



EXAMINATION POLICY

Reviewer: Mr M Lamble

Reviewed: January 2021

Ratified by the Curriculum and Standards Committee on 29 January

SIGNED:

DATE:

CONTENTS

1.	Introduction.....	3
2.	Qualifications offered.....	3
3.	Exams series.....	3
4.	Procedures.....	3
5.	Examination entries.....	5
6.	Examination fees.....	6
7.	Invigilation.....	6
8.	Arrangements for students.....	7
9.	Non-examination Assessments.....	9
10.	Practical Examinations.....	9
11.	Examination results.....	9
12.	Review of results and Access to Scripts.....	10
13.	Certificates.....	10
14.	The Equality Act 2010, Special Needs and Access Arrangements.....	11
15.	Appeals against Assessments.....	13
16.	Malpractice.....	13
17.	Website.....	14
18.	Monitoring and Evaluation.....	14
19.	Appendix.....	14
	Appendix 1 – Roles and Responsibilities.....	14
	Appendix 2 – Key indicators checklist for Equality Act 2010.....	25
	Appendix 3 – Checklist for special educational needs/access arrangements.....	26
	Appendix 4 – Checklist for invigilators.....	27
	Appendix 5 – Guidance to teachers who carry out work for Awarding Organisations.....	28
	Appendix 6 – Policy with respect to staff involvement with public examinations.....	30
	Appendix 7 – Data protection – information held and sharing information.....	32

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
- The qualifications offered are GCSE, and Entry level English and Maths
- 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 1st 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, SENCo, 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.

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. The awarding body must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk
- The centre will have a secure storage facility in a room solely assigned to examinations. Past papers will not be stored in the secure safe at the same time as live GCSE exam papers
- Confidential materials will only be signed for by a key holder. There are five key holders who have access to the secure room and secure storage facility, these are the Examinations Manager, Data Manager, Attendance Officer, the Management Information Officer and the Deputy Headteacher

- Unless there is a need to split question papers for different examination rooms or facilitate access arrangements, they must be opened in the designated examination rooms and taken to the room as close to the start of the exam as possible. They must not be removed from the secure storage facility and taken to the designated examination room(s) any earlier than 60 minutes prior to the awarding body's published starting time. However, question paper packets may be opened in the secure room within 90 minutes of the awarding body's published starting time for certain arrangements
- The centre will keep confidential the names and addresses of examiners, moderators, external verifiers, and other awarding body examining/assessment personnel. This also extends to email addresses of awarding body/JCQ personnel
- The centre will 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 such as Facebook
- The centre will keep confidential the centre's employment of, in any capacity, any current or former JCQ inspectors, awarding body examiners, moderators, awarders, external verifiers or other examining personnel, and not to mention them in any form of literature issued in connection with the centre's programmes of assessment
- The centre must not advise parents/candidates to contact awarding bodies/JCQ directly
- 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 when all papers have been sealed and bagged ready for despatch
- Senior members of staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination
- A teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination must not act as an invigilator or be present at the beginning of the exam
- On the day of an external examination the centre will not conduct internal school tests, PPE examinations, revision sessions or coach candidates in the designated examination room
- The centre must be permanently staffed between 8.30am to 3.30pm during term time Monday to Friday to receive deliveries of confidential exam material and /or accompanying a JCQ Inspector
- A senior member of staff or a member of the exams office will be available until such time that all afternoon exams have been completed, examination scripts despatched or placed in secure storage for the next working day
- The centre will co-operate with a visit from an Exams Inspector. A senior member of staff or a member of the exams office will be available to accompany the Inspector throughout the course of his/her visit, including an inspection of the centre's storage facility
- If the SENCo is not available when the JCQ inspector visits a member of SLT must meet with the inspector and address any queries or questions
- A signed copy of the head of centre's declaration must be held on file, available for inspection

- The centre will inform the awarding body, before the associated entries are submitted, of any members of staff who are taking qualifications at their own centre which include internally assessed components/units or teaching and preparing members of their family (members of their family includes step-family, foster family and similar close relationships) or close friends and immediate family for qualifications which include internally assessed components/units
- The centre will maintain a record that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected where:
 - a member of exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
 - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre
- The HR Manager and SENCo will check the qualifications of the assessor and keep copies on file
- The centre will have appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements
- If examination scripts are kept in the centre overnight they must be retained in the centre's secure storage facility
- The centre will gain approval before delivering a qualification. As a minimum, approval must be finalised no later than five months before the closing date for candidate entries
- The centre will inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications. The JCQ privacy notice is emailed to candidates and is also on the school website
- The centre has in place a member of the senior leadership team who will provide support and guidance to the Examinations Manager and ensure that the integrity and security of examinations and assessments is maintained throughout and examination series
- The centre must have 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

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 examination entry.
- 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
- Entry deadlines are circulated to Heads of Faculty/Department via memo 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
- 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
- Whilst it is advisable to enter candidates under names that can be verified against suitable identification such as birth certificate, driver's licence or passport, the decision is the candidate's/centre's to make

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 without 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 post 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
- 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
- Invigilators are trained by the Examinations Manager
- The head of centre, a senior member of staff or the Examinations Manager must ensure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination

8 ARRANGEMENTS FOR STUDENTS

8.1 Documentation

- An examination pack which includes a letter, a personalised exam timetable and a statement of entry is issued to students in registration
- An examination booklet detailing examination procedures is emailed to staff, parents and students before both external and internal examinations. It is also available on the school website
- A more detailed examination timetable detailing examination rooms and seat numbers will be given to students before external examinations
- JCQ documentation is emailed to all Y10 and Y11 students

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
- For an external examination if a student has been allowed to sit the examination the student must be given the full time allowance
- 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 for external examinations only
- Where feasible a 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/electronic equipment 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. It is school policy that a student is only allowed to bring a clear plastic sports bottle (free from writing or illustrations) to the exam
- 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
- Overnight supervision arrangements must only be applied in rare and exceptional circumstances and as a last resort and where all other options have been exhausted

8.9 Special consideration

- Should a candidate be taken ill during an exam, suffer bereavement or other trauma or otherwise disadvantaged, 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
- Special consideration must be applied for at the time of the assessment (not advance) and should only be applied for the most serious indisposition
- The Examinations Manager will then submit a special consideration on-line application via the Awarding Body website within seven days of the exam

- All applications must be supported by signed evidence produced by a member of the senior leadership team. The evidence must be retained until after the publication of results.

9 NON-EXAMINATION ASSESSMENTS

- Non-examination assessments must be carried out in line with the examination board specification requirements, the whole school non-examination assessment policy and Instructions for conducting non-examination assessments 1 Sept 2020 – 31 August 2021
- Externally marked non-examination 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 non-examination 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
- Candidates will be informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the Awarding Body. Please refer to the Culcheth High School Non-Examination Assessment policy and Examination Appeals policy for more information
- Non-examination marks must be submitted on the Exam Board websites before the published 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
- The centre will keep results entirely confidential and restricted to key members of centre at the discretion of the head of centre, until the official dates and times of the release of results to candidates
- 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. Exam results will only be posted out from school on the official exam 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
- The school will not withhold provisional results from candidates under any circumstances

12 REVIEW OF RESULTS (ROR) ACCESS TO SCRIPTS (ATS)

12.1 Review of results

- Senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly
- Review of 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/students before students sit their examinations
- The school must ensure that written consent from a student is provided after the publication of exam results if a review of marking is requested

12.2 Access to scripts

- Following the release of results, candidates may ask subject staff to request the return of papers. The candidate must sign a consent form
- Centre staff may also request scripts for investigation or for teaching purposes. In this instance, the consent of candidates must be obtained
- Where scripts have been used for teaching and learning purposes and are no longer required they must ensure the scripts are disposed of in a confidential manner

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 SENCo 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 SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo 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 non-examination examinations
 - Rest breaks
 - A reader
 - A scribe
 - Enlarged / modified paper / coloured paper
 - A practical assistant
 - A prompter
 - Use of a word processor
 - Reads aloud
- Making access arrangements available for candidates to take exams/non-examination assessments is the responsibility of the SENCo
- The SENCo 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. A reader is allowed to decode symbols and unit abbreviations in Maths and Science examinations for candidate’s who require this arrangement. A scribe will not be permitted to perform tasks which are part of the assessment objectives

- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo
- Applications should be made at the start of the course by a member of the Inclusion team
- The SENCo will ensure that the appropriate paperwork for all access arrangements are on file (either hard copy or electronically) and available for inspection. Where the SENCo is storing access arrangements documentation electronically he/she must create an e-folder for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection. In the event of an IT failure, the SENCo at the time of inspection must be able to access the required paperwork in an alternative format e.g. a memory stick or hard copy
- The SENCo will ensure a copy of the specialist assessor's qualifications are kept on file and are available for inspection purposes. Rooming for access arrangement candidates will be arranged by the SENCo and the Examinations Manager ensuring that JCQ requirements are adhered to
- Invigilation and support for access arrangement candidates will be organised by the SENCo and the Examinations Manager
- The SENCo/Deputy Head teacher will ensure that there is a statement which is available for inspection purposes detailing the criteria the centre uses to award and allocate word processor for examinations
- The Examinations Manager will ensure that Special Consideration is applied for
- The Examinations Manager will ensure that the invigilator is aware of the access arrangements for each student
- A reader and/or scribe is not allowed access to the question paper prior to the starting time for the examination in order to prepare
- Staff acting as a prompter, reader, scribe, practical assistant etc. must not be the candidate's own subject teacher and must not be a relative, friend, private tutor or peer of the candidate

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 SENCo 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

The centre will take all reasonable steps to prevent the occurrence of malpractice (which includes maladministration) before, during the course of and after examinations have taken place

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 2020- 31 August 2021, curriculum booklets, subject specifications and guidance from the various awarding bodies

APPENDIX 1

ROLES AND RESPONSIBILITIES

Head teacher (Head of Centre)

- Has responsibility to ensure that all staff comply with the instructions in this booklet
- Has overall responsibility for the school as an exam centre and advises on appeals and reviews of marking
- Is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- Ensures the centre is permanently staffed between 8.30am to 3.30pm Monday to Friday, to receive deliveries of confidential examination/assessment material and/or accompany a JCQ Centre Inspector or an awarding body representative
- Must ensure the location of the centre's secure storage unit is in an area solely assigned to examinations
- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities

- Will inform the relevant awarding body immediately if the security of question papers or confidential supporting instructions is put at risk
- Takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Is responsible for reporting immediately of any suspicions or actual incidents of malpractice or maladministration involving a candidate or a member of staff – refer to the JCQ document - Suspected malpractice in examinations and assessments
- Must ensure that arrangements are in place to check that the correct question packets are opened
- When contracting supply staff to act as invigilators or to facilitate an access arrangement, the Head of Centre must ensure that such persons are competent and fully trained, understanding what is and what is not permissible
- Ensures the National Centre Number Register Annual update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming that they are aware of and adhering to the latest version of the JCQ general regulations for approved centres and Instructions for conducting examinations and approves the Head of Centre formal declaration. A signed copy of the declaration must be held on file
- The Head of Centre must ensure that there is a process to check the qualifications of the centre's specialist assessor and that the assessment process is administered correctly. They must ensure that evidence is gained of the assessor's qualifications at the point of engagement/employment and prior to the assessor undertaking any assessment of a candidate.
- Ensures the school has in place a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- The Head of Centre must ensure that there is appropriate accommodation for candidates requiring access arrangements in their centre
- Ensures risks to the exam processes are assessed and appropriate risk management/contingency plans are in place
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures that 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 such as Facebook
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly
- Ensures the relevant awarding bodies are informed of any Conflict of Interest where:
 - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
 - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate

Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected where

 - a member of exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or at another centre

- a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- a member of centre staff is taking a qualification at another centre
- Ensures the awarding bodies will be informed where members of family or household of exams office staff are being entered for examinations and assessments
- Ensures that if a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the head of centre must ensure that during the exam series the candidate's relative does not have unaccompanied access to examination materials for example question papers, pre-release materials and answer scripts. If the relative in question is the centre's examinations officer, then appropriate arrangements must be made to ensure that another person is present for all of the administrative arrangements relating to the candidate's examinations
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers
- Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying , requesting and implementing access arrangements
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data protection Act 2018 regulations
- Ensures a non-examination assessment policy is in place for GCSE qualifications which include components of non-examination assessment
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved
- Enable the relevant senior leader(s), the Examinations Manager officer and the SENCo receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Provides qualified teachers to mark non-examination assessments and/or fully trained assessors for the verification of centre-assessed
- Ensures the centre complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims
- Ensure the centre has in place a member of the senior leadership team who will provide support and guidance to the Examinations Manager and ensure that the integrity and security of the examinations and assessments is maintained throughout the examination series
- Must ensure that the centre 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

Deputy Head teacher/Person with specific delegated responsibility for examinations

- Has a strategic overview for external examinations
- Line manages the Examinations Manager and provides support and guidance to ensure the integrity and security of examinations and assessments is maintained throughout the examinations series

- 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)
- Makes sure that a teacher or member of SLT who teaches the subject being examined is not an invigilator and/or is not present at the beginning of the exam
- Organisation of results day
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly
- The SENCo/Deputy Head teacher will ensure that there is a statement which is available for inspection purposes detailing the criteria the centre uses to award and allocate word processor for examinations
- Ensures the Examinations Manager attends appropriate training event offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensures that on the day of an external examination the centre will not conduct internal school tests, PPE examinations, revision sessions or coach candidates in the designated examination room
- The Deputy Head teacher will have the final decision on the withdrawal of a candidate from examinations in liaison with the Head teacher
- Informs candidates/parents/carers of any contingency day awarding bodies may identify in the event of national or local disruption to exams
- Ensures only authorised centre staff are present in exam rooms
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

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
- Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the exam
- 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
- Are familiar with current JCQ publications which have been emailed by the Examinations Manager
- Must be accessible to candidates after the publication of results
- Ensure support is provided to invigilators when dealing with disruptive candidates in the exam room

Examinations Manager

- Understands the contents of annually updated JCQ publications including General regulations for approved centres, Instructions for conducting

examinations, Suspected Malpractice in Examinations and Assessments and Post results services

- Is familiar with the contents of annually updated information from awarding bodies or administrative procedures, key tasks, key dates and deadlines
- Organises the rooming and invigilation of external/internal examinations including rooms for Access Arrangements
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Liaises with the Facilities Manager to ensure rooms are set up according to JCQ and awarding body requirements
- Oversees the production and distribution to staff and students a seasonal exam timetable and communicates regularly with staff concerning imminent deadlines and events
- Requests estimated or early entry information, where this may be required by awarding bodies, from HODs in a timely manner to ensure awarding body external deadlines for submission can be met
- Requests final entry information from HODs in a timely manner to ensure awarding body external deadlines for submissions can be met
- Confirms with HODs final entry information that will be submitted to awarding bodies
- Issues an examination pack including a personalised timetable to students before each series of examinations (including internal examinations) and emails all JCQ documents for candidates to their school email account
- Provides a copy of the current examination booklet by email to parents/carers and students before each set of exams, including internal examinations. This also includes information regarding post-results services
- 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 non-examination assessment is completed on time and in accordance with JCQ guidelines
- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ information for candidates documents that are annually updated
- 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. If they cannot be checked immediately upon receipt they are to be locked in the secure storage facility
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened

- Ensures this additional/second check (which takes place in the secure room if a question paper packet has to be split or in the designated exam room if not) is recorded
- The Awarding Body must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order which must be no later than the next working day
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room
- Ensures a seating plan is produced and displayed for each examination
- Makes applications for special consideration
- Identifies and manages exam timetable clashes. Where a candidate has a clash and is doing two papers one after the other a supervised break may be given but the Examinations Manager must ensure it is not more than 20 minutes in the Exam room under formal exam conditions. Overnight supervision arrangements must only be applied in rare and exceptional circumstances and as a last resort and where all other options have been exhausted. The head of centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and accept full responsibility for the security of the examination throughout. Where an examination is conducted in a later or earlier session within the same day as a consequence of the candidate having two or more papers timetabled in a session which exceed three hours, he/she may revise between examinations using their own notes but must not be coached by a member of staff. The Examinations Manager must ensure the candidate is under centre supervision at all times and must not be in possession of an electronic communication/storage device or have access to the internet. Accounts for income and expenditures relating to all exam costs/charges
- Heads of Department/Heads of Faculty will ensure all non-examination 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
- Provides training to new invigilators and keeps a record of the training on file
- Provides an annual training event for the existing invigilation team so that they are aware of any changes
- Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Make invigilators aware of the JCQ document *Checklist for Invigilators (for written examinations)*
- Retains signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance register on file
- Inform the National Centre Number Register team no later than six weeks prior to the centre moving to a new address or moving its secure storage facility
- Will inform the awarding body, before the associated entries are submitted, of any members of staff who are either sitting examinations or assessments or teaching

and preparing members of their family for examinations and assessments which include internally assessed components

- Will maintain clear records of all instances where exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- Will maintain records of where centre staff are taking qualifications at other centres
- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Ensures that any unused examination stationery is returned to the centre's secure storage facility until needed for a future examination
- Supports the head of centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- Signposts relevant centre staff to JCQ information that should be provided to candidates and also JCQ and awarding body documentation relating to the exams process that has been updated
- Will accompany a JCQ inspector during a visit. If the Examinations Manager is not in school the Deputy Head teacher will accompany the inspector
- Ensures that candidates who arrive very late for an exam are reported to the awarding body via CAP (Centre Admin Portal) and warns candidates that their work may not be accepted by the awarding body
- Ensures that sole invigilators have an appropriate means of summoning assistance
- Provides information to HODs regarding the arrangements for results and post-results services
- Communicates to candidates and parents/carers arrangements for the collection of results and certificates
- Accesses results from awarding bodies under restricted release of results
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides a process to record requests for post-results services and collect candidate information consent (after the publication of results) and fees where relevant
- Submits requests for post-results to awarding bodies to meet the internal deadline
- Will organise word processors and printers for candidates who require them ensuring that they are cleared of any previously stored data. All predictive text software or an automatic spelling and grammar check is disabled
- Ensure that a teacher, tutor or a senior member of staff who teaches the subject being examined, is not an invigilator during the examination

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
- Upload non-examination assessment marks accurately onto exam board websites and send samples to the moderators before published deadlines
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Manager
- Checks final entry submission information provided by the Examination Manager and confirms information is correct
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body
- Ensures teaching staff attend relevant awarding body training and update events
- 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
- Ensures teaching staff have the necessary and appropriate knowledge, understanding, skills and training to set tasks, conduct task taking, and to assess mark and authenticate candidates' work
- Ensures appropriate internal moderation, standardisation and verification processes are in place
- Provides the exam papers and materials for internal examinations to the Examinations Manager by the deadline

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
- Supports SENCo in determining and implementing appropriate access arrangements

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
- Informs candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body
- Keeps updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications

- Supports SENCo in determining and implementing appropriate access arrangements
- Ensures appropriate instructions for conducting internal assessment are followed
- Ensures candidates are aware of JCQ and awarding body information for candidates or producing work that is internally assessed (non-examination assessments, social media) prior to assessments taking place
- 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

Form Tutors

- To be present at the start of the examination upon request (only when students are lining up outside the exam venue)
- Guidance and pastoral oversight of candidates

SENCo

- To establish a candidate's access arrangement and ensure an application is processed and submitted to the relevant Awarding Body. Applications should be made at the start of the course. Copies of applications and replies are to be held centrally and made available for inspection purposes
- Is familiar with the contents, refers to and directs relevant centre staff to the annually updated JCQ publication Access Arrangements and Reasonable Adjustments
- Works with the access arrangements assessor on all matters relating to assessing candidates and the administration of the assessment process
- 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
- The SENCo will ensure evidence of the assessor's qualifications are held on file for inspection purposes and will present to the JCQ inspector if requested
- The SENCo/Deputy Head teacher will ensure that there is a statement which is available for inspection purposes detailing the criteria the centre uses to award and allocate word processors for examinations
- Assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements requirements
- Gathers evidence to support the need for access arrangements for a candidate
Liaises with teaching staff to gather evidence if normal way of working of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (candidate personal data consent form)
- The SENCo will ensure that the appropriate paperwork for all access arrangements are on file and available for inspection. Where the SENCo is storing access arrangements documentation electronically he/she must create an e-folder for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection. In the event of an IT failure, the SENCo at

the time of inspection must be able to access the required paperwork in an alternative format e.g. a memory stick or hard copy

- Ensures approval is applied for through Access Arrangements online (AAO) via the Centre Admin Portal (CAP) or through the awarding body where qualifications sit outside the scope of AAO
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Liaises with the Examinations Manager regarding access arrangements for candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of a particular arrangement(s) and keeps a record of the content of training provided to facilitators of the required period
- Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in exam rooms
- Will meet the JCQ inspector when requested (relevant senior leader if SENCo is absent) to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)
- Ensures the candidate has had appropriate opportunities to practise using the access arrangement(s) before his/her first examination

Invigilators

- Invigilate examinations in line with Culcheth High School examination procedures and policies in addition to JCQ regulations in particular Instructions for conducting examinations
- Attend/undertake training, update, briefing and review sessions as required
- Provides information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions against them
- Seat candidates in exam rooms as instructed by the Examinations Manager/on the seating plan
- Must not read the question paper in the examination room or carry out any other non-examination related task
- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)
- Ensures the attendance register is completed before the end of the exam
- Ensures a candidate who arrives late, and is permitted by the centre to sit the examination, is allowed the full time for the examination
- Ensures they do not have their personal phone in the exam room
- Ensures that all candidates who need to leave the exam room temporarily are accompanied

- Ensures that scripts, questions papers and any other material are not removed from the exam room until all candidates have completed the exam
- Must ensure that they are always able to see each candidate in the exam room
- Inform the exams office or head of centre if they are suspicious about the security of the exam papers

Reception staff

- Support the Examinations Manager in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials
- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for placing in the secure storage facility

Facilities Manager / Site staff

- Supports the Examinations Manager in relevant matters relating to exam rooms and resources
- Ensure grounds or centre maintenance does not disturb exam candidates in exam rooms

Candidates are responsible for:

- Reporting any anomalies identified on their individual examination timetable
- Understanding non-examination regulations and signing a declaration that authenticates the non-examination assessment as their own
- Following the school guidelines/JCQ regulations and expectations for external assessment/examinations
- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Ensuring they have read and understood the JCQ documents which are emailed to them via their google mail account

APPENDIX 2

KEY INDICATORS CHECKLIST FOR EQUALITY ACT 2010

	Task	Complete ✓ 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 2020 – 31 August 2021”	

APPENDIX 3

CHECKLIST FOR SPECIAL EDUCATIONAL NEEDS/ACCESS ARRANGEMENTS

	Task	Complete ✓ x
1.	<p>The SENCo 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"> • Extra time for controlled assessment/examinations • Rest breaks • A reader • A Scribe • Enlarged / modified paper / coloured paper • A practical assistant • A prompter • Use of a word processor 	
2.	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	
3.	<p>A separate room is required for students who have readers/rest periods/prompters and word processors. The ratio of students to readers must be no more than 1:4</p> <p>Students with scribes must sit their examination in a separate room on their own</p> <p>If students have extra time only their exam will be sat in the main exam venue</p>	
4.	The Examinations Manager will organise invigilation for all exams	
5.	The Examinations Manager and a member of the Inclusion team will allocate specific rooms	
6.	The SENCo 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.	
7.	The SENCo will ensure Special Consideration is applied for students if required. This will be done in conjunction with the Examinations Manager	
8.	The Examinations Manager will ensure the invigilator is aware of the access requirements for each student	
9.	All examinations will be conducted in accordance with JCQ regulations	
10	Prompters, readers and practical assistants must not be the candidate's own subject teacher, private tutor and must not be a relative, friend or peer of the candidate	

APPENDIX 4

CHECKLIST FOR INVIGILATORS

	Task	Complete ✓ 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/Date	
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	

APPENDIX 5

Guidance to teachers who carry out work for Awarding Organisations

1. Introduction

Culcheth High School supports staff who work for Awarding Organisations (exam boards). Such work is professionally fulfilling, provides opportunities for career development, and helps ensure the high quality operation of the public exams system on which thousands of candidates and schools depend for fair and accurate results. An in depth understanding of the marking process and nuances of mark schemes are of direct teaching and learning benefit to both teachers and students.

2. Categories of examination duty

There are broadly four categories of examining duties.

A. Teachers involved in the preparation of exam papers (question setting, reviewing, vetting) – i.e. teachers who see question papers before an exam is sat

B. Teachers who mark public exams but who only see question papers and scripts after the exam has been sat (e.g. assistant examiners)

C. Staff involved in checking examination material prior to the exam (e.g. exams officers, lab technicians for practical's etc.)

D. Teachers involved in the marking and moderation of internally assessed coursework

Teachers involved in category A and B work are required to register this work with the Deputy Head teacher. Teachers who carry out category A work must obtain the express approval of the Head teacher who will meet with such teachers to discuss the starred items in section 4, below.

All staff involved in category A, B, C, and D public exam work must follow all centre, exam board, JCQ and regulator regulations in full. The integrity of the exam process is critical and no actions should be taken that either undermine, or appear to undermine, the fairness and integrity of public exam assessment. The centre and its staff must maintain the highest professional standards at all times.

3. Whistle blowing

Anyone concerned about the integrity of any aspect of the public exams process should raise these concerns with the relevant authority in the exam board / JCQ / regulator. Concerns about the conduct of exams at the school/college should be raised with the Head of Centre (Head teacher) and the Exams Officer. If a concern relates to the Head of Centre then the Chair of Governors should be contacted. Concerns should be addressed in a reasonable and timely fashion; if they are not,

the concern should be escalated in accordance with the school/college Whistleblowing Policy.

4. **Category A work**

Teachers who are involved in the production, review and checking of examination material prior to assessment undertake work that is essential to the smooth and accurate running of the public exams system. However, they also face conflicts of interest that require very careful management to preserve the integrity of the exams system and safeguard the professional standards and reputations of teachers and the school. All category A work must be done in accordance with exam board / JCQ / regulator regulations. Where exam boards provide training for how to manage conflicts of interest, staff must complete this training to protect themselves and the integrity of the public exam system.

Above and beyond the requirements of exam board / JCQ / regulators, **category A teachers must follow the relevant starred practical measures below**. These measures are based on many years of teachers' examiner experience.

- a* Do not inform pupils and parents of category A work. Keeping exam setting / checking work confidential (but notifying the school's appropriate colleagues of such work) safeguards against student and / or parent questioning / intrusion
- b* Always set past examination questions, or questions that are publicly available as sample papers
- c* Always cover the whole specification (where appropriate); never question- spot
- d* Never discuss future examinations with students, parents, and / or colleagues
- e* All internal assessment papers should be set by a member of the department not involved in setting public exam papers
- f* Never give any indication of what is in a future paper, by suggesting what, or what not, to revise
- g* Where students write essays, ensure there is an explicit and transparent mechanism for the choice of essay, e.g. essays chosen by pupils or other department staff
- h* Do not use school IT resources for any category A work
- i* Never complete category A work in school
- j* Examination advice given to students should be based only on material which is available to all centres (e.g. examiners' reports, mark schemes, etc.).
- k* Category A staff should withdraw from any discussion that could lead to a conflict of interest – for example the contents of a revision schedule

- I* Staff with any concerns about the integrity of their category A work, or conflicts of interest arising, should protect themselves and the exams system by raising such concerns with the exam board. If in doubt proactively report

The starred practical guidance can limit a teacher's ability to discharge his / her teaching and departmental duties. This is especially so if the category A worker is a head of department, or works in a smaller department where there may not be sufficient other colleagues to fill workload gaps created by a 'conflicted' member of staff. In such circumstances it may not be possible for a teacher to carry out category A work; they may instead carry out category B roles. This will be discussed with the Head teacher as part of the approval process.

5. **Attending examiner meetings / completing examination work**

Whilst we actively encourage and support teachers who undertake public exam work, it is important that this additional 'private' work does not compromise teaching, pastoral, administrative and extra-curricular duties. Teachers must endeavour to minimise their time out of school for examiners' meetings and ensure there is minimal disruption to their work for the school.

APPENDIX 6

Policy with respect to staff involvement with public examinations

Our centre has a duty, as a registered Examination Centre for one or more of the UK awarding organisations (exam boards), to uphold the integrity of public examinations. As with other instances of examination maladministration, the sharing of confidential material relating to any current or future ("live") public examination series by a member of staff is likely to constitute gross misconduct that is likely to result in dismissal.

We also recognise that a number of current staff are engaged by exam boards in various capacities for the setting, marking, moderating and reviewing of public examinations and, thereby, contribute to the public good. However, those staff may be involved in delivering the same examination specifications to pupils at the school. Such staff owe duties to the centre to prepare pupils properly for their public examinations but also to the relevant examination board to preserve the integrity of public examinations. In fulfilling these potentially conflicting duties, staff must act with **utmost integrity** and take care to manage the potential conflict of interest by ensuring that examination security is not breached in any way, whether deliberately or otherwise. Such staff must remain neutral at all times both with their colleagues and pupils.

The school currently only permits staff to be engaged by the exam boards on the following basis:

1. A member of staff must seek permission from the Head teacher prior to undertaking any role for an examination board and must seek renewed permission from the Head teacher
2. A member of staff given permission must complete a declaration form for staff involved in public examinations and return it to the Head of Centre who will retain a Register of Staff involved
3. A member of staff given permission must act with utmost integrity and take care to ensure that examination security is not compromised (deliberately or otherwise) and, if teaching pupils who will sit any examination of whose contents the staff member has, or will have, prior knowledge, the staff member must also sign and adhere to the school's internal protocol, as set out below
4. A member of staff given permission must declare any training he or she has received from the examination board concerned and must provide details of the examination board's applicable Conflict of Interests (or other relevant) policy

Staff must treat as confidential the identity of fellow staff involved in examining and must not discuss or speculate on such topics with pupils.

Members of staff who are concerned that examination maladministration may have occurred must notify the Head teacher *immediately*.

This policy will be reviewed annually.

Protocol for staff privy to confidential information relating to the contents of any public examination sat by any pupil at the school

The sharing of confidential material relating to any current or future ("live") public examination series by a member of staff is likely to constitute gross misconduct that is likely to result in dismissal. It is prohibited by school policy. It is also prohibited by the Conflict of Interests policies of the various exam boards.

It is incumbent on any member of staff privy to confidential information about public examinations to ensure that they maintain a position of complete neutrality and do not either advantage or disadvantage pupils in the school/college. Staff must ensure the examination syllabus (specification) is covered in full but must also ensure that *specific material* used in upcoming public examinations is not used in their teaching at the centre or to guide departmental schemes of work.

The aim of this protocol is to put in place measures to prevent the *accidental* sharing of confidential public examination material within the school and, thereby, to protect both the staff member concerned and pupils from allegations of examination maladministration or malpractice.

When a member of staff knows in advance the content (in whole or in part) of any public examination which is to be sat by any pupil, that staff member must not:

1. Set any internal exam or revision material for that public examination
2. Save any confidential public examination material on any computer that the staff member uses for teaching or for any other school activity without ensuring that that material is stored in a password protected area
3. Bring into public areas within the school/college public examination related paper-work, products or materials on which the staff member has worked, or use departmental printers or photocopiers for such materials
4. Use, in the creation of live public examination papers, specific content which the staff member or a member of his department has created for pupils in current or previous years, or which might be used by colleagues
5. Adapt his or her teaching to fit the questions that the staff member knows are coming up in a “live” public examination (e.g. by spending extra time on a topic, or by covering a topic with a particular slant). The member of staff must adhere to agreed departmental schemes of work
6. Engage in “question spotting” or make any predictions about the contents of the public examination to any pupil or colleague
7. Invigilate any examination in an examination series in respect of which he or she has knowledge
8. Divulge to pupils his or her role with the examination board

APPENDIX 7

Data protection

This is to be read in conjunction with the school Privacy policy.

Exams-related information

There is a requirement for the Examinations Manager to hold exams-related information on candidates taking external examinations. Candidates’ exams-related data may be shared with the following organisations:

- Awarding Bodies
- Joint Council for Qualifications
- Local Authority – Warrington Borough Council
- Press releases concerning exceptional grades. Student consent would be sought beforehand
- Department for Education

Informing candidates of the information held

Culcheth High School ensures that candidates are fully aware of the information and data held.

All candidates are:

- Informed via letter and timetable of their personal entry details which is submitted to examination boards, any access arrangements and how results are issued
- Issued with the JCQ privacy notice
- Given access to this policy via the website

Examination results

Exam results are issued to candidates' in person. If a third party is collecting on their behalf they must provide the necessary documentation (letter from the student giving permission, identification of the student and a copy of their own ID).

Consent will be sought from candidates when they collect their exam results that they agree to school staff discussing exam results, post-results and grade boundaries with their parents/carers.

Access to information

Current and former candidates can request access to exams information/data held on them by speaking to or emailing the Examinations Manager. The candidate must bring photo identification with them upon collecting any information if the candidate is not known to current staff.

Third party access to information

Permission should be obtained before requesting personal information on another individual from a third-party organisation.

Candidates' personal data will not be shared with a third party unless consent has been given by the candidate.

In the case of looked-after children or those in care, agreements may already in place for information to be shared with relevant authorities (for example Local Authority). The centre's Data Protection Officer/SENCo will confirm the status of these agreements and approve/reject any requests.

