



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Exams Policy 2024-25

Member of Staff Responsible

Alison Meacher

Approved on:

08 05 25

Review date:

May 2026

Purpose of the policy

Harrogate Grammar School is committed to ensuring that the exams/assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the centre's contingency plan, and other relevant exams-related policies and procedures are signposted to
- the workforce is well informed and supported
- all centre staff involved in the process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the process and what is expected of them

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

This policy will be communicated to all relevant centre staff by e-mail. The policy will also be made available for staff on Teams/Sharepoint and for students and parents on the HGS and RKLT website.

Examinations at Harrogate Grammar School

Internal exams are scheduled annually, and conducted under external exam conditions at the following times:

- Y11 - November and March (English, Maths and Science)
- Y13 – January
- Y10 and Y12 – Late June

External exams are scheduled by awarding bodies in November, January, March, May and June.

Key Staff

The **head of centre** at Harrogate Grammar School is Kirstie Moat, they are 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. They 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.

The **examinations manager** is Alison Meacher, they are 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 must not normally appoint themselves as the examinations manager. A head of centre and an examinations manager are two distinct and separate roles.

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 grouped into the following stages:

- planning

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

This policy identifies roles and responsibilities of staff within this cycle in the following tables:

Roles and responsibilities Overview		
	Head of Centre	Exams Manager
Head of Centre	<p>Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.</p> <p>Heads of centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.</p> <p>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.</p> <p>(ICE Introduction) It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the Instructions for conducting examinations document. Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025.</p> <p>(GR 5.1)</p> <p>The head of centre must ensure:</p> <ul style="list-style-type: none"> • compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s) • appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks • all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority 	
General Regulations	<ul style="list-style-type: none"> • Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including: <ul style="list-style-type: none"> ○ General Regulations for Approved Centres (GR) ○ Instructions for conducting examinations (ICE) ○ Access Arrangements and Reasonable Adjustments (AARA) ○ Suspected Malpractice - Policies and Procedures (SMPP) ○ Instructions for conducting coursework (ICC) ○ Instructions for conducting non-examination assessments (NEA) ○ A guide to the special consideration process (SC) 	<ul style="list-style-type: none"> • Understands the contents of annually updated JCQ documents including: <ul style="list-style-type: none"> ○ 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 • Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines • Ensures key tasks are undertaken and key dates and deadlines met • Works with the SENCo (or equivalent role) to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access

	<ul style="list-style-type: none"> • Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments • Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre: <ul style="list-style-type: none"> ○ 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 (unless exclusions apply) 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 • 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 penalties (see National Centre Number Register and other information requirements section) • Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack • Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications) • Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel 	<p>arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room</p> <ul style="list-style-type: none"> • Supports 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 internal 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 • Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials
--	--	---

Cyber security	<p>The head of centre must ensure there are procedures in place to maintain the security of user accounts by:</p> <ul style="list-style-type: none"> • providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret • providing training for staff on awareness of all types of social engineering/ phishing attempts • enabling additional security settings wherever possible • updating any passwords that may have been exposed • setting up secure account recovery options • reviewing and managing connected applications • monitoring accounts and regularly reviewing account access, including removing access when no longer required • ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document <i>Guidance for centres on cyber security</i>. Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements. • reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body 	
-----------------------	---	--

Recruitment, selection, training and support	<p>It is the responsibility of the head of centre to ensure that the centre:</p> <ul style="list-style-type: none"> • 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 • Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work • Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo (or equivalent role) 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 and awarding body regulations • Ensures that the SENCo (or equivalent role) understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre <ul style="list-style-type: none"> • Ensures that the examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role • Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations) • Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations 	<ul style="list-style-type: none"> • Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period
---	--	--

External and internal governance arrangements	<ul style="list-style-type: none"> • Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent • Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series • Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the 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 	
Delivery of qualifications	<ul style="list-style-type: none"> • Delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates • Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject concerned 	
Public liability	<ul style="list-style-type: none"> • Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims 	
Controlled assessments, coursework and non-examination assessments	<ul style="list-style-type: none"> • Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates) 	<ul style="list-style-type: none"> • Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

Security of assessment materials	<ul style="list-style-type: none"> • Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring: <ul style="list-style-type: none"> ♦ the security of all assessment materials ♦ that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre ♦ reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials 	<ul style="list-style-type: none"> • Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies • Makes arrangements to: <ul style="list-style-type: none"> ♦ receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document <i>Instructions for conducting examinations</i> ♦ access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document <i>Instructions for conducting examinations</i> • receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
Malpractice	<ul style="list-style-type: none"> • 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 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 <i>Suspected malpractice – Policies and procedures</i> • 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 <i>Suspected Malpractice - Policies and Procedures</i> and provides such information and advice as the awarding body may reasonably require 	

<p>Conflicts of interest</p>	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where: <ul style="list-style-type: none"> ♦ any members of centre staff who are taking a qualification at this centre which includes internally assessed components/units* ♦ any members of centre staff who are teaching and preparing members of their family (which includes step-family, 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, and <p>maintains internal records (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) of all instances where:</p> <ul style="list-style-type: none"> ♦ exams office staff have members of their family (which includes step-family, 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 this centre or other centres ♦ centre staff are taking qualifications at this centre which do not include internally assessed components/units* ♦ centre staff are taking qualifications at other centres • Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must 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) • *Notes that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre, and ensures: <ul style="list-style-type: none"> ○ proper protocols are in place to prevent the member of centre staff having 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 ○ 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
-------------------------------------	---	--

Access arrangements and reasonable adjustments	<ul style="list-style-type: none"> • appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury • ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments) • recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid) • ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements) • ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and held on file for inspection) • 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 document <i>Access Arrangements and Reasonable Adjustments</i> 	<ul style="list-style-type: none"> • assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENCo in effectively implementing those arrangements once approved
---	--	--

<p>National Centre Number Register and other information requirements</p>	<ul style="list-style-type: none"> Provides contact details as follows: <ul style="list-style-type: none"> a physical address to which all examination and assessment materials will be despatched – this must be the registered address of the centre a landline telephone number – this must be the number of the main office/switchboard of the centre a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (Personal email addresses such as ‘Yahoo’, ‘Hotmail’ and ‘Gmail’ are not acceptable) <p>Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites</p> <ul style="list-style-type: none"> the name of the head of centre and their email address senior designated contact details (this might include a personal mobile number and/or email address) (These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue) <ul style="list-style-type: none"> Responds to the National Centre Number Register annual update by the end of October every year <ul style="list-style-type: none"> informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the head of centre) informs the National Centre Number Register Team (email address – ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment) informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre’s status responds, by completing the Head of Centre Declaration, to the National Centre Number Register request for confirmation that they are aware of and adhering to the latest versions of the JCQ regulations, and does so no later than the end of October every year responds to any other reasonable requests made by the National Centre Number Register Team (GR 1.9) Understands that this responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre’s declaration, will result in: <ul style="list-style-type: none"> the centre status being suspended the centre not being able to submit examination entries 	<ul style="list-style-type: none"> Completes/submits 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 to confirm the centre’s contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
--	--	--

	<ul style="list-style-type: none"> the centre not receiving or being able to access question papers and ultimately, awarding bodies could withdraw their approval of the centre 	
Centre inspections	<ul style="list-style-type: none"> 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 Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection Understands the JCQ Centre Inspector will identify themselves with a formal identity document and must be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility 	<ul style="list-style-type: none"> 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

Planning: roles and responsibilities		
	Head of Centre	Exams Manager
Secure Materials	Ensures the centre has a secure storage facility in a room solely assigned to examinations	
Information Sharing	<ul style="list-style-type: none"> Directs relevant centre staff to annually updated JCQ documents including GR, ICE, AARA, SMPP, ICC, NEA and SC 	<ul style="list-style-type: none"> Signposts relevant centre staff to JCQ documents and awarding body documentation relating to the examination/assessment process that have been updated Signposts relevant centre staff to JCQ information that must be provided to candidates As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites
Information gathering		<ul style="list-style-type: none"> 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/assessments to enable preparation for and conduct of CAT's and Mock Exams
Access arrangements	<ul style="list-style-type: none"> Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved 	<ul style="list-style-type: none"> Provides an annually reviewed and updated word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations
Internal assessment and endorsements	<ul style="list-style-type: none"> Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities Ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (This will allow the candidates for each 	<ul style="list-style-type: none"> 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

Controlled assessments, coursework and non-examination assessments	<p>specification to be treated as a single group for the moderation of centre- assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed)</p> <ul style="list-style-type: none"> • Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material) • Before submitting marks to the awarding body ensures candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking • Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body) • Ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date (It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review) • Ensures a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates • Ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework is in place • Ensures that candidates' work is backed-up and considers the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up (Implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks) 	
Invigilation	<ul style="list-style-type: none"> • Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators • Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case) • Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times • Ensures that, wherever possible 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 	<ul style="list-style-type: none"> • 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

Entries: roles and responsibilities		
	Head of Centre	Exams Manager
	Ensures the centre's obligations as detailed in the regulations are met.	
Estimated entries		<ul style="list-style-type: none"> • Requests estimated or early entry information, where this may be required by awarding bodies, from faculty /programme managers in a timely manner to ensure awarding body external deadlines for submission can be met
Final entries	<ul style="list-style-type: none"> • Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries 	<ul style="list-style-type: none"> • Requests final entry information from Faculty leaders/programme managers in a timely manner to ensure awarding body external deadlines for submission can be met • Informs Faculty leaders/programme managers of subsequent deadlines for making changes to final entry information without charge • Submits registrations, examination entries and certification claims by the deadline(s) and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification • Confirms with Faculty leaders/programme managers 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
Late entries		<ul style="list-style-type: none"> • Has clear entry procedures in place to minimise the risk of late entries • Charges any late or other penalty fees to departmental budgets
Candidate statements of entry		<ul style="list-style-type: none"> • Provides candidates with statements of entry for checking

Pre-Exams: roles and responsibilities		
	Head of Centre	Exams Manager
	Ensures the centre's obligations as detailed in the regulations are met.	
Access arrangements and reasonable adjustments		
Briefing candidates		<ul style="list-style-type: none"> • Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams • Prior to exams issues relevant JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices • Where relevant, issues relevant awarding body information to candidates • Issues centre exam information to candidates including information on: <ul style="list-style-type: none"> ○ exam timetable clashes ○ arriving late for an exam ○ absence or illness during exams ○ what equipment is/is not provided by the centre ○ food and drink in exam rooms ○ unauthorised items in exam rooms ○ when and how results will be issued and the staff that will be available ○ post-results services information and how the centre will deal with requests from candidates ○ when and how certificates will be issued
Dispatch of exam scripts		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking 	<ul style="list-style-type: none"> • Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline (or delegates this task to relevant teaching staff) • Keeps a record to track what has been sent • Logs moderated samples returned to the centre • Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Invigilation		<ul style="list-style-type: none"> • Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements • Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, prompter, reader or scribe) are accommodated on a 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 (or equivalent role) regarding the facilitation and invigilation of access arrangement candidates
Seating and identifying candidates in exam rooms		<ul style="list-style-type: none"> • 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)
Security of exam materials		<ul style="list-style-type: none"> • Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre • Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. • Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre • Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order • Carefully checks question paper packets when they are removed from the dispatch 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) • Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)

		<ul style="list-style-type: none"> Ensures the integrity and security of any electronic question paper materials is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment at the centre to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question paper materials) <p>At least two and no more than six members of centre 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.</p>
Timetabling and rooming		<ul style="list-style-type: none"> Produces a master centre exam timetable for each exam series Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy) Identifies exam rooms and specialist equipment requirements Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements Liaises with the SENCo (or equivalent role) regarding rooming of access arrangement candidates
Alternative site arrangements		<ul style="list-style-type: none"> Where/if applicable to the centre) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations
Centre consortium arrangements		<ul style="list-style-type: none"> (Where/if applicable to the centre) Processes applications for Centre Consortium arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
Transferred candidate arrangements		<ul style="list-style-type: none"> Where/if applicable to the centre) Liaises with the host or entering centre, as required Processes requests for Transferred Candidate arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP) Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangement

Internal exams/assessments		<ul style="list-style-type: none"> • Prepares for the conduct of internal exams/assessments under external conditions (where applicable to the centre) • Provides a centre exam timetable of subjects and rooms • Provides seating plans for exam rooms • Requests internal exam papers from teaching staff • Arranges invigilation (where applicable to the centre)
----------------------------	--	---

Exam time: roles and responsibilities		
	Head of Centre	Exams Manager
Access arrangements		<ul style="list-style-type: none"> Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exam <p>Liaises with the SENCo to apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO</p>
Candidate late arrival		<ul style="list-style-type: none"> 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 timescale Warns candidates that their script may not be accepted by the awarding body
Conducting exams	Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies	<ul style="list-style-type: none"> Ensures exams are conducted according to JCQ and awarding body instructions Uses an <i>exam day checklist</i> to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed
Dispatch of exam scripts		<ul style="list-style-type: none"> Dispatches scripts as instructed by JCQ and awarding bodies Keeps appropriate records to track dispatch
Exam papers and materials		<ul style="list-style-type: none"> Organises exam question papers and associated confidential resources in date order in the secure storage facility Attaches erratum notices received to relevant sealed question paper packets Collates attendance registers and examiner details in date order Regularly checks mail or email inbox for updates from awarding bodies In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened Ensures this second pair of eyes check is recorded 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	<ul style="list-style-type: none"> Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates 	<ul style="list-style-type: none"> Ensures exam rooms are set up and conducted as required in the regulations Provides invigilators with appropriate resources to effectively conduct exams Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates) Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode) Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log Provides authorised exam materials which candidates are not expected to provide themselves Ensures invigilators and candidates are aware of the emergency evacuation procedure Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated
Irregularities	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
Special consideration		<ul style="list-style-type: none"> Processes eligible applications for special consideration to awarding bodies Gathers evidence which may need to be provided by other staff in centre or candidates Submits requests to awarding bodies to the external deadline
Internal exams/assessments		<ul style="list-style-type: none"> Briefs invigilators on conducting internal exams Returns candidate scripts to teaching staff for marking

Results and post-results: roles and responsibilities		
	Head of Centre	Exams Manager
Internal assessment		
Managing results day(s)		<ul style="list-style-type: none"> • Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place
Accessing results	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Informs candidates in advance of when and how results will be released to them for each exam series • Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body • Resolves any missing or incomplete results with awarding bodies • Issues statements of results to candidates on issue of results date • Provides summaries of results for relevant centre staff on issue of results date
Post-results services	<ul style="list-style-type: none"> • 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) 	<ul style="list-style-type: none"> • Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above Briefing candidates and Access to Scripts, Reviews of Results and Appeals Procedures) • 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
Certificates		<ul style="list-style-type: none"> • Receives the certificates from the awarding bodies and checks the certificates off on receipt. • Informs candidates that certificates are available for collection. • Keeps a record of who has collected the certificates and when • Arranges for the destruction of unclaimed certificates in accordance with the school retention policy and no earlier than 12 months after receipt

Exams review: roles and responsibilities		
	Head of Centre	Exams Manager
Exams review	<ul style="list-style-type: none"> Work with the EO to produce a plan to action any required improvements identified in the review 	<ul style="list-style-type: none"> Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

Retention of records: roles and responsibilities		
	Head of Centre	Exams Manager
Retention of records		<ul style="list-style-type: none"> Keeps records as required by JCQ and awarding bodies for the required period Keeps records as required by the centre's records management policy Provides an exams archiving policy that identifies information held, retention period and method of disposal

Roles and responsibilities Overview			
	SENDCO	SLT/Faculty	Teaching Staff
	<ul style="list-style-type: none"> Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including: <ul style="list-style-type: none"> 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 <p>(GR 5.4)</p> <ul style="list-style-type: none"> Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre’s applications) Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s)) Ensures requests for modified papers are submitted by the published deadline Ensures there are appropriate resources in place at the time of examinations/ assessments to meet candidates’ needs, e.g. sufficient readers and scribes 	<ul style="list-style-type: none"> Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ documents including: <ul style="list-style-type: none"> General Regulations for Approved Centres Instructions for conducting examinations Access Arrangements and Reasonable Adjustments Suspected Malpractice - Policies and Procedures Instructions for conducting coursework Instructions for conducting non-examination assessments A guide to the special consideration process Post-Results Services Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo (or equivalent role) 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 	<ul style="list-style-type: none"> Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo (or equivalent role) Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications Attend relevant awarding body training and update events
Planning: roles and responsibilities			
	SENDCO	SLT/Faculty	Teaching Staff
Information gathering		<ul style="list-style-type: none"> Respond (or ensure teaching staff respond) to requests from the EO on information gathering Meet the internal deadline for the return of information 	

		<ul style="list-style-type: none"> • Inform the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body • Note the internal deadlines in the annual exams plan and directs teaching staff to meet these 	
Access arrangements	<ul style="list-style-type: none"> • 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 for a 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 using 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 is clear, meets JCQ regulations and best meets 	<ul style="list-style-type: none"> • Support the SENCo in determining and implementing appropriate access arrangements/reasonable adjustments 	

	the needs of individual candidates and remaining candidates in main exam rooms		
Internal assessment and endorsements Controlled assessments, coursework and non-examination assessments		<ul style="list-style-type: none"> • 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. • Ensure appropriate internal moderation, standardisation and verification processes are in place • Ensure teaching staff delivering relevant qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body • Ensure teaching staff delivering GCE and GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body • Ensure teaching staff delivering qualifications which include (wholly or in part) units of coursework follow JCQ Instructions for conducting coursework and the specification provided by the awarding body • For VTQs qualifications, ensure teaching staff follow appropriate instructions issued by the relevant 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 	<ul style="list-style-type: none"> • 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

Entries: roles and responsibilities			
	SENDCO	SLT/Faculty	Teaching Staff
Estimated entries		<ul style="list-style-type: none"> • Provide entry information requested by the EO to the internal deadline • Inform the EO immediately of any subsequent changes to entry information 	
Final entries		<ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> ○ changes to candidate personal details ○ amendments to existing entries ○ withdrawals of existing entries • Check final entry submission information provided by the EO and confirms information is correct 	
Late entries		<ul style="list-style-type: none"> • Minimise the risk of late entries by <ul style="list-style-type: none"> ○ following procedures identified by the EO in relation to making final entries on time ○ meeting internal deadlines identified by the EO for making final entries 	
Candidate statements of entry			<ul style="list-style-type: none"> • Ensure candidates check statements of entry and return any relevant confirmation required to the EO

Pre-Exams: roles and responsibilities			
	SENDCO	SLT/Faculty	Teaching Staff
Access arrangements and reasonable adjustments	<ul style="list-style-type: none"> • 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 candidate to access it 		

	<ul style="list-style-type: none"> Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement) Ensures the person appointed to facilitate an access arrangement must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant (Where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator must always be present) Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor 		
Estimated grades		<ul style="list-style-type: none"> Ensure teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body) 	
Internal assessment and endorsements	<ul style="list-style-type: none"> Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements 	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> 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
Invigilation	<ul style="list-style-type: none"> Liaises with the EO regarding facilitation and invigilation of access arrangement candidates 		
Security of exam materials			<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> • 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 		
Centre consortium arrangements		<ul style="list-style-type: none"> • Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator 	
Internal exams/assessments	<ul style="list-style-type: none"> • Liaises with teaching staff to make appropriate arrangements for access arrangement candidates 		<ul style="list-style-type: none"> • Provide exam papers and materials to the EO • Support the SENCo in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities			
	SENDCO	SLT/Faculty	Teaching Staff
Exam rooms		<ul style="list-style-type: none"> • Ensure a documented emergency evacuation procedure for exam rooms is in place • Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated • Ensure a procedure is in place in case of an emergency evacuation (lockdown) 	
Irregularities		<ul style="list-style-type: none"> • 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 	
Special consideration		<ul style="list-style-type: none"> • Support eligible applications for special consideration by signing appropriate evidence 	

Results and post results: roles and responsibilities

	SENDCO	SLT/Faculty	Teaching Staff
Internal assessment		<ul style="list-style-type: none"> Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies Ensures work is returned to candidates after the retention period or disposed of according to the requirements 	
Managing results day(s)		<ul style="list-style-type: none"> 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 	
Post-results services			<ul style="list-style-type: none"> Meet internal deadlines to request the services and gain relevant candidate informed consent Identify the budget to which fees should be charged

Exams Review: roles and responsibilities

	SENDCO	SLT/Faculty	Teaching Staff
Exams Review		<ul style="list-style-type: none"> Work with the EO to produce a plan to action any required improvements identified in the review 	

JCQ required policies available for inspection

The following separate policies are all available on the school website and will be confirmed by the Head of Centre as part of her declaration

- a written **child protection/safeguarding policy** in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements – [RKLT Safeguarding and Child Protection Policy](#)
- a written **complaints policy** covering general complaints regarding the centre's delivery or administration of a qualification which is drawn to the attention of candidates and their parents/carers - see [HGS Complaints Policy \(Exams\)/ RKLT Complaints Policy](#)
- a written **conflicts of interest policy** – [HGS Conflict of Interest Policy \(Exams\)](#)
- a written **escalation process** – [HGS Escalation Process \(Exams\)](#)
- a written **data protection policy** that complies with General Data Protection Regulation and Data Protection Act 2018 regulations – [HGS Data Protection Policy \(Exams\) and RKLT Privacy Notice](#)
- a written **equalities policy** demonstrating the centre's compliance with relevant legislation and detailing the processes followed in respect of identifying the need for, requesting and implementing access arrangements – [HGS Equalities Policy \(Exams\)](#)
- a written **contingency plan** ensuring 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 – [HGS Exam Contingency Plan](#)
- a written **internal appeals procedure** ensuring required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers – [HGS Internal Appeals Procedures](#)
- a written **malpractice policy** detailing how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It also acknowledges the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice). – [HGS Malpractice Policy Exams](#)
- a written policy regarding the management of non-examination assessments including controlled assessments and coursework – [HGS NEA and ICC Policy](#)
- a written **whistleblowing policy** – [HGS Whistleblowing Policy \(Exams\)](#)
- a written policy on the use of **word processors** – [HGS Word Processor Policy Exams](#)
- a written emergency evacuation policy – [HGS Emergency Evacuation Policy Exams](#)

Additional Documentation

In addition to the required policies above Harrogate Grammar School also has the following documents in place to support the exams process:

- [Access Arrangements Policy](#) ensuring the centre has documented processes in place relating to access arrangements and reasonable adjustments
- [Shelter in place/lockdown policy](#)
- [Special Consideration policy](#)
- [Cyber security policy](#)

- [Exams archiving policy](#)

All the documentation is reviewed annually to reflect any changes in regulations or provision.

Entries collection and submission procedure

- ♦ Faculty Leaders decide exam entries for candidates in consultation with teaching staff.
- ♦ Entries are indicated on a subject spreadsheet by the HOF
- ♦ Entries are input into Arbor by the Exams Manager
- ♦ Entries are checked, printed out and given to Faculty Leaders by the Exams officer for signing off.
- ♦ Parents/carers may request a subject entry, change of level or withdrawal, however the final decision rests with the Faculty Leader.
- ♦ Candidates may be withdrawn from a qualification if they have not satisfied attendance and/or internal assessment requirements.

Entry fees

- ♦ External exam entry fees are paid by HGS. Late entry or amendment fees are paid by HGS or the candidate depending on the circumstances.
- ♦ Candidates or Faculties/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.
- ♦ Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline; fail to sit an exam; or do not meet the necessary internal assessment requirements without medical evidence or evidence of other mitigating circumstances.
- ♦ BTEC, Cambridge National, and Cambridge Technical qualifications: HGS will pay for the first re-sit attempt, subsequent attempts will be paid by the candidate
- ♦ Post-certification re-sit fees for first and subsequent attempts are paid by candidates except for GCSE English and Maths where the candidate has yet to achieve a grade 4.
- ♦ All resit attempts for Functional Skills will be paid by HGS

Private candidates

HGS will accept Private Candidates if they were a previous student of the school. In addition to the exam entry fees they will be charged a £30 fee to cover administrative costs associated with the processing of entries and results in addition to the exam entry fee costs.

Seating and identifying candidates in exam rooms

- ♦ Photograph ID cards will be on desks to enable invigilators to identify all candidates. KS4 candidates will also be identified by Year Managers/SLT before entering the hall, 6th form

students will be wearing a school ID badge which they will be asked to take off and place on the desk.

- ♦ Private candidates will have their ID checked upon arrival at the school to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence

Overnight supervision arrangements

- ♦ Overnight supervision will only be applied as a last resort once all other options have been exhausted. This will only be available for candidates who have three or more exams timetabled in one day and the total duration of the papers is over 6 hours (GCE) or 5½ hours (GCSE).
- ♦ Candidates will be identified at the entries stage by the Exams Manager/ Exams Officer who will discuss the options with the candidate.
- ♦ Where overnight supervision is necessary the candidate will be required to sign a declaration form along with a parent carer who agrees to take responsibility for the candidate and ensure that there is no breach in the security of the exam.
- ♦ On the day of the exam the candidate will be supervised at all times whilst on the premises and this supervision will end when the candidate is collected by their parent/carers who will then take on this responsibility.
- ♦ The candidate will be asked to hand their phone in to the Exams Office and will not be allowed access to any form of electronic communication (including TV and radio) or meet/communicate with anyone who may have knowledge of the content of the exam.
- ♦ The following morning the candidate must be accompanied into school by their parent/carers and handed over to a member of the Exams Office and will remain supervised until they have completed their exam.

Alternative site arrangements/home supervision

- ♦ Alternative site/home supervision will only be considered as a last resort once all other options for students to take their exams at the centre have been exhausted. Home supervision will only be available for candidates who have an identified diagnosed medical need and are unable to attend school.
- ♦ Prior visits to the home will be made by the Examinations Manager and where possible the invigilator involved to check the suitability of the accommodation and outline the regulations and requirements to the candidate and their parents with regards to both the running of the examination and the safeguarding of both the candidate and invigilator.
- ♦ Only once the accommodation is deemed appropriate following this visit will an alternative site request be submitted to JCQ .
- ♦ Invigilators will be required to collect the papers from the school prior to the exam session and these will be locked in a secure box for security when being transported to the alternate site.
- ♦ Once the exam is complete the exam paper and candidate script must be returned to the Exams Office in school using the lock box for transportation.

Candidate absence

A candidate will be considered absent from an examination if they are not present when the attendance register is completed, when the candidates are seated and have started the examination.

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker
- The candidate absence is marked on the seating plan
- If the candidate has a genuine reason for missing their exam and can provide evidence for this (e.g doctors note, self-certification form) it may be possible to apply for special consideration for the exam that was missed.

Candidate late arrival

- ♦ A candidate who arrives after the start of the examination will be allowed to enter the examination room and sit the examination. A note of the start and finish time will be made by the lead invigilator. The candidate will be allowed the full time for the examination.
- ♦ A candidate who arrives **very late** (one hour or later after the official exam start time) for the exam will be allowed to sit the exam and be given the full amount of time however they must be supervised from the time they enter the school building until they enter the exam room.
- ♦ An account will be taken of the circumstances resulting in the very late arrival by the Exams Officer and this will be submitted to the awarding body. The candidate will be informed that the awarding body may not accept their script.

Food and drink in exam rooms policy

FOOD & DRINK

- ♦ No food or drink is allowed in the exam room except for water. Bottles must be transparent, have no writing on them and must have labels removed. Chewing gum is not allowed.
- ♦ Aluminium water bottles will not be allowed
- ♦ If students require water bottles refilling this will be done by the invigilator/roving invigilator.
- ♦ If candidates require food for medical reasons this must be arranged with the exams office prior to the exam and left with the invigilator during the exam. If the requires the food they will need to ask the invigilator for this.

Policy on candidates leaving the exam room temporarily

- ♦ Any candidate who needs to leave the exam room temporarily will be accompanied by an invigilator/roving invigilator or member of the exams office. They will not be able to leave the exam room until one of the aforementioned is available.
- ♦ Candidates may leave the room temporarily either to go to the toilet or to deal with a medical condition e.g nose bleed, fainting, diabetes etc.
- ♦ No time compensation will be allowed for a toilet break (unless a student has a medical condition which makes this more likely). Time compensation will be given if a candidate leaves the room for medical reasons.

Emergency evacuation policy

- ♦ **During Exams:** If the alarm is sounded during an exam period, the alarm will be immediately validated by SLT/Site teams to determine if a false alarm.
- ♦ Main School - If evacuation is needed, students undertaking exams will congregate on the far side of the astro-turf pitch away from other students in silence.
- ♦ Sixth Form – students will congregate on the near side of the Tennis Courts away from other students in silence.
- ♦ The exam invigilators will assist in escorting students out of the school buildings and provide a copy of the exam seating plan (including registered attendees) to the Year

Manager/Student Support Manager. The exam seating plan will denote any absentees. The Year Manager(s) / Student Support Manager will cross check and register the students back to the exam seating plan to ensure all exam attendees are present and safely left the building. The Year Manager(s) / Student Support Manager will then report back to the Headteacher/Associate Headteacher/Deputy Head.

Managing behaviour in exam rooms procedure

- ♦ Any candidate who is being disruptive in an examination room will be warned by the invigilator that they may be removed from the examination room and that the Awarding Body will be informed and may disqualify them.
- ♦ If the disruption persists and is disturbing other candidates, invigilators will contact the exams office who will inform the Head of Centre and if necessary remove the student from the room.
- ♦ All incidents of disruption must be recorded by the invigilator in the exam room incident book and the EO will inform the Awarding Body.

Unauthorised materials

- ♦ A bag room is provided where candidates can leave all unauthorised materials, phones, watches etc.
- ♦ If a candidate inadvertently brings unauthorised materials to the exam room they can hand them to an invigilator before the exam starts and the item will be placed in an envelope for collection after the exam has finished. All phones must be turned off when handed in.
- ♦ If candidates are found with any unauthorised items which have not been handed in during the exam they will be subject to the schools malpractice procedures and reported to the awarding body.

Results day programme

NOTIFICATION OF RESULTS

- ♦ Results for the November and January Exam series will be e-mailed to students on the day they are released.
- ♦ Results for the May/June (Summer) series are made available for collection on the respective GCE and GCSE results days. For students who are unable to collect their results these will be e-mailed to them.

Post Results Services

- ♦ Where a Head of Faculty/Subject has concerns about a cohort and believes there has been an error in marking then a Review of Mark may be requested through the Exams Office in accordance with the JCQ regulations on Post-Results Services. The Review of Mark will be funded by HGS however the Head of Faculty/Subject must obtain the candidates consent before it is requested.
- ♦ If a result is queried, a candidate may request a Review of Mark at their own expense through the Exams Office in accordance with the JCQ regulations on Post-Results Services. If the grade increases then the candidate will be reimbursed the fee.
- ♦ After the release of results, candidates may request through the Exams Office the return of papers up to the deadline set by the exam boards. HGS staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- ♦ Results guidance sheets will be available when students collect their results this will include a link to an online request form, the different post results services available, information

regarding fees and deadlines for the submissions of requests. Exams office staff, 6th Form Management Team and Heads of Faculty will be available on results day to advise candidates on the different services available to both staff and students.

- ◆ Reviews of moderation cannot be requested by individual candidates and where it is deemed appropriate will be submitted by the school.
- ◆ Completed forms must be signed and submitted to the exams office with proof of payment prior to the deadline given on the form for the service requested. All forms submitted by the deadline will be processed by the exams office. Payments should be made via the schools' website.
- ◆ Results of review/ATS requests will be e-mailed to the address given on the request form.
- ◆ If a student wishes to appeal the result of their review they must contact the Exams Office who will issue them with the appropriate forms. Guidance will be sought from the Faculty Leader as to the appropriateness of an appeal.
- ◆ If teaching staff wish to make an access to scripts request for use in the classroom for teaching and learning purposes they must first obtain written permission from the candidate to use their scripts. The candidate will also be able to request that the scripts be anonymised before they are used in the classroom.
- ◆ If a candidate wishes to appeal the outcome of a review they must put their reasons in writing to the Head of Centre who will then decide whether the centre will support the appeal based on the grounds provided.

Certificates

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

Issue of certificates procedure

- ◆ Once certificates arrive in School, they will be checked on receipt before informing leavers by post/email of where and when they can collect them. and current students will receive certificates via form tutors.
- ◆ Certificates are presented in person and a signature collected. Candidates must provide ID when collecting their certificates
- ◆ A record is kept of all certificates issued, when they are collected and by whom.
- ◆ Certificates will only be posted to candidates on receipt of signed authorisation from the candidate and the payment of a fee to cover the cost of the postage.
- ◆ All certificates that are posted will be sent via a tracked delivery service
- ◆ Certificates are not withheld from candidates who owe fees.
- ◆ Any certificates requested by the awarding bodies will be returned as they remain the property of the awarding bodies
- ◆ Certificates may be collected by someone other than the candidate providing they have signed authorisation from the candidate to do so and provide proof of ID

Retention of certificates policy

Certificates will be held by the exams office for a minimum of 2 years after which time they will be destroyed. See [exams archiving policy](#)

Transcripts

A transcript of results can be provided to a candidate subject to a completed request form and receipt of a £10 fee.