individually created for each student and all details are imported from our school's information management system (SIMS).

Absentees are clearly marked on the Seating plan, Exam room incident log and registers.

## 22. Clash candidates

The Exams Team will be responsible as necessary for ensuring that arrangements are put in place which comply with JCQ regulations if a candidate is scheduled to sit multiple external exams in a session. This will involve ensuring that exam security is maintained by arranging supervising escorts, identifying a secure venue and arranging overnight stays where required.

## 23. Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Manager to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

The Exams Manager will liaise with the Pastoral Support, Year Leader and SLT and make a special consideration application to the relevant awarding body within 7 days of the candidate's last exam. This must be approved by a member of SLT prior to submission.

All applications will be considered in accordance with the JCQ 'Guide to the Special Consideration Process' document.<sup>iv</sup>

## 24. Internal assessment

Internal assessment (NEA, Coursework) will be completed in accordance with the JCQ regulations and those of the individual specification at all stages. Staff will follow the school **Management of Non-Examination Assessment Policy**. It is the responsibility of teaching staff and their line managers to ensure that they are familiar with all relevant guidance and regulations for their subject.

It is the duty of Directors of Learning to ensure that all internal assessment for their faculty is ready for dispatch at the correct time. The Exams Team will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

The teachers provide marks for all internally assessed work and then usually input these online. Where possible, they will submit the marks or will contact the Exams Team to do this if

necessary due to limitations with their Access rights.

The Exams Team will inform staff of the Awarding Body deadline for submitting marks. Directors of Learning or Subject Leads will issue students with appropriate internal deadlines for their specification and ensure that they account for sufficient time for their marking and internal moderation and to allow for student appeals against internal assessment marks to be made and resolved before the Awarding Body deadlines.

Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP).

## 25. Results

Candidates will usually receive individual results slips on results days:

- in person at the centre or
- by post to their home address – only if candidates provide a stamped self-addressed envelope.

The results slip will be in the form of a centre-produced document.

Candidates may choose to nominate someone to collect their results on their behalf, but must provide their nominee with signed, written authorisation, which will be kept on file. Their nominee must be named in the letter and must provide proof of their identity by way of photo ID.

Without this authorisation, results cannot be released to a third party.

The Exams Manager arranges for the centre to be open on results days.

The John of Gaunt School has contingency arrangements available in case the school cannot open, to ensure that candidates can be issued with their results without delay. The **Contingency plan** will be available for all staff to view.

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

## 26. Enquiries about Results (ROR)

Candidates will be informed of the available options open to them if they are unhappy about their results and of the deadlines and fees for these services.

Centre staff or the candidate may request a review of results (ROR) Service following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate. They must confirm that they understand the outcome of a review can result in their overall grade remaining unchanged, being raised or being lowered and that they cannot revert to their original grade once the review has been confirmed. A request for a re-moderation of internally assessed work cannot be applied to a single candidate, but affects the whole cohort and may therefore require the consent of all candidates who may be impacted by a review. A review of moderation can only be requested where an external moderator has altered the marks submitted by the Centre.

The candidate will pay the cost of RORs, unless specifically requested by Directors of learning / SLT and must meet the internal deadline issued by the Centre to ensure that the requests are submitted to the Awarding Body in time.

**Internal Appeals and General Complaints Procedures** are in place where a candidate wishes to challenge a Centre decision not to support a ROR application.

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

After the release of results, candidates may ask subject staff or the Exams Team to request the return of written exam papers within the window offered by the appropriate Awarding Body.

Centre staff may also request scripts for investigation or for teaching purposes. In all cases, the written consent of candidates must be obtained.

A ROR cannot be applied for once an original script has been returned and candidates must be made aware that even a copy of the script may not be returned in time for a ROR to be requested.

The cost of an ATS request will be covered by the requester, either the candidate or faculty.

Processing requests for ATS will be the responsibility of the Exams Team.

## **28. Certificates**

Candidates will receive their certificates:

- in person at a presentation evening, or after the event by
- collecting and signing for them at reception

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them, which confirms their identity.

The centre retains certificates for at least 1 year in accordance with regulations. The centre has no obligation to keep certificates after this point, although where possible, the centre may retain them for longer, in accordance with our GDPR retention schedule. Certificates will be securely destroyed once the period of retention has lapsed in accordance with regulations and a record of destruction will be completed.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred. It is the responsibility of the candidate to contact the Awarding Bodies to obtain confirmation of their results if they have lost or not collected their certificates before they have been securely destroyed.

## **Appendix 1 – Escalation Process**

### **Purpose of the process**

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

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

In the event of the absence of the Head of Centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the Deputy Headteacher.

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

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

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

- Centre status
- Confidentiality
- Communication
- Recruitment, selection and training of staff
- Internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections

Additional JCQ publication for reference:

- Centre Inspection Service Changes

- Policies

Specific JCQ publications for reference:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)

- Personal data, freedom of information and copyright

Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

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

In the event of the absence of the Head of Centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to the Deputy Headteacher.

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

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

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

- Access arrangements and reasonable adjustments
- Entries

Additional JCQ publications for reference:

- Key dates in the examination cycle
- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation

- Centre assessed work

Additional JCQ publication for reference:

- Guidance Notes – Centre Consortium Arrangements

- Candidate information

Additional JCQ publications for reference:

- Information for candidates documents
- Exam Room Posters

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

In the event of the absence of the Head of Centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to the Deputy Headteacher.

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

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

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

- Conducting examinations and assessments

Additional JCQ publication for reference:

- Guidance Notes – Very Late Arrival

- Malpractice
- Retention of candidates' work

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

In the event of the absence of the Head of Centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to the Deputy Headteacher.

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

- General Regulations for Approved Centres (section 5)

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

- Results

Additional JCQ publication for reference:

- Release of Results notice

- Post-results services and appeals

Additional JCQ publications for reference:

- Post-Results Services
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

- Certificates

## **Appendix 2 – Exam-Specific Addition to Safeguarding Policy**

### **Child Protection and Safeguarding Policy (Exams)**

#### **Policy aims**

- To provide all exams-related staff at The John of Gaunt School with the necessary information to enable them to meet their safeguarding and child protection responsibilities
- To ensure consistent good practice
- To demonstrate the commitment with regard to safeguarding and child protection to pupils/students, parents/carers and other partners when taking examinations and assessments at The John of Gaunt School.
- To contribute to the wider centre Child Protection and Safeguarding Policy

#### **Section 1 – Roles and Responsibilities**

##### **Designated safeguarding lead (DSL)**

(and any deputies) will take lead responsibility for child protection and safeguarding in relation to examinations and assessments. The DSL will offer advice, support and expertise in all matters relating to child protection and safeguarding in relation to examinations and assessments etc.

##### **Exams Manager**

Will support the DSL as directed, and also undertake all relevant training required.

**Other exams staff** [e.g. Assistant Exams Officer, invigilators, facilitators of access arrangements]

Will undertake training as directed by the DSL, report child protection and safeguarding issues/concerns in line with centre processes/policy.

#### **Section 2 – Staff Recruitment**

The John of Gaunt School ensures that only 'suitably qualified and experienced adults' are employed in the management, administration and conducting of examinations and assessments. This is supported by the safer recruitment process which includes:

- completing an application form which includes their employment history and explains any gaps in that history
- providing two referees, including at least one who can comment on the applicant's suitability to work with children
- providing evidence of identity and qualifications
- verifying their mental and physical fitness to carry out their work responsibilities
- verifying their professional qualifications, as appropriate
- carrying out further additional checks, as appropriate, on candidates who have lived or worked outside of the UK, including (where relevant) any teacher sanctions or restrictions imposed by a European Economic Area professional regulating authority, and criminal records checks or their equivalent
- asking for written information about previous employment history and check that information is not contradictory or incomplete. We will seek references on all short-listed candidates, including internal candidates, before interview. We will scrutinise these and resolve any concerns before confirming appointments.
- if offered employment, be checked in accordance with the Disclosure and Barring Service (DBS) regulations as appropriate to their role. This will include:
  - an enhanced DBS check and a barred list check for those including unsupervised volunteers engaged in Regulated Activity

- an enhanced DBS check without a barred list check for all volunteers not involved in Regulated Activity but who have the opportunity of regular contact with children
- if offered employment, provide evidence of their right to work in the UK
- be interviewed by a panel of at least two school leaders/governors, if shortlisted

### **DBS check information**

All information on the checks carried out on those who are employed solely for the purpose of periodic exams-related activity, such as external invigilators/facilitators, will be recorded in the centre's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files.

### **Existing staff**

If there are concerns about an existing member of staff's suitability to work with children, all relevant checks will be carried out as if the individual was a new member of staff. This action will also be taken if an individual moves from a post that is not regulated activity to one that is.

Anyone who has harmed, or poses a risk of harm, to a child or vulnerable adult will be referred to the DBS:

- Where the 'harm test' is satisfied in respect of the individual (i.e., that no action or inaction occurred but the present risk that it could was significant)
- Where the individual has received a caution or conviction for a relevant offence
- If there is reason to believe that the individual has committed a listed relevant offence, under the Safeguarding Vulnerable Groups Act 2006 (Prescribed Criteria and Miscellaneous Provisions) Regulations 2009
- If the individual has been removed from working in regulated activity (paid or unpaid) or would have been removed if they had not left

### **'Break in service'**

To comply with 'break in service' regulations, all external invigilators/facilitators will be required to meet the 'frequency test' at The John of Gaunt School by working or attending the centre at least every 3 months for training, updates etc.

If this is not possible and the member of staff has not attended the centre for a period exceeding 3 months, new DBS checks will be carried out to ensure safeguarding responsibilities are met. The exception to this is if the individual is registered with the DBS update service on an annual basis and provide consent for the designated member of staff to carry out an online check to view the status of their existing standard or enhanced DBS certificate.

By meeting these criteria, these staff will be permitted to attend on any day during an exam series without the need for additional checks or any additional attendance at The John of Gaunt School.

### **Agency staff**

Written notification will be obtained from any agency or third-party organisation that it has carried out the necessary safer recruitment checks that we would otherwise perform. A check will also be performed to confirm that the person presenting themselves for work is the same person on whom the checks have been made.

### **Section 3 – Supporting staff**

All exams staff at The John of Gaunt School are made aware of the good practice guidelines and staff code of conduct in relation to child protection and safeguarding.

They are informed and updated on the contents of the centre Child Protection and Safeguarding

Policy by training sessions, online information and hard copy information. Training sessions are usually conducted at the start of the Academic year, with updates as necessary. All legislation and the content of the training is also distributed to staff via email following their attendance at the training session and is always available of the shared staff drive for reference.

#### **Section 4 – Areas covered**

All exams staff, including invigilators, will be fully trained/updated in line with the School's safeguarding policy to ensure that they are complying with the centre policy on child protection and safeguarding.

#### **Section 5 – Reporting**

The process for staff to report issues/concerns relating to child protection and safeguarding is detailed in the school's Safeguarding policy. This includes the option of making a report via the school system using class charts or email, which can be done remotely. Staff are reminded of the need to report any concern immediately and without delay.

Where staff are concerned about an adult working with children in the school, they should use the information on the flow chart 'Concerned about an adult working with children' to report the concern to the designated safeguarding lead- DSL (Helen Kerr) or headteacher (Matthew Woodville).

#### **Section 6 - Protocols for one-to one support/supervision**

Where staff are engaged in invigilation/facilitation and/or centre supervision on a one-to one basis with a candidate the following protocols should be followed.

##### **Summoning immediate assistance in case of any concern**

This should be done via mobile phone on the occasions where another member of staff is not present outside of the room, reporting to the Exams Manager / Assistant, who will contact the relevant members of the school staff where necessary.

##### **Leaving the examination room temporarily**

Where a member of staff may accompany a candidate requiring a toilet break, the member of staff is required to first check that the facilities are unoccupied. The candidate will usually be left unaccompanied at the entrance to the cubicle where the facility is an open-fronted unisex design, or an individual disabled toilet.

Where a member of staff may accompany a candidate who is feeling unwell, they will react depending on the situation. If the candidate requires fresh air, they will be taken outside to a quiet area away from other students. They may be taken to get a drink of water or to sit down in an open, quiet area as required. In all cases, the Exams Manager / Assistant should be summoned and will seek additional support for the candidate where appropriate.

If exams need to be conducted away from the main school site for any reason, at least two members of staff will be employed even if there is only a single candidate.

#### **References**

**Keeping children safe in education** [www.gov.uk/government/publications/keeping-children-safe-in-education--2](http://www.gov.uk/government/publications/keeping-children-safe-in-education--2)

Check someone's criminal record as an employer [www.gov.uk/dbs-check-applicant-criminal-record](http://www.gov.uk/dbs-check-applicant-criminal-record)

**DBS Update Service** [www.gov.uk/dbs-update-service](http://www.gov.uk/dbs-update-service)

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<sup>i</sup> All JCQ regulations for the current academic year will be followed. This includes, but is not limited to the content of the following publications found here <https://www.jcq.org.uk/> -

*The General Regulations for approved centres, ICE - Instructions for conducting Examinations, Access Arrangements and reasonable adjustments, Instructions for conducting non-examination assessments, A guide to the Special Consideration process, JCQ suspected Malpractice: Policies and procedures.*

<sup>ii</sup> **Equality Act 2010: advice for schools**

<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>

<sup>iii</sup> **General Regulations for Approved Centres 1 September 2022 to 31 August 2023**

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

**Advice:** Schools should familiarise themselves with the document published by the *Equalities and Human Rights Commission (EHRC)* Reasonable adjustments for disabled pupils. Which can be found here:

<https://www.equalityhumanrights.com/en/publication-download/reasonable-adjustments-disabled-pupils>

<sup>iv</sup> Available here <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/>