



EXAMINATIONS POLICY

Lead	Assistant Principal, Raising Standards
Approved by Governors	19 th May 2026
Full Review	Summer 2027



1. Introduction and Aims

Riddlesdown Collegiate is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates.
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them.
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies, always maintaining the security and integrity of the exam/assessment system.

2. Roles and responsibilities Overview

A list of the current staff who hold responsibilities for Examinations can be found in the table below.

Role	Name
Head of Centre	Daniel Bellamy
Senior leader(s)	Mr Daniel Osborne (Principal) Ms Rhea Madon (Deputy Principal)
Exams officer	Laura Threader
Other staff (if applicable)	Sarah Church

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ General Regulations for Approved Centres booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. ([GR, section 1](#))

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles. The head of centre and/or examinations officer may operate across more than one centre. In such cases, the head of centre must ensure there is suitable senior leadership team support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan.

2.1 Head of Centre responsibilities

The Head of Centre is Dan Bellamy, Assistant Principal Raising Standards. It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the (Instructions for conducting examinations) booklet. Failure to do so may constitute malpractice as defined in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026: <https://www.jcq.org.uk/exams-office/malpractice>

Head of Centre responsibilities: Exams Centre

- Has overall responsibility for the school as an exams centre.
- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#)
 - [Instructions for Conducting Examinations](#)
 - [Access Arrangements and Reasonable Adjustments \(AA\)](#)
 - [Suspected Malpractice - Policies and Procedures \(SM\)](#)
 - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
 - [A guide to the special consideration process \(SC\)](#)
- 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/or practical assessments.
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [Malpractice Sep25 FINAL.pdf](#)
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 - and ultimately, the withdrawal of awarding bodies' approval of the centre
- 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 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.
- 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.

Head of Centre responsibilities: Recruitment, selection, training and support

- 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.
- 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.
- Ensures that the SENCO has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments.
- Ensures that the examinations officer has sufficient time to perform her role and familiarise herself with with relevant awarding body and JCQ documentation.
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.

Head of Centre responsibilities: External and internal governance arrangements

- 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 effective support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- Can confirm to an awarding body, the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments.
- Makes sure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined, or a Learning support assistant who has supported one or more candidates, is not an invigilator during the examination.

Head of Centre responsibilities: Delivery of qualifications

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned.
- Directs anyone raising general complaints regarding the centre's delivery of qualifications to the Riddlesdown Collegiate Complaints Policy (Examinations), available on the school website.

- 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.

Head of Centre responsibilities: Public liability

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

Head of Centre responsibilities: Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials.
 - the secure room only contains exam-related material.
 - there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility.
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (the exams officer must be one of the keyholders) and staff approved by the head of centre are always accompanied by a keyholder.
 - appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff.
 - appropriate arrangements are in place for handling secure electronic materials.
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.
 - that when it is permitted to remove question paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened.

(If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)

- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ [JCQ-Instructions-for-conducting-examinations-2025_6_FINAL.pdf](#) publication
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and to notify them of any advice and instructions relevant to the examinations and assessments.
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

Head of Centre responsibilities: Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations or assessments have taken place.
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice – Policies and Procedures
- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures and provides such information and advice as the awarding body may reasonably require.

Head of Centre responsibilities: Policies/procedures

- Ensures risks to the exam process are assessed and appropriate risk management processes / contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or where the head of centre, the examinations officer or SENCO is absent at a critical stage of the examination cycle) The examination contingency plan reinforces procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency. All relevant centre staff must be familiar with the examination contingency plan. Consideration will be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur. Ensures a written malpractice policy is in place.
- Ensures an internal appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers.
- Ensures a complaints policy covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and (where relevant) their parents/carers.
- Ensures the centre's equalities policy complies with relevant legislation and is in place. Additionally, ensures that there are documented processes in place relating to access arrangements and reasonable adjustments
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
 - Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

Head of Centre responsibilities: Legislation on sharing information

The Head of Centre must comply with all current legislation regarding the sharing of information. Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other exams-related information with a third party. Other legislation and guidance may need to be taken into account regarding sharing information with parents, e.g. information from the DfE, such as:

- Understanding and dealing with issues relating to parental responsibility: www.gov.uk/government/publications/dealing-with-issues-relating-to-parentalresponsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- Understanding and dealing with issues relating to parental responsibility: www.gov.uk/government/publications/dealing-with-issues-relating-to-parentalresponsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance: guidance for headteachers: [Data protection in schools - Sharing personal data - Guidance - GOV.UK](#) **Publication of exam results**
- Refer to ICO (Information Commissioner's Office) Schools, universities and colleges information [Schools, universities and colleges | ICO](#) and Exam results: [Exam results | ICO](#)
- Ensures the centre has a whistleblowing policy in place.

Head of Centre responsibilities: Conflicts of interest

- 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 (noting that being entered by the centre must be 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 close relationship to the candidate.
- 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 (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre.

Head of Centre responsibilities: National Centre Number Register and other information requirements

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed, which must be the registered address of the centre.
 - Ensures the National Centre Number Register annual update is responded to by the end of October every year
 - 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 by completion of the Head of Centre Declaration.
 - 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.
 - the centre not being able to submit examination entries.
 - the centre not receiving or being able to access question papers.
- and ultimately,
- the withdrawal of awarding bodies' approval of the centre.

Head of Centre responsibilities: Centre inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical .
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.
- Understands 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.

2.2 Exams Officer responsibilities:

Our Exams Officer is Mrs Laura Threader. The Exams Assistant is Mrs Maggie Swingler. The Exams Officer is responsible for the administration of exams. They:

- Understand the contents of annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#) ◦ [Instructions for conducting examinations](#)
 - [Suspected Malpractice - Policies and Procedures](#) ◦ [Post-Results Services \(PRS\)](#)
 - [A guide to the special consideration process](#)
- Complete/submit the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year
 - Confirm the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
 - Inform the National Centre Number Register Team immediately (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place.
 - (Where it may be applicable) Inform the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility.
 - Inform the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status.
- are familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Ensure key tasks are undertaken and key dates and deadlines met.
- Recruit, train and deploy a team of internal/external invigilators as required and keep a record of the content of training provided to invigilators for the required period.
- Work with the SENCO to ensure invigilators supervising access arrangement candidates, and those acting as a facilitator supporting access arrangement candidates, fully understand the respective role and what is and what is not permissible in the exam room.
- Support the Head of Centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series.
 - Brief 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.

2.3 Senior Leaders responsibilities:

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#) ◦ [Instructions for conducting examinations](#)
 - [Access Arrangements and Reasonable Adjustments](#) ◦ [Suspected Malpractice - Policies and Procedures](#)
 - [Instructions for conducting non-examination assessments](#) (and the instructions for conducting coursework)
 - [A guide to the special consideration process](#)
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exams Officer and 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.

2.4 SENCO responsibilities:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications, including [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed.
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification Our SENCO is Mr Tom Holway.

2.5 Directors of Learning/Assistant Directors of Learning responsibilities:

Directors of Learning/Assistant Directors of Learning are responsible for:

- Advising the Exams Officer of any changes to syllabus or assessment details for their subjects
- Advising the Exams Officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries.
- Accurately completing entry and mark sheets and adhering to deadlines as set by the exams officer.
 - Accurately completing coursework/controlled assessment mark sheets and declaration sheets

2.6 Teaching staff responsibilities:

- Supply information about entries, coursework and controlled assessments as required by the Head of Faculty and/or the Exams Officer
- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
 - Attend relevant awarding body training and update events.

2.7 Invigilators responsibilities:

- Attend/undertake training on the current regulations, update, briefing and review sessions as required

- Provide information as requested on their availability to invigilate.
 - Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

2.8 Information Management Team Staff responsibilities:

- Support the Exams Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

2.9 Site staff responsibilities:

- Support the Exams Officer in relevant matters relating to exam rooms and resources.

2.10 Candidates responsibilities:

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers. Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations and signing a declaration that confirms the coursework to be their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

3. Qualifications offered

The Headteacher decides the qualifications we offer. In 2025–2026 we currently offer the following types of qualifications:

- Entry-level certificates
- GCSE
- OCR Cambridge Nationals
- BTEC Tech Awards
- BTEC National Extended Diploma
- A-Level
- Extended Project

The subjects offered for these qualifications in any school year may be found on our website. The specification is the awarding body's actual content/syllabus of the subject (as opposed to qualification type). For instance, the choice between OCR or AQA for English. Informing the exams office of changes to a specification is the responsibility of the Director of Learning/Assistant Director of Learning. Decisions on whether a candidate should be entered for a particular subject will be taken by College Heads in consultation with Directors of Learning/Assistant Directors of Learning.

4. The Exam Cycle

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant tasks required within this are grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

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

4.1 Planning: roles and responsibilities

Exams officer responsibilities:

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct.
- Collates all information gathered into one central point of reference.
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines.
- Collects information on internal exams to enable preparation for and conduct of Y11/13 mocks twice per year, and Y10/12 mocks in the summer term.

Senior leaders' responsibilities:

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering.
- Meet the internal deadline for the return of information.
- Inform the EO of any changes to information in good time, minimising the risk of late or other penalty fees being incurred by an awarding body.
- Note the internal deadlines in the annual exams plan and direct teaching staff to meet these.

Head of centre & Access arrangements responsibilities;

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments.
- Ensures 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 in Chapter 7 of the JCQ publication [Access Arrangements and Reasonable Adjustments](#)
- Ensures the SENCO is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

SENCO & Access arrangements responsibilities:

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements.
- Gathers **evidence** to support the need for access arrangements for a candidate.
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate.
- Determines candidate eligibility for arrangements or adjustments that are centre delegated.
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed.
- Applies 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.
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for

each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)

- Employs good practice in relation to the Equality Act 2010.
- Liaises with the EO regarding exam time arrangements for access arrangement candidates.
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room.
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations.
- Ensures criteria for candidates granted alternative rooming arrangements are clear, meet JCQ regulations and best meet the needs of individual candidates and remaining candidates in main exam rooms.

Alternative rooming arrangements (formerly known as separate invigilation) are defined as sitting the examination outside of the main examination hall/room: e.g. a room for a smaller group of candidates. The main examination venues Riddlesdown Collegiate are the Sports Hall, Main Hall and rooms VI.1, VI.2, X09 & VI.9. Where offsite exam premises are required, any large space capable of accommodating 300 or more candidates would be deemed a "main" venue.

Decisions on the awarding of this arrangement rest with the SENCO.

Nervousness, low level anxiety or being worried about examinations are not sufficient grounds for separate invigilation within the centre.

Senior leaders, Teaching staff & Access arrangements responsibilities:

- Support the SENCo in determining and implementing appropriate access arrangements and reasonable adjustments

Internal assessment and endorsements

Head of centre responsibilities:

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed marks.
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date.
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Ensures an internal appeals procedure relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a non-examination assessment policy is in place for GCE and GCSE qualifications which include components of non-examination assessment.
 - Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally, if discovered prior to a candidate signing the

authentication statement (where required); or reported to the awarding body if a candidate has signed the authentication statement.

Senior leaders' responsibilities:

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place.
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensure teaching staff delivering reformed GCE & GCSE specifications (which include components of nonexamination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body
 - Ensure teaching staff inform candidates of their centre-assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body.

Teaching staff responsibilities:

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

Exams officer responsibilities:

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment.
- Signposts teaching staff to relevant JCQ [Information for candidates documents](#) that are annually updated

Invigilation

Head of centre responsibilities:

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators.
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times.

Exams officer responsibilities:

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year.
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them.
- Provides thorough training for new invigilators on the current instructions for conducting examinations and an update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam.
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible.
- Collects evaluation of training to inform future events.

4.2 Entries: roles and responsibilities

Riddlesdown Collegiate does not act as an exams centre for other organisations.

Candidates or parents/carers cannot request subject entry, change of level or withdrawal. Any such decisions are made by Directors of Learning/Assistant Directors of Learning in consultation with subject teachers and the SENCO as appropriate.

Exams officer responsibilities:

- Requests estimated or early entry information, where this may be required by awarding bodies, from Directors of Learning/Assistant Directors of Learning in a timely manner to ensure awarding body external deadlines for submission can be met.
- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications.

Directors of Learning/Assistant Directors of Learning responsibilities:

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

Final entries

Head of centre responsibilities:

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries.

Exams officer responsibilities:

- Requests final entry information from HoDs in good time to ensure awarding body external deadlines for submission can be met.
- Informs Directors of Learning/Assistant Directors of Learning of subsequent deadlines for making changes to final entry information without charge
- Confirms with Directors of Learning/Assistant Directors of Learning final entry information that has been submitted to awarding bodies

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

Final entries collection and submission procedure

The EO sends out class lists to the Directors of Learning/Assistant Directors of Learning asking them to confirm the final candidate entries, the specification/entry codes, award level, tier and specific option component codes as necessary. Once confirmed, the EO enters this information on the school MIS and produces an exam entry file for each qualification. Entry files are sent to the awarding bodies via the A2C migration application. The awarding bodies' secure sites are subsequently checked for records of the exam entries. The EO confirms successful student entry to Directors of Learning/Assistant Directors of Learning when complete.

Directors of Learning/Assistant Directors of Learning responsibilities:

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

Entry Fees

First sittings of timetabled subjects are paid for by the centre. University admissions tests (e.g. the BMAT) are paid for by the candidate. The costs include the test fee, where applicable, plus an administration charge and the costs of invigilation for the test. Where a student wishes to sit an exam that is not part of the curriculum, this must be agreed by the Head of Centre. The costs of any community language qualifications which can be accommodated are usually borne by the candidate and their parent/carer. Late entry or amendment fees may be charged to departments if the request is made after the awarding body deadlines.

Re-sit entries

We allow re-sits for the following types of qualifications:

- GCSE Maths and English Language
- BTEC unit exams
- CNAT unit exams

Re-sit decisions for these qualifications will be made by Directors of Learning/Assistant Directors of Learning in consultation with the exams officer. Payment is not required for re-sitting GCSE Maths or GCSE English Language where a candidate originally gained a grade 3 or below. Payment is required for these qualifications where candidates wish to improve upon a grade 4 or higher. Payment is not required for re-sitting vocational units when students are directed to re-sit by Directors of Learning/Assistant Directors of Learning or wish to improve their grade.

Candidates wishing to re-sit any other subjects will also be required to pay at the time of entry and each case will be decided on its merits by the Head of Centre. It is not the responsibility of the

centre to chase candidates to determine whether a resit is required: this decision must be made by the candidate before the internal deadline set by the EO.

Private candidates

The centre **may** accept private candidates for exam entries if they were previously on roll at Riddlesdown Collegiate and/or are currently known to a member of staff. Private candidates are charged an administration fee, plus the costs of the qualification (and invigilation, if the subject is not one of the centre's timetabled examinations in the series).

It is the responsibility of the candidate to communicate their wish to enter for an exam at the earliest opportunity to the EO, together with details of any previously awarded access arrangements they wish to carry forward. Access arrangements can only be provided in strict accordance with the current JCQ regulations.

Candidate statements of entry

Exams officer responsibilities:

- Provides candidates with statements of entry for checking

Teaching staff responsibilities:

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO

Candidates responsibilities:

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

4.3 Pre-exams: roles and responsibilities

Access arrangements and reasonable adjustments

SENCO responsibilities:

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

Briefing candidates

Head of Centre/ Exams Office responsibilities:

- Once timetables are confirmed, issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams.
- Prior to exams, issues relevant JCQ 'information for candidates' documents
- Where relevant, issues relevant awarding body information to candidates.
- Issues centre exam information to candidates including information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre.
 - food and drink in exam rooms
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff who will be available.
 - post-results services information and how the centre will deal with requests from candidates or when and how certificates will be issued.

Dispatch of exam scripts

Exams officer SENCO responsibilities:

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

Estimated grades

Senior leaders' responsibilities:

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

Exams officer responsibilities:

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent.

Internal assessment and endorsements

Head of centre responsibilities:

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

SENCO responsibilities:

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

Teaching staff responsibilities:

- Support the SENCO in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements.
- Assess and authenticate candidates' work.
- Assess endorsed components.

- Ensure candidates are informed of centre-assessed marks prior to marks being submitted to awarding bodies.

Directors of Learning/Assistant Directors of Learning responsibilities:

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

Exams officer responsibilities:

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

Candidates' responsibilities:

- Authenticate their work as required by the awarding body.

Invigilation

Exams officer responsibilities:

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on any regulation changes and any changes to centre-specific processes.
- Deploys invigilators effectively to exam rooms throughout an exam series. This includes the provision of a roving invigilator where any 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, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam.
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios.
- Liaises with the SENCO regarding the facilitation and invigilation of access arrangement candidates.

SENCO responsibilities:

- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates.

Invigilators responsibilities:

- Provide information as requested on their availability to invigilate throughout an exam series.

JCQ Centre Inspections

Exams officer responsibilities:

- Will accompany the Inspector throughout a visit.

SENCO or relevant Senior leader (in the absence of the SENCO) responsibilities:

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise.
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

Seating and identifying candidates in exam rooms

Exams officer responsibilities:

- Ensures a procedure is in place to verify the identity of all candidates.
- Ensures invigilators are aware of the procedure.
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Candidate Identification Procedure

Riddlesdown Collegiate candidates are registered and identified by senior staff prior to the start of exams. ID cards are also on all exam desks and photographic files available to invigilators for identification purposes.

Private candidates, or a transferred candidate not known to the centre, are required to produce their passport, or equivalent photo ID document, at the time of an exam.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes.

Invigilators responsibilities:

- Follow the procedure for verifying candidate identity provided by the EO.
- Seat candidates in exam rooms as instructed by the EO/on the seating plan.
- Note any alterations to seating on the plan, countersigning it as part of the exam record-keeping process.

Security of exam materials

Exams officer responsibilities:

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those staff authorised by the head of centre.
- Ensures access to the secure room is restricted and staff approved by the head of centre are always accompanied by a keyholder. There must be between two and six keyholders

only (the exams officer must be one of the keyholders), each of whom must fully understand their responsibilities as a key holder to the secure storage facility. The current key holders are the exams officer, Laura Threader, Head of Centre, Dan Bellamy and Exams Administrator, Maggie Swingler. Facilities Manager Daniel Palmer and Deputy Facilities Manager Lucy O'Neill, have access to the secure room, not the safe, in the event exam materials/papers are delivered out of hours or during school holidays.

- 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 centre staff.
- Ensures that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order.
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check.
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Organises exam question papers and associated confidential resources in date order in the secure storage facility.
- Ensures that examination stationery, e.g. answer booklets and formula booklets, are stored in the secure room (attempting to store this material in the secure storage facility, when space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment to prevent unauthorised personnel accessing live assessment materials and that only authorised members of centre staff have access to electronic question papers). The Exams Administrator, Maggie Swingler has appropriate board access to electronic question papers.
- At least two and no more than six members of Riddlesdown Collegiate staff should be authorised to handle secure electronic materials, one of whom must be the exams officer*. Other members of centre staff may assist with printing and collation provided they are under supervision.

*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material.

Site Team /Reception staff responsibilities:

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility.
- Inform the EO of a courier's arrival as soon as possible when examination scripts are due to be dispatched.

Teaching staff responsibilities:

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential.

Timetabling and rooming

Exams officer responsibilities:

- Produces a master centre exam timetable for each exam series.
Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)
- Identifies exam rooms and specialist equipment requirements.
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios.
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements.
- Liaises with the SENCO regarding rooming of access arrangement candidates.

Overnight supervision arrangements

Overnight supervision will be carried out according to instructions in the JCQ ICE booklet Section 8. Any such arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred to the following morning. This means that the candidate must not meet or communicate with anyone who may have any knowledge of the content. This includes any form of electronic communication / storage device or telephone (both landline and mobile), email, internet and social media. It also extends to television and radio, which may report key details of the day's examinations.

The JCQ **Overnight Supervision** and **Overnight Supervision Declaration** forms must be completed before the overnight supervision is to commence. The JCQ Overnight Supervision form is completed online using the 24 Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the Head of Centre.

Riddlesdown Collegiate will:

a) inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions/penalties, as detailed in the JCQ publication Suspected Malpractice:

Policies and Procedures: <http://www.jcq.org.uk/exams-office/malpractice>;

- b) be satisfied that the arrangements maintain the integrity and security of the examination;
- c) keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested;
- d) inform the relevant awarding body **immediately** of any known or suspected contravention of the arrangements for overnight supervision of a candidate.

SENCO responsibilities:

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

Site staff responsibilities:

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

Alternative site arrangements, if necessary

Exams officer responsibilities:

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

Transferred candidate arrangements

Exams officer responsibilities:

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

Internal exams

Exams officer responsibilities:

- Prepares for the conduct of internal exams under external conditions (where applicable to the centre)
- Provides a centre exam timetable of subjects and rooms.
- Provides seating plans for exam rooms.
- Requests internal exam papers from teaching staff
- Arranges invigilation (where applicable to the centre)

SENCO Exams officer responsibilities:

- Liaises with teaching staff and EO to make appropriate arrangements for access arrangement candidates

Teaching staff responsibilities:

- Provide exam papers and materials to the EO
- Support the SENCo in making appropriate arrangements for access arrangement candidates.

4.4 Exam time: roles and responsibilities

Access arrangements

Exams officer responsibilities:

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements.
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams.

- Applies for approval through AAO where required, or through the awarding body where qualifications sit outside the scope of AAO.

Conducting exams

Head of centre responsibilities:

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

Exams officer responsibilities:

- Ensures exams are conducted according to JCQ and awarding body instructions.
- Uses an exam day checklist to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed.

Exam papers and materials

Exams officer responsibilities:

- Checks that exam question papers and associated confidential resources are in date order in the secure storage facility.
- Attaches erratum notices received to relevant sealed question paper packets.
- Collates attendance registers and examiner details in date order.
- Regularly checks mail or email inbox for updates from awarding bodies.
- In order to avoid potential breaches of security, takes care to ensure the correct question paper packets are opened by ensuring a second member of centre staff (e.g. an invigilator), additional to the person removing the papers from secure storage, checks the day, date, time, subject, unit/ component and tier of entry, if appropriate, immediately before a question paper packet is opened. Ensures this second pair of eyes check is recorded.
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam.

Exam rooms

Head of centre Exams officer responsibilities:

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room.
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams.
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks.
- Ensures that in practical exams, subject staff are only available in accordance with JCQ guidelines
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates.
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates.

A formal briefing session for candidates may be given by the Head of Centre or other senior leaders.

Food and drink

Candidates may only bring a transparent bottle of water (bearing no labels or printing of any kind) into the exam room. Food is not permitted, unless it is required for a medical condition and has been pre-arranged with the exams officer.

Leaving the exam room

A candidate leaving the room temporarily must always be escorted by a member of centre staff, or they will not be readmitted to the examination. The staff member must not be the candidate's subject teacher or a subject expert for the examination in question. Candidates leaving the room temporarily will not normally have this time compensated at the end of the exam unless they have an access arrangement for supervised rest breaks, or it is a medical emergency.

Exams officer responsibilities:

- Ensures exam rooms are set up and conducted as required in the regulations.
- Provides invigilators with appropriate resources to effectively conduct exams.
- Briefs invigilators on exams to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log.
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log.
- Provides authorised exam materials which candidates are not expected to provide themselves.
- Ensures invigilators and candidates are aware of the emergency evacuation procedure.
- Ensures invigilators are aware of arrangements in place for any candidate with a disability who may need assistance if an exam room is evacuated.

Senior leaders' responsibilities:

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated. Please refer to the Emergency Evacuation Plan for details.

Site staff responsibilities:

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

Invigilators responsibilities:

- Conduct exams in every exam room according to JCQ [Instructions for conducting examinations](#) and/or awarding body requirements, and as instructed by the centre in update and briefing sessions.

Candidates responsibilities:

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators.
- Are required to remain in the exam room for the full duration of the exam.
- Are expected to always follow school rules on behaviour and dress.
- Must not bring into the exam room any unauthorised items (such as a mobile phone or revision notes), or specifically proscribed equipment (such as a calculator in certain Mathematics components)
- Understand that their personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Dispatch of exam scripts

Exams officer responsibilities:

- Dispatches scripts as instructed by JCQ and awarding bodies.
- Keeps appropriate records to track dispatch.
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam.

Irregularities

Head of centre responsibilities:

- Ensures (as required by an awarding body) any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body immediately, by completing the appropriate documentation. Please see separate Malpractice Policy

Senior leaders' responsibilities:

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms.
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated when appropriate **Exams officer**
- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities.
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators responsibilities:

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate, or centre staff suspected malpractice, candidate illness

or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation).

Candidate absence

Candidate absence policy

Parents/carers must contact the school on 020 8668 5136 and follow the procedures to report an absence as soon as possible to inform of an absence for an examination and to obtain advice. In the case of illness, a doctor's note may be required. If no call is received, a member of staff will try to contact parents/carers using the contact details held on the school records, leaving messages if necessary.

Exams officer responsibilities:

- If not already advised before the start of an exam, the Exams Officer is responsible for alerting staff to absentees as soon as possible after candidates are seated

Invigilators responsibilities:

- Are informed of the policy/process for dealing with absent candidates through training.
- Ensure that candidates who are confirmed as absent are clearly marked as such on the attendance register and seating plan.

Candidate late arrival

Candidate late arrival policy

A candidate who arrives after the start of an exam but is not 'very late' according to the JCQ definition, will be allowed to sit the exam at the exam officer's discretion. A candidate who arrives late will be allowed the full time for the examination subject in accordance with JCQ regulations (this may necessitate sitting the exam in an alternative room if the late finish would clash with the start of a second examination in the original room).

A candidate who arrives **very** late after the start of an exam may only be allowed to sit the examination at the Head of Centre's discretion. A candidate will be considered 'very late' if he/she arrives:

- a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination;
- b) after the awarding body's published finishing time for an examination that lasts less than one hour.

Exams officer responsibilities:

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to the published timescale
- Warns candidates that their script may not be accepted by the awarding body.

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training.
- Ensure that any relevant information is recorded on the exam room incident log.

Unauthorised items

Unauthorised items

Candidates are not permitted to bring unauthorised items to the exam.

Candidates and parents are made aware of this prior to examinations, including the JCQ 'information for candidates' notices. An unauthorised items poster is also displayed outside exam rooms. Invigilators remind candidates about unauthorised items in their announcement at the start of each exam.

If candidates have any unauthorised material in an examination (whether or not they intend to use it), this may be considered as malpractice. Examples of unauthorised items include, but are not restricted to: notes, study guides and personal revision material, own blank paper, calculators (when prohibited), dictionaries (when prohibited), equipment which can capture a digital image, electronic dictionaries (when prohibited), translators, wordlists, glossaries, iPods, mobile phones, tablets, MP3/4 players, pagers and wristwatches.

Should unauthorised items be found on a candidate's person during an exam:

- wherever possible, an invigilator should ask a second invigilator to witness and confirm that contraband has been discovered;
- wherever possible, the invigilator should remove and keep any unauthorised item that a candidate may have in the examination. If necessary, the invigilator should summon assistance. ○ the invigilator must report this incident on the exam incident log with as much information as possible
- the invigilator must inform the EO during (if possible), or immediately after, the exam, the Head of Centre must be informed
- after the exam a statement must be taken from the candidate and the invigilator
- the EO will inform the candidate and parent/carer that the incident will be reported to the awarding body
- the EO will report the incident to the awarding body as per JCQ regulations

Special consideration

Special consideration policy

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer to that effect.

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

The EO will **not** make a special consideration application unless there is written evidence to support the claim. This includes medical reports from GPs and consultants, and/or supporting statements from senior leaders (e.g. in cases of bereavement)

Exams officer responsibilities:

- Will make any application for special consideration, if applicable and supported by written evidence, to the relevant awarding body before the published deadline
- Will inform candidates if the awarding body accepts their application.
- Will retain the supporting evidence until after the publication of results.

Candidates' responsibilities:

- Will provide appropriate evidence to support special consideration applications, where required

4.5 Results and post-results: roles and responsibilities

Internal assessment

Senior leaders' responsibilities:

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

Managing results day(s)

Senior leaders' responsibilities:

- Identify centre staff who will be involved in the main summer results day(s) and their role.
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly.

Exams officer responsibilities:

- Works with senior leaders to ensure procedures for managing the main summer results day(s) are in place.

Results day procedures

Candidates may collect their individual results slips in person, available from 9am, or as determined by JCQ.

Electronic copies of results will also be sent to individual student email accounts on request where it is not possible to collect these in person from midday. The school does not send results slips by post.

Candidates can arrange for someone else to collect results on their behalf by completing the permission form available before the end of term. The person collecting results on behalf of the candidate will need to bring photo ID.

Site staff responsibilities:

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

Accessing results

Head of centre responsibilities:

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates.
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances.
- Informs candidates in advance of when and how results will be released to them for each exam series.

Exams officer Head of centre responsibilities:

- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- Resolves any missing or incomplete results with awarding bodies.
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

Post-results services

Head of centre responsibilities:

- Ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal.
- Ensures that senior members of centre staff are available immediately after the publication of results.
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

Exams officer responsibilities:

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

Teaching staff responsibilities:

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

Candidates responsibilities:

- Meet internal deadlines to request the services.
- Provide informed consent and fees, where relevant

Certificates: issue and retention

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

Certificate issue procedure

Students still on roll will be told when their certificates are available to collect. Emails are sent to all students not on roll informing them of when they can collect their certificates

and what ID to bring with them. All certificates must be signed for. These records are kept to evidence collection.

If arranging for another person to collect on their behalf, students must provide the EO with written or email authorisation in advance of collection. All authorised delegates must provide their own photo ID on collection of certificates

Certificate retention

Regulations only require the school to keep certificates for 12 months after receipt; we currently keep certificates for five years and then destroy them securely. A record is kept of all certificates destroyed, in accordance with JCQ regulations.

Candidates' responsibilities:

- May arrange for certificates to be collected later than the advertised issue dates, either in person or by an authorised representative, at any time during the academic year when the school is open, by prior arrangement with the EO. Photographic ID is required on collection of certificates.

5. Monitoring and review**Exams officer responsibilities:**

- Provides SLT with an overview of each exam series, highlighting what went well and what could be developed/improved in terms of management and administrative processes within the stages of the exam cycle.
- Evaluates feedback from staff, candidates and invigilators to inform any such review.

Senior leaders' responsibilities:

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