



Haberdashers' ADAMS

Haberdashers' West Midlands Academies Trust

Exams Policy

2023-2024

Monitoring	Frame of engagement	Date
Member of Staff Responsible	GJH, KC	
Governor Accountability	None	
Consultation Parameters	SLT/KC	
Date of latest version		October 2023
Date for next review (and cycle)	yearly	October 2024
Uploaded to Website		October 2023

1. Purpose of the policy

The purpose of this exams policy is to ensure that:

- The planning and management of exams is conducted efficiently and in the best interests of candidates.
- The school operates an efficient exams system with clear guidelines for all relevant staff.
- All aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to the school website.
- The workforce is well informed and supported.
- All centre staff involved in the exams process clearly understand their roles and responsibilities.
- All exams and assessments are conducted according to JCQ and awarding body regulations.
- Guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all time.
- Exam candidates understand the exams process and what is expected of them

This policy is reviewed annually and will be communicated to all relevant centre staff. It is the responsibility of everyone involved in the centre's exam processes to read, understand, and implement this policy. Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

2. Exam responsibilities

The 'head of centre' is the most senior operational officer in the organisation. This may be the headteacher of a school, the principal of a college, the Chief Executive Officer of an Academy Trust or the Managing Director of a company or training provider. It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.

For details about specific head of centre responsibilities, see sections 1, 8, 11, 12, 13, 16, 24, Appendix 1, section 6 and Appendix 8. (JCQ Instructions for Conducting Examinations(ICE) Introduction)

3. The head of centre

- Has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- 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
- Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility 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's declaration, will result in the centre status being suspended and the centre not being able to submit examination entries

- 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.
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCO to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ regulations.
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.
- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer (EO) and 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 EO.
- Makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during an examination.
- Ensures the exams officer (EO) receives appropriate support from relevant centre staff and enables the EO to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments within the centre (as example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers).
- 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 EO.
- Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test...”*.
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including

the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials.

- Ensure that appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff to maintain the integrity of the exams.
- Ensures that access to the secure room and secure storage facility is restricted to the authorised 2-4 key holders.
- Ensures that the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- Ensures that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
- Takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- 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.
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel.

4. Centre Inspection

The school will:

- Co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.
- Allow all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.
- Understand that the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility.
- The examinations officer or an SLT member will accompany the Inspector throughout the visit. The SENCO will also be available answer any questions from the inspector

5. Risk management

- The school will ensure that risks to the exam process are assessed, and appropriate risk management processes/contingency plans are in place (that allow the head of centre to act immediately in the event of an emergency or staff absence)

- The school will also ensure that all policies relating to Exams and are in accordance with JCQ guidelines, including at least the following policies:

Access arrangements
 Child protection/safeguarding
 Complaints and appeals
 Contingency plan
 Data protection
 Disability policy
 Escalation Process
 Exam Evacuation
 Non-examination assessment (NEA)
 Word Processor (exams)

6. Exams officer

- Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries
- Ensures the relevant awarding bodies are informed of any **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 a personal connection to the candidate
- Maintains 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 have a personal connection 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
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- manages the administration of External Exams
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.

- oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensuring that all exam students receive up to date JCQ notices for written exams , NEAs , coursework, social media and privacy notices.
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines. 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 placed in the secure storage facility
- Insures the secure storage facility contains only current and live confidential material (confidential exam stationery must be stored in secure room)
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

7. Senior Leadership Team

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and ALS lead/SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

8. Heads of Department:

- Provide guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Ensure accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

- Ensure accurate completion of coursework / controlled assessment mark sheets and declaration sheets.

9. Teachers

- Supply information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- Provide the EO with a completed declaration of Interest form on a yearly basis.

10. The SENCO/Head of Learning Support

The role of the SENCO and the Head of learning support is jointly to:

- Identify and test candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Understand the contents, refer to and direct relevant centre staff to annually updated JCQ publications including the JCQ document "Access Arrangements and Reasonable Adjustments".
- Lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, work with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Present when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- Work with the exams officer to provide the access arrangements required by candidates in exams rooms.
- Assess candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- Gather **evidence** to support the need for access arrangements for a candidate
- Liaise with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determine candidate eligibility for arrangements or adjustments that are centre-delegated
- Gather signed **Personal data consent, Privacy Notice and Data Protection confirmation** forms (from candidates where required)
- Apply for **approval** through **Access arrangements online (AAO)** via the **Centre Admin Portal (CAP)**, where required or through the awarding body where qualifications sit outside the scope of AAO
- Keep 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)
- Employ good practice in relation to the Equality Act 2010.
- Liaise with the EO regarding exam time arrangements for access arrangement candidates
- Ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Work 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

- Provide and annually review a centre policy on the **use of word processors** in exams and assessments

11. Lead invigilator/invigilators

Prospective Invigilators will complete an application form and will be formally interviewed by the Personnel Officer and the Exams Officer. Once appointed, they will assist the EO with:

- the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

The EO provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators annually.

The EO 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, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam.

Managing invigilators

- External staff will be used to invigilate examinations.
- These invigilators will be used for mocks and external exams.
- Recruitment of invigilators is the responsibility of the Exams Officer as well as annual training of updated JCQ regulations
- Securing the necessary DBS clearance for new invigilators is the responsibility of the Personnel Officer.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer
- All invigilators will attend the necessary safeguarding and child protection training.
- Invigilator whilst in the exam room will have one mobile phone to contact the Exams Officer should they be required.

12. Reception staff

Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

13. Site staff

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

14. Qualifications offered

The types of qualifications offered are GCE A levels, AS levels , GCSEs and Project Qualifications (HPQ and EPQ).

The subjects offered for these qualifications in any academic year can be found in the school's published prospectus and similar documents for the year, as well as on the school's website.

15. Exam series

- All GCE A-level, AS, GCSE and Project qualifications are taken in the June series.
- Internal exams (mock exams) and assessments are scheduled as follows: 6th form in January, Year 11 in November and rest of school in May.
- GCSE resit for English Language and Mathematics are offered in the November series.
- Internal exams are held under conditions that are as close to those of external examinations as is practical.

16. Entries, entry details and late entries

- Candidates or parents/carers can request a subject entry, change of level or withdrawal but this will be in consultation with staff concerned and the agreement of HoD and Deputy Head.
- The centre does accept entries from ex-students who wish to complete a resit.
- The centre does not act as an exams centre for other organisations.
- Entry deadlines are circulated to heads of department/curriculum via e mail.
- Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline (i.e., late) will be forwarded to the Exams Office and if necessary, the Department/ student will incur the extra cost.
- GCSE resits in Maths and English are allowed if they have not met the full criteria set by the Dept of Education. These would be taken in the November series.
- AS and A level resits are allowed. These will be funded by the pupil.

17. Exam fees

- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- The exams officer will publish the deadline for action well in advance for each exam series.
- *GCSE entry exam fees are paid by the centre,*
- *AS entry exam fees are paid by the centre,*
- *A2 entry exam fees are paid by the centre,*
- Late entry or amendment fees are paid by the Department or the pupil dependant on circumstances
- Fee reimbursements *are* sought from candidates if they fail to sit an exam or if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by the candidates.

18. Exam timetables

Students will be issued with copies of the JCQ regulations concerning Privacy, social media , coursework and assessments before October half term. These are also available on the school website

Once confirmed, the exams officer will circulate the exam timetables for external exams to each pupil and will also provide access to a full timetable to all staff and students. This will be on the School website and notice boards within the school. Individual timetables can also be found on My Child at School (MCAS).

The EO Issues individual exam timetable information to candidates and inform candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams.

19. Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation under the Equality Act 2010

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre (alongside the Examinations Officer).

20. Exam storage

- Exam papers are locked in secure storage within a secure room.
- Access to the room is through a solid key coded door. There are 2 key holders. The exams Officer and the Business Manager.
- Papers are delivered and signed into Reception, who then contact the EO who collects and signs for continuity.
- Papers are then checked by EO and assistant before placing in the secure storage despatch notes are signed accordingly
- On the exam day, papers are taken out of storage. They are not opened until the details have been checked by 2 of members of staff and the two pairs of eyes form is signed. If packets are required to be opened for separate rooms. The papers are despatched to the room in secure tagged bags.

21. Access arrangements

On pupils entering the school, the Head of Learning Support will be made aware of any Examination issues. This will be included in the school transition form, as well as documented evidence.

In order to comply with JCQ regulations original Form 8 and testing documents **must** be handed to Haberdashers' Adams. If no relevant documents are produced then the access arrangement will not be put in place, and if further testing is required a cost will be incurred by parents/carers. A privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements and cannot be used to process an application online (A.A 7.3.6). Should another test be required then the cost will fall to the candidate.

The SENCO/Head of Learning Support will:

- Assess candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- Gather **evidence** to support the need for access arrangements for a candidate
- Liaise with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determine candidate eligibility for arrangements or adjustments that are centre-delegated
- Gather signed **data protection notices** from candidates where required. These must be completed before the details are applied for.
- Apply for **approval** through *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keep relevant paperwork and evidence on file for JCQ inspection purposes
- Employ good practice in relation to the Equality Act 2010
- Liaise with the EO regarding exam time arrangements for access arrangement candidates
- Hold all relevant paperwork and related evidence.
- 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.

Students that are provided with an AA will be housed in a separate exam room so as to avoid any disruption.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer and Head of Learning Support.

The Exams Officer will also ensure that the JCQ agreed arrangements for that candidate are implemented correctly.

Rooming for access arrangement candidates will be arranged by the Exams Officer

Invigilation and support for access arrangement candidates during exams, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer

22. Contingency planning

Contingency planning for exams administration is the responsibility of the SLT. This is contained in a separate document.

23. Private candidates

Entries by private candidates are at the discretion of the Exams Officer dependent on entries within the school.

Managing private candidates is the responsibility of the Exams Officer. There is also a £50 admin fee for any private candidate wishing to sit an exam at Haberdashers' Adams. Payment and identification must be received before the exam season.

If a private candidate is accepted, then they attend the school with a form of photo evidence that is then kept on file and produced for the invigilators to confirm the identity of the candidate.

24. Non-Exam Assessment Grades (NEA)

Heads of Departments are responsible for submitting these marks/grades to the exams officer. They will be entered online.

Should a candidate disagree with the mark given by the school for the NEA please see the non-examination policy.

If these are submitted via the awarding bodies secure site, this is done with the Head of Department and is checked and signed before submitting to the Exam Board.

Any coursework that is required by the Exam board is taken to the Exams Office for packaging and recording before being posted to the assessor. If to be sent electronically then all details will be forwarded to the Exams Officer

25. Malpractice

The head of centre in consultation with *the* Exams Officer is responsible for investigating suspected malpractice as per JCQ regulations.

26. Exam days

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

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance by the Exams Officer

Subject staff may be present at the start of the exam to assist with identification of candidates in agreement with the Head of Centre. They are allowed no contact when pupils have entered the Exam Room. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers will not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department 24 hours after the exam or dependant when the last candidate sat the exam. Papers will be kept securely in the Exams Office prior to distribution to centre staff.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies via Parcelforce.

27. Candidates

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations. Ensuring that all their personal details including names and dates of Birth are correct and any errors are reported to the EO.

Management of candidates

- The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Deputy Heads and the Exams Officer

- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- Candidates are identified by staff before entering the exam room and are instructed on where to sit by the seating plan that is displayed outside the exam room. There is also an invigilator copy which includes any candidates with AA or medical issues. Pupils must place school ID cards on the exam desk for identification purposes.
- 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 also highlighted on the JCQ warning posters that are placed at the entrance to the Exams Hall. This is particularly true of mobile phones, watches and other electronic communication or storage devices with text or digital facilities. Any of these items are to be placed in the trolley provided (switched off) at the entrance into an exam room. Wrist watches must be removed prior to the exam starting. If a pupil should still be wearing a watch during the exam this is now classed as malpractice.
- A bottle of water in a clear container may be taken in but no food is allowed unless for medical reasons, and it has been agreed with the Examinations Officer.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- Late arrivals will be dealt with by the EO. The student is met and escorted to the exam room where they are given the allotted time. If they are very late, they are allowed to sit the exam, but the awarding body will be informed, and it is at their discretion dependent on the individual circumstances.
- Should a candidate be absent for an exam due to illness, a medical note should be requested and passed to the EO within 7 days, who may contact the EB for further clarification. Should the candidate be off for an extended length of time this will be dealt with by the EO with guidance from the exam board.
- The Exams Officer is responsible for handling late or absent candidates on exam day and would be dealt with according to JCQ regulations.

Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays. If a candidate has 2 or more exams in a session and the total is 3 hours or less, the centre can decide the order in which to hold them. Candidates are given a supervised break of 15 minutes between papers.

If an overnight supervision is required then JCQ paperwork is completed online, but firstly it is agreed and signed by the Head of Centre, candidate and supervisor. The candidate is then informed in writing of these arrangements as well as the parents. The Exams Officer retains the candidates mobile phone in their secure storage, and it is returned once the exam has been completed.

28. 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 Office to that effect.

SLT will sign evidence to support eligible applications through the school. Evidence will be provided by the HoH should the circumstances require this.

The candidate must support any special consideration for illness with appropriate evidence within 7 days of the exam. Medical issues must be confirmed by a Doctor's letter.

The Exams Officer will make a special consideration application to the relevant awarding body. Under extreme circumstances the EO can apply for Special Considerations after the exams but must be able to produce compelling evidence.

All evidence is retained by the EO until after the appeals process. It is then confidentially destroyed.

29. Internal assessment

All students must be given their internal mark before it is submitted to the exam board. If there is a conflict and the pupil disagree, then procedures are in place. (See the Appeals Policy) It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

The return of this work will also be recorded by the Exams Officer before returning to HoD who will keep in secure storage until all reviews have been completed.

Marks for all internally assessed work are provided to the exams office by the HoD. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's External/Internal Appeals Policy document.

30. Results

Candidates will receive individual result slips on results days, in person at the centre or If the results for A level or GCSE have not been collected, they will be posted to the home address by First Class post.

A designated person can collect the results for a student when written confirmation has been accepted by the exams office.

The results slip will be in the form of a centre produced document and will also contain details of review dates and prices as well as Grade Boundaries where possible.

Results will also be available from My Child at School (parents all have secure access to their child's details)

31. Review of marks

These may be requested by centre staff or the candidate following the release of results. A request for a review or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of reviews will be paid by the candidate

All decisions on whether to make an application for a review will be made by the candidate and their parents/carers.

If the candidate is not happy with the review, then they can appeal within 14 days of receipt, and this can only be in agreement with the Head of Centre. (See Appeals Policy).

All processing of reviews will be the responsibility of the Exams Officer, following the JCQ guidance.

32. Access to Scripts (ATS)

Students can request to see electronic copies of their marked papers. In all instances they must sign to confirm that they agree to the school downloading it and forwarding to the pupil via email.

- After the release of results, candidates may ask subject staff to request the return of written exam papers
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Reviews cannot be applied for once an original script has been returned.
- Processing of requests for ATS will be the responsibility of Exams Officer

33. Certificates

- Candidates will receive their certificates in person at the centre or by post to their home address recorded delivery late November/early December. In either case, they will need to sign for them.
- The School can undertake not to post to students due to unforeseen circumstances , such as postal strikes.
- 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 that confirms their identity. The centre retains certificates for 5 years.
- In the case of a lost certificate a replacement can be issued, and the candidate can apply direct to the AB, at a cost to themselves.

Head of centre

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Date

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Exams officer

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