



Holmer Green Senior School

Exam Policy

February 2024

## **Holmer Green Senior School**

### **Exam Policy**

The Centre (the school) is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published Joint Council for Qualifications regulations and awarding body requirements.

This exam policy will ensure that:

- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

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

This Exam Policy will be reviewed bi-annually by the Head of Centre, Assistant Headteacher and the Exams Manager.

### **EXAM RESPONSIBILITIES**

#### **Head of Centre:**

Overall responsibility for the school as an exam centre:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR)
  - Instructions for Conducting Examinations (ICE)
  - Access Arrangements and Reasonable Adjustments (AA)
  - Suspected Malpractice: Policies and Procedures (SM)
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
  - A guide to the special consideration process (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Responds to the National Centre Number Register annual update
- 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 the course of and after examinations have taken place
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, and ensures these are reported to the awarding body immediately
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest, and/ or that clear records are maintained confirming the measures taken/ protocols in place to mitigate the potential risk to the integrity of any qualifications affected
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication

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

- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities, and enables the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments, and ensure compliance with the published JCQ regulations
- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking.
- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information as soon as is practical
- 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
- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent (see Appendix)

### **Examinations Manager:**

- Understands the contents of annually updated JCQ publications including:
  - General Regulations for Approved Centres (GR)
  - Instructions for Conducting Examinations (ICE)
  - Suspected Malpractice: Policies and Procedures (SM)
  - Post-results services (PRS)
  - A guide to the special consideration process (SC)
- Completes/submits the National Centre Number Register annual update by the end of October each year
- 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
- Requests estimated entry information, where this may be required by awarding bodies, from HoDs to ensure external deadlines for submission can be met
- Ensure key centre staff are informed of annual exam timetables and all relevant deadlines
- Recruits, trains and deploys a team of internal/external invigilators and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- 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 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
- Informs the head of centre of all suspicions or actual incidents of malpractice
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites
- 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
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications

- Provides training for new invigilators on the instructions for conducting exams and an annual 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 external exam
- Requests exam entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Provides candidates with statements of entry for checking
- Issues individual exam timetable information to candidates and informs candidates of the contingency day set by awarding bodies
- Prior to exams issues relevant JCQ information for candidates documents
- Submits/ provides instructions for teaching staff to submit marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline, keeping a record of what has been sent
- Identifies and resolves candidate exam timetable clashes according to the regulations
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms according to the required ratios, including a roving invigilator
- Liaises with the SENCo regarding the rooming, facilitation and invigilation of access arrangement candidates
- Ensures a procedure is in place to verify candidate identity in exam rooms, including private candidates
- 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)
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures access to the secure room is restricted and staff named and approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility
- 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)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ *Alternative Site arrangement* notification through CAP of any alternative sites that will be used to conduct timetabled examination components
- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Processes applications for *Centre Consortium arrangements* through CAP to the awarding body deadline if applicable
- Processes requests for *Transferred Candidate* arrangements using CAP to the awarding body deadline if applicable, liaising with the host/ entering centre
- 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* through CAP
- Ensures exams are conducted according to JCQ and awarding body instructions
- Applies for approval of emergency/ temporary access arrangements as they arise at the time of the exams through AAO
- Dispatches scripts as instructed by JCQ and awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or 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 additional/second check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments after the published finishing time of the exam, or until any timetable clash candidates have completed the exam
- Processes eligible requests for special consideration to awarding bodies, gathering any relevant evidence as required
- Works with senior leaders to ensure procedures for managing the main summer results day(s) are in place and 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 and issues statements of results to candidates on results date
- Provides summaries of results for relevant centre staff on issue of results date
- Provides information to all candidates and staff on the post results services provided by awarding bodies and the fees charged
- Submits post results requests to awarding bodies to meet the external deadline
- Tracks post results requests to conclusion and informs candidates and relevant centre staff of outcomes, updating centre results information where applicable
- Checks receipt of certificates and puts system in place for students to sign for receipt

### **Deputy Headteacher:**

Organisation of teaching and learning.

Ensures all examination courses followed are appropriate to students' needs and future success.

### **Senior leaders (SLT)**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications
- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Provide signed evidence to support eligible applications for special consideration
- Ensures senior members of staff are accessible to candidates 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 ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

### **Heads of Department:**

- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events
- Support the SENCo in determining and implementing appropriate access arrangements
- Ensures teaching staff delivering any AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensures teaching staff delivering GCE & 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
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures 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
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

- Provides exam entry information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes amendments to or withdrawal of existing entries
- Checks final entry submission information provided by the EO and confirms information is correct
- Informs the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator
- 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 or disposed of according to the requirements

#### **Headteacher's PA:**

- Organises the recruitment of invigilators in liaison with the Exams Manager.

#### **Head of Careers:**

- Guidance and careers information.

#### **Teachers:**

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Support the SENCo in determining and implementing appropriate access arrangements, including during internal assessments and practical endorsements
- Ensure appropriate instructions for conducting internal assessment are followed, including the assessment and authentication of candidate's work
- 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

#### **SENCO:**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/ reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms
- Gathers signed **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation** forms (candidate personal data consent form) from candidates where required
- Applies for **approval** through **Access arrangements online (AAO)** via the **Centre Admin Portal (CAP)**, where required or through the awarding body where qualifications sit outside the scope of AAO



- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation
- 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 appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- 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
- Provides a centre policy on the **use of word processors** in exams and assessments
- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

#### **Invigilators:**

- Attend/undertake training, update, briefing and review sessions as required
- Conduct exams in every exam room according to JCQ *Instructions for conducting examinations* and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions
- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

#### **Candidates:**

- Authenticate their work as required by the awarding body
- Notify the EO of any discrepancies in exam entries
- Follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Bring photo ID to every exam (for GCSE students, lanyards will be issued)
- Remain in the exam room for the full duration of the exam
- Provide appropriate evidence to support special consideration requests, where required

#### **Data Manager:**

- Prepares and presents reports to the SLT (Senior Leadership Team) showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Liaises with Exams Manager regarding student data for entries.

#### **Administrative Staff:**

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

### **THE STATUTORY TESTS AND QUALIFICATIONS OFFERED**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are GCSEs, A Levels, BTEC and other externally validated qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the beginning of the Autumn term.

### **EXAM SEASONS AND TIMETABLES**

#### **Exam Seasons**

The internal predictive exam schedule is decided by the Deputy Headteacher at the

beginning of each academic year.

All internal exams are held under external exam conditions.

External exams are scheduled according to course requirements. Typically these take place in November, January and May/June.

Which exam series are used in the centre is decided by the Head of Centre, the heads of department/faculty and Deputy Headteacher.

### **Exam Timetables**

The Exams Manager will circulate the external exam timetable once confirmed.

The Deputy Headteacher and Exams Manager will liaise with HOD regarding their requirements for internal exams. The internal exam timetable is created at the discretion of the Deputy Headteacher.

### **ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES**

#### **Entries**

Candidates are selected for their exam entries by the heads of subject and faculty. The decision as to whether students are entered for AS exams rests with the Head of Sixth Form in conjunction with HOD.

A parent or carer can request a change of examination tier of entry. Such amendments are subject to approval by the Deputy Headteacher.

The centre does not accept external entries or entries from former candidates. Withdrawal of entries must be approved by the Deputy Headteacher.

#### **Late Entries**

Entry deadlines are circulated to heads of department via email, pigeon hole and notice board.

Late entries are authorised by heads of department.

The Head of Centre must be made aware of late entries where cost is an issue.

#### **Retakes**

Retake decisions will be made in consultation with the candidates, parents and the heads of departments. (See also the following Exam Fees section)

### **EXAM FEES**

GCSE / Level 1/2 initial registration and entry exam fees are paid by the centre.

A level / BTEC initial registration and exam entry fees are paid by the centre.

AS level entries approved by the Head of Sixth Form are paid by the centre.

Late entry or amendment fees are paid by the departments.

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

Students will be entered **once** for their external examinations in the subjects they are studying at HGSS and the school will meet the cost from its delegated budget.

Requests for community language examination entries by HGSS students will be considered by the Deputy Headteacher and Head of Department for Languages. If agreed, students will not be charged for the entry fee but a charge may be levied in respect of additional staffing (e.g. spoken language specialists) if required.

The school will not enter external students for any exams.



A charge will be levied for students whose entry needs to be removed as a result of failing to meet the requirements of the course (for example, not producing NEA) without a valid reason. In such cases the school will work in partnership with the student's parents / carer.

A charge will be levied for students who fail without good reason to attend a public examination for which the school has entered them.

Decisions regarding withdrawal of entries rests with the Deputy Headteacher.

A charge will be levied for students re-sitting an examination, except in exceptional circumstances at the Deputy or Headteacher's discretion.

This policy will be communicated in writing to candidates and parents during the GCSE and post-16 courses.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. (See also Enquiries about Results [EARs] section)

## **MANAGING INVIGILATORS AND EXAM DAYS**

### **Managing Invigilators**

External invigilators will be used for exam supervision. They will be used for all external exams and for GCE/GCSE predictive exams as required.

The recruitment of invigilators is the responsibility of the Exams Manager in liaison with the Headteacher's PA.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Headteacher's PA.

Invigilators are timetabled and briefed by the Exams Manager.

Invigilators' rates of pay are set by the centre administration.

### **Exam Days**

The Exams Manager will liaise with the School Administrator re booking all exam rooms and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms. The Exams Manager/ invigilator will start all exams in accordance with JCQ guidelines.

Only senior members of staff authorised by the Headteacher and who have not taught the subject being examined may be present at the start of the exam to assist with identification of candidates. Staff must not advise on which questions are to be attempted.

GCSE candidates will be issued with photo cards in lanyards at the start of an exam period; candidates are required to bring their lanyard to every exam to further aid the identification of candidates. Sixth formers bring their own photo ID (school lanyards can be used).

In practical exams subject teachers may be on hand in case of any technical difficulties. Exam papers must not be read by subject teachers or removed from the exam room. Papers will be made available to heads of department/faculty after the published finish time of an exam.

## **CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION**

### **Candidates**

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Students who require a mobile phone for medical purposes are allowed to have access to this in the examination room, under the supervision of a 1:1 invigilator.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff, who is not the candidate's subject teacher or a subject expert for the exam in question, must accompany them.

The Exams Manager will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Sixth form students need photographic ID for all exams.

### **Clash Candidates**

The Exams Manager will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision documentation.

### **Special Consideration**

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

All applications must be supported by signed evidence produced by a member of the senior leadership team.

The Exams Manager will then process eligible special consideration applications to the relevant awarding body within the exam board deadline.

## **NEA AND APPEALS AGAINST INTERNAL ASSESSMENTS**

### **NEAs**

Candidates who have to prepare portfolios / internally assessed work should do so by the end of the course or centre-defined date.

Heads of department will ensure all NEA is ready for dispatch at the correct time and the Exams Manager will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are either submitted directly to the awarding body by the HOD/subject teacher or provided to the exams office for submission.

### **Appeals against Internal Assessments**

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and on the school's website.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their NEA has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the Exams Manager and recorded for awarding body inspection.

## **RESULTS, ENQUIRIES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATS)**

### **Results**

Candidates will receive individual results slips on results days in person at the centre, unless informed otherwise. Results not collected on results day will be posted to their home addresses.

Arrangements for the school to be open on results days are made by the Exams Manager.

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

### **Enquiries about Results (EARs)**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Permission must be gained from the student prior to submitting a remark. A candidate consent form will be made available for this purpose.

If a candidate requests re-mark, a fee will be charged. If there is a change in grade and the fee is refunded from the exam board, the original fee will be refunded to the student.

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

After the release of results, candidates may ask subject staff to request the return of papers within the published deadline.

If a result is queried, the candidate pays the re-mark fee. Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained.

### **CERTIFICATES**

Certificates are collected from reception and signed for. Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation to do so.

The centre retains certificates for a minimum of one year, after which they may be returned to the relevant exam board.

Policy ratified: February 2024

To be reviewed: February 2026

## **APPENDIX – ESCALATION PROCESS**

### **Escalation purpose and process**

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

In the event of the absence of the head of centre or member of the senior leadership team with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to examinations will be escalated to the Deputy Headteacher with responsibility for Curriculum in the first instance. In their absence, responsibility will be escalated to the Deputy Headteacher responsible for Behaviour.

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

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

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process
- Main duties and responsibilities relate to:
  - Centre status
  - Confidentiality
  - Communication
  - Recruitment, selection and training of staff
  - Internal governance arrangements
  - Delivery of qualifications
  - Public liability
  - Conflicts of interest
  - Controlled assessments, coursework and non-examination assessments
  - Security of assessment materials
  - National Centre Number Register
  - Centre inspections
- Additional JCQ publication for reference:
  - Centre Inspection Service Changes
- Policies
- Specific JCQ publications for reference:
  - General Regulations for Approved Centres (section 5)
  - Instructions for conducting examinations (section 25)
  - Access Arrangements and Reasonable Adjustments (section 5)
- Personal data, freedom of information and copyright
- Additional JCQ publication for reference:
  - Information for candidates – Privacy Notice

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

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

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries
- Additional JCQ publications for reference:
  - Key dates in the examination cycle
  - Guidance Notes for Transferred Candidates
  - Alternative Site guidance notes
  - Guidance notes for overnight supervision of candidates with a timetable variation

- Centre assessed work  
Additional JCQ publication for reference:
- Guidance Notes – Centre Consortium Arrangements
- Candidate information  
Additional JCQ publications for reference:
- Information for candidates documents
- Exam Room Posters

**During examinations (Exam time)**

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)  
Main duties and responsibilities relate to:
- Conducting examinations and assessments  
Additional JCQ publication for reference:
- Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

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

- General Regulations for Approved Centres (section 5)  
Main duties and responsibilities relate to:
- Results  
Additional JCQ publication for reference:
- Release of Results notice
- Post-results services and appeals  
Additional JCQ publications for reference:
- Post-Results Services: Information and guidance to centres
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates

Approved by Governors: Feb 2024

To be reviewed: Feb 2026