



EXAMINATION PROCEDURE

Reviewer: Mr M Lamble

Reviewed: January 2019

Ratified by the Curriculum and Standards Committee on 23 January 2019

APPROVED BY: _____

DATE: _____

CONTENTS

1. Pre-examination
 - 1.1 The delivery of exam papers and material /Storage of exam papers and materials
 - 1.2 Site staff/Facilities Manager
 - 1.3 Invigilator
 - 1.4 Roles and Responsibilities
 - 1.5 Verifying the identity of candidates
2. During the examination
 - 2.1 Leaving the examination room
 - 2.2 Evacuation procedures
3. Candidates leaving the exam venue
4. Break times
5. Lunch times for examination periods only
 - 5.1 Seating in the restaurant
 - 5.2 Packed lunch provision
6. Additional examination venues
 - 6.1 Inclusion
 - 6.2 Assemblies
 - 6.3 Exams in which there are two year groups taking exams

PROCEDURES FOR EXAMINATIONS

During exam periods the school may operate a 3:2 split where there are both morning and afternoon examinations involved for a considerable period of time.

1 PRE-EXAMINATION

1.1 The delivery of exam papers and material/Storage of exam papers and materials

- When exam papers/ exam stationery are delivered into school the receptionist with sign for the delivery. The school must be permanently staffed between 8.30am and 3.30pm during term time
- The receptionist will phone or radio the exams department immediately to advise that an exam parcel has been delivered and if a trolley is needed. If the receptionist knows there are no key holders on site (for example in the holidays) they are to refuse the delivery
- If all four key holders are to be absent at the same time the Examinations Manager will inform the General Office (this should only be applicable in the school holidays)
- There are four key holders in the Exams Office therefore the office must be manned at all times. If all four key holders need to leave the office the radio must be taken with one of the key holders
- A key holder will go to reception straight away to collect the parcel and take it to the secure storage (the only secure storage are the lockable cabinets in the exams cupboard; therefore, it cannot be locked in any other cupboard or safe). The key holder must also sign the exam parcel log which is stored on reception to confirm they have received the parcel and it will be taken to secure storage
- The parcel cannot be left unattended at any time therefore must stay with the receptionist/member of the office team until passed to a key holder
- If question packets cannot be checked immediately upon receipt, they must be locked away in the lockable cabinets in centre's secure storage room until an authorised member of staff is available to make the necessary checks. The centre's storage facility must have the capacity to hold up to three weeks of question papers and other confidential material
- The centre will have a secure storage facility in a room solely assigned to examinations. Past papers will not be stored in the secure at the same time as live GCSE exam papers
- Exam Board answer booklets must also be stored in the centre's secure storage facility
- If examination scripts are kept in the centre overnight they must be retained in the centre's secure storage facility

- The Examinations Manager will organise the question papers and materials in date order in the secure storage facility
- All attendance registers will be stored by Exam Board in date order

1.2 Site Staff/Facilities Manager

- Site Staff are to ensure exam venues are prepared in accordance with the requirements of the Examinations Manager
- Site staff to lock both entrances to the school hall on the first floor and are to unlock both side doors in the school hall on the ground floor before 8.30am for morning examinations and 12.30pm for afternoon examinations

1.3 Invigilator

- The Examinations Manager will create an invigilator timetable detailing dates/times/venues of exams with assigned invigilators. This will be made available in the Examinations Office and the main school reception on a weekly basis
- Invigilators are to report to reception to sign in and check the exam venue. Invigilators must wear their ID badge at all times
- Lead Invigilators will need to report to the Examinations Manager at the times given by the Examinations Manager. All other invigilators will report to their dedicated exam venue half an hour before the start time of the examination where they will await further instructions from the Lead Invigilator
- Lead Invigilators will collect the exam papers (if exam papers have been split, they must be in a sealed envelope), seating plan, stationery etc. from the Examinations Manager and proceed to the dedicated venue. If the exam is in the school hall the Lead Invigilator will use the lift in Curie. All invigilators must sign the log-in sheet upon arrival to the exam venue
- Before the examination starts the invigilators (supported by the Examinations Manager) must ensure the following:
 - The examination papers are correct and that the correct question paper packets are opened (2 people must check the day, date, time, subject, unit / component before they are opened). Papers can be placed on the candidate's desk face-up prior to candidates entering the exam venue
 - There are sufficient invigilators – in a written exam, there must be at least one invigilator for every 30 candidates at all times. In a practical exam or on-screen test, there must be at least one invigilator for every 15 candidates at all times
 - There are sufficient readers (no greater than a ratio of 4 students:1 reader) to support access arrangements
 - Check JCQ posters are clearly displayed outside of the exam venue.
 - Ensure there is a copy of the JCQ "Instructions for conducting examinations" in the Invigilator's information pack and it is placed on the invigilator's desk

- Check any work has been covered which may assist candidates in the examination
- Ensure the Centre Number, subject title and paper number, actual start and finish times and date of each examination is clearly displayed on the board at the front of the venue
- Invigilators will check the access arrangements which will be identified on the seating plan and invigilator sheet. Invigilators will also have been made aware by the Examinations Manager in advance of the exam which candidates have been granted access arrangements
- The clock must show the actual time at which the examination starts and cannot be altered
- Invigilators must ensure their mobile phone is switched off for the duration of the examination. The Lead invigilator will remind all other invigilators to do this
- The Lead Invigilator will direct another invigilator to check before the exam starts for the presence of graffiti on examination desks and to remove if necessary
- Check the dedicated toilet which will be used for the exam is free from any notes etc.
- The Lead invigilator will inform invigilators where to stand in the event of a fire drill and to assign invigilators and to collect electronic equipment
- An invigilator will use the seating plan to place student photo I.D cards on the desks in order to verify the identity of all candidates sitting the exam
- An incident log must be kept for every exam in each room even if it is NIL returns
- Invigilators will ask students with access arrangements to sign a slip to confirm they were offered and made aware of their access arrangement and if they did/did not use it
- All question papers/answer booklets and unused stationery must be returned to the exams office after every exam
- The attendance register must be completed before the end of every examination
- When checking that the candidate and centre information match the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet. For example, centre number, candidate number, candidate name. In such a situation the correction should be countersigned on the script. No other details on the script should be altered

1.4 Roles and responsibilities

1.4.1 Students

- Students should have previously checked the seating plan to ascertain their seat number on the plan displayed outside student services. A seating plan will also be displayed in the window adjacent to the entrance to the school restaurant from King Quad. All students should know their seat numbers before they go into their exam venue. For external examinations students will receive a personalised timetable displaying exam rooms and seat numbers
- Students in years 7-11 are to line up in tutor group order (H-Y) in **King Quad** facing the school hall by 8.45am for morning examinations and 1.00pm for afternoon external examinations and 12.45pm for afternoon pre-public examinations (times are subject to change depending on what time the exam is starting).

- Students who are late to examinations should report to student services upon arrival. Student services will then contact the examinations office, who will come to student services and escort the student(s) into the examination room via the most appropriate door dependent upon the students seat number
- In an external examination candidates must be given the opportunity to sit the examination for its published duration even if they are late
- Students are to enter the exam venue one form at a time in complete silence and in single file. They will enter via the **Ground Floor (King side)**
- If a candidate is suffering from an infectious or contagious disease they must take their exam in a separate room and the script must be kept separate from the other scripts. The script should only be despatched when advice has been sought from the Awarding Body

1.4.2 Staff

- The Progress Leader will ensure students and form tutors are fully aware of the expectations and arrangements for external examinations
- Progress Leaders, tutors when available and members of the Senior Leadership Team should be present by 8.40am and 12.40/1.00pm outside the exam venue to ensure the exams begin in an appropriate manner and promptly (times are subject to change depending on what time the exam is starting). Where possible Heads of Faculty and Heads of Department should also be present
- It is essential Progress Leaders/members of the Senior Leadership team ensure students meet the expected dress code, have removed labels from bottles of water and remind students that mobile phones, smart watches, coats, bags/other possessions other than those required for the examinations are placed in student lockers. If students have no locker access, bags will be placed in the Progress Leaders' office. There will be an invigilator outside the exam hall collecting phones/electronic devices in case students inadvertently bring them to the exam venue
- If a Head of Department wishes to speak to students before the exam this must be done outside of the exam venue and not in the designated exam room

1.5 Verify the identity of candidates

- Progress Leaders will check the identity of the students when lined up ensuring all students belong to their year group
- An invigilator will use the seating plan to place student photo I.D cards on the desks in order to verify the identity of all candidates sitting the exam
- A private/external or a transferred candidate who is not known to the school or college must show photographic I.D to prove that he/she is the same person who is entered for the examination

- If staff are unable to identify a candidate due to the wearing of religious clothing, such as a veil they will be taken to a private room by someone of the same gender where they will be asked to remove the religious clothing for identification purposes. The centre will inform candidates in advance of this procedure and well before their first examination

2 DURING THE EXAMINATION

- SLT/PL/Invigilators/Examinations Office staff must ensure the following:
 - Students have clear plastic pencil cases only
 - Students only have drinks in clear plastic bottles without labels (school policy is students must only have a reusable sports bottle free from writing or illustrations)
 - Students do not wear scarves or hats in the exam venue
- Candidates are to be reminded by invigilators/SLT they are under exam conditions immediately upon entry into the examination hall
- Candidates will be reminded to remove their wrist watches and place them on their desk
- The invigilator will ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit and tier of entry, if appropriate
- Candidates must only fill in the details on the front of their answer booklet when they are instructed to do so by the invigilator. The exam will formally start when the invigilator clearly announces that candidates may begin to write their answers
- All the above is in the Invigilator suggested wording which is read out by an invigilator before the start of every exam
- As soon as all candidates are seated the Examinations Manager together with a member of the invigilation team will check for any absentees against the seating plan
- Invigilators are not allowed to give any indication of the time elapsed or remaining apart from a five minute warning before the end of the exam
- Invigilators must ensure that at the end of the examination candidates must hand in their script, question paper and any other material before they leave the examination room

2.1 Leaving the examination Room

- If a candidate needs to go to the toilet during the exam they will be supervised by an invigilator. If the candidate is seated in the Activity Studio or towards the back of the School Hall, the invigilator will lead them and use the exit leading onto the PE corridor. This door will be kept unlocked therefore an invigilator will be positioned in front of this door at all times. If the candidate is seated at the front of the school hall the invigilator will lead them and use the exit at the front of the hall nearest to the King Quad

- The only toilet to be used during exams taking place in the School Hall is C002. The invigilator will make a note of the name of the candidate and the time of leaving and re-entering the exam venue on a log sheet located by both exits. If the examination is taking place in C211/C212, toilet C210 is to be used, if the examination is in B207 or B203, toilet B202 is to be used
- If a candidate needs to leave the exam for another reason i.e. illness etc. this will also need to be recorded on the incident log sheet and the whole school procedures for management of ill students followed and special consideration applied for
- Invigilators must also sign in and out on the log sheet each time they leave and enter the examination venue
- If any members of staff enter or leave the exam venue the member of staff must also sign in and out of the examination venue

2.2 Evacuation Procedures

- In the event of a fire alarm the invigilator will inform the candidates to stop writing and make a note of the time the exam was stopped
- The invigilator will collect the attendance register and advise candidates to leave all papers, scripts and belongings in the room
- Invigilators and candidates must leave at the nearest fire exit. Candidates must be supervised as closely as possible to ensure there is no discussion about the examination
- If the exam is in the School Hall/Activity Studio or both (see Appendix A for the fire procedure). If the exam is in any other room in the School (see Appendix B for the fire procedure. If it is a pre-public examination students will be told to assemble at the usual fire assembly point
- Invacuation procedures for exams are detailed in the school invacuation policy

3 CANDIDATES LEAVING THE EXAM VENUE

- If the exam is in the School Hall candidates in rows A1-10 through to L1-10 to exit in single file via the side glass door nearest to the front of the hall in silence. All candidates in C 11-23 to J 11-23 to leave via the side glass door closest to the Activity Studio. If the exam is in the Activity Studio suite only all candidates are to leave row by row in silence via the Activity Studio exit leading to the lobby
- If the exam is in another exam venue the candidates will be dismissed in silence at the nearest exit

- At the end of the exam, the Lead Invigilator must deploy one invigilator to check examination desks for graffiti etc. and to mark on the seating plan any desks affected and to remove using the kit provided. The Lead Invigilator must then inform the Examinations Manager of the affected desks who will notify the relevant Progress Leader to sanction students appropriately for causing damage to desks

4 BREAK TIMES / LUNCH TIMES IF A 4:1 SPLIT

- In most instances, GCSE/PPE examinations will be completed by 11.00am. However, in cases where the GCSE/PPE exams run slightly into break and if lunch remains a 4:1 split:
 - The SLT duty leader will re-deploy a member of teaching staff at the entrances to the School Hall and re-deploy a member of staff positioned in the King Quad to ensure students are kept away from the entrances to the examination hall

5 LUNCH TIMES FOR EXAMINATION PERIODS ONLY

- During the examination periods (unless otherwise specified, the assembly hall will be unavailable for the selling of sandwiches etc. and the eating of packed lunches)
- Extra food is available from the POD
- Students will queue for the restaurant and be supervised in the usual way according to whole school duty protocols/dining procedures

5.1 Seating in the Restaurant

- Increased seating will be made available in the restaurant (space permitting) and tray return stands re-positioned if necessary by catering staff

5.2 Packed Lunch Provision

Queuing up

- Students will line up against the outside wall of English rooms of S002, S003 and S007. A member of staff will supervise the student entrance adjacent to S002. A second member of staff will be positioned in the corridor which leads onto S002 – 10. The member of staff on duty on the Shakespeare Street will support supervision in rooms S002 – 10.
- The eating of sandwiches will be moved from the hall and re-distributed into rooms as follows:

Year Group	From	To	Seating (Approx.)
7	School Hall	S002	30
8	School Hall	S003	30
9	School Hall	S009	30

10	School Hall	S007	30
11	School Hall	S009	30

Room S010 is used as an overflow room.

- The SLT member of staff on duty (the member of staff on hall duty usually) will need to ensure that all rubbish is placed into black bin bags and that rooms are vacated by 12.45pm and ensure that they are fit for purpose by 1.00pm. Catering academy staff will support tidying up/cleanliness

6 ADDITIONAL EXAMINATION VENUES

6.1 Inclusion

- The Professional Development Centre will be the main room for students requiring special provision
- For students requiring a separate room ad hoc rooms will be used around the school. Students will report directly to the rooms and will be met by the invigilator. Invigilators will be in contact with the Examinations Manager by radio

6.2 Assemblies

- During the examination period, assemblies will continue to follow the whole school rota, but will be located in the Sports Hall as opposed to the School Hall. During examination periods, students will line up in the Shakespeare quad – entering by the nearest door

APPENDIX A

SCHOOL HALL AND ACTIVITY STUDIO

1. In an emergency situation such as a fire alarm or bomb alert the Lead Invigilator will instruct the candidates to stop writing. The time the exam was stopped is to be noted on the white board AND on a copy of a seating plan
2. Candidates are to be advised that all question papers, scripts and stationery are to be left in the exam room. The Lead Invigilator must take the attendance register and TWO copies of the seating plan with them
3. Before evacuation the candidates are to be advised they must leave in silence and must not speak to anyone
4. The SLT in charge of Year 11 will make their way to the astro-turf to take charge. In the event of large numbers of candidates in an exam the Deputy Head teacher in charge of exams will appoint another member of SLT on a daily basis to assist this process. In Summer when Year 11 students have left Year 11 tutors will also report to the astro-turf to assist

5. The Lead Invigilator will instruct four invigilators to position themselves at D1 (blue emergency exit) and D2 (orange emergency exit) in the School Hall (two invigilators at each door) and one invigilator to position them self at the back door (D3) of the Activity Studio (green emergency exit)
6. The Lead Invigilator will give the astro-turf key to the invigilator at D3 in the Activity Studio who will be leading the way
7. The Lead Invigilator will instruct the students to stand and push their chairs in but not to move
8. The Lead Invigilator will instruct another invigilator to proceed to the rear of the Activity Studio and dismiss students in Rows 11-22 in the Activity Studio.
9. The invigilator will lead the way to the astro-turf to assemble
10. The Lead Invigilator will dismiss the students in the School Hall row by row (in number order) and they will be instructed to leave in silence. Rows 1-5 will be instructed to leave via D1 and Rows 6-10 will be instructed to leave via D2
11. One invigilator on each exit in the School Hall will lead the way to the astro-turf to assemble
12. The second invigilator will follow at the back
13. The Lead invigilator will follow when the School Hall and Activity Studio is clear
14. The students will assemble at the far side of the astro-turf against the letters displayed. They will line up in the same row as they were sitting in the School Hall/Activity Studio i.e. A row, B row etc.
15. If necessary SLT will instruct to assemble on the car park, therefore invigilators will lead via the far gate on the astro-turf using the same key
16. The Lead Invigilator will instruct two invigilators to register the students and will give them a copy of the seating plan. They will be instructed by the Lead Invigilator as to which rows to register. They will go up and down each row to check the student names and tick them off on the seating plan
17. The Lead Invigilator and members of SLT will ensure students keep silent at all times
18. The Lead Invigilator will keep a log of any instances involving students on the seating plan. Any instances will be reported to the Examinations Manager
19. SLT will instruct the Lead Invigilator when it is safe to go back into the building
20. The Lead Invigilator will go back into the School Hall first
21. The students will be instructed by SLT when they can back into the building and will be dismissed row by row. They will be led by the same invigilator and enter via the same door
22. The other invigilators and members of SLT will follow at the back ensuring students do not communicate with one another
23. On returning to the exam room when all students are seated, candidates are to be informed by the Lead Invigilator to read through the question they were answering and are to be informed not to write anything at this point
24. The Lead Invigilator will make a note of the time and calculate the time "lost" and inform the candidates that this extra time will be added to the end of the exam.
25. The candidates will be informed of the new finish time and when to "start". The Lead Invigilator will change the end time on the white board

26. If in the event of an extended evacuation the students will be taken to the MUGA to line up. A member of SLT will advise an invigilator if it is an extended evacuation

APPENDIX B

1. The invigilator will instruct the candidates to stop writing. The time is to be written on the white board and a copy of the seating plan.
2. The candidates are advised to leave all questions papers, scripts and stationery in the Exam venue.
3. The invigilator must take the attendance register and a copy of the seating plan with them.
4. For examinations taking place in **Curie block (apart from the School Hall and Activity Studio)** the candidates are instructed to leave the building row by row in silence at the nearest fire exit with one invigilator leading and are to assemble in the Plaza at the main school entrance. Candidates must be kept away from all other students.
5. For examinations taking place in the **School Hall, Activity Studio (see separate procedure for large numbers), King block or in a Music room in Brunel** the candidates are instructed to leave the building row by row in silence at the nearest fire exit with one invigilator leading and are to assemble on the astro-turf. Candidates must be kept away from all other students.
6. For examinations taking place in **Shakespeare block** the candidates are instructed to leave the building row by row in silence at the nearest fire exit with one invigilator leading and are to assemble in the Shakespeare tarmac area. Candidates must be kept away from all other students.
7. The examination seating plan must be used as a register at the assembly point. Candidates must remain in SILENCE.
8. When the all clear is given, the candidates will be dismissed and must be escorted back to the room in SILENCE.
9. On returning to the exam room when all students are seated, candidates are to be informed by the invigilator to read through the question they were answering and are to be informed not to write anything at this point.
10. The invigilator will make a note of the time and calculate the time "lost" and inform the candidates that this extra time will be added to the end of the exam.
11. The candidates will be informed of the new finish time and when to "start". The invigilator will change the end time on the white board.
12. If in the event of an extended fire evacuation students will be taken to the far end of the plaza to line up. A member of SLT will advise an invigilator if it is an extended evacuation
13. In the event of an evacuation, students will remain in the exam venue and await further instructions

