



# EXAMINATION POLICY

**Reviewer:** Mr M Lamble

**Reviewed:** September 2017

To be ratified at the next Governing Body meeting

RATIFIED BY GOVERNING BODY ON 25/01/17

SIGNED:

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(Chairman of Governors)

DATE:

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# CONTENTS

1. Introduction
2. Qualifications offered
3. Exams series
4. Procedures
5. Examination entries
6. Examination fees
7. Invigilation
8. Arrangements for students
9. Controlled Assessment and Coursework
10. Practical Examinations
11. Examination results
12. Enquiries about results and Access to Scripts
13. Certificates
14. The Equality Act 2010, Special Needs and Access Arrangements
15. Appeals against Assessments
16. Malpractice
17. Website
18. Monitoring and Evaluation
19. Appendix

## **1 INTRODUCTION**

The purpose of this examinations policy is to:

- Ensure that examinations are conducted in line with JCQ regulations
- Ensure planning, management and implementation of examinations is conducted efficiently and in the best interest of all candidates
- Establish the operation of an efficient exam system with clear guidelines and processes for all relevant staff

## **2 QUALIFICATIONS OFFERED**

- The qualifications offered at this centre are decided by the Head of Centre, Deputy Head teacher, Heads of Faculty, Heads of department and Senior Leadership team. Any proposed change to a qualification offered including a change in specification must be authorised by the Deputy Head teacher of curriculum
- The qualifications offered are BTEC, GCSE, ASDAN and ECDL
- The subjects offered for these qualifications in any academic year may be found in the centre's published KS4 prospectus for that year. If there has been a change of specification from the previous year, the Examinations Manager must be informed by 1<sup>st</sup> September the year before the students sit their first examination
- Informing the Examinations Manager of changes to a specification is the responsibility of the Heads of department. This must be done in writing to the Deputy Head teacher with a signed copy to the Examinations Manager
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, Inclusion Manager, subject teachers and head of subject. The final responsibility lies with the senior member of staff responsible for Year 11 in consultation with the Deputy Head teacher of curriculum.

## **3 EXAMS SERIES**

- External examinations are currently scheduled in May and June of each academic year
- On-demand assessments can be scheduled only in windows agreed between the Examinations Manager and the senior leadership team and in line with the whole school controlled assessment procedures

## **4 PROCEDURES**

- The school will adhere to all procedures laid out in the JCQ publications, including the preparation of examination venues and security of all examination materials
- Subject staff are not permitted in the examination room unless otherwise requested by the Examinations Manager/Deputy Head teacher. Examination papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department/Faculty 24 hours after the published finishing time
- For BCS (ECDL) qualifications, all staff involved in the administration and/or assessment of qualifications will have undergone BCS (ECDL) training relevant to their role

## **5 EXAMINATION ENTRIES**

- All candidates are expected to sit an examination in each subject studied and will be entered for the appropriate tier (if applicable) by subject teachers, Heads of Department/Faculty
- Culcheth High School will fund the initial examination entry. Any re-sits will be charged to individual candidates. The only exceptions to this will be at the discretion of the Head teacher
- Candidates or parents/carers can request but may not be granted a subject entry, change of level or withdrawal
- The centre does not accept entries from external candidates other than for ex-students at the discretion of the Head of Centre
- Entry deadlines are circulated to Heads of Faculty/Department via memo, SIMS (School Diary) and reminders by email
- Late entries are authorised by the Deputy Head teacher via Heads of Faculty/Department. This will usually incur a charge to either the department or student
- GCSE re-sits will meet the GCSE linear rule and re-sit requirements.
- Re-sit decisions will be made in consultation with candidates, subject teachers, and Heads of Faculty/Department.
- Some amendments can be made up to specific examination board entry deadline dates at the discretion of the Deputy Head teacher. Any amendments made after the deadline date will be charged to individual departments or students
- Confirmation of examination entries will be issued to the Head of Faculty/Department for checking/signing before entries are submitted to the examination boards
- Where departments fail to meet set deadlines or enter candidates incorrectly any costs incurred will be charged to that department

## **6 EXAMINATION FEES**

- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies
- Fee reimbursements are sought from candidates who fail to complete the requirements of a public exam with a valid reason. Candidates without a valid reason will be invoiced for the full cost of examinations
- Candidates who are removed from exam venues due to behavioural reasons and are moved to a room on their own will be liable to pay the full cost of invigilation. This applies to both external and pre-public examinations and may impact upon paying invigilation costs in any future examination series
- Fees incurred which relate to enquiries about results are published annually by individual examination boards

## **7 INVIGILATION**

- External staff and Support staff will be used to invigilate examinations
- These invigilators will be used for internal examinations and external examinations
- For BCS (ECDL) qualifications all new invigilators will be observed during their first test session and annually thereafter to ensure assessment regulations are being followed
- Recruitment of invigilators is the responsibility of the Examinations Manager and HR Manager

- Securing the necessary Disclosure and Barring clearance (DBS) for new invigilators is the responsibility of the HR Manager
- DBS fees for securing such clearance are paid by Culcheth High School
- Invigilators are timetabled and briefed by the Examinations Manager
- Invigilators' rates of pay are set in accordance with Warrington NJC terms and conditions

## **8 ARRANGEMENTS FOR STUDENTS**

### **8.1 Documentation**

- An examination pack which includes a letter, a personalised exam timetable, statement of entry and JCQ documents is issued to students in registration
- An examination booklet detailing examination procedures is emailed to parents before both external and internal examinations
- A more detailed examination timetable detailing examination rooms and seat numbers will be given to students before external examinations

### **8.2 Dress**

- Full school uniform must be worn by all Year 7 – 11 students taking examinations. Items such as scarves, hats, outdoor jacket and gloves are not permitted to be worn in the examination venues unless otherwise directed by a member of staff

### **8.3 Seating plans**

- Seating plans will be displayed on the noticeboards outside student services and outside each examination venue

### **8.4 Attendance at Examinations**

- Morning examinations will begin at 9.00 a.m., afternoon examinations at 1.15pm for external examinations and 1.00pm for internal examinations (unless students have previously been informed of a change of start time)
- Students are expected to arrive at least 15 minutes before the start of examinations
- Should a student be more than 30 minutes late, the Head teacher reserves the right not to allow that student to sit the exam
- Any student arriving late to an examination will be subject to JCQ procedures and may be reported to the relevant exam board using the official documentation
- The school office/exams office will attempt to contact any candidate who is not present at the start of an exam
- In order to accommodate the exam timetable the school day runs on a 3:2 split for summer sessions. Staff are notified when the school day reverts to a 4:1 split by the Head teacher
- Where feasible the Pastoral Student Support Officer will endeavour to collect certain students

### **8.5 Leaving an examination venue**

- Students may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case an invigilator must accompany them and sign out/in
- No student is allowed to leave the examination room before the full specified finishing time of the examination unless JCQ regulations stipulate otherwise and until all examination papers have been collected by the invigilator(s)
- In some instances, candidates may be allowed to leave the examination venue upon completion of their examination, but will need to remain under supervision in order to adhere to JCQ regulations. Candidates will not be allowed access to personal belongings including mobile phones during the period of supervision

## **8.6 Behaviour during examinations**

- Strict behaviour guidelines apply for all external exams. These follow those outlined in the whole school behaviour management policy and those laid down in JCQ publications
- Any student found to be disruptive or failing to follow instructions during an examination will be subject to the procedures outlined in these documents

## **8.7 Equipment and personal belongings**

- Only equipment required for the examination will be allowed in the examination room as specified by JCQ regulations. Any student found in possession of items not permitted in the examination will be subject to JCQ regulations
- For students inadvertently bringing inappropriate items to an examination e.g. a mobile phone, students will be provided with an opportunity to hand these to an invigilator
- Students are allowed access to their own bottles of water during the examination, providing the label has been removed
- Student's personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage

## **8.8 Examination clashes**

- For candidates with examination clashes JCQ regulations are adhered to and the Examinations Manager will notify students accordingly

## **8.9 Special consideration**

- Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations Manager, or the Examination invigilator, to that effect
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example, by providing a letter from the candidate's doctor
- The inclusion department in liaison with the Examinations Manager will then submit a special consideration on-line application via the Awarding Body website within seven days of the exam

## **9 CONTROLLED ASSESSMENT**

- Controlled assessments must be carried out in line with the examination board specification requirements, the whole school controlled assessment procedure, JCQ publications – Instructions for conducting controlled assessments 1 Sept 2016 – 31 August 2017
- Externally marked controlled assessment together with the required documents will be despatched by Parcel Force using the same method as for exam papers in sufficient time to meet examination board deadlines
- Internally marked controlled assessment together with the required documents must be despatched by first class post and a certificate of postage obtained in sufficient time to meet examination board deadlines
- All candidates are responsible for ensuring that work is submitted by the internally set deadlines
- A copy of all marks for internally assessed work must be provided to the exams office by the internally set deadline. This copy will be forwarded to the examination board. Alternatively, where Examination Boards request marks to be submitted on-line it must be done before Examination Board deadlines

## **10 PRACTICAL EXAMINATIONS**

- In practical exams, subject teachers and/or technicians may need to be on hand in case of technical difficulties. In some examinations e.g. language orals, or art, the examination may be conducted by the subject teacher. This will be done in accordance with JCQ regulations

## **11 EXAMINATION RESULTS**

- Examination results will be available for collection from the centre on the date specified by the examination boards
- Candidates will receive individual result slips on results days in person at the centre.
- If the candidate is unable to collect results, a nominated person is able to collect results upon their behalf upon production of the necessary documentation (letter from the student giving permission, identification of the student, identification of the nominated person collecting). Alternatively, a student can provide a stamped self-addressed envelope which must be left with the office manager at least 24 hours before examination results day
- Student results will not be given out over the telephone or by e-mail
- Students will be informed that senior members of staff will be available immediately after publication of results

## **12 ENQUIRIES ABOUT RESULTS (EAR) AND ACCESS TO SCRIPTS (ATS)**

### **12.1 Enquiries about results**

- Enquiries about results may be requested by centre staff or candidates by the deadline specified by the Examinations Manager and in conjunction with JCQ regulations and procedures if they are dissatisfied with an examination result and have reasons to suspect it might not be accurate
- All applications must be approved by the Head teacher or Deputy Head teacher in consultation with the Examinations Manager, Head of Faculty/Department, student and parents

- If a candidate applies to have an enquiry carried out payment must be received from the candidate before the request can be processed. In all cases the consent form must be signed before the application can be processed
- Post results service dates will be issued to departments before result dates, published on the school website and an information sheet attached to student result slips. The information sheet is also emailed to parents before examination results day
- Post results services are detailed in the examination booklet which is emailed to parents before students sit their examinations

## **12.2 Access to scripts**

- Following the release of results, candidates may ask subject staff to request the return of papers
- Centre staff may also request scripts for investigation or for teaching purposes. In this instance, the consent of candidates must be obtained

## **13 CERTIFICATES**

- Certificates are made available for collection to students and signed for on the production of passport, birth certificate or driving licence or visual identification of the student by a member of the school
- Certificates may be collected on behalf of a third party, provided they have been authorised to do so and are able to produce a letter of authorisation from the candidate concerned, identification of the student and personal identification
- The centre will retain certificates for two years after which they will be confidentially shredded.

## **14 THE EQUALITY ACT 2010, SPECIAL EDUCATIONAL NEEDS AND ACCESS ARRANGEMENTS**

*This information is to be read in conjunction with the Culcheth High School Equalities and Diversity Policy.*

Culcheth High School centre staff will ensure they meet the provisions under Equality Act 2010 to ensure that students with a disability have access arrangements or reasonable adjustments in place in order for them to continue with their exams as normally as possible.

The Equality Act describes a person who is disabled as having

*‘a physical or mental impairment which has a substantial and long-term (lasted or is likely to last more than twelve months) adverse effect on his or her ability to carry out normal day-to-day activities’*

### **Special Educational Needs**

It is the responsibility of the Inclusion Manager to liaise with the Examinations Manager about arrangements for candidates with Special Educational needs

### **Access Arrangements**



- A candidate's access arrangements are determined by the inclusion team, doctor and/or educational psychologist/specialist teacher
- The Inclusion Manager will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The Inclusion Manager must inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam which could include the following:
  - Extra time for controlled assessment/examinations
  - Rest breaks
  - A reader
  - A scribe
  - Enlarged / modified paper
  - A practical assistant
  - A prompter
  - Use of a word processor
- Making access arrangements for candidates to take exams/controlled assessments is the responsibility of the Inclusion Manager
- The Inclusion Manager will ensure a member of the Inclusion team will act as a reader/prompter/scribe for all examinations. It is the duty of the Inclusion team to ensure that no unauthorised help is given to these pupils
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Inclusion Manager
- Rooming for access arrangement candidates will be arranged by the Inclusion Manager and the Examinations Manager ensuring that JCQ requirements are adhered to
- Invigilation and support for access arrangement candidates will be organised by the Inclusion Manager and the Examinations Manager
- The Inclusion Manager will ensure that Special Consideration is applied for in conjunction with the Examinations Manager
- The Examinations Manager will ensure that the invigilator is aware of the access arrangements for each student

**The Inclusion and Examination team at Culcheth High School will ensure the following:**

- Modified/enlarged papers are ordered for students with a visual impairment
- Lighting in the exam venue is appropriate for candidates – the lighting in the room should be evenly distributed so it does not cause a glare and shadows, particularly important if a student has a visual impairment
- The entrances to the school and corridors approaching the examination rooms are well lit, either by natural light or fluorescent lighting
- Students with a hearing impairment should sit at the front of the exam venue to access instructions
- Obstacles are to be removed from corridors and to ensure that there is a safe access and exit route into exam venues in order to meet the health and safety duty to staff and students, in particular people with mobility impairments including wheelchair users
- Candidates who may need to leave the room during the exam due to the nature of their disability will be situated close to the exit
- There is enough room for people with wheelchairs to enter and exit exam venues and ensure there is enough room around their seating area

- Exam rooms are close to an accessible toilet
- Students who need to take medication in an exam would be able to do so in privacy
- A reader is available to students who have persistent and significant difficulty in reading and understanding written material
- A prompter is made available to a student who has persistent distractibility or difficulty concentrating
- Any posters or signs should be reasonably sized and should be simple, clear and consistent. The Inclusion Manager will assess individual needs and make sure appropriate arrangements are put in place to ensure information is accessible
- All candidates are aware of the emergency evacuation procedures and to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment. Candidates who use a wheelchair are to be located close to the door to allow them to enter and leave the exam room

Please also refer to Appendix 2 for a checklist

## **15 APPEALS AGAINST ASSESSMENTS**

- The centre will conduct appeals against assessments in line with the whole school appeals procedure
- A copy of the appeals procedure will be made available on the whole school website

## **16 MALPRACTICE**

### **16.1 Student Malpractice**

The Head teacher will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice in accordance with the JCQ regulations
- Supervise all investigations resulting from an allegation of malpractice
- Ensure that if it is necessary to delegate an investigation to a member of staff, the member of staff chosen is independent, and not connected to the department involved in the suspected malpractice. This is to avoid conflicts of interest which can otherwise compromise the investigation
- Respond speedily and openly to all requests for an investigation into an allegation of malpractice, as this is in the best interests of centre staff, candidates and any others involved
- Advise any person involved in administering, teaching or completing examinations/assessments that where malpractice is suspected or alleged their personal data may be shared with other awarding bodies

### **16.2 Teacher Malpractice**

- The school will carry out an investigation where it is evident that a teacher has helped a student with assessments/examinations beyond the guidelines contained within each specification
- Where there is evidence of malpractice it will be dealt with under the school disciplinary policy and the awarding body will be informed

## **17 WEBSITE**

- All generic information will be made available on the school website for students and parents to access. This will be updated as information becomes available

## **18 MONITORING AND EVALUATION**

The effectiveness of the policy will be the responsibility of the Deputy Head teacher working with the Head teacher, SLT, the Examinations Manager and the whole school curriculum and pastoral leaders. The policy will be monitored on behalf of the Governing Body by the Governors' Curriculum Committee on an annual basis

**The policy should be read in conjunction with the whole school examination procedures, controlled assessment procedure, examination appeals procedure, behaviour management policy, school disciplinary policy, JCQ publications dated 1 Sept 2016- 31 August 2017, curriculum booklets, subject specifications and guidance from the various awarding bodies**

## **APPENDIX 1**

### **ROLES AND RESPONSIBILITIES**

#### **Head teacher (Head of Centre)**

- Has overall responsibility for the school as an exam centre and advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice – refer to the JCQ document - Suspected malpractice in examinations and assessments.

#### **Deputy Head teacher/Person with specific delegated responsibility for examinations**

- Has a strategic overview for external examinations
- Line manages the Examinations Manager
- Is responsible for monitoring and evaluating the overall effectiveness of the examinations procedure
- Carrying out responsibilities relating to examination matters as delegated by the Head teacher (Head of Centre)
- Organisation of results day

#### **Senior leadership team**

- Outlining expectations of students prior to examination
- To be present at the beginning of exams and on call to deal with emergencies
- To ensure the highest possible standards of behaviour in exams
- A named member of the senior leadership team will have the final decision on the withdrawal of a candidate from examinations in liaison with the Head teacher

#### **Examinations Manager**

- Manages all administration of external examinations in line with Examination Officers' job description for example:
  - Organises the rooming and invigilation of examinations

- Oversees the production and distribution to staff and students a seasonal exam timetable and communicates regularly with staff concerning imminent deadlines and events
- Issues an examination pack including a personalised timetable to students before each series of examinations
- Communicates with students via bulletin/memo/Progress Leader/Tutors what is expected of them in examinations
- Consults with Head of Department/Faculty to ensure that necessary controlled assessment is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Ensures all exam papers are packaged and despatched with relevant documentation
- Ensures any spare exam papers are not released to centre staff until after the awarding body's published finishing time for the examination, or in the case of a timetable variation, until all candidates within the centre have completed the examination
- Receives, checks and stores securely all exam papers and completed scripts
- Ensure a seating plan is produced and displayed for each examination
- Makes applications for special consideration together with the Inclusion team
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Heads of Department/Heads of Faculty will ensure all controlled assessment is ready for despatch at the correct time and the Examinations Manager will keep a record of what has been sent when and to whom

### **Heads of Faculty/Department**

Heads of Department/school/curriculum are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- Involvement in post-results procedures
- Accurate completion of controlled assessment mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Manager
- In their subject ensure that all examination regulations are met in accordance with subject specifications and JCQ guidelines
- To advise the Examinations Manager on any problems relating to external assessment/examination
- Be familiar with JCQ guidelines

### **Progress Leaders**

- To be present at the start of all examinations relevant to their cohort
- To ensure the highest possible standards of behaviour in examinations and follow up any issues as required
- Guidance and pastoral oversight of candidates
- Support the Senior Leadership Team in preparing candidates for examinations

### **Subject Teachers**

- To be familiar with examination specifications and whole school policies/procedures in relation to examinations

- Due to examination security, teaching staff must not enter the examination room, unless requested to do so by a member of the Senior Leadership Team or the Examinations Manager

### **Form Tutors**

- To be present at the start of the examination upon request
- Guidance and pastoral oversight of candidates

### **Inclusion Manager**

- To establish a candidate's access arrangement and ensure an application is processed and submitted to the relevant Awarding Body. Copies of applications and replies are to be held centrally.
- To ensure the Examinations Manager and relevant staff are aware of the required access arrangement for each candidate and the relevant requirements are in place

### **Invigilators**

- Invigilation of examinations in line with Culcheth High School examination procedures and policies in addition to JCQ regulations in particular Instructions for conducting examinations

### **Candidates are responsible for:**

- Reporting any anomalies identified on their individual examination timetable
- Understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own
- Following the school guidelines and expectations for external assessment/examinations

## APPENDIX 2

### KEY INDICATORS CHECKLIST FOR EQUALITY ACT 2010

|     | Task  | Complete<br>✓x |
|-----|---|----------------|
| 1.  | The Inclusion department will apply for a modified/enlarged paper for any student with a visual impairment  |                |
| 2.  | The lighting in the room should be evenly distributed so it does not cause a glare and shadows – particularly important if the student has a visual impairment  |                |
| 3.  | Students with a hearing impairment should sit at the front of the exam venue to access instructions   |                |
| 4.  | Obstacles are to be removed from corridors and to ensure that there is safe access and exit routes into exam venues in order to meet the health and safety duty to staff and students, in particular people with mobility impairments, including wheelchair users |                |
| 5.  | Ensure there is enough room for people with wheelchairs to enter and exit exam venues and ensure there is enough room around their seating area   |                |
| 6.  | Ensure exam rooms are close to accessible toilet  |                |
| 7.  | Students who need to take medication in an exam should be able to do so in privacy  |                |
| 8.  | Entrances to the exam centre and corridors approaching the exam rooms should be well lit  |                |
| 9.  | Ensure a reader is available to students who have persistent and significant difficulty in reading and understanding written material   |                |
| 10. | Ensure a prompter is made available to a student who has persistent distractibility or difficulty concentrating   |                |
| 11. | Any other provisions specified by the Inclusion department or located in JCQ regulations in particular page 39 of JCQ “Instructions for conducting examinations 1 September 2016 – 31 August 2017”  |                |

## APPENDIX 3

### CHECKLIST FOR SPECIAL EDUCATIONAL NEEDS/ACCESS ARRANGEMENTS

|    | Task  | Complete<br>✓x |
|----|---|----------------|
| 1. | <p>The Inclusion Manager will establish student access arrangements and inform staff/Examinations Manager of the special arrangements students are entitled to in internal and external examinations. This could include the following:</p> <ul style="list-style-type: none"> <li>• Extra time for controlled assessment/examinations</li> <li>• Rest breaks</li> <li>• A reader</li> <li>• A Scribe</li> <li>• Enlarged / modified paper</li> <li>• A practical assistant</li> <li>• A prompter</li> <li>• Use of a word processor</li> </ul> |                |
| 2. | <p>The Inclusion Manager will ensure an application for an access arrangement is processed and submitted to the relevant Awarding Body before the specific deadlines. Copies of applications and replies are to be held centrally</p>   |                |
| 3. | <p>A separate room is required for students who have reader's/rest periods/prompters and word processors. The ratio of students to readers must be no more than 1:5.<br/>Students with scribes must sit their examination in a separate room on their own<br/>If students have extra time only their exam will be sat in the main exam venue</p>  |                |
| 4. | <p>The Examinations Manager will organise invigilation for all exams</p>  |                |
| 5. | <p>The Examinations Manager and a member of the Inclusion team will allocate specific rooms</p>   |                |
| 6. | <p>The Inclusion Manager will ensure a member of the Inclusion team will act as a reader/prompter/scribe for all examinations. It is the duty of the Inclusion team to ensure that no unauthorised help is given to these pupils.</p>   |                |
| 7. | <p>The Inclusion Manager will ensure Special Consideration is applied for students if required. This will be done in conjunction with the Examinations Manager</p>  |                |
| 8. | <p>The Examinations Manager will ensure the invigilator is aware of the access requirements for each student</p>  |                |
| 9. | <p>All examinations will be conducted in accordance with JCQ regulations</p>  |                |

## APPENDIX 4

### CHECKLIST FOR INVIGILATORS

|    | Task  | Complete<br>✓x |
|----|---|----------------|
| 1. | Exam papers correct / Attendance list correct / Exam Board stationery correct   |                |
| 2. | JCQ posters clearly displayed outside of the exam venue   |                |
| 3. | All work which may assist candidates is covered   |                |
| 4. | There is a clock in the Exam venue visible to all students  |                |
| 5. | Sufficient invigilators ratio of 1:30 in a written exam / 1:15 in a practical / 1:20 in an on-screen test   |                |
| 6. | Toilet checked  |                |
| 7. | Exam Board completed – Centre Number/Paper ref/Start/Finish/XT  |                |
| 8. | Invigilator roles in the hall allocated – rotate the person in the lobby  |                |
| 9. | Exam desks checked  |                |
| 10 | Invigilators have switched off their mobile phones  |                |
| 11 | Invigilators have signed the in/out sheet   |                |
| 12 | Staff and student signing in/out sheet at entrance to venue   |                |
| 13 | JCQ “Instructions for conducting examinations” included in the invigilator pack   |                |
| 14 | Distribute papers and materials according to the seating plan   |                |
| 15 | Mobile phones have been collected from students   |                |
| 16 | JCQ regulations / Fire procedures have been announced to students / Students have been informed of start and finish times / Any erratum notices announced |                |
| 17 | Exam Office aware of absentees  |                |
| 18 | Seating plan / Attendance list completed  |                |
| 19 | Exam papers collected and placed in order as they appear on the Awarding Body’s Attendance register   |                |
| 20 | Exam desks checked after all students have left the exam venue  |                |
| 21 | Exam papers and all other paperwork/materials delivered to the Examination office   |                |