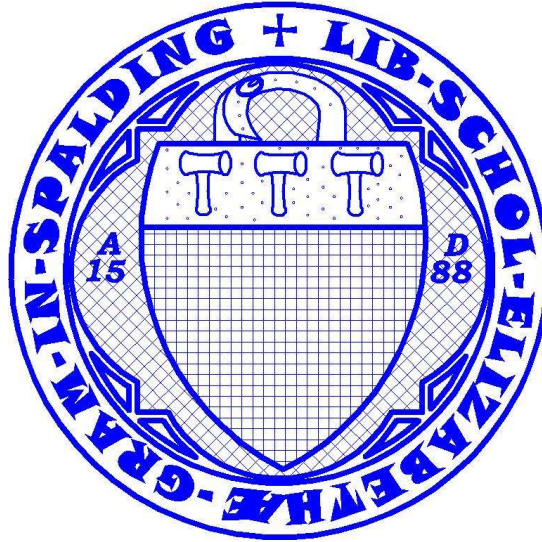


Spalding Grammar School



Examinations Policy

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Reviewed by:	Mrs E Davison – Assistant Headteacher i/c Assessment, Data and Examinations
Review Cycle:	Annually
Date of Policy:	January 2026
Next Review Date:	December 2026

Key Staff involved in the Policy

Role	Name(s)
Centre No:	26233
Head of Centre	Mrs Michele Anderson
Assistant Headteacher i/c Assessment, Data and Examinations (AHT) Deputy Headteacher i/c Pastoral and Pupil Support	Emma Davison Anthony Brooks
Examinations Officer (EO)	Nicola Franklin
SENDCO Access Arrangement Co-ordinator (AAC)	Amanda Johnson Jane Chiappino
Other members of Senior Leadership Team	Suzanne Ingram (Deputy Headteacher) 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 examinations and assessments are conducted to current the Joint Council for Qualifications publication '*General Regulations for Approved Centres 1 September 2025 – 30 August 2026* and in line with instructions and guidance in the following JCQ publications:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations (ICE 2025-26)
- Access Arrangements and Reasonable Adjustments (AARA 2025-26)
- Suspected Malpractice - Policies and Procedures (SMPP 2025-26)
- Instructions for Conducting Coursework (ICC 2025-26)
- Instructions for Conducting Non-Examination Assessments (NEA 2025-26)
- Suspected Malpractice – Policies and Procedures (SMPP 2025-26)
- A Guide to the Special Consideration Process (SC 2025-26)
- Guidance on collecting evidence of pupil 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 examinations has been integrated into the Spalding Grammar School's School Behaviour Policy
- Complaints Procedure
- Fire Safety and Emergency Evacuation Policy – exam evacuation has been integrated into Spalding Grammar Schools' Fire Safety and Emergency Evacuation Policy

All school Policies are available on the Spalding Grammar School website under Policies or Examinations, or from the Examinations Office. Pupils/parents and carers are made aware of important policies and procedures in the examinations process via presentations or letters sent via Parentmail.

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Purpose of the Policy

Spalding Grammar School (the centre) is committed to ensuring that the examinations/assessment management and administration process is run effectively and efficiently and that all examinations are conducted in compliance with the published **Joint Council for Qualifications (JCQ) General Regulations for Approved Centres** (September 2025 – August 2026) and awarding body requirements, thus always maintaining the integrity and security of the examination/assessment process.

This Examination Policy will ensure:

- all aspects of the centre's examination process are documented, supporting the centre's contingency plan, other examinations-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
- examination 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 'Examinations' page for parents and pupils 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 i/c Assessment, Data and Examinations (AHT)** 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 EO in the administration and running of examinations.

In the absence of the EO or Head of Centre the AHT will ensure that all examinations/assessments will run according to awarding body 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 (EO)**, 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, AHT, 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 examination office personnel are familiar 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 2025 – August 2026*) booklet. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026*: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction).

Head of Centre Responsibilities

Ensure that all staff comply with the instructions in the document. Failure to do so may constitute malpractice as defined in the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026*.

Head of Centre

- understands and ensures compliance with the published JCQ regulations and awarding body requirements to deliver the publications including the *Instructions for conducting examinations* – failure to do so may constitute malpractice as defined in the JCQ document *Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026*.
- 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 controls are in place which ensure accurate date is submitted to the awarding bodies by required deadlines e.g. entries; internally assessed marks.
- Ensure all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority.
- Ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- 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 and securely retaining evidence of candidate performance with Trial Examinations taking place in both Year 10 and 12 (April) and Year 11 and 13 (December) to assess pupil performance following JCQ examination guidelines. There are also regular controlled assessments carried out in lessons to support this evidence.

Please refer to separate **SGS Contingency Policy 2025-26** 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/ AHT will ensure that there are procedures in place to maintain security of user accounts by:

- Ensuring all members of centre staff who access awarding bodies' online systems and portals undertake annual cyber security training. Certificates for completed training are downloaded and held for inspection by the Examinations Officer. Spalding Grammar are currently using training and assessment available on 'The Exams Office' Hub which includes:
 - training on the importance of creating strong unique passwords and keeping all account details secret.
 - training so staff are aware of all types of social engineering/phishing attempts
- Ensuring additional security settings are put in place 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.
- Ensure Ark ICT regularly review and update security settings to align with best practices
- Ensuring staff update any passwords that may have been exposed.

Spalding Grammar School uses an external IT management company (Ark ICT) who back up school data/records and documents, monitors and manages the security of the school's IT system. All data storage is cloud based and the centre has a ratified Cyber Security Policy in place with Ark which (for security reasons) is **not** available for inspection.

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 AHT, the EO, the SENDCO and the Access Arrangements Co-ordinator (AAC) to undertake regular CPD such as attending an annual update course; conference and meetings and support in order to ensure compliance with the published JCQ and awarding body regulations.

- ensure that the SENDCO understands the relevant JCQ regulations and policies and 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
- ensure 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.
- ensure there are succession arrangements for key members of staff including examinations officer; SENDCO and Access Arrangements Co-ordinator involved in the

External and Internal Governance Arrangements (GR 5.3)

The Assistant Headteacher i/c Assessment, Data and Examinations:

- has a good working knowledge of the examination system and provides effective line management, support and supervision of the EO 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 examinations 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.

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 examination materials will be dispatched and will be the registered address of the centre.
- will provide the EO's 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 AHT 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 EO, 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.

Escalation Process

Please refer to **Appendix II** in this policy and the **SGS Contingency Policy** for the written escalation and contingency process 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 where required seeking and implementing reasonable adjustments for disabled candidates.
- will enable candidates to receive sufficient and up to date practical experience, or relevant information and training where required by the subject.

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 a Microsoft Forms questionnaire issued at the start 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:
 - examinations 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 EO. 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.

The records 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 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, the EO will ensure:
 - that all materials are placed 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.
- the EO 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 JCQ document *Instructions for conducting examinations*.
 - receive and issue material received from the awarding bodies to staff and candidates, notifying 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.

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 AHT will accompany the inspector throughout the inspection process.

The **SENDCO** or the **Access Arrangements Co-ordinator (AAC)** or a member of the **Senior Leadership Team** (in the absence of the SENDCO)

- 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 examination(s).

Spalding Grammar School will implement any recommendations made in visit report within the timelines issued by 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 examinations related information. All school and examinations policies can be found on the school website. Pupils, parents and carers are signposted to the school and examination policies in presentations and communications relating to the examinations and post examinations process.

Child Protection/Safeguarding Policy

- refer to school Child Protection/Safeguarding Policy.

Behaviour in Examinations

- refer to School Behaviour Policy – section 12.

Complaints Policy

- refer to the Complaints Policy (Examinations); SGS Internal Appeals Procedure Policy and Complaints Policy

Data Protection Policy (Examinations)

- refer to school Data Protection GDPR Policy.

Equalities Policy

- refer to school SGS Equalities Policy (Examinations) 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 Procedure Policy
- refer to SGS Malpractice Policy.

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

- refer to SGS Non-Examination Assessment Policy (Examinations) which outlines the school policy on the management of non-examination assessments and how candidates' work will be authenticated.

Whistleblowing Policy (Examinations)

- also refer to SGS Whistleblowing policy.

Access Arrangements and Reasonable Adjustments

- refer to SGS Equalities and Access Arrangements Policy.
- refer to SGS Special Educational Needs, Disabilities and Inclusion Policy

Word Processor Policy

- the use of word processor in examinations has been incorporated into the **SGS Laptop (Word Processor) Policy** (available on the website or from the SEND Team) 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 pupil 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 ("Pupil Materials"). Awarding bodies may use the

Pupil Materials to evaluate candidates' performance in the relevant assessment. They may also use the Pupil 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 Pupil Materials may be used by the awarding body.

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

Roles and Responsibilities

Examinations 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 SENDCO (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 examination 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 examinations process (examination cycle) and meet internal deadlines set by the EO and SENDCO (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 (SENDCO)

- 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').
- Works with the external or internal qualified access arrangements assessor 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 SENDCO will keep 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 examinations process and meet internal deadlines set by the EO and SENDCO.
- 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 for changes in regulations, briefing and review sessions as required.
- Provide information as requested on their availability for invigilation.
- 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 examination room set-up and resources.

Candidates

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

The Examination Cycle

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

- planning
- entries
- pre-examinations
- examination 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 (Examinations 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 three keyholders, the EO; Administration Assistant and AHT.

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

Examination documentation is received by Main Reception who record date and time of arrival along with relevant codes and immediately notify the EO or Administration Assistant of their arrival or, in their absence, the AHT to ensure the documentation is immediately placed in secure storage. If none of these are available then the package will be refused and the EO will arrange redelivery on her return to school.

Completed scripts are kept in the secure storage until fifteen minutes before the time of collection when they will be taken to Main Reception and stored in a lockable cupboard until collection by Parcelforce.

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.

Security of Examination Materials

Examinations Officer (EO)

- Confirms appropriate arrangements are in place and adhered to ensuring 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 examination component timetable when they are removed from the dispatch packing. The log is kept for inspection until end of post results period.
- Ensures secure storage facility only contains current and live confidential material

- 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 examination 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 EO and AHT. 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 EO or in her absence the Administration Assistant or AHT of arrival to ensure confidential materials are transferred to the secure storage facility immediately.

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.
- Understand subject examination papers will not be released until 24 hours after the exam session or after the last candidate has sat the paper (if clash is in place).

Information Sharing

Head of Centre/ Assistant Headteacher i/c Assessment, Data and Examinations (AHT)

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

Examinations Officer (EO) / Assistant Headteacher i/c Assessment, Data and Examinations (AHT)

- 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

Examinations Officer (EO)

- 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 examinations 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 examinations/assessments to enable preparation for and conduct of trial examinations.

Heads of Subject / Assistant Headteacher i/c Assessment, Data and Examinations (AHT)

- 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 examinations plan and directs teaching staff to meet these.

Invigilation

Examinations Officer (EO) / Assistant Headteacher i/c Assessment, Data and Examinations (AHT)

- 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 examinations 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

Examinations Officer (EO)

With the support of the AHT, will ensure that there are enough invigilators available to effectively cover all examination periods / series throughout the academic year.

Recruitment and Training

The EO will:

- recruit invigilators where required to effectively cover all examination periods/series' throughout the academic year, or identify centre staff or external agencies to source invigilators.
- check new recruit information to identify if they have invigilation experience/ have any current maladministration/practice sanctions applied to them.
- Ensure that, with support of Head of Centre's PA, register all invigilators details are submitted for DBS checks to meet safeguarding regulations.
- with support of SENDCO/ AHT provide thorough training for new invigilators on the current regulations for conducting examinations.
- with support of SENDCO/ AHT, will provide annual updated training for existing invigilators to make them aware of JCQ changes in regulations.
- with the support of SENDCO 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).
- with support of SENDCO ensure invigilators are briefed on the access arrangement candidates in their examination 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.
- will provide annually updated information to invigilators to support training and underline centre policies and information for support of EAA pupils.
- collect evaluation of training for upcoming seasons.

Examination Season

The EO will

- check invigilator availability for upcoming trial examinations and external examination season – (September for Y11 & 13 Trials and November GCSE resits and January for Y10 & 12 Trials and Summer examination season).
- liaise with SENDCO regarding facilitation and invigilation of access arrangement candidates.
- deploy invigilators effectively to examination rooms (meeting ratio requirements) during an examination series including providing roving invigilator to check rooms on a regular basis and to support:
 - alternative room invigilator
 - 1:1 invigilator
- to enter the room at regular intervals to observe the conducting of the examination, ensure all relevant regulations are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination).
- allocate invigilators to supervise pupils with timetable clashes
- issue invigilation timetable to invigilators at least 4 weeks prior to start of examinations.

SENDCO / Access Arrangements Co-ordinator (AAC)

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

Invigilators

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

Access Arrangements

Head of Centre

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Ensures the SENDCO is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

SENDCO / Access Arrangements Co-ordinator (AAC)

At Spalding Grammar School, the Head of Centre / AHT / EO 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 Equalities and Access Arrangements Policy**.

The SENDCO / AAC will

- assess candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements/reasonable adjustments requirements.
- gather evidence to support the need for access arrangements for a candidate.
- liaise with teaching staff to gather evidence of normal way of working for a candidate.
- determine candidate eligibility for arrangements or adjustments that are centre-delegated.
- gather signed *Personal data consent* forms from candidates where required and ensures *Data protection confirmation(s) by the examinations officer or SENDCO* are completed.
- apply 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.
- keep 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).

- employ good practice in relation to the Equality Act 2010.
- liaise with the EO regarding examination time arrangements for access arrangement candidates
- ensure 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.
- work 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 examination room
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations.
- ensure 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 examination rooms.

Alternative Rooming Arrangements Policy (Examinations)

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

Senior Leadership Team/Teaching staff

- Support the SENDCO in determining and implementing appropriate access arrangements/ reasonable adjustments.
- The AHT 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)

Refer to SGS Non Examination Assessments Policy

Entries: Roles and Responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met.

Estimated Entries

Examinations Officer (EO)

- Where required by awarding bodies, requests estimated or early entry information by email from Heads of Subject, where required by awarding bodies to meet their deadlines.

Senior Leaders/ Heads of Subject

- Provide estimated/ early entry information as requested by EO.
- Inform the EO immediately of any subsequent changes to entry information.

Final Entries

Head of Centre

- Ensures appropriate support and controls are in place which allow accurate entry data to be submitted to the awarding bodies.

Examinations Officer

- Process examination basedata from examination boards
- Use class registration on Go4Schools to create initial entry lists on SIMS and where relevant request tier information from Heads of Subject
- Inform Heads of Subject of entry deadlines including tier change or paper change deadlines and potential cost
- Once tiers confirmed produce an entry list all candidates being entered for each subject and issue to Heads of Subject to confirm and sign prior to EO submitting entries to examination boards with suitable timescales to complete entries before awarding body deadlines.
- Issue Pupil Statement of Entry to all candidates to verify their personal details and confirm their examination entries are as expected. Issue in form time for candidates to check, sign prior to submitting final entries.
- 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
- Ensures as far as possible entry processes minimise the risk of entries or registrations being incorrect or missed reducing the risk of late or other penalty fees being incurred from awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates from examinations and assessments and any regulatory requirements for the qualification.
- Will notify awarding bodies of any changes/withdrawals through the amendment system – following confirmation from Heads of Subject/Senior Leadership Team.

Senior Leadership Team / Heads of Subject

- Check and make changes and sign-off the Examination Entry Lists provided by the EO to meet internal deadlines and understand that entries will be made based on these lists.
- Inform the EO immediately in writing, ideally prior to the entry or change deadlines, any changes to final entry information, including:
 - changes to candidate personal details
 - amendments to existing entries
 - tier changes for existing entries
 - withdrawals of candidates
- Minimise the risk of late entries by
 - following procedures identified and meet internal deadlines set by the EO to ensure final entries are submitted on or before deadline set by awarding bodies.

Final entries: Collection and Submission procedure

All individual candidates are entered for the correct course/examination/assessment within the deadlines set by the awarding bodies and in accordance with their published procedures. The EO and Heads of Subject will work together to ensure the accuracy of registrations and entries.

Examinations Officer (EO)

- 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 pupils to resit GCSE English and Maths as internal candidates (although the entry fee must be paid for by candidates).

Candidates should contact the EO by email to apply for a resit. The entry fee will be applied to the pupil account on Parentmail for payment by parent/carer and candidate advised. Once payment is made the examinations officer will submit entry for candidate to the awarding body.

In order to be entered pupils must meet the deadlines set by examinations – if deadlines are missed additional costs will be incurred. All communication with examinations officer should be done via the examinations email address: exams@spaldinggrammar.lincs.sch.uk.

If candidates wish to re-sit A Level subjects, they can only do so the summer exam season following their departure from Spalding Grammar School and will be entered as private/external candidates – see below.

Private/External Candidates

Spalding Grammar School will **ONLY allow** former Year 13 candidates from the previous year's cohort to enter as private candidates and to only resit the examination components of the A Level.

Candidates need to contact the Head of Sixth Form or EO to make the request. Candidates must confirm their wish to be entered for the examination in writing to the EO by the end December and to have paid the examination fee before the beginning of February to ensure awarding body entry deadlines are met. There will be a small additional administrative fee added for processing the entry and result paperwork.

Spalding Grammar **DO NOT** allow pupils to take resits of the NEA element of the A Level examination.

On the day of the examinations, the candidate will be required to sign in at Main Reception, they **must** bring photo ID and wear the red lanyard issued to them to the examination. Candidates will be escorted from Main Reception to the examination hall by the examinations officer or invigilator and escorted back to Main Reception at the end of the examination meeting safeguarding requirements. They **must at no time be around school without supervision for safeguarding reasons**.

The candidate will be issued with their timetable and instructions for attending the examination prior to the Easter holidays.

Candidate Statements of Entry

Examinations Officer (EO)

- Will provide candidates with Statements of Entry detailing the personal details being provided to awarding bodies, for checking at least two weeks prior to entry deadline.
- Ensure clear instructions for candidates on checks they need to carry out and where to sign to agree to personal details and subject entries. Costs incurred for any errors in personal details and implications of this will also be outlined on the statement.
- Statements of Entry will be issued to Form Tutors to distribute to candidates in Tutor Time with appropriate deadlines for return.
- Will make any changes to entry / school MIS system where recorded on statement of entry by candidate i.e. name or date of birth.

Form Tutors

- Issue statements to candidates in Tutor Time for checking and signature.
- Ensure candidates understand importance of checking accuracy of personal information on Statement of Entry.
- Return statements to EO to meet required deadlines.

Candidates

- **Must** carefully check personal information – name; date of birth; examinations entered for on the Statement of Entry.
- **Must** make changes if any detail is wrong on the statement of entry or **confirm** entry information is correct by signing and dating the statement.
- **Must** sign and date statement even if no changes
- Return **checked; signed and dated statement** to Form Tutor or return to the EO to meet the required deadline.

Pre-examinations: Roles and Responsibilities

Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met.

Access Arrangements and Reasonable Adjustments

SENDCO

With the support of the AAC, ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to examinations/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 examination)

- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her.
- Ensures examination information (JCQ information for candidates' documents, individual examination timetable, etc.) is adapted where required for a candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in examinations 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 i/c Assessment, Data and Examinations (AHT)

- Supported by the EO, will make presentations to candidates regarding centre examination information and expectations including:
 - examination timetable & contingency days
 - examination timetable clash procedures
 - time of arrival briefing and end of examination expectations – lineup & in examination room
 - procedures/expectations if arriving late for an examination
 - absence or illness procedures during examinations
 - what equipment is/is not provided by the centre & needed by candidates
 - food and drink in examination rooms
 - unauthorised items in examination rooms
 - behaviour expectations in the examination 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
- Send communication home to parents/carers confirming examination requirements; dates and study leave arrangements.
- Ensure all candidates are issue with examinations handbook – also emailed to parents/carers

Examinations Officer (EO)

- Ensures the external examination timetable is available on the website at least 6 weeks prior to start of examinations.
- Ensures trial examination table is available on website at least 4 weeks prior to start of examinations.
- Supports with or makes presentations to pupils and communications to parents regarding examinations
- Issues personal examination timetables via email to all candidates outlining examination paper details; venue of examination (where candidates have examinations access arrangements – the different location will be identified); seat number and starting time and length of examination. External examinations issued minimum 6 weeks and Trial examinations issued 4 weeks prior to the start of the examinations
- Informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to examinations
- Informs candidates, where relevant, of clash and procedures for the clash for that candidate
- Prior to non-examination assessments and examinations, issues and/or signposts pupils 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.
- Update and issue annually, the Candidate Handbook to candidates by email as part of candidate briefing
- Notify pupils/ parents/carers by email of results days and procedures for collecting results.
- Signpost pupils to the SGS Post Results Policy for access to scripts/review of results and appeals procedures (available on school website / year group teams sites).

Internal Assessment and Endorsements

Refer to Non-Examination Assessment (NEA) Coursework Policy which outlines the procedures involved in managing Internal Assessments and Endorsements for examination awarding bodies.

Internal assessments such as Trial Examinations follow exactly the same procedures as external examinations.

Seating and Identifying Candidates in Examination Rooms

Examinations Officer

- Ensures procedures in place to verify the identity of all candidates – see below
- Ensures invigilators are aware of the procedure and carries out appropriate checks when taking the examination register.
- Provides seating plans for examination rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are clearly 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 pupils are taken and kept on SIMS alongside personal details e.g. date of birth.
- All pupils 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 and 'external candidates' (former pupils only) will be required to provide photo identification e.g. driving licence on arrival for each examination paper.
- As well as full legal name, relevant personal data e.g. date of birth, gender will be provided to the awarding bodies for the purpose of examining and awarding qualifications. Pupils are required to verify and sign their statement of entry to confirm this information is correct prior to submission of entry.
- All candidates have a photographic identity card detailing their registered name and candidate number which is placed on the examination desk by invigilators, according to the seating plan, when setting up the examination room. These identity cards are reviewed at the end of the external examination season and where pupils have left the school are securely destroyed. Where pupils stay for Sixth Form, they are reviewed at the start of the academic year to ensure they still accurately reflect candidate's appearance.
- Candidates will line up prior to the examination in designated areas for each examination location supervised by Senior Leadership Team / Heads of Year / Heads of Subject for a briefing on expectations in the examination. Candidates will be familiar with these locations following trial examinations taken in previous years.
- Following the verification process when taking examination registers, if invigilators have any concerns about the identity of a candidate, they will notify the EO 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 as outlined on the seating plan issued by the EO.
- Ensure correct examination papers are issued to the identified pupils as per the seating plan issued by the EO paying special attention to tier levels in certain subjects.

Timetabling and Rooming

Examinations Officer (EO)

- Produces a master centre examination timetable for each examination series.
- Identifies and resolves candidate examination timetable clashes according to the regulations (see below)
- Identifies examination rooms and specialist equipment requirements
- Allocates invigilators to examination rooms (or to supervise candidates due to an examination timetable clash) according to required regulation ratios

- Liaises with site staff to ensure examination rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENDCO or AAC regarding the rooming of access arrangement candidates

Clash Supervision Arrangements Policy

Where candidates have two or more papers timetabled in the same examination 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. The centre will determine the examination to be conducted earlier or later in the day unless it is Maths – which the candidate will sit in the correct session.

- Candidates will be notified of clash via examination timetable.
- Candidates are notified of the arrangements for supervision between examinations 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 examination hall to a separate room where they are supervised until the start of the afternoon examination – they will be escorted to the examination hall for the afternoon examination.
- They will be able to collect their phone at the end of their last examination from Main Reception.

If the total of the papers is **3 hours or less** they will be completed in the same session. Candidates may be given a supervised rest break of **no more than 20 minutes** between papers which must always be conducted in the examination room under formal examination conditions – so candidates **cannot** use this time to revise.

Overnight Supervision Arrangements Policy

Will only be applied as a last resort and only once all other options have been exhausted and only where a candidate has three or more examinations in one day lasting **more than 6 hours (GCE) or 5 1/2 hours (GCSE)**:

- The AHT with the EO will discuss options available to the candidate. If they decide to sit all examinations in one day, the supervised rest break between examinations can be longer than 20 minutes, in an alternative room, and the candidate can revise
- If the candidate selects Overnight Supervision, the process will be explained to the candidate.
- The parent/carer will be invited to a meeting with the AHT and EO to discuss the procedure
 - No access to any media/ phone / tv / friends / peers will be allowed whilst on overnight supervision
 - Mobile phone will be held at school overnight in locked drawer
 - The parent/carer or family member will collect and return candidate to school
 - The candidate will be supervised all day and escorted to and from the examination room to main reception where they will be collected/dropped off
- The parent/carer and candidate will be required to sign to confirm that they will adhere to these requirements. The parent/carer agrees to take responsibility for ensuring that the candidate does **not** behave in such a way to jeopardise the integrity of the examinations
- The EO will notify the awarding body of the overnight supervision
- If the candidate / parent/ carer does not agree to the requirements then Spalding Grammar will refuse to support the Overnight Supervision Arrangement
- If the EO has any concerns about potential malpractice it will be escalated to the AHT and/or Head of Centre.

SENDCO / Access Arrangements Co-ordinator (AAC)

- 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 examinations

Site Staff

- Liaise with the EO to ensure examination 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 examination rooms or the school site during the examination session. Refer to the Contingency Policy.

Centre Consortium Arrangements

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

Examinations Officer (EO)

- 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).
- Liaise with Examinations Officer at Spalding High School to ensure Centre Consortium Arrangements are in place.

Senior Leadership Team / Heads of Subject

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

Transferred Candidate Arrangements

Examinations Officer (EO)

- (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 Examinations/Assessments

Examinations Officer (EO)

- Prepares for the conduct of internal examinations/assessments under external conditions (where applicable to the centre).
- Requests confirmation of internal examination paper requirements from Heads of Subject
- Provides a centre examination timetable of subjects and rooms.
- Provides seating plans for examination rooms.
- Issues examination timetables to students
- Requests internal examination papers from teaching staff prior to the start of examinations
- Arranges invigilation (where applicable to the centre).

SENDCO / Access Arrangements Co-ordinator (AAC)

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

Teaching Staff

- Provide examination papers and materials to the examinations office before the start of the examinations period.

Examination 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 Instructions for Conducting examinations and assessments)

Access Arrangements

Examinations Officer (EO)

- Provides record sheets and cover sheets for access arrangement candidates' scripts where required for specific arrangements.
- Ensure there is appropriate equipment available for candidates with access arrangements
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of examination
 - Liaises with the SENDCO to apply for approval through AAC where required or through the awarding body where qualifications sit outside the scope of AAC.

Candidate Absence

Candidate Absence Policy

As soon as a candidate has been identified as being absent – during line-up or when the register is taken in the examination room, the Lead Invigilator or Head of Subject in the Line Up will inform the EO 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 pupil to come into school to attend the examination.

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

If candidate is ill – the EO will advise the parent/carer that if possible the candidate should attend the examination however, if they are too ill, the EO will advise the parent/carer to obtain evidence of illness e.g. a signed medical note so this can be submitted to the awarding body for special conditions. If the candidate attempts the examination the EO will submit a special consideration application – 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 EO or Lead Invigilator and submitted to the awarding body with the examination scripts and noted on the seating plan by crossing through the candidate details.

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

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Invigilators should notify EO of any 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 the EO
- Candidates may be required to pay entry fees for missed examinations if due to unauthorised absence on more than one occasion.

Candidate Late/Very Late Arrival Policy

Examination start times are 9am for morning examinations and 1.15pm for afternoon examinations (timings of afternoon examinations may be subject to change between 1pm and 1.30pm). Pupils are expected to arrive 10 minutes before the start of the examination.

Where a candidate has been identified as missing from the examination room the Examinations Officer and Attendance Officer will check attendance registers and if not in school will make contact with the parent/carer or the candidate to confirm the location of the candidate and with the parent/carer or candidate make necessary arrangements for the candidate to come into school to sit the examination. The candidate will be instructed to switch off and hand their mobile phone to the parent to eliminate the risk of malpractice.

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 examination which lasts an hour or more **up to 10am** for the morning examination or up to **2.15pm** for an afternoon examination (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 i.e. **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 EO.

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 **EO** 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 examination room incident log and will allow the late/very late candidate to continue working past the original finishing time of the examination and instruct them to stop working after the full working time allowed has passed.

Conducting Examinations

Head of Centre

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

Examinations Officer (EO)

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

Examination Papers and Materials

Examinations Officer (EO)

- Organises examination 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 and stores attendance registers and examiner details in date order.
- Regularly checks mail or email inbox for updates from awarding bodies.
- Avoid potential breaches of security, by carrying out the 'second eyes' check with a member of centre staff i.e. invigilator immediately before opening papers either in the secure room (if question paper packets need splitting for different rooms) or in the examination room as outlined in JCQ regulations, checking 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 examination papers and materials to teaching departments for teaching and learning purposes 24 hours after the published finishing time of the examination, or after any clash candidates have completed the examination.

Examination Rooms

Assistant Headteacher i/c Assessment, Data and Examinations (AHT) / Examinations Officer (EO)

- Ensures that if a room is 'designated' as an examination room it is not used for any purpose other than conducting external examinations for the period of the examinations taking place in the room or where required for the duration of the examination season e.g. Sports Hall.

- 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 allowed in examination rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the examination room temporarily is clearly communicated to candidates
- Ensures all candidates can clearly see at least one whiteboard and clock when sitting down

Examinations Officer (EO)

- Ensures examination rooms are set up and the examination is conducted as required by JCQ regulations.
- Provides invigilators with appropriate resources to effectively invigilate the examinations.
- Briefs invigilators on examinations 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) and will act as roving invigilator as and when required.
- 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 examination room incident log.
- Ensures invigilators understand how to deal with candidates who may need to leave the examination room temporarily and how this should be recorded in the examination room incident log.
- Provides authorised examination materials which candidates are not expected to provide themselves ie tracing or graph paper
- 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 examination room is evacuated.

Senior Leadership Team / Assistant Headteacher i/c Assessment, Data and Examinations (AHT)

- Ensure a documented emergency evacuation procedure for examination rooms is in place.
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an examination room is evacuated.
- Ensure a procedure is in place in case of an emergency evacuation (Lockdown Policy (Examinations))

Site Staff

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

Invigilators

- Conduct examinations in every examination 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.
- Must not touch; complete the details on the front page or open the question paper until instructed to by the invigilators.
- Must check at the end of the examination that they have filled in all the details on the front page correctly and signed the examination paper
- Are required to remain in the examination room for the full duration of the examination.
- Must not leave the examination room until all scripts; question papers and additional materials have been collected by the invigilators and the lead invigilator has instructed that they can leave the examination room.

Entry into the Examination Room

- Candidates are expected to enter the examination room in total silence.
- Candidates must hand over any unnecessary and unauthorised equipment/material/mobile phones/ watches/headphones/smart glasses that are in their possession when entering the examination room – if they do not give these up the candidate will be subject to a penalty and may lead to disqualification from the examination.
The only exception to this rule are pupils with diabetes – their phone will be placed on the table at the front of the examination room to be accessed in an emergency by candidate under supervision.
- Candidates are expected to find their desk and take their seat in silence, not touch or open examination papers and remain in silence until they have left 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 e.g. diabetes, may be permitted to bring food/drink into the examination room, but only with approval from the SENDCO. The food must be removed from any packaging put into clear containers. These will be kept at the front of the examination room in readiness should the candidate need them. The candidate should raise their hand so an invigilator can 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 examination and for afternoon examinations will be retained in the examination hall until the published finishing time of the examination (if less than one hour) or **one hour** after the published starting time i.e. **2.15pm** depending on the length of the examination.

Candidates will be released from the examination room once all specific examination scripts; question papers; other examination materials and candidate identity cards have been collected by the invigilators.

Toilet breaks are allowed, however not in the **first or last 30 minutes** of the examination (unless the candidate has an existing medical condition that requires a toilet pass which will be indicated on the seating plan). Candidates who leave the examination room to use the toilet will need to sign they have left the room and when they return to the room, and will be supervised by an invigilator. Any time lost due to a toilet break will **not** be added on to the finishing time of the examination.

Where candidates with an assigned supervised rest break (authorised by the SENDCO/AAC, they will signal that they require the break by putting their hand up. The candidate will put their

pen down and the paper will be turned over while the rest break is taking place or, if the candidate is allowed to leave the examination room, they will be accompanied by an invigilator who will supervise them in the space outside the examination room. The lead invigilator will record the time the candidate starts their rest break and the time they restart the exam. This time will be added on to candidates' examination time so they receive the full time of the examination.

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

Managing Behaviour Policy (Examinations)

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

Senior Leaders

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

Examinations Officer (EO)

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

Invigilators

- Record any incidents or irregularities on the examination room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the examination room temporarily, disruption or disturbance in the examination room, emergency evacuation).

Emergency Evacuation Policy (Examinations)

For evacuation of the Examination Room due to an emergency e.g. fire please refer to the *Spalding Grammar School Fire and Evacuation Policy*. All invigilators are trained on the evacuation procedure 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 (Examinations)

Refer to the separate SGS Lockdown Policy (Examinations) - in the case of a lockdown the EO / AHT will contact the Lead Invigilator in each room via mobile telephone to alert them of a lockdown situation. Invigilators will follow the procedures outlined in the Lockdown Policy.

The EO will notify the invigilators of the 'all clear' once this has been confirmed by SLT.

Irregularities

Head of Centre

- Ensures (as required by awarding bodies) 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.

Special Consideration

Senior Leaders

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

Examinations Officer (EO)

- 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 examination room

- Candidates are requested to hand in any unauthorised items on entry to the examination room by invigilators.
- If a candidate is found with unauthorised item during the examination it is removed immediately, the EO is notified and the incident is logged in the examination room log book.
- The incident will be reported to the AHT and the relevant examination board by the EO or AHT.
- The parent/carer will be informed and the candidate will be appropriately disciplined by the school.
- Once examination board has notified the school of the penalties parent/carer and candidate will be notified by the AHT.

Invigilators

- Are informed of the arrangements through training.

Internal/Trial Examinations/Assessments

Senior Leaders/Heads of Subject

- Ensures teaching staff keep candidates' work secure (whether part of the moderation sample or not) 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

Examinations Officer (EO)

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

Invigilators

- Conduct internal examinations as briefed by the EO

Dispatch of Examination Scripts

Examinations Officer (EO)

- Identifies and confirms arrangements for the dispatch of candidate examination 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.

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)

Managing Results Days

Head of Centre / Senior Leadership Team

- Identify centre staff who will be involved in the main summer results days and their role
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that pupils can be supported, 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

Examinations Officer (EO)

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

Results Day Programme

- Candidates, parents/carers are informed of the Results day dates prior to the examinations via letter sent by Parentmail and on the website.
- Candidates collect their results from school – times and arrangements will be communicated to candidates and parents/carers after the Easter holidays via Parentmail.
- Candidates will have access to Post Results paperwork in the envelope with their results and staff be available to support with this process.
- Staff will be available to support and advise, where necessary, candidates with their next steps e.g. 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 awarding body/JCQ official dates and times of release to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

Examinations Officer (EO)

- Informs candidates in advance of when and how results will be released to them for each examination series. Unless otherwise informed:
 - pupils to collect from school
 - provision statement of results 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 provisional 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 to support pupils.
- Understands that if the centre has concerns about one of the 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).

Examinations Officer (EO)

- 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/results envelopes.
- 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
- Support candidates with reviewing scripts where relevant for decision to request other post result services
- Identify the budget to which fees should be charged.

Candidates

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

Analysis of Results

Head of Centre / Assistant Headteacher i/c Assessment, Data and Examinations (AHT)

- 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 examination certificates:

- GCSE candidates staying in Sixth Form will be presented with their certificates at 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 on last day of term A Level certificates are presented with any uncollected enrichment certificates from Year 12.
- Examination assemblies, school website & internal communication formats are used to inform former pupils how to arrange to collect certificates.
- Where pupils cannot attend either of the above events, they can collect their certificates (after start of January term) from Main Reception having emailed (exams@spaldinggrammar.lincs.sch.uk) or telephoned the EO requesting to collect or nominating someone to collect on their behalf (they will require to 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 certificate(s) replacement.
- 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 examinations office. Retention of unclaimed or uncollected certificates and issue is managed by the EO.
- Candidates will be informed that some awarding bodies do not offer a replacement certificate service.

Candidates

- Must notify the EO when they would like to collect certificates either by telephone or email.
- 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.

Examinations Review: Roles and Responsibilities

Examinations Officer (EO)

- Provides the AHT with an overview of the examination year, highlighting what went well and what could be developed/improved in terms of examinations management and administrative processes within the stages of the examination cycle.
- Collects and evaluates feedback from staff, candidates and invigilators to inform an examinations review.

Assistant Headteacher i/c Assessment, Data and Examinations (AHT)

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

Retention of Records: Roles and Responsibilities

Examinations Officer (EO)

- 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 examination archiving policy that identifies information held, retention period and method of disposal.

Examinations Archiving Policy

See **Appendix III** of this document.

Appendices

Appendix I Alternative Rooming Arrangement Policy

Staff involved: Head of Centre
 Assistant Headteacher i/c Assessment, Data and Examinations (AHT)
 SENDCO
 Examinations Officer (EO)

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, with the support of the AHT and EO, based on evidence of the candidate's need.

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 SENDCO (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:

- pupils with certain examinations 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, Tourette syndrome or significant behavioural issues which would disturb other candidates in the examination room (agreed by SENDCO and AHT based on evidence).

Alternative Rooming Arrangements

Spalding Grammar currently uses rooms in the Business Block for alternative rooming. The Lecture Theatre has a maximum of 16 seats; the Boardroom can seat a maximum of 20 candidates and if an additional room is required we 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 the 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 – Assistant Headteacher i/c Assessment, Data and Examinations

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-examinations

Responsibility for ensuring compliance will be escalated to

Mrs M Anderson – Head of Centre

Mrs E Davison – Assistant Headteacher i/c Assessment, Data and Examinations

Mr A Brooks – Deputy Headteacher i/c Pastoral & Pupil 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
- Examination Room Posters

During Examinations/Assessments

Exam Time

Responsibility for ensuring compliance will be escalated to

Mrs M Anderson – Head of Centre

Mrs E Davison - Assistant Headteacher i/c Assessment, Data and Examinations

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 Examinations 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 examinations-related information/records held by the examinations 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 examination	Returned to SENDCO
Alternative Site Arrangements	Any printed information generated for alternative site arrangements	Until end of Post Results Period for examination season/examination held at alternative sit	Shred
Attendance Register Copies	Copies of Awarding Body Registers	Until end of Post Results period for each examination season	Shred
Awarding body examinations 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 Examinations 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 when 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 when recorded in a book	Secure disposal - shred

Type of Information	Record Description	Retention Period	Disposal of Record at end of Retention Period
Conflict of Interest Records	Spreadsheet detailing conflict of interest staff records	Until end of Post Results Window	Secure disposal
Dispatch Logs	Proof of dispatch of examination 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
Examination Question Papers	Question papers for examinations	Until 24 hours after finish of examination or when last candidate has taken examination	Issued to Heads of Subject
Examination Room Checklists	Hard copy	Until after end of Post Results window	Secure Disposal - Shred
Examination Seating Plans	Hard copy seating plans	Until after end of Post Results window	Secure Disposal - Shred
Examination Room Incident Logs	Books or File sheets	Until after end of Post Results window	Secure Disposal - Shred
Examination Stationery	Blank body stationery used for external examinations	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 examinations have passed	Secure disposal

Type of Information	Record Description	Retention Period	Disposal of Record at end of Retention Period
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
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 examination – report submitted on CAP	Until after Post Results window has closed	Secure disposal