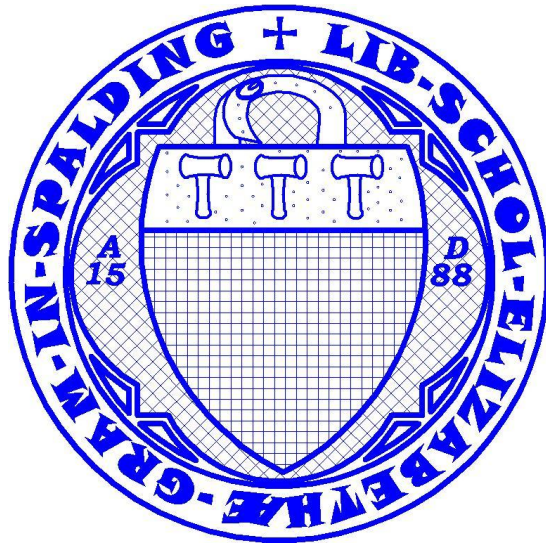


Spalding Grammar School



Examinations Policy (DRAFT)

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Reviewed by: Mrs E Davison - SLT

Review Cycle: Annually

Date of Policy: October 2024

Next Review Date: October 2025

Key Staff involved in the Policy

Role	Name(s)
Centre No:	26233
Head of Centre	Mrs Michelle Anderson
Assistant Headteacher – Exams (AH)	Emma Davison
Exams Officer (EO)	Nicola Franklin
SENCo	Amanda Johnson
Senior Leader(s)	Suzanne Ingram Anthony Brooks Emma Davison Gareth Baker Alison Harrison Wild
IT Manager	Ark ICT

This policy sets out procedures for the administration of examinations and assessments at Spalding Grammar School (SGS).

This policy is reviewed and updated annually to ensure ways of working in the centre and exams and assessments are conducted to current the Joint Council for Qualifications publication '*General Regulations for Approved Centres 1 September 2024 – 30 August 2025*' and in line with instructions and guidance in the following JCQ publications:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations (ICE 2024-25)
- Access Arrangements and Reasonable Adjustments (AARA 2024-25)
- Suspected Malpractice - Policies and Procedures (SMPP 2024-25)
- Instructions for Conducting Coursework (ICC 2024-25)
- Instructions for Conducting Non-examination Assessments (NEA 2024-25)
- Suspected Malpractice – Policies and Procedures (SMPP 2024-25)
- A Guide to the Special Consideration Process (SC 2024-25)
- Guidance on collecting evidence of student performance to ensure resilience in the qualifications system (Ofqual 2023)

Links to Spalding Grammar School related policies:

- Child Protection and Safeguarding
- Privacy Notice
- Data Protection GDPR Policy
- Behaviour Policy
 - Managing Behaviour in exams has been integrated into the Spalding Grammar School's School Behaviour Policy
- Complaints Procedure
- Fire Safety and Emergency Evacuation Policy
 - Evacuation from exams has been incorporated into Spalding Grammar School's main Fire and Safety Emergency Evacuation Policy

All school Policies are available on the Spalding Grammar School website - Policies or Exams or from the Exams Office. Students/parents and carers are made aware of important policies and procedures.

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Purpose of the Policy

Spalding Grammar School (the centre) is committed to ensuring that the exams/assessment management and administration process is run effectively and efficiently and that all exams are conducted in compliance with the published **Joint Council for Qualifications (JCQ) General Regulations for Approved Centres** (September 2024 – August 2025) and awarding body requirements, thus always maintaining the integrity and security of the exam/assessment process.

This exam policy will ensure:

- all aspects of the centre's exam process are documented, supporting the centre's contingency plan, other exams-related policies and procedures are signposted to
- all centre staff involved in the process clearly understand their roles and responsibilities and are well informed and supported
- exam candidates understand the process and what is expected of them

This policy will be communicated to all relevant centre staff as part of training and placed on the 'All Staff' Teams page and on the school website 'Exams' page for parents and students to access.

Roles and Responsibilities Overview

The **Head of Centre** is accountable to the awarding bodies to ensure that the centre is always compliant with the current published JCQ regulations and awarding body requirements to deliver the qualification, thus ensuring the security and integrity of the examinations/assessments.

The Head of Centre has 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 **Assistant Headteacher (AHT) – Examinations** will support the Head of Centre with ensuring all examinations and assessments are carried out according to JCQ Guidelines. She will line manage and provide necessary support to the Examinations Officer in the administration and running of examinations.

In the absence of the Examinations Officer or Head of Centre the AHT – Examinations will ensure that all examinations/assessments will run according to examining board and JCQ requirements.

She will also ensure that all Heads of Subject and teaching staff are fully cognisant of the JCQ Guidelines.

As **Examinations Officer**, Mrs Franklin is the person appointed by the Head of Centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments. Mrs Davison, Assistant Headteacher (SLT) with responsibility for Exams, supports Mrs Franklin to ensure that all requirements of the JCQ regulations are met by the centre.

The Head of Centre will ensure that the senior leadership team and exam office personnel familiarise themselves with the entire contents of the current *General Regulations for Approved Centres* (GR) booklet.

Staff will ensure that they are familiar with and comply with the instructions in the (*Instructions for Conducting Examinations September 2024 – August 2025*) booklet. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2024*: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction).

Head of Centre Responsibilities

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*.

Head of centre will ensure

- 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.
- 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.
- 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.
- that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

Head of Centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - 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)
- Ensures the centre has appropriate accommodation to support the size of the cohort 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:
 - 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.

Resilience and Contingency Arrangements (GR 3.16-19)

Spalding Grammar School staff are familiar with the regulators' guidance on ensuring resilience in the qualifications system. The school has a robust process in place for gathering evidence of candidate performance with Trial Exams taking place in both Year 10 and 12 (April) and Year 11 and 13 (December) to assess student performance following JCQ exam guidelines. There are also regular controlled assessments carried out in lessons to support this evidence.

Please refer to separate **SGS Contingency Policy 2024-25** which covers all aspects of examination/assessment administration and delivery and outlines contingency arrangements that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

Cyber Security (GR 3.20-21)

Head of Centre/AH Exams will ensure that there are procedures in place to maintain security of user accounts by:

- Providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret.
- Providing training so staff are aware of all types of social engineering/phishing attempts
- Ensuring additional security settings where possible.
- Ensuring authorised staff securely access awarding bodies online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for Centres on Cyber Security*.
- 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.

Spalding Grammar School uses an external IT support company (Ark ICT) who back up school documents/records, monitors and manages the security of the school's IT system.

Recruitment, selection, training and support (GR 5.3)

The Head of Centre and Senior Leadership Team (SLT) at Spalding Grammar School

- retain 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.
- provide fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- ensure that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work.
- enable the Assistant Headteacher for exams, the Examinations Officer (EO) and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ and awarding body regulations.
- ensures that the SENCo understands the JCQ document *Access Arrangements and Reasonable Adjustments* and is given sufficient time to manage the access arrangements process within the centre.
- 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.

External and Internal Governance Arrangements (GR 5.3)

The Assistant Headteacher for examinations:

- has a good working knowledge of the examination system and provides effective line management, support and supervision of the Examinations Officer to ensure the integrity and security of the of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process to 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

Escalation Process

Please refer to **Appendix II** in this policy and the **SGS Contingency Policy** for the escalation and contingency procedures for the administration of awarding body general examinations and assessments at Spalding Grammar School to ensure the integrity and security of the process.

Delivery of Qualifications (GR 5.3)

Spalding Grammar:

- will deliver 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 (GR 5.3)

Spalding Grammar School complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

Conflicts of Interest (GR 5.3)

Spalding Grammar School will identify any conflicts of interest via Microsoft Forms questionnaire issued at the beginning of the academic year to all staff via Microsoft Teams and to new staff on joining.

The awarding bodies will be notified of the specific conflicts of interest and/or centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process.

Conflicts of interest include:

- any members of centre staff who are taking qualifications at their own centre which include 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 maintains internal records** of all instances where:
 - 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 the centre itself or other centres.
 - centre staff are taking qualifications at their own centre which **do not** include internally assessed components/units.
 - centre staff are taking qualifications at other centres (GR 5.3).

The Conflict-of-Interest log will be maintained by the Exams Officer. The agreed measures/protocols taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

These records will be retained until the deadline for reviews of marking has passed or, until any appeal, malpractice or other results enquiry has been completed. They will also be made available for inspection by JCQ Inspector and/or awarding body staff, if requested.

The Head of Centre will ensure that conflicts of interest are managed according to requirements in GR5.3 and will ensure:

- that all centre staff are aware that they must declare any interest and to ensure all declarations are recorded and logged as potential conflicts of interest.
- internal records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff.

- the records are 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.
- that entering members of centre staff for qualifications at this centre is as a last resort in cases where the member of centre staff is unable to find another centre.
- that 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.
- that during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.
- *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:
 - 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.

Controlled assessments, coursework and non-examination assessments (GR 5.3)

Refer to separate SGS Non-Examination Assessment Policy.

Security of Assessment Materials (GR 5.3)

Spalding Grammar:

- takes all reasonable steps to maintain the integrity of all examinations/assessments, including the security of assessment materials, by ensuring:
 - the placing of all materials into secure storage on arrival at the centre.
 - 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.
 - the immediate reporting of any potential or actual breach of examination or assessment materials to the awarding body/bodies.
- has in place arrangements to:
 - receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document *Instructions for conducting examinations*.
 - 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 *Instructions for conducting examinations*.
 - 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.
- provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

National Centre Number Register and other information requirements (GR 5.3)

Spalding Grammar:

- will update, annually, their details for the NCN register to confirm correct contact details and the physical address to which all correspondence and exam materials will be dispatched and will be the registered address of the centre.
- will provide the exam officers contact email address for communications and the main office/switchboard telephone number.
- Head of Centre will confirm their name and email address and will ensure the National Centre Number Register annual update is responded to by the end of October every year.

- will provide contact details (number / email address) for the Assistant Headteacher for Examinations who is the designated senior member who can be contacted in the summer when the centre is closed in case of an emergency.
- will take responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update by completion of the Head of Centre Declaration.
- Head of Centre understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended,
 - the centre not being able to submit examination entries,
 - the centre not receiving or being able to access question papers,
 and ultimately, awarding bodies could withdraw their approval of the centre.

JCQ Centre Inspections (GR 5.3)

Spalding Grammar School will co-operate with the JCQ Centre Inspection service, when subject to an inspection, an investigation or announced visit and will take all reasonable steps to comply with requests for information / documentation as soon as practical.

Access will be given to all examination and assessment venues, paperwork and secure storage facilities for inspection.

Following verification of their identity (photo ID), the EO or AH for exams will accompany the inspector throughout their tour of the premises.

The **SENCo** or relevant **Senior leader** (in the absence of the SENCo)

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

Spalding Grammar School will implement any recommendations from the visit report within the deadlines issued from the Inspection team.

Policies available for Inspection (GR 5.3)

Spalding Grammar has in place the following whole school policies which are reviewed and updated annually and include exams related information. All school and exams policies can be found on the school website. Students, parents and carers are signposted to the school and exam policies in presentations and communications relating to the exams and post exams process.

Child Protection/Safeguarding Policy

- refer to school Child Protection/Safeguarding Policy.

Behaviour in Exams

- refer to School Behaviour Policy – section 12.

Complaints Policy

- refer to school Complaints Policy and SGS Internal Appeals Procedures (NEA-Coursework) and SGS Post Results policies.

Data Protection Policy (Exams)

- refer to school Data Protection GDPR Policy.

Equalities Policy

- refer to school SGS Equalities Policy (Exams) and Accessibility Plan.

Contingency Plan

- refer to SGS Contingency Policy.

- refer to **Appendix II** of this document for details of the Escalation Process.

Internal Appeals Procedure

- refer to SGS Internal Appeals Procedures (NEA-Coursework) and SGS Post Results policies.

Malpractice Policy

- refer to SGS Malpractice Policy.

Non-examination Assessment (including controlled assessments and coursework) Policy

- refer to SGS Non-Examination Assessment Policy (Exams) which outlines the school policy on responsibilities and processes relating to non-examination assessments.

Whistleblowing Policy (Exams)

- refer to SGS Whistleblowing policy.

Access Arrangements and Reasonable Adjustments

- refer to SEN Policy and SGS Access Arrangements Policy.

Word Processor Policy (Exams)

- refer to separate **SGS Word Processor Policy** (available on the website or from the Exams Officer) which clearly outlines the criteria for candidates granted the use of a word processor for examinations and location of their examinations.

Alternative Rooming Arrangements

- refer to **Appendix III** of this document for Spalding Grammar School Policy regarding alternative rooming arrangements for candidates with access arrangements and use a word processor.

Malpractice (GR5.11)

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding body 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, ensure evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require.
- ensure 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 document *Suspected Malpractice – Policies and Procedures* (GR 6.2).

Refer to the SGS Malpractice Policy for more information regarding malpractice in examinations and non-examination assessments.

Personal Data (GR6.6, 6.8)

Spalding Grammar will inform candidates of the processing that the centre undertakes using student personal data for examination/assessment process. For example, that the centre will provide relevant personal data including legal name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualification entry and certification.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data (“Student Materials”). Awarding bodies may use

the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

Roles and Responsibilities

Exams Officer (EO)

- Understands the contents of annually updated JCQ documents including:
 - General Regulations for Approved Centres
 - Instructions for conducting examinations
 - Suspected Malpractice - Policies and Procedures
 - Post-Results Services (PRS)
 - A guide to the special consideration process
- Submits the completed 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).
- 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.
- 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.
- Works with the SENCo (or equivalent role) to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
- 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.

Senior Leaders

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ documents including:
 - 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.

Special Educational Needs Co-ordinator (SENCo) or equivalent role

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents 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.
- 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.
- 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.

Teaching staff

- 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.

Invigilators

- Attend/undertake training (on the current regulations), update, briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

Reception staff

- Support the EO in the acceptance and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials receipt and dispatch of.

Site staff

- Support the EO in relevant matters relating to exam room set-up and resources.

Candidates

- Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

The Exam Cycle

The exams management and administration process that needs to be undertaken for each **exam series** is referred to as the **Exam Cycle** and relevant tasks which need to be undertaken before, during and after an exam series grouped into the following stages:

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

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

Planning: Roles and Responsibilities

Secure Storage – Secure Materials

Spalding Grammar School has the appropriate secure room (Exams Office) and storage facility (lockable cupboard and lockable safe) solely assigned to examinations meeting JCQ requirements. Access to the secure room and secure storage facility is restricted to two keyholders, the Exams Officer and Assistant Headteacher for exams.

Any non-keyholders will always be escorted to and supervised whilst in the room by either of the keyholders.

Exam documentation is received by Main Reception who record date and time of arrival along with relevant codes and immediately notify the Exams Officer of their arrival or, in her absence, the Assistant Headteacher for Exams to ensure the documentation is immediately placed in secure storage. If neither member of staff are available then the package will be refused and the Exams Officer will arrange redelivery on her return to school.

Completed scripts are kept in the secure storage until time of collection when they are taken to Main Reception on the arrival of Parcelforce for collection.

All trial assessment material will also be held in the secure storage until the trial assessment has taken place. Once these have been completed, they are returned to the relevant departments who will keep the marked documents securely until after the completion of the external qualifications in case they are required to support or in place of external qualifications if they cannot take place.

Information Sharing

Head of Centre/AH for Exams

- Directs relevant centre staff to annually updated JCQ documents including GR, ICE, AARA, SMPP, ICC, NEA and SC.

Exams Officer/AH for Exams

- 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.
- Prepares and makes presentations to candidates relating to examinations and non-examination assessments – regulations; processes and expectations.
- Communicates with parents.

Information Gathering

Exams Officer

- 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 trial examinations.

Senior Leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information.
- Inform the EO of any changes to information in 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.

Invigilation

Head of Centre / Assistant Headteacher for Exams

- 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

Exams Officer

With the support of the Assistant Headteacher for Exams will ensure that there enough invigilators available to effectively cover all exam periods / series throughout the academic year – whether through recruitment; use of staff or external agencies.

Recruitment and Training

- The EO will recruit invigilators where required to effectively cover all exam periods/series' throughout the academic year.
- The EO check new recruit information to identify if they have invigilation experience/ have any current maladministration/practice sanctions applied to them.
- The EO will ensure with support of Head's PA register all invigilators details are submitted for DBS checks to meet safeguarding regulations.
- The EO with support of SENCo/AHT, will provide thorough training for new invigilators on the current instructions for conducting examinations.
- The EO with support of SENCo/AHT, will provide updated training for existing invigilation team to make them aware of JCQ changes in policy for the new academic year.
- The EO and SENCo will ensure 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).
- The EO and SENCo will ensure 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.
- The EO will provide annually reviewed/updated invigilator handbook to invigilators to support training and underline centre policies and information for support of EAA students.
- Collects evaluation of training for upcoming seasons.

Exam Season

- The EO will check invigilator availability for upcoming trial exams/ external exam season – (September for Y11 & 13 Trials & November resits and January for Y10 & 12 Trials and Summer exam season).
- The EO will liaise with SENCO regarding facilitation and invigilation of access arrangement candidates.
- The EO will deploy invigilators effectively to exam rooms (meeting ratio requirements) during an exam series including providing roving invigilator to check room on a regular basis and support:
 - alternative room invigilator
 - 1:1 invigilator

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).

- The EO will allocate invigilators to supervise students with timetable clashes
- The EO will issue invigilation timetable to invigilators at least 4 weeks prior to start of examinations.

SENCo

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

Invigilators

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

Access Arrangements

Head of Centre

- 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.

SENCo

At Spalding Grammar School, the Head of Centre/Assistant Headteacher for Exams will ensure there is appropriate accommodation for candidates requiring access arrangements in the centre and ensure there is a written process to meet the requirements / procedures outlined in Chapter 7 for the JCQ publication Access Arrangements and Reasonable Adjustments – refer to **SGS Access Arrangements Policy**.

- 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 the needs of individual candidates and remaining candidates in main exam rooms.

Alternative Rooming Arrangements Policy (Exams)

Refer to **Appendix I** of this Policy for more information regarding the policy on alternative rooming for exams at Spalding Grammar School and the location of those rooms.

Senior Leaders/Teaching staff

- Support the SENCo in determining and implementing appropriate access arrangements/ reasonable adjustments.
- AH for exams will provide an annually reviewed and updated word processor policy, specific to the centre, detailing the criteria the centre uses to award and allocate word processors for examinations.

Internal Assessment and Endorsements

Head of Centre

Controlled Assessments, Coursework and Non-examination Assessments (GR5.7)

- 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 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).
- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material).
- Ensures that 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).

Senior Leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates).
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering 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.

Heads of Subject/Teaching Staff

- 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 and adhere to the appeals process giving students the opportunity and enough time to request a review of the centre's marking prior to submitting marks to the awarding body.

Exams Officer

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

Entries: Roles and Responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.4 Entries).

Estimated Entries

Exams Officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from Heads of Subject/senior leaders in a timely manner to ensure awarding body external deadlines for submission can be met.
- EO requests via email and record in a spreadsheet which is then saved in Exams in Teams.

Senior Leaders/ Heads of Subject

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

Final Entries

Head of Centre

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

Exams Officer

- Requests final entry information from Heads of Subject/senior leaders in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs Head of Subject/Senior Leaders of subsequent deadlines for making changes to final entry information without charge via email / Teams notices
- Will complete entry information on SIMS – producing a Entry List for every subject listing all candidate entries (including tier levels of entry) which are then signed off by Heads of Subject prior to EO submitting entries to examination boards
- 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 Heads of Subject/senior leaders 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.
- Will notify exam boards of any changes/withdrawals through the amendment system – following confirmation from Heads of Subject/Senior Leadership Team.

Final entries: Collection and Submission procedure

All individual candidates are entered to the correct course/examination/assessment within the timescale set by the examination board and in accordance with the awarding bodies' published procedures for that qualification. Heads of Subject and the Examinations Officer, supported by SLT, liaise to ensure the accuracy of the registrations and entries.

Senior Leaders/Heads of Subject

- Will check; make changes and sign-off Examination Entry Lists provided by the EO to meet the internal deadline requirements – entries will be based on these lists.
- Inform the EO immediately in writing, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes:
 - changes to candidate personal details
 - amendments to existing entries
 - tier changes for existing entries
 - withdrawals of existing entries.
- Minimise the risk of late entries by
 - 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.

Exams Officer

- Has clear entry procedures in place to minimise the risk of late entries.
- Charges any late or other penalty fees to departmental budgets.

Re-sit Entries

Spalding Grammar School will arrange for students to resit GCSE English and Maths as internal candidates (although the entry fee must be paid for by candidates).

Candidates should contact the EO via email to apply for a resit. EO will arrange for entry fee to be available on Parentmail for student. Once payment is made EO will arrange for entry to be made for student.

In order to be entered students must meet the deadlines set by EO – if deadlines are missed additional costs will be incurred. All communication with EO should be done via email.

If candidates wish to resit A Level subjects they will only be able to do so on the year following their departure from Spalding Grammar School and will be entered as private candidates – see below.

Private Candidates

Spalding Grammar School will **ONLY allow** former Y13 candidates from the previous year's cohort to enter as private candidates to resit the examination component of the A Level.

Candidates need to contact the Head of Sixth Form or Examinations Officer (EO) to make the request. Candidates must confirm their wish to be entered for the examination in writing to the EO and to have paid the examination fee before the beginning of February to ensure the EO meets the examination board entry deadlines

Spalding Grammar **DO NOT** allow students to undertake resits of the NEA element of the A Level exam.

Candidates will need to sign in at Main Reception, bring photo ID and wear a red lanyard to the examination. Candidates will be escorted from Main Reception to the exam hall and escorted back to Main Reception from the exam hall to meet safeguarding requirements.

The EO will issue the private candidate with their timetable and instructions for attending the exam prior to the Easter holidays.

Candidate Statements of Entry

Exams Officer

- Will provide candidates with Statements of Entry for checking at least 3 weeks prior to entry deadline.
- Will ensure actions required from candidates is detailed on statement of entry along with cost of amendments if changes need to certificates once issued.
- Statements of Entry will be issued by Form Tutor in Tutor Time.
- Will make any changes to entry / school MIS system if statement of entry is marked up with amendments to name or date of birth.

Form Tutors

- Issue statements to candidates in Form time
- Ensure candidates understand importance of checking accuracy of personal information on Statement of Entry.
- Return statements to EO to meet deadlines outlined by EO.

Candidates

- **Must** carefully check personal information – name; date of birth; exams entered for on Statement of Entry.
- **Must** make any changes if any detail is wrong on the statement of entry or **confirm** entry information is correct by signing and dating the statement.
- Return **checked; signed and dated statement** to Form Tutor or return to Exams Officer to meet deadline issued on statement.
- Sign and date statement

Pre-exams: Roles and Responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met.
(With reference to GR 5.8 **Candidate information**)

Access Arrangements and Reasonable Adjustments

SENCo

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
- 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.

Briefing Candidates

Assistant Headteacher - Exams

- Will make presentation regarding centre exam information to candidates including information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff 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.
- Send communication home to parents/carers confirming exam requirements; dates and study leave arrangements.

Exams Officer

- Ensures external exam timetable is available on the website at least 6 weeks prior to start of exams.
- Ensures trial exam table is available on website at least 4 weeks prior to start of exams.
- Supports AHT – Exams with presentations to students.
- Will issue personal exam timetables to all candidates outlining exam paper details; venue of exam (where candidates have EAA – the different location will be identified); seat number and starting time and length of exam. These will be issued to students 4 -6 weeks in advance of the exam. (Trial exams will be 2-4 weeks in advance).
- Informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams
- Informs candidates, where relevant, of clash and procedures for the clash for that candidate
- Prior to non-examination assessments and exams, issues and/or signposts students to the relevant JCQ Information for candidates' documents (coursework, non- examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices – on school website and Year Group Teams folders.
- Supports AHT – Exams with presentation to students and communications home regarding exams.
- Annually update and issue Candidate Handbook in preparation for briefing and issuing to candidates alongside individual timetables.
- Notify students/ parents/carers of results days.
- Signpost students to the SGS Post Results Policy for access to scripts/review of results and appeals procedures (available on school website / year group teams sites).

Dispatch of Exam Scripts

Exams Officer

- 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.
- Ensures attendance registers and completed scripts are dispatched according to JCQ/awarding body requirements.

Internal Assessment and Endorsements

Head of Centre

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

SENCo

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

Teaching Staff/ Heads of Subject

- Ensure students are signposted / issued with relevant JCQ information relating to Internal Assessment and Endorsements at start of course.
- 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 to enable appeals process be implemented by student if required.

Senior Leaders/Heads of Subject

- 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 prior to the internal deadline.
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO prior to the internal deadline.

Exams Officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors prior to exam board deadlines (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.

Candidates

- Read JCQ information relating to completing internal non-examination assessments to ensure work meets JCQ guidelines.
- Ensure understand AI Use; Plagiarism and Malpractice information so work completed meeting these requirements.
- Complete appropriate forms to authenticate their work as required by the awarding body.

Seating and Identifying Candidates in Exam Rooms

Exams Officer

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

Candidate Identification Procedure

- Identification of all candidates will be confirmed on enrolment at Spalding Grammar School and photographs of all students are taken and kept on SIMS alongside personal details ie DOB.
- All students are issued with a Unique Pupil Number (UPN) and a Unique Candidate Identifier (UCI) together with a centre candidate number to be used for candidate identification and entry for examinations and/or assessments.
- Candidates who are on roll at Spalding Grammar School will be entered as 'internal' candidates (any private candidates (former students only) will be required to provide photo identification) on arrival to the exam.
- As well as full legal name, relevant personal data ie date of birth, gender will be provided to examination boards for the purpose of examining and awarding qualifications. Students are required to verify and sign their statement of entry to confirm this information is correct prior to entry for the examination.
- All candidates have a photographic identity card detailing their registered name and centre candidate number which is placed on the exam desk by invigilators, according to the seating plan, when setting up the room. These identity cards are reviewed at the end of the external exam season and where students have left the school are destroyed and where students stay for 6th Form are reviewed to ensure still accurately reflect candidate's appearance.
- Candidates will line up prior to the exam in nominated areas for each exam location supervised by SLT / Heads of Year for a briefing on expectations in the exam. Candidates will be familiar with these locations following trial exams taken in previous years.

- Following the verification process when taking exam registers, if invigilators have any concerns about the identity of a candidate, they will notify the Exams Officer or a member of SLT immediately to assist.

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO.
- Ensure candidates are seated in the correct seats allocated in the exam rooms as outlined by the EO/on the seating plan.
- Ensure the correct papers are issued to the identified students as per the seating plan issued by the EO.

Security of Exam Materials

Exams Officer

- Confirms appropriate arrangements are in place and are followed 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 always accompanied and supervised by a keyholder.
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by reception staff within the centre.
- Carefully checks question paper packets and logs arrival against exam component timetable when they are removed from the dispatch packing. The log is kept for inspection until end of post results period.
- 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).
- Where possible, ensures the confidential material is stored in timetable order.
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room during the exam season.
- 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/audio recordings).
- Two centre staff who are authorised to handle secure electronic materials are the Exams Officer and Assistant Headteacher for Exams. Other members of centre staff may assist with printing and collation provided they are under supervision.

Reception staff

- Must log confidential materials delivered to/received by the centre.
- Must immediately notify Exams Officer or in her absence the AHT Exams of arrival to ensure confidential materials are transferred to the secure storage facility

Teaching staff

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

Timetabling and rooming

Exams Officer

- Produces a master centre exam timetable for each exam series.
- Identifies and resolves candidate exam timetable clashes according to the regulations where candidates have two or more exam timetabled in the same session where the total time is **more than 3 hours** (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

Clash Supervision Arrangements Policy

Where candidates have two or more papers timetabled in the same exam session on the same day where the total time is **more than 3 hours**, one of the papers can be moved to an earlier or later session in that day.

- Candidates will be notified of clash via exam timetable.
- Candidates will be notified by EO of the arrangements for supervision between exams and expectations via the assembly presentation and Candidate Handbook.
- Candidates will need to leave their phones at main reception (or not bring them to school).
- Candidates will leave their bags at main reception.
- Candidates will be required to **bring additional water/ lunch and paper revision** materials.
- Candidates will be escorted from the exam hall to a separate room where they are supervised until the start of the afternoon exam – they will be escorted to the exam hall for the afternoon exam.
- They will be able to collect their phone at the end of their last exam from Main Reception.

Overnight Supervision Arrangements Policy

Where candidates have three or more examinations in one day lasting longer than **6 hours (GCE) or 5 1/2 hours (GCSE)**:

- EO will discuss exam clash with student and explain the options
- If candidate selects Overnight Supervision, the process will be explained to the student
- Parent/Carer will be invited to a meeting with EO and AH Exams to discuss the procedure
 - No access to any media/ phone / tv / friends / peers
 - Mobile phone will be held at school overnight in locked drawer
 - Parents / family member will collect and return candidate to school
 - Candidate will be supervised all day and escorted to and from the exam room to main reception where they will be collected/dropped off
- Parent/Carer and candidate will be required to sign to confirm that they will adhere to these requirements. Parent/Carer will agree to take responsibility for ensuring that the candidate does **not** behave in such a way to jeopardise the integrity of the examinations
- EO will notify exam board of overnight supervision
- If student/parent/ carer does not agree to terms then Spalding Grammar will refuse to support Overnight Supervision Arrangement
- If EO has any concerns about potential malpractice it will be escalated to AH for exams and/or Head of Centre.

SENCo (or equivalent role)

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

Site Staff

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

Alternative Site Arrangements

- Alternative site arrangements will only apply where the contingency plan is required to be put into action due to an inability to access either the exam rooms or the school site during the exam session.

Centre Consortium Arrangements

This is only applicable to certain subjects in Sixth Form where joint teaching arrangements are in place with Spalding High School.

Exams Officer

- 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).

Senior Leaders

- Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator.

Transferred Candidate Arrangements

Exams Officer

- (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/Trial Exams/Assessments

Exams Officer

- 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).

SENCo (or equivalent role)

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

Teaching Staff

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

Exam time: Roles and Responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.9 **Conducting examinations and assessments**)

Access Arrangements

Exams Officer

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

Candidate Absence

Candidate Absence Policy

As soon as a candidate has been identified as being absent – during line-up or when register is taken in the exam room, the Lead Invigilator or Head of Subject in the Line Up will inform the Exams Officer who, with the support of the Attendance Officer, will contact the candidate and/or parent/carer to identify their whereabouts and reason for absence. As far as possible arrangements will be made for the candidate to come into school to sit the examination.

Instructions will be given by EO for the student to come into school to attend the exam.

Once found, if candidate is then attending exam, parent/carer and candidate will be instructed to turn off candidate's phone/remove phone from candidate and ensure they have no access to social media or contact with peers.

If candidate is ill – EO will advise parent/carer to obtain evidence of illness ie doctor's note so this can be submitted to the exam board for special conditions – refer to separate SGS Special Considerations Policy.

If the candidate fails to sit an examination the absence will be clearly marked on the attendance register by the Exams Officer or Lead Invigilator and submitted to the awarding body with the exam scripts and noted on the seating plan by crossing through the candidate details.

If the candidate has an unauthorised absence for more than one exam, this will be escalated to the Head of Year / Assistant Headteacher for Exams for further investigation as if there is no suitable evidence for absence candidate may be charged the exam entry fee.

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Invigilators should notify EO of the candidate absence
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

- Candidates must notify school of absence and follow instructions from Exams Officer
- Candidates may be required to pay entry fees missed examination as a result of unauthorised absence.

Candidate Late Arrival

Exams Officer

- 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

Invigilators

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

Candidate Late Arrival Policy

Exam start times are 9am for morning exams and 1.15pm for afternoon exams. Students are expected to arrive 10-15 minutes before the start of the exam.

Where a candidate has been identified as missing from the examination room the Exams Officer and Attendance Officer will check attendance registers and if not in school will contact to confirm the location of the student and with parents make necessary arrangements for the candidate to come into school to sit the examination.

Spalding Grammar School reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination.

A candidate will be considered **late**:

- if they arrive after the start of the exam which lasts an hour or more **up to 10am** for the morning exam or up to **2.15pm** for an afternoon exam (ICE21.1).

A candidate will be considered **very late** if they arrive:

- **more than one hour** after the awarding body's published starting time for an examination which lasts one hour or more ie **after 10am** for a morning examination or **after 2.15pm** for an afternoon examination (ICE21.3)
- **after the awarding body's published finishing time** for an examination that **lasts less than one hour** (ICE21.3)

A candidate who arrives late after the start of the examination (ICE 21.1-21.4):

- **will** at the discretion of the school, be permitted by the centre to sit the examination however, if they are **very late** they will be informed that their late arrival will be reported to the awarding body and that they may **not accept** their completed script.

- **will** be given the invigilator examination instructions and checked for any unauthorised items prior to entering the examination room to prevent disturbance to the other candidates.
- **will** be given the full working time for the examination, to continue after the normal finishing time

A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier or access to social media (ICE21.5)

All relevant information relating to their late arrival will be recorded, by the invigilator, on the examination room incident log provided by the Exams Officer.

For a **very late** candidate the awarding body will be informed of the situation (as below) and will decide whether to accept the script (ICE 21.6) and the **Exams Officer** will:

- warn candidates that their script may not be accepted by the awarding body (21.4).
- send the script to the awarding board/examiner in the normal way (ICE 21.4).
- submit Form JCQ/VLA Report on candidate admitted very late to the examination room online within 7-days of the examination having taken place providing the following information:
 - Time candidate came under centre staff supervision.
 - Reason candidate arrived late including any special arrangements made for the candidate to reach the centre
 - Actual starting and finishing time of the examination..
 - The time the candidate started and finished the examination.
 - Any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the examination.

Invigilators will ensure that the relevant information is recorded in the exam room incident log and will allow the late/very late candidate to continue working past the finishing time of the examination and instruct them to stop working after the full working time allowed has passed.

Conducting Exams

Head of Centre

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

Exams Officer

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

Dispatch of Exam Scripts

Exams Officer

With the support of an invigilator/ support staff, the Exams Officer will:

- complete examining board Attendance Register from registers completed by invigilators
- pack register with relevant scripts in examining board envelopes and dispatches scripts as instructed by JCQ and awarding bodies.
- Keeps appropriate records to track dispatch until end of Post Results.

Exam Papers and Materials

Exams Officer

- 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

Head of Centre/ Assistant Headteacher for Exams

- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams during the exam season.
- 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

Entry into the Examination Room

- Candidates are expected to enter the examination room in total silence.
- Candidates must hand over any unnecessary equipment/material/mobile phones/ watches that are in their possession when entering the examination room – if they do not give these up it subject to penalty and may lead to disqualification from the exam.
- Candidates are expected to find their desk and take their seat in silence, not touch or open exam papers and remain in silence until they have been released from the examination building (Sports Hall / Business Block/Main Hall into main corridor).

Food and Drink in the Examination Room

Only water in a clear bottle with all labels removed, is permitted in the examination room.

Candidates who have a medical need ie diabetes, may be permitted to bring food/drinks into the exam room, but only with approval from the SENCO, and are removed from any packaging that is not be permitted in the examination room. These will be kept at the front of the examination room in readiness should the candidate need them. The candidate will raise their hand and the invigilator will provide the necessary support. (ICE Section 18).

Leaving the Examination Room

All candidates must remain in the examination room for the full duration of the exam and for afternoon exams will be retained in the exam hall until the published finishing time of the exam (if less than one hour) or **one hour** after the published starting time ie **2.15pm** depending on the length of the exam.

Toilet breaks are allowed, however not in the **first or last 30 minutes** of the exam (unless candidate has an existing medical condition that requires a toilet pass) and candidates will need to sign they have left the room and will be supervised by an invigilator. Any time lost due to a toilet break will **not** be added back. Students with assigned supervised rest breaks will have the full time of the exam.

Details of all candidates who leave the exam room for any reason and for how long are recorded in the exam room log. (ICE Section 23).

Exams Officer

- 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.

Senior leaders/ Assistant Headteacher Exams

- 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).

Emergency Evacuation Policy (Exams)

For evacuation of the Exam Room due to an emergency ie fire please refer to the *Spalding Grammar School Fire and Evacuation Policy*. All invigilators are trained on the evacuation policy and there are clear instructions with maps in all examination room boxes together with a second set of registers to ensure all are present when lining up in safe area.

Lockdown Policy (Exams)

Refer to the separate *SGS Lockdown Policy*, however in the case of a lockdown the Exams Officer/ Support staff / Assistant Headteacher for Exams will contact the Lead Invigilator in each room via mobile telephone to alert them of a lockdown situation. Invigilators will move the students in silence to the furthest corner of the room (Sports Hall / Main Hall) from doors and accessible windows and where possible get the students under or behind tables for protection.

The above members of staff will notify Invigilators of the 'all clear' once this has been confirmed by SLT.

Site Staff

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

Invigilators

- 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.

Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators.
- Are required to remain in the exam room for the full duration of the exam.

Irregularities

Head of Centre

- 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.

Managing Behaviour Policy (Exams)

Refer to Spalding Grammar Behaviour Policy, section 12 where behaviour expectations have been integrated into the main school behaviour policy.

Senior Leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms.
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.

Exams Officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place.

Invigilators

- 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).

Special Consideration

Senior Leaders

- Support eligible applications for special consideration by signing appropriate evidence.

Exams Officer

- 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.

Special Consideration Policy

Refer to separate Special Considerations Policy which outlines the process and restrictions on applying for special considerations.

Candidates

- Provide appropriate evidence to support special consideration applications, where required

Unauthorised Items

Arrangements for unauthorised items taken into the exam room

- Candidates are requested to hand in any unauthorised items on entry to the exam room by invigilators.
- If found with unauthorised item during the examination it is removed from the candidate and the examinations officer is notified and the incident is logged in the exam room log book.
- The incident will be reported to the Assistant Head of examinations and the relevant exam board by the EO or AH.
Parent/carer will be informed and the candidate will be appropriately disciplined by the school. Once exam board has notified the school of the penalties parent/carer and candidate will be notified by AH for exams.

Invigilators

- Are informed of the arrangements through training

Internal/Trial Exams/Assessments

Exams Officer

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking and safe storage

Invigilators

- Conduct internal exams as briefed by the EO

Results and Post-Results: Roles and Responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.12 Results, 5.13 Post-results services and appeals, 5.14 Certificates)

Internal Assessments/Trial Exams

Senior Leaders/Heads of Subject

- 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)

Senior Leaders

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

Exams Officer

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

Results Day Programme

- Candidates, parents/carers are informed of the Results day dates prior to the examinations and on the website.
- Candidates will collect their results from school – times and arrangements will be communicated to candidates and parents/carers after the Easter holidays.
- Candidates will have access to Post Results paperwork on Results day.
- Staff will be available to support and advise, where necessary, candidates with their next steps ie university applications; sixth form or college applications.

Site Staff

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

Accessing Results

Head of Centre

- 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

Exams Officer

- Informs candidates in advance of when and how results will be released to them for each exam series – students to collect from school – issued in paper form in sealed envelopes.
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- Resolves any missing or incomplete results with awarding bodies.
- Issues statements of results to candidates on issue of results date.
- Provides summaries of results for relevant centre staff on issue of results date.

Post-Results Services

Head of Centre

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

Exams Officer

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

Teaching staff

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

Candidates

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

Analysis of Results

Head of Centre/Assistant Headteacher for Exams

- Provides analysis of results to appropriate centre staff.
- Provides results information to external organisations where required.
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre).

Certificates

Certificate Issue Procedure and Retention Policy

Certificates are provided to centres by awarding bodies after results have been confirmed. Certificates always remain the property of the awarding bodies. Receipt of certificates and arrangements for issue is managed by the EO. The EO will

- Check candidate details are correct on the certificate.
- Store certificates in a safe and secure manner until they are issued to candidates.

Spalding Grammar School have the following arrangements for the issue of exam certificates:

- GCSE candidates still attending SGS 6th Form will be presented their certificates at the school Speech Day at the end of November and are informed of the process during tutor time.
- A Level candidates are invited to attend a celebratory afternoon in December where certificates are presented together with any uncollected enrichment certificates awarded in Year 12.
- Exam assemblies, school website & internal communication formats are used to inform former students how to arrange to collect certificates and, where possible reminders sent to students.
- Where students cannot attend either of the above events, they can collect their certificates (from the start of January term) from the Main Reception. Please contact the school by phone or in

writing to exams@spaldinggrammar.lincs.sch.uk, and if they wish to nominate another person to collect them make the request in writing to the same email (who must show photo id on collection).

- Certificates will **not** be posted to candidates unless at the express wishes of the candidate – this will only be done in extreme circumstances and at the candidate's own risk of loss of the certificate. If the certificate is lost in the post Spalding Grammar will not be liable for the cost of replacement of the certificate.
- All certificates are signed for in order that a record is kept of the certificates issued.
- Certificates and records are kept for a minimum of 12 months.
- Certificates are stored safely and securely in the exams office. Retention of unclaimed or uncollected certificates and issue is managed by the Exams Officer.
- Candidates will be informed that some awarding bodies do not offer a replacement certificate service.

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.

Exams Review: Roles and Responsibilities

Exams Officer

- 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.

Senior leaders

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

Retention of Records: Roles and Responsibilities

Exams Officer

- Keeps records as required by JCQ and awarding bodies for the required period.
- Keeps records as required by the centre's records management policy.
- Adheres to the exam archiving policy that identifies information held, retention period and method of disposal.

Exams Archiving Policy

See **Appendix III** of this document.

Appendices

Appendix I Alternative Rooming Arrangement Policy

Staff involved: Head of Centre
 Assistant Headteacher - Exams
 SENDCO
 Exams Officer

This policy is reviewed and updated annually to ensure that alternative rooming arrangements at Spalding Grammar School are awarded and managed in accordance with current requirements and regulations.

References in this policy to AA and ICE refer to the JCQ documents Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

Introduction

Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.

Purpose of the policy

The purpose of this policy is to confirm the criteria when these arrangements may be considered and granted for a candidate at Spalding Grammar School in compliance with the regulations.

At Spalding Grammar School, the decision on the awarding of the arrangement is made by the SENDCO and Student Support Department.

The decision is based on:

- whether the candidate has a substantial and long-term impairment which has an adverse effect (AA 5.16)
- The candidate's normal way of working within the centre (AA 5.16)
- Ensuring the proposed arrangement does not unfairly disadvantage or advantage the candidate (AA 4.2.1)

(In accordance with the regulations: A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo (or equivalent role within the centre) to make appropriate and informed decisions based on the JCQ regulations.)

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

Criteria for the awarding of the arrangement

Spalding Grammar will consider alternative rooming arrangements where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's Access Arrangements and Reasonable Adjustments document (ICE 14.18)
- The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (AA 5.16)

- Candidate has a serious medical condition such as frequent seizures; Tourettes or significant behavioural issues (evidenced) which would disturb other candidates in the examination room

Where a candidate sits their examinations in a smaller environment away from the main examination room, the regulations and guidance within the JCQ publication Instructions for conducting examinations will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

Other rooming arrangements

At Spalding Grammar School arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. As and when applicable, these circumstances include:

- students with certain Exams Access Arrangements, e.g. extra time, word processor, medical needs

Spalding Grammar would consider 1:1 invigilation and use of an alternative room where a candidate has a serious medical condition such as frequent seizures; Tourettes or significant behavioural issues which would disturb other candidates in the examination room (agreed by SENCo and Assistant Headteacher of Examinations based on evidence).

Alternative Rooming Arrangements

Spalding Grammar currently uses rooms in the Business Block ie Lecture Theatre for alternative rooming – this room has a maximum of 16 seats; Boardroom max number 20 candidates and if an additional room is required will use room 16A in the main building or the Cabinet room.

Where deemed necessary we will also conduct 1:1 invigilation in the Old Pace Room.

Appendix II Escalation Process

Introduction

In terms of governance arrangements, it is the responsibility of the Head of Centre to ensure that Spalding Grammar School 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. (GR5.3)

This process also supports Spalding Grammar school being able to 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 conducting of examinations and assessments. (GR5.3)

Refer to the SGS Contingency Policy for more information regarding escalation or contingency procedures in the absence of key members of staff.

Purpose of the Process

- Is to confirm where responsibility will be escalated to ensure continued compliance with JCQ regulations.

Before Examinations/Assessments

Planning

Responsibility for ensuring compliance will be escalated to:

Mrs M Anderson – Head of Centre

Mrs E Davison – AHT Exams

Main areas of compliance relate to:

- The agreement between the centre and awarding bodies (GR 3)
- Third party agreements
- Centre status
- Confidentiality
- Resilience and contingency arrangements
- Cyber security
- Retention of candidates' work
- Communications

The responsibility of the centre (GR5): Centre Management

- Recruitment, selection, training, and support
- External and 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 and other information requirements
- Centre Inspection
- Policies available for inspection

Personal Data, Freedom of Information and Copyright (GR 6)

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

- 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

Entries and Pre-exams

Responsibility for ensuring compliance will be escalated to

Mrs M Anderson – Head of Centre
 Mrs E Davison – AHT Exams
 Mr G Baker – AHT Student Support

Main areas of compliance relate to:

The responsibility of the centre (GR 5)

- Access arrangements and reasonable adjustments
- Entries – (including ensuring appropriate controls are in place which allow accurate entries to be submitted to the awarding bodies)
- Centre assessed work (including that candidates' work is backed up and considering the contingency of candidates' work being backed up in the event of IT system corruption and cyber-attacks; ensuring appropriate controls are in place which allow internally assessed marks to be submitted to the awarding bodies)
- Candidate information

Reference information:

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (5)
- Instructions for Conducting Examinations (1-15)
- Access Arrangements and Reasonable Adjustments (6-8)

Additional JCQ publications for reference:

- Key dates
- Guidance notes for transferred candidates
- Alternative site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation
- Guidance notes – Centre Consortium Arrangements
- Information for Candidate documents
- Exam Room Posters

During Examinations/Assessments

Exam Time

Responsibility for ensuring compliance will be escalated to

Mrs M Anderson – Head of Centre
 Mrs E Davison - AHT Exams

The centre also has in place a member of the senior leadership team who will provide support and guidance to the Examinations Officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

Main area of compliance relate to:

The agreement between the centre and awarding bodies (GR 3)

- Retention of candidates' work

Appendix III Exams Archiving Policy

This policy is reviewed and updated annually to ensure that records are archived/retained in accordance with current requirements. References in this policy to GR, ICE, SC and PRS refer to the JCQ documents General Regulations for Approved Centres, Instructions for conducting examinations, A guide to the special consideration process and Post-Results Services.

Purpose of the Policy

The purpose of this policy is to:

- identify exams-related information/records held by the exams office
- identify the retention period
- determine the action required at the end of the retention period and the method of disposal
- inform or supplement the centre-wide records management policy/data retention policy

Where a particular record or information type is not held in, or not applicable to Spalding Grammar School, it is not included.

Type of Information	Record Description	Retention Period	Disposal of Record at end of Retention Period
Access Arrangement Information	Any candidate information/records relating to EAA	Until end of Post Results Period for each exam	Returned to SENDCO
Alternative Site Arrangements	Any printed information generated for alternative site arrangements	Until end of Post Results Period for exam season/exam held at alternative sit	Shred
Attendance Register Copies	Copies of Awarding Body Registers	Until end of Post Results period for each exam season	Shred
Awarding body exams administration	Hard copy publications from awarding body	Until new version is received/available	Shred
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the ATS service	Scripts are all electronic and are stored electronically on the school network	Deleted from the network. Also deleted from the Deleted Items folder.
Candidates' work	NEA work returned to centre	Retained in Exams office until end of Post Results Window	Returned to department or if department does not require work – disposed of securely
Centre Consortium Arrangements for Centre Assessed work	Hard copy information generated or relating to consortium arrangements for centre assessed work	Until end of Post Results period	
Certificates	Candidate Certificates	Minimum 12 months	N/A
Certificate Issue Record	Signed statement of results / email	Indefinitely	N/A
Confidential Materials Log – initial point of delivery	Logs recording awarding body confidential material receipt	Until end of Post results window or longer where recorded in a book	Secure disposal - shred
Confidential Materials Log – receipt; secure movement and secure storage	Logs recording awarding body confidential material receipt	Until end of Post results window or longer where recorded in a book	Secure disposal - shred
Conflict of Interest Records	Spreadsheet detailing conflict of interest staff records	Until end of Post Results Window	Secure disposal

Type of Information	Record Description	Retention Period	Disposal of Record at end of Retention Period
Dispatch Logs	Proof of dispatch of exam scripts to awarding bodies	Until deadline for Post Results has passed	Secure Disposal
Entry Information	Any hard copy entry information	Until end of Post Results Window	Secure disposal
Exam Question Papers	Question papers for exams	Until 24 hours after start of exam or when last candidate has taken exam	Issued to Heads of Subject
Exam Room Checklists	Hard copy	Until after end of Post Results window	Secure Disposal - Shred
Exam Seating Plans	Hard copy seating plans	Until after end of Post Results window	Secure Disposal - Shred
Exam Room Incident Logs	Books or File sheets	Until after end of Post Results window	Secure Disposal - Shred
Exam Stationery	Blank body stationery used for external exams	Retained in secure room indefinitely	
Examiner Reports	Hard copy examiner reports	Reports given to Heads of Subject on receipt	
Finance Information	Copies of Invoices for exam	Return to Finance Dept once approved	
Handling Secure Electronic Materials Logs	Logs recording arrangements applied when handling secure electronic materials accessed by EO	Until after Post Results window has closed	Secure Disposal
Invigilation Arrangements	Invigilation Plan	Until after end of Post Results window	Secure Disposal
Invigilator Training Records		Held on record until end of academic year	Secure Disposal
Moderator Reports	Awarding Body Moderator Reports	Hand over to Heads of Subject on receipt	
Moderation Return Logs	Log of NEA work returned to centre from moderator	Until after end of Post Results window	Secure Disposal
Overnight Supervision Information	Document – signed paperwork	Until after Post Results window has closed	Secure Disposal
Post Results Services – confirmation of candidate consent	Candidate Consent Form	Until after Post Results window has closed	Secure Disposal
Post Results Services – request/outcome information	Awarding Body post result outcome notifications	Until after post results window has closed	Secure disposal
Post Results Services – tracking logs	Logs showing Post Results requested	Until after post results window has closed	Secure disposal
Private Candidate Information	Entry requests and personal details	Until after post results deadline has passed	Secure disposal
Proof of Postage	For any NEA/ coursework packages	Until after post results deadline has passed	Secure disposal
Resilience Arrangements	Evidence of candidate performance	Until after all deadlines relating to exams have passed	Secure disposal
Resolving Timetable Clashes	Hard copy information of clashes	Until after post results window has closed	Secure disposal
Results Information	Hard copy results information	Records for at least 6 years are retained	
Seating Plans	Hard copy seating plans	Until after post results window has closed	Secure disposal
Type of Information	Record Description	Retention Period	Disposal of Record at end of Retention Period

Second Pair of Eyes check forms	Record of all second eyes check completed	Until after Post Results window has closed	Secure disposal
Special Consideration Information	Any hard copy information relating to special consideration application submitted to awarding body for a candidate	Until after Post Results window has closed	Secure disposal
Suspected Malpractice Reports/Outcomes	Any hard copy information relating to suspected or actual malpractice investigation/report submitted to awarding body and outcome information from awarding body	After post results deadline has passed	Secure disposal
Transferred Candidate Arrangements	Any hard copy information relating to a transferred candidate arrangement (entered on CAP)	Until after Post Results window has closed	Secure disposal
Very Late Arrival Reports/Outcomes	Any hard copy information relating to candidate arriving very late to an exam – report submitted on CAP	Until after Post Results window has closed	Secure disposal