

WOLFRETON SCHOOL and SIXTH FORM COLLEGE

Policy Document EXAMINATION POLICY AND PROCEDURES Incorporating Examination Contingency Plan

Written in April 2016 by	
Exams Officer	
Date of Adoption	May 2016
Frequency of Review	Annual
Last Reviewed	Dec 2025
Review Date Due	Dec 2026

1. Introduction

Wolfreton School and Sixth Form College Examinations Policy reflects the instructions for conducting examinations in accordance with the Joint Council for Qualifications (JCQ) and these regulations will prevail in circumstances for all external examinations unless directed otherwise by another awarding body. Mock exams are considered practice for the 'real thing' and, as such, the school endeavours, as far as possible, to run them as an external examination.

2. Aims of the Policy

This policy seeks to:

- Ensure the integrity and security of the examinations in accordance with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.
- Allow all students to access examinations.
- Ensure the JCQ General and Vocational Qualifications: Access Arrangements and Reasonable Adjustments are followed as applicable.
- Comply with Health and Safety regulations.
- Provide invigilators, in compliance with the JCQ General and Vocational Qualifications: Instructions for Conducting Examinations.

The Examinations Policy will be reviewed annually by the Examinations Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

3. Qualifications Offered

All examinations offered at this Centre have been approved by the relevant Awarding Organisations. Wolfreton does not accept private candidates, although students who previously attended Wolfreton being entered for examinations as private candidates will be considered on a case-by-case basis.

4. Examination Procedures

Examination Responsibilities

The Head of Centre:

- Has overall responsibility for the school/college as an exams Centre.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document, *suspected malpractice in examinations and assessments*.
<https://www.jcq.org.uk/exams-office/malpractice>

Exams Officer¹:

- Manages the administration of internal exams and external exams.
- Advises the senior leadership team, teaching staff and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per exam board guidelines and the JCQ Instructions for Conducting Examinations.
- Downloads, prints, stores and transfers secure electronic materials in line with JCQ regulations.
- Administers, with the SENDCO, access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*; <https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance/a-guide-to-the-special-consideration-process-2023-202>
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Manages the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the senior leadership team any post results service requests.
- Maintains a record of all staff with possible conflict of interest and informs awarding bodies of possible conflicts prior to the entry deadline for each exam series.

Faculty Leaders / Subject Leaders are responsible for:

- Guidance to candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- Accurate completion of coursework/controlled assessment/non-examination assessment mark sheets and declaration sheets.
- Decisions on post-results services funded by the school; advice for students who are thinking of applying for post-results services.
- Ensuring that teaching staff do not use Artificial Intelligence (AI) as the sole means of marking candidates work.

Teachers are responsible for:

- Supplying information on entries, coursework, controlled assessments, non-examination assessments and internal exams as required by Faculty Leaders / Subject Leaders and / or Exams Officer.

The Special Educational Needs and Disabilities Co-ordinator (SENDCO) is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements
- Processing any necessary applications in order to gain approval (if required).
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

Invigilators are responsible for:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Collection of all exam papers in the correct order at the end of the exam.

Candidates are responsible for:

- Checking their individual timetables and letting the Exams Officer know, as soon as possible, if there is an error with their entries.
- Understanding coursework/controlled assessment/non-examination 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.

5. Exam series

Internal and external exam dates will be published as part of the school calendar and available on the school website.

External exams are mainly scheduled in the summer term. Written, online and computer-based exams and externals assessments for vocational qualifications also available in January and February.

6. Exam timetables

Individual exam timetables will be given to candidates in late February/March. All exam candidates will receive and sign for their exam timetables during tutor time. It is the responsibility of the young person to let the Exams Officer know of any errors or omissions on their timetable. Duplicate timetables for all years will be available from the Exams Officer.

Sixth formers who study subjects at Hesse as part of The Consortium Partnership, will be entered for the exams by Wolfreton and will take all their exams at Wolfreton except for:

- Students studying A Level Languages at one of the Sixth Form Consortium Partnership Colleges will take their speaking tests at the Centre where they are taught, or alternative registered centre when this is required.
- Students sitting an A Level or GCSE Language which is not taught at any of the Consortium schools will take their speaking test at an alternative registered centre when this is required.
- Students studying BTEC Business Studies and Video Production will complete the research part of external assessments at the Centre where they are taught.
- Students studying Criminology will complete both internal assessments at the Centre where they are taught.

All external exam timetables will have the JCQ 'Information for Candidates' printed on the reverse. Parents will be informed by ARBOR/letter of the arrangements for students to receive their timetables.

7. Entries, entry details, re-sits and late entries

Subject entry or change of level is the responsibility of the Faculty Leaders / Subject Leaders who should inform parents/carers and the candidate. The Faculty Leaders / Subject Leaders will let the Exams Officer know by email, if an entry needs amending. Amendments will only be made if requested by the relevant Faculty Leader / Subject Leader.

It is school policy that students studying a subject will be entered for the relevant qualification. Should a Faculty Leader / Subject Leader wish to withdraw a young person from entry for any reason they must speak to the Assistant Headteacher – Achievement and Progress, who will let the Exams Officer know of the withdrawal by email. The Faculty Leader / Subject Leader should confirm the withdrawal to parents/carers and the candidate.

The Centre does not act as an examination Centre for other organisations.

The Centre does not accept private candidates for exams, although former students of the centre might be considered.

Faculty/subject leaders will receive a full list of candidates entered for the exam for which they are responsible in mid-February; they will be asked to check and sign that all entries are correct.

The closing date for entries for GCSE and GCE exams is always **21 February**, irrespective of what day of the week that is.

Re-sits for students in the sixth form are discussed at subject level and by sixth form staff. Any recommendations are subsequently discussed with the young person. The decision to re-sit is the responsibility of the young person. The closing date for re-sit entries will be the end of September for the November exams, and 21st February for the summer exams. Students resubmitting coursework/controlled assessment/non-examination assessment will need to liaise with their teachers to ensure that coursework is completed and handed in on time.

Students taking vocational qualifications may be offered an opportunity to re-sit their written paper in the January or February following their exam, if this is recommended by the teacher. This will also apply to students whose vocational qualification includes online or computer-based tests.

Entries and amendments made after an awarding organisation's deadline (i.e. late) may be charged for by the exam board and require authorisation, by email, from the relevant Faculty Leader / Subject Leader.

8. Exam fees

Candidates or subjects 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 actions well in advance for each examination series.

Fee reimbursements may be sought from candidates if they fail to sit an exam without supporting evidence of good reason.

9. Equality Legislation

All exam Centre staff must ensure that they meet the requirements of any equality legislation.

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

Schools should have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments.

10. Access arrangements

The Equality Act 2010 extends to General Qualifications to ensure that all students are given the opportunity to access examinations on an equal footing with arrangements being made to ensure no one is advantaged or disadvantaged. The SENDCO and Exams Officer will ensure that all access arrangements, reasonable adjustments and special consideration applications comply with the JCQ regulations. It is the responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy and procedure.

The SENDCO will inform subject teachers and the Exams Officer of candidates with special educational needs or disabilities (SEND) and any special arrangements that individual candidates will need during the course and in any assessments/exams/mocks.

A candidate's access arrangements requirement is determined by the SENDCO. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer, overseen by the SENDCO.

Rooming for access arrangement candidates will be arranged by the Exams Officer in consultation with the SENDCO.

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

Where the centre has refused a request for an access arrangement, any appeal and supporting evidence should be forward to the SENDCO one week before the deadline for applications.

The appeal will be considered against the JCQ Access Arrangements and Reasonable Adjustments, and the candidate or parent/carer informed of the centre's decision.

11. Separate Invigilation

The main designated exam room is the Sports Hall and students that are approved for extra time, use of a word processor or prompter may be seated in this room. Students that have been approved for rest breaks or have other established difficulty are accommodated in an alternative room which has been designated for exams.

Students are permitted separate invigilation only where the young person's difficulties are established within the Centre and known to a member of pastoral staff, the SENDCO or a senior member of staff with pastoral responsibilities. This arrangement must reflect the young person's normal way of working in internal school tests because of a long-term medical condition or long term social, mental or emotional need (5.15 of JCQ publication *Access Arrangements and Reasonable Adjustments*).

12. Checking the Qualifications of the Centre's Assessor for Access Arrangements

Assessments are carried out by an assessor appointed by the Head of Centre. The assessor is appropriately qualified as required by JCQ regulations in Access Arrangement regulations.

The Head of Centre will ensure that all appointments of specialist assessors of exams access arrangements are fully qualified and attend regular up-date sessions to ensure that the assessment process is administrated correctly. The Head of Centre will check the qualifications and suitability of all specialist assessors before making an appointment by requesting to see the evidence of their qualifications. Specialist assessors will then undertake regular development training to ensure their skills and knowledge are up to date. The SENDCO will check the evidence from the specialist assessors and build a portfolio of evidence for each candidate.

At the point an assessor is engaged/employed in the centre, evidence of the assessor's qualification is obtained and checked against the current requirements in JCQ publication *Access Arrangements and Reasonable Adjustments*.

This process is carried out prior to the assessor undertaking any assessment of a candidate.

13. Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre, the Facilities Manager and the Exams Officer.

The Exam Contingency Plan for Wolfreton is in line with the guidance provided by Ofqual, JCQ and the awarding organisations (**Appendix A**).

14. Emergency Evacuation

Dealing with emergency events is the responsibility of the Head of Centre, Facilities Manager, Exams Officer and invigilators.

Emergency evacuations and lockdown procedures must be dealt with in accordance with the Emergency Evacuation Procedure contained in **Appendix B**.

15. Managing Invigilators

External staff will be used to invigilate external examinations, including on-demand external exams. External staff will also be used to invigilate mock exams where appropriate.

Recruitment of invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Operations Manager.

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

Invigilators' rates of pay are set by The Consortium School Trust.

Invigilators are recruited, timetabled, trained and briefed by the Exams Officer.

16. Malpractice

For any suspected malpractice for GCSE, GCE or Vocational exams and assessments, the centre will follow the JCQ Suspected Malpractice Policies and Procedures.

Candidates are informed and advised to avoid committing malpractice by the Centre issuing all JCQ Information to Candidates documents at the beginning of the academic year which they will sit examinations and assessments. Parents and carers are also made aware of these documents with a link to them on the School's website. The information and advice are sent to all new starters at the end of the Autumn and Spring Terms and reiterated in assemblies before the start of the Summer external exams. Invigilators have a copy of the JCQ ICE appendix 3 to read to candidates directly before each exam.

Where Malpractice is suspected by a member of staff, this is escalated to a member of SLT for consultation with the Head of Centre; if thought that malpractice has been committed, the awarding body will be informed immediately.

Where a candidate is suspected of malpractice, the invigilator will immediately inform the exams officer. The circumstances will be clarified and a member of SLT informed. The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice and submitting any report to the relevant awarding body.

The exam policy recognises the use of Artificial Intelligence (AI) as a tool that can aid students in their studies. AI refers to software and applications capable of performing tasks that typically require human intelligence, such as generating content, analysing data, or solving complex problems. Students may use AI tools for research and learning purposes, but any content generated or assisted by AI must be clearly acknowledged and appropriately referenced in their work. However, there are inherent risks in using AI, including the potential for misinformation, plagiarism, or lack of originality. AI misuse, such as submitting AI-generated content as one's own work without acknowledgement or using AI to circumvent academic integrity, will be treated as malpractice. Any instances of AI misuse will be subject to investigation and may result in sanctions, which could include disqualification from the exam or other disciplinary actions. Any JCQ infographic or other relevant information will be issued to students and parents/carers.

17. Exam days

The Exams Officer will make the question papers, other exam stationery and materials available for the invigilators.

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

Senior Invigilators will start and finish all exams in accordance with JCQ guidelines.

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

Exam papers must not be read or removed from the exam room by teachers or any school staff. Papers will be distributed to Faculty Leaders / Subject Leaders, in accordance with JCQ's recommendations, by the Exams Officer once all candidates papers have left the centre.

Centre staff will be made aware of the JCQ instructions regarding people that can and cannot be present in an exam room.

After each exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the invigilators.

18. Procedure to verify the identity of all candidates

A Pastoral Manager or other member of staff will be present at the start of the exam to assist with identification of candidates. A printout of photographs with student's name and candidate number will be available in each exam room to ensure that the young person's identity can be verified by exam invigilators.

Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

19. Candidates

The Exams Officer will provide written information regarding exam start times, seating plans, what to do in case of illness etc, to candidates by way of an individual candidate timetable in advance of each exam series.

Students in Years 10 and 11 are to wear school uniform for all exams. Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list or the specification for that subject. This is particularly true of mobile phones, watches, smartglasses, earbuds/earphones and any electronic communication or storage devices with text or digital facilities. Any precluded items must be handed in to the invigilators at the start of each exam or left at home on exam days. All candidates are required to hand in wristwatches before taking their seat in the exam room. The JCQ suggested wording for the invigilator's announcement, which includes asking candidates to check that they do not have any unauthorised materials, will be read at the start of each exam.

Candidates with a medical condition, such as diabetes, may be permitted access to their mobile phone during an examination. Candidates with a substantial impairment may be permitted to listen to music or white noise. For these situations the centre will comply with the JCQ regulations.

Food and drink may be allowed in the examination room at the discretion of the Head of Centre. Any food or drink brought into the examination room must be free from packaging and all labels removed from drink containers.

Note: candidates who leave an exam room temporarily must be accompanied by an appropriate member of staff at all times.

A Pastoral Manager will attend the start of each exam and make a note of any absent candidates and inform the Exams Officer. Pastoral Managers will then contact the candidates and get them into the school for the exam, being aware of the time constraints. Candidates who arrive late will be allowed to sit the exam and given the full time allowance. Candidates who arrive more than one hour after the published start time will, at the discretion of the school, be allowed to sit the exam and given the full time allowance but will be warned that a report must be made to the awarding body and that their script might not be accepted.

Candidates are expected to stay for the full duration of the exam.

Invigilators are supplied with a supply of 'late arrival' forms to record late arrivals start and finish times.

Should a candidate be absent from an exam, parents/carers will be contacted to establish the reason for the absence and if an application for special consideration should be submitted.

20. Clash Candidates

The Exams Officer will be responsible for supervising escorts and identifying a secure venue for candidates where there is a clash of exams. In addition, the Exams Officer will ensure that parents/carers and candidates involved in overnight supervision arrangements understand their responsibilities and all paperwork is completed in line with JCQ regulations.

21. Managing Behaviour of Candidates

All candidates are issued with the JCQ 'Information for Candidates' documents and all exam rooms have the JCQ 'Warning to Candidates' and 'Unauthorised Items' poster displayed at the entrance.

Directly before the start of each exam the invigilator reads to candidates the JCQ suggested wording for the beginning of written exams (appendix 3 of JCQ ICE).

All invigilators have access to a telephone or two-way radio in order to summon assistance when needed.

If a candidate is being disruptive, the invigilator or Exams Officer will provide a warning that he/she may be removed from the exam room and that the awarding body will be informed and may decide to penalise them, which could include disqualification. The Head of Centre has the authority to remove a young person from an exam room but will only do so if the young person would disrupt others by remaining in the room.

All invigilators have a supply of incident report logs for completion and to bring to the Exam Officer's attention by the end of each day.

22. Leaving the Examination Room

For exams of one hour or less all candidates remain under centre supervision until the time prescribed in Appendix 2 of the JCQ Instructions for Conducting Examinations. For all other exams the candidates remain under supervision until the full time allowed for the exam has expired.

Candidates who leave an exam room temporarily must be accompanied by an appropriate member of staff at all times.

Invigilators collect all scripts, question papers and any other material before a candidate leaves the exam room. Once a candidate has left the room, he/she cannot be allowed to return.

The invigilator asks each row to leave the exam room, in silence, at intervals to ensure a smooth and efficient exit from the room.

23. Special Consideration

Should a candidate be unable to attend an exam because of illness, due to suffering 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 Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence. The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the end of the exam series.

Where a candidate or parents/carers feel there are grounds to apply for special consideration for an examination which the centre will not support, the grounds for an appeal and any supporting evidence should be forward to a member of SLT one week before the deadline for applications.

The appeal will be considered against the JCQ Guide to the Special Consideration Process, and the candidate or parent/carer informed of the centre's decision.

24. Internal Assessment and Appeals

Any appeals will be dealt with in accordance with the Centre's Internal Assessment Appeals Procedure (IAAP) contained at Appendix C. This procedure includes appeals against decisions to reject a candidate's work on the grounds of malpractice or not being able to confidently authenticate the candidate's work.

25. Results

Candidates will receive individual results slips on results days, between 8:30am and 12 noon (A level) or 9:00am to 12 noon (GCSE) either:

- in person at the Centre or
- given to another person provided written permission has been presented by the candidate to release the results and the named person brings in photographic evidence of *their* ID, or
- by post to their home address where candidates have provided a stamped, self-addressed envelope (envelopes are only posted **on results day, so will not be received until the day after**)
- by email directly to the candidate's school email account (emails sent after 1pm on results day).

The results slip will be in the form of a Centre produced document. Candidates will also receive information regarding the Enquiries about Results Services (EARs) offered by the exam boards.

Uncollected results slips will then be available for collection from the reception.

Any potential or actual breach of the results will be immediately reported to the awarding body/bodies.

Archive of Documents

All documents relating to the exam season will be securely stored by the Centre until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

26. Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking 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.

Candidates can ask the centre to make a request for an EAR and this will be paid for by the candidate. The Exams Officer will process any review of marking request made by candidates; it is not the Exams Officer's responsibility to decide whether this is advisable.

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

Consent forms or e-mails from candidates will be kept for at least six months following the outcome of the review of marking or any subsequent appeal.

27. Access to Scripts (ATS)

'Priority' copies of exam scripts for A level subjects can be requested up to six working days after GCE results are issued to candidates. These will be received in the school before the deadline for enquiries about results.

GCE, GCSE and vocational exam candidates and Centre staff may also request 'non-priority' copies of scripts/original scripts, for teaching and learning if the young person gives signed written/emailed permission; these will only be issued by the exam boards after the review of marking deadline. Please note that even though the EAR documentation talks of 'original' scripts often a screen shot copy is sent. The difference from a priority script is the date of the request and the cost.

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

Consent forms or emails are required from candidates before any script can be accessed and these will be kept for at least six months following the outcome of the review of marking or any subsequent appeal.

28. Certificates

Exam certificates will be in the school by early December.

- Students who leave the school will be contacted by post or their school email account to advise them of the arrangements for collecting their certificates.
- Students in the sixth form will be given the opportunity to collect their certificates from sixth form staff or from the Exams Officer.
- 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 photographic identification with them.

All certificates must be signed for.

The centre will retain certificates for 2 years only.

29. Lost or Misplaced Certificates

A new certificate will not be issued by an awarding organisation. To obtain details of their exam results students can contact the relevant exam boards using their web sites. The school can give details of the exam boards used for different subjects. If the young person is under the age of 25 years, the school can provide a results letter on school headed paper.

APPENDIX A: Exams Contingency Plan (for internal use)

APPENDIX B: Emergency Evacuation Plan (for internal use)

APPENDIX C: Internal Assessment Appeals Procedure

APPENDIX D: Internal Appeals Form

Appendix E: Internal Escalation Process

APPENDIX F: The Mitigation of Risk for the Integrity of Exams and Results

APPENDIX A: Exams Contingency Plan

PURPOSE OF THE PLAN

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Wolfreton. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by information contained in the *Joint Contingency Plan for the examination system in England, Wales and Northern Ireland* where it is stated that

“Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.”

CAUSES OF POTENTIAL DISRUPTION TO THE EXAM PROCESS

1. Exam officer extended absence at key points in the exam process

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- *Planning*
 - annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
 - annual planning, following the JCQ key dates calendar identifying essential key tasks, key dates and deadlines, is not undertaken
 - sufficient invigilators not recruited and trained
- *Entries*
 - awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
 - candidates not being entered with awarding bodies for external exams/assessment
 - awarding body entry deadlines missed or late or other penalty fees being incurred (entry deadline for GCSE and GCE is 21 February each year)
- *Pre-exams*
 - exam timetabling, rooming allocation and invigilation schedules not prepared
 - Invigilators not contacted re their availability, not informed of the dates and times they are required for invigilation
 - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline (31 January for summer exams)
- *Exam time*
 - exams/assessments not taken under the conditions prescribed by awarding bodies
 - required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. Special consideration, very late arrival, suspected malpractice
 - candidates' scripts not dispatched as required to awarding bodies
- *Results and post-results*
 - access to examination results affecting the distribution of results to candidates
 - the facilitation of the post-results services

Centre actions:

- Head of Centre to appoint member of administrative staff to take over responsibilities should absence of Exams Officer have the potential to affect the meeting of deadlines. Any conflict of interest will be taken into account when appointing the member of staff.
- Appointed member of administrative staff to be supervised by a member of the Senior Leadership Team to ensure they are up to date with the exam cycle and responsibilities at each point in time.

2. SENDCO extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- *Planning*
 - candidates not tested/assessed to identify potential access arrangement requirements
 - candidates whose reports have expired (26 months allowed) are not re-tested
 - evidence of need and evidence to support normal way of working not collated
- *Pre-exams*
 - approval for access arrangements not applied for to the awarding bodies (done in conjunction with Exams Officer)
 - staff providing support to access arrangement candidates not allocated and trained
- *Exam time*
 - access arrangement candidate support not arranged for exam rooms

Centre actions:

- Head of Centre responsible for ensuring position is filled should absence have the potential to disrupt exam preparation.
- SENDCO/Exams Officer to ensure access arrangements are in place by the spring term for all students where possible.
- Exams Officer to plan access arrangements for exam days in advance of the summer series, in consultation with SENDCO

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received*
- *Final entry information not provided to the exams officer on time; resulting in:*
 - *candidates not being entered for exams/assessments or being entered late*
 - *late or other penalty fees being charged by Awarding Bodies*
- *Internal assessment marks and candidates' work not provided to meet submission deadlines*

Centre actions:

- Faculty Leaders / Subject Leaders are responsible for ensuring deadlines are met for estimated entries. Any omissions to be referred to Exams Officer.
- In the absence of a Lead Internal Verifier, Faculty Leaders / Subject Leaders are responsible for quality assurance and any verification processes for vocational qualifications.

- Head of Centre responsible for ensuring the priority for teaching is the examination cohort and staff will be covered in good time, by trained professionals, in all circumstances.
- Please note Special Consideration cannot be requested in the case of teaching staff absence.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- *Failure to recruit and train sufficient invigilators to conduct exams*
- *Invigilator shortage on peak exam days*
- *Invigilator absence on the day of an exam*

Centre actions:

- Exam Officer responsible for immediate recruitment of invigilators, possibly needing to use agency cover.
- Exams Officer arranges invigilator rotas based on availability of invigilators.
- Exams Officer to have contact numbers for all invigilators so that he/she can arrange replacements in case of absence/illness of invigilation staff due in that day.

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- *Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning*
- *Insufficient rooms available on peak exam days*
- *Main exam venues unavailable due to an unexpected incident at exam time*

Centre actions:

- Exams Officer responsible for ensuring planning of rooms is completed by the end of the spring term to identify potential rooming issues.
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident.
- Head of Centre to liaise with Exams Officer to ensure no disruption due to room shortages.

6. Failure of IT systems

Criteria for implementation of the plan

- *Arbor or A2C system failure at final entry deadline*
- *Arbor or A2C system failure during exams preparation*
- *Arbor or A2C system failure at results release time*

Centre actions:

- Exams Officer to contact awarding bodies directly to arrange alternative methods of information exchange.
- Print out board specific individual results slips and collate them for each candidate.
- Head of Centre to be informed.

7. Delivery of exams compromised due to cyber attack

Criteria for implementation of the plan

- Cyber-attack compromises MIS or IT network at point of submitting entries, scheduling exams, downloading results.

- Cyber-attack may compromise security and integrity on the day of the exam.

Centre actions:

- When a possible cyber-attack is identified the Exams Officer will work with IT and contact relevant awarding body for further guidance. Senior Leaders monitor situation and take action as required by awarding bodies.
- Exams officer makes entries from another site direct to awarding bodies secure site.
- Scheduling and timetables compiled using alternative software.
- Results accessed directly from awarding bodies secure sites, using an alternative site for access if necessary.
- Where issue affects the day of an exam, Exams Officer will contact awarding body with regard to re-sitting on-line exams, or alternative solution.

8. Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

- *Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.*

Centre actions:

- Head of Centre responsible for finding alternative venues/methods of learning.
- Priority given to exam cohort.
- Centre to communicate with parents and young people.

9. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- *Centre unable to open as normal for scheduled examinations*
- **In the event that the Head of Centre decides the centre cannot be opened for scheduled examinations, the relevant awarding bodies must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.*

Centre actions:

- Use alternative venue, in agreement with awarding organisations. The alternative site will be one of the other TCAT Schools.
(Since exams are now linear there is usually no opportunity to take the missed exams during a later exam season).

10. Secure room and secure storage facility cannot be accessed (see 3.8 of JCQ ICE this year)

Criteria for implementation of the plan

- *Centre unable to access the secure room and secure storage facility to obtain exam papers.*

Centre actions

- JCQ Centre Inspection Service will be contacted immediately
- Exams Officer or member of staff with multi factor authentication to use exam boards secure sites to download relevant exam papers and arrange secure printing within the centre.
- Secure downloads to printed, sealed and stored in line with JCQ regulations. All electronic downloads to be deleted in line with JCQ regulations.

11. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

- *Candidate is unable to attend the examination centre to take examinations as normal due to illness, suffering a bereavement or other trauma or otherwise disadvantaged or disturbed during an exam*

Centre actions:

- Procedures for absence are outlined to students on the information sheet attached to individual timetables issued in February. Information also on the school website.
- Exams Officer to liaise with students and parents to obtain evidence to apply for special consideration as required. Since exams are now linear there is usually no opportunity to take the missed exams during a later exam season.
- Special consideration applied for on-line via relevant exam board's secure web site. In the case of non-examined units (drama performances etc) a JCQ Form 10 must be completed, signed and scanned in before emailing to the relevant awarding body.
- All Special Consideration requests to be made within 7 days of the last exam for that subject.

12. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- *Delay in normal collection arrangements for completed examination scripts*

Centre actions:

- Exams Officer to communicate with awarding bodies for approval of alternative delivery arrangements. Uncollected exam scripts to be returned to secure storage facility until such time as they are collected by Parcelforce.

13. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- *Loss or large-scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked*

Centre actions:

- Exams Officer to communicate with awarding bodies immediately.
- If relevant 'lost coursework' forms completed for affected students and young peoples' marks are submitted based on appropriate evidence.

14. Centre unable to distribute results as normal

Criteria for implementation of the plan

Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

- ### Centre actions:
- Exams Officer and Head of Centre to assess alternative arrangements for issuing results with the regulators and awarding bodies.
 - Head of Centre to inform transition colleges, students and parents about delay as soon as possible.

*information taken from the *Joint contingency plan for the examination system in England, Wales and Northern Ireland*

15 The head of centre, relevant senior leader(s) with oversight of examination and assessment administration is absent

Criteria for implementation of the plan

- *Extended absence (5 or more days) by one of the above colleagues*

Centre actions:

- The most senior person in school at the time will ensure roles of the absent colleague are covered by other suitably qualified staff.
e.g. The Deputy Headteacher will act as the Head of Centre and/or act as linemanager to the Exams Officer.

16 Candidates unable to take examinations in the unlikely event that government determines that exams are not able to go ahead

Criteria for implementation of the plan

- *Government determines exams are not able to go ahead*

Centre actions:

- Student will sit at least one mock exam per subject (for GCSE, AS, A level, Project Qualifications and AEA) in exam conditions.
- The paper are retained in school.

APPENDIX B: Emergency Evacuation Procedure: (Appendix 5) – Exams Procedure

The Exams Officer and invigilators must take the following action in an emergency such as a fire alarm.

- The fire alarm is a continuous two-toned high pitch siren. Where possible, members of the Senior Leadership Team will attend exam rooms immediately.
- If the evacuation relates to a bomb threat, the Switchboard will follow the Bomb Threat, procedures in the Fire/Evacuation policy document to trigger contact with the Emergency Services as required.
- Evacuation of the exam rooms will be on instruction of a member of the Senior Leadership Team, Facilities Manager or the Exams Officer.
- If evacuation is necessary, this will take place as soon as possible after the alarm activation and must be in complete silence.
- **If evacuation is not necessary**, the invigilation staff will be informed, and the alarm silenced as soon as possible. The exam will continue upon instruction from the Exams Officer and in-line with JCQ regulations.

If evacuation is necessary, the invigilation staff **MUST**:

- Stop the candidates from writing.
- Advise candidates to leave all question papers, scripts, and personal belongings in the examination room.
- Collect the attendance register and evacuate the examination room in silence and in single file, taking young people/exam staff to the assembly point.
- Candidates must remain silent at all times.
- Make sure that the candidates are supervised as closely as possible while they are out of the exam room to make sure that there is no discussion about the exam(s).
- Make a note of the time of the interruption and how long it lasted.

Once students are back in the exam room:

- Check the register to ensure that all candidates have returned to the examination room.
- Give them a few minutes to calm themselves before restarting the exam(s).
- Allow the candidates the full working time set for the examination.
- Make a full report of the incident and the action taken to forward to the relevant awarding body.
- Special consideration may be applied for on behalf of the students by the Exams Officer.

Evacuation from the Sports Hall will be via the nearest fire exit at the back of the Sports Hall and the assembly point is the far side of the 3G Pitch, adjacent to Rushanje House. (During the exam season, all non-exam learners will evacuate to normal assembly points).

The Senior Invigilator will, on exiting the Sports Hall, unlock and open the gates from the staff car park to the 3G pitch to enable evacuees from F27, F28 and F30 to access the assembly point on the 3G pitch.

Evacuation from classrooms will be via the nearest fire exit following the evacuation instructions; the assembly point for the exam candidates is the 3G Pitch.

Note: Examination invigilators are provided with written instructions on the supervision of students during any evacuation.

Lockdown Procedure

In the event of a full lockdown (a continuous monotone siren) the exam will be stopped and the time recorded. Students will be taken to the safest place. The Exams Officer will send a report to the relevant exam board in a Special Consideration application for all students affected.

Examination invigilators are provided with the following instructions on the supervision of students during lockdown.

In the event of lockdown (a continuous monotone siren):

- instruct students to stop writing, close their exam papers and remain seated in silence.
- lock the classroom/sports hall door from inside the room.
- make a note of the time of the interruption and how long it lasts.

- **Sports Hall:** untie the green divider curtain and pull out to row E. In silence, ask the candidates to line up along the front wall. This might prevent any candidate being seen from the door window.

Await instructions for the Exams Officer or member of the Senior Leadership Team.

APPENDIX C: Internal Assessment Appeals Procedure

Wolfreton is committed to ensuring that whenever its staff marks candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity. Wolfreton is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking. Coursework cross moderation between academies must be organised where there are Sixth Formers travelling to other academies to study subjects taught in more than one centre.

1. Wolfreton will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. There is an administration charge for this at a cost of £40 per unit/component. This includes any appeal against decisions to reject a candidate's work on the grounds of malpractice or not being able to confidently authenticate the candidate's work.
2. Wolfreton will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Wolfreton will, having received a request for copies of materials, promptly make them available to the candidate.
4. Wolfreton will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. Wolfreton will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.
6. Wolfreton will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. Wolfreton will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. Wolfreton will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Wolfreton will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Appeals procedure against centre decisions not to support an enquiry about results

Following the issue of results awarding bodies make post-results services available. Full details of these services, internal deadlines for requesting a service and the fees charged are provided by the Exams Officer.

The service, Enquiries About Results (EARs), may be requested by Centre staff (EAR service 3 is not available to individual candidates). If a query is raised about a particular examination result, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of requesting an enquiry at the Centre's expense.

If the candidate (or their parent/carer) believes there are grounds to appeal against the centre's decision not to support an enquiry, an appeal can be submitted to the centre using the **internal appeals form (Appendix D)** at least **one week prior to** the internal deadline for submitting an EAR.

Appeals procedure following the outcome of an Enquiry About Results

Where the Head of Centre remains dissatisfied after receiving the outcome of an EAR, an appeal will be made to the awarding body, following the guidance in the JCQ publications *Post-results services* <http://www.jcq.org.uk/exams-office/post-results-services> and *A guide to the awarding bodies' appeals processes* <http://www.jcq.org.uk/exams-office/appeals>

Where the Head of Centre is satisfied after receiving the outcome of an EAR, but the internal candidate and/or their parent/carer is not satisfied, they may make a further representation to the Head of Centre. Following this, the Head of Centre's decision as to whether to proceed with an appeal will be based upon the centre's internal appeals arrangements. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form (Appendix C)** should be completed and submitted to the centre within **10 calendar days** of the notification of the outcome of the enquiry. Subject to the Head of Centre's decision, this will allow the centre to process the appeal and submit to the awarding body within the required 14 calendar days. Awarding body fees which may be charged for the appeal must be paid by the appellant on submission of the internal appeals form. If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

APPENDIX D: Internal Appeals Form

This form should be completed in all cases.

Please tick to indicate what the appeal is against:

- the centre decision not to support an enquiry about results
- the outcome of an enquiry about results
- internally assessed marks

Name of Student		Date of birth	
Awarding body		Exam paper code	
Subject		Exam paper title	

Please state the grounds for your appeal below:

Appeal against internally assessed marks

Declaration

I confirm I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the assessment process not against the mark to be submitted by the centre for moderation by the awarding body.

Signature:

Date:

Appeal against the centre decision not to support an enquiry about results

Declaration

I confirm I feel there are grounds to appeal against the centre's decision.

Signature:

Date:

Appeal against the outcome of an enquiry about results

Declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date:

This declaration against the relevant appeal must be signed, dated and returned to the Exams Officer, on behalf of the Head of Centre, to the timescale indicated in the internal appeals procedure

APPENDIX E: Internal Escalation Process

Wolfreton seeks to implement this statement through adherence to the procedures set out in the rest of this document.

Wolfreton is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010). Further details are available in the school's Equal Opportunity Policy document. This document is available to all interested parties on request from the main school office and should be read in conjunction with the following documents:

- Exams Contingency Plan (Appendix A of the Examination Policy and Procedures)

Policy Statement

The Escalation Process sets out to explain the procedure should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

People with responsibilities/oversight of examinations/assessments

S Kukuc (SLT)	Headteacher
L Warnett (SLT)	Assistant Head: Achievement and Progress (Line Manager to Exams Officer)
A Owen (SLT)	BTEC Quality Nominee
L Noble	Data and MIS Manager
W Saverton	Exams Officer
Members of SLT without exams responsibility (Senior School)	L Hull J Perry M Carruthers L Taylor N Cutts

If the exams officer is absent for any length of time, the exams contingency plan should be referred to and the exams officer's line manager will oversee the running of exams.

If the exams officer's line manager is absent, then the exams officer will liaise with the head of centre for any matters relating to exam procedures.

If both the exams officer's line manager and the head of centre is absent, the exams officer will liaise with the deputy head for any matters relating to exam procedures.

If the BTEC quality nominee is absent for any length of time, the exams officer's line manager will cover the role with the support of the exams officer.

For examinations/assessments, in the event of absences, this is the order of people taking responsibilities:

1. Exams Officer (W Saverton)
2. Assistant Head of Centre (L Warnett)
3. Deputy Head (A Owen)
4. Any remaining members of SLT

For Vocational qualifications, in the event of absences, this is the order of people taking responsibilities:

1. Exams Officer (W Saverton)
2. BTEC Quality Nominee/Deputy Head (A Owen)
3. Assistant Head of Centre (L Warnett)
4. Any remaining members of SLT

This procedure applies to all members of our school community.

The JCQ instructions regarding Conflict of Interest will be taken into account at all times.

APPENDIX F: THE Mitigation of Risk for the Integrity of Exams and Results

Procedure for managing possible risks to the security and integrity of exams and results

Basic Principle - Wolfreton complies with all aspects of the following documents issued annually by the Joint Council for Qualifications

- Instructions for Conducting Examinations (ICE)
- General Regulations for Approved Centres

Awarding bodies will be informed immediately if the security of question papers or confidential material is put at risk.

Named Key Holders for the Secure Room:

Exams Officer
Deputy Headteacher
Operations Manager
Cover Co-ordinator

Named Key Holders for the Secure Storage Facility:

Exams Officer
Assistant Headteacher
Deputy Headteacher
Operations Manager
Cover Co-ordinator

1. Receipt and secure movement of question papers and confidential material.

The date and time of receipt or downloading of all question papers and confidential materials are logged at the initial point of delivery/download, together with the name of the member of staff that receives the material, the tracking number, the board from which it was received and the number and type of packages.

When the delivery is passed to a member of the exams team the name of the person delivering is logged and the date and time it is handed over. The member of the Exams Team that collects the material will also sign for collection and include the date and time of receipt. All materials are immediately moved to the secure storage facility. The JCQ issued Exams Materials Receipt Log is completed.

2. Opening and checking of question papers and confidential material.

All packages are opened in the secure storage room (with closed door) and checked against the despatch note and centre timetable. All materials are then locked in the secure storage facility. The awarding body is notified immediately of any discrepancies. Secure electronic material will be printed in the library room and immediately stored in the secure storage facility or taken directly to the designated exam room and handed to the invigilator.

Any question paper or confidential material that cannot be opened and checked on the day of receipt is locked in the secure storage facility for checking the next working day.

3. Storage of question papers and confidential material.

The secure storage facility is used solely for the purpose of storing secure examination materials and access is restricted to two keyholders. It has the capacity to hold three weeks of question papers and confidential material. The secure storage facility only holds current and live confidential material.

Question papers and confidential materials are always stored in their sealed packs.

4. Removal of confidential exam material in advance of an assessment.

Where confidential exam materials are taken from the secure storage facility and opened in advance of an assessment, this is recorded in the Secure Storage Log B. The details recorded state the component number, the date and time issued and the name and signature of the member of staff in receipt of the confidential materials.

These materials are issued at the time of the assessment, collected at the end of the assessment period, and locked in the secure storage facility. All copies are checked prior to any examination to ensure they are clean and free from pen or pencil annotations or amendments.

5. Removal and transport of question papers and confidential material from secure storage.

Prior to removal from the secure room, two members of staff check the day, date, time, subject, unit/component, and tier of entry to ensure the correct question papers or confidential material are being removed. This is recorded on the JCQ 'second pair of eyes' log sheet.

When a pack of question papers or confidential material needs to be split, this is done in the secure storage room with removed papers placed in a non-transparent sealed envelope and the original packs re-sealed. Another member of staff will then check the day, date, time, subject, unit/component, and tier of entry immediately before a question paper pack is opened in the designated room. This additional check will also be recorded.

6. Access Arrangements

Where a candidate is approved for a computer reader or requires a question paper or confidential material in coloured/enlarged paper, the exams officer will open the pack or download a non-interactive electronic paper within 90 minutes of the awarding bodies published start time.

Where a candidate is approved for a Language Modifier, a Communication Professional or a live speaker the relevant member of staff will be given access to the question papers or confidential material within 60 minutes of the awarding bodies published start time.

7. Listening tests

Wolfeaton complies with the JCQ Notice to Centres - Instructions for conducting GCSE & GCE Modern Foreign Languages & Irish Listening examinations: (CD players and MP3 players, laptops, tablets, other digital devices, and digitising listening material).

The receipt, storage and use of listening materials follows the same procedure as question papers.

8. Clash of exams.

Where there is a clash of exams which results in one or more candidate sitting an exam at a later session than timetabled, question papers and confidential material will be given at the timetabled session only to those candidates that have arrived. Any unused question papers and confidential material will remain locked in the secure storage facility. When the timetabled session is complete all question papers and confidential material are collected, accounted for, and locked in the secure storage facility.

Should a candidate sit an exam the day after the timetabled session, all overnight supervision arrangements will comply with section 8 of the Instructions for Conducting Examinations.

When all candidates have completed the exam, all question papers and confidential materials will be locked in the secure storage facility until despatched to the arranged courier.

9. Collection of completed exam scripts

Invigilators collect all question papers, scripts and any other materials before the candidates are allowed to leave the examination room. Scripts are checked against the attendance register to ensure there is one for every candidate marked as present.

No scripts are read nor photocopied before being sent to the awarding body and they are locked in the secure storage room until despatched to the arranged courier.

Electronic exam scripts will be stored electronically on a secure drive before the student leaves the exam room. This material will only be accessible to staff authorised to upload it onto the exam board's secure drive.

10. People present in the exam room

Prior to every exam session the JCQ Notice to centres (The people present in the examination room) is sent to all members of staff. The centre advises that staff are not to see a copy of any exam paper or confidential material until all scripts are in sealed bags and prepared for despatch; in the case of a timetable variation (owing to a clash of exams) this will be the following working day.

11. Despatch of Question Papers.

The despatch of all exam scripts is recorded in a despatch log which includes the consignment number issued by the exam board, the date of the exam, the component number of the exam and the delivery postcode. This log is signed by the collection driver who also notes the number of packages collected on the log. Any queries at this point are resolved by the exams officer.

All scripts are despatched on the day of the exam or the next working day. Where scripts are held overnight, they are locked in the secure storage facility.

Where there is a window for delivering an exam/assessment all scripts are despatched by the end of the stated period.

Proof of despatch is retained in the centre until all results are published.

Electronic scripts will be uploaded on to the exam board's secure drive on the day of the exam.

12. Unused stationery

All unused stationery is collected from the exam rooms and stored in the secure storage room. Stationery issued by the awarding bodies is not used for any internal tests and is destroyed confidentially should it become out of date.

13. Results

All external exam results are downloaded by a member of the exams team on the scheduled restricted results day. All results are imported into Arbor and an embargo is placed on the results until 8am the following day; only members of the exams team and senior leadership team are given access to the results prior to 8am on the published results day.

Results are printed and placed in sealed envelopes for collection by the candidates the following day. All results are locked in the secure storage facility overnight.

Any member of staff that has a possible conflict of interest is not permitted any access to the results, either on Arbor or the printed copies.

The sealed envelopes are given to candidates on published results day. Results are given to third parties only where the centre holds written permission from the candidate which states the name of the nominated person; third parties are required to provide photographic ID before results are given.

14. Conflict of Interest

The Exams Officer will contact all staff during at the beginning of each academic term to determine if any staff:

- are taking qualifications at this centre which include internally assessed components/units;
- are teaching and preparing members of their family (which includes stepfamily, foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units.

The Exams Officer will maintain clear records of all instances where:

- exams office staff have members of their family (which includes stepfamily, foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
- centre staff are taking qualifications at their centre which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres.

The Head of Centre and Exams Officer will ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Entering members of centre staff for qualifications at this centre will be a last resort in cases where the member of centre staff is unable to find another centre. The Head of Centre will ensure that staff do not have access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials. The Head of Centre and Exams Officer will ensure that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.