



# EXAMINATION PROCEDURE

**Reviewer:** Mr M Lamble

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SIGNED: *Y. h. Br...*

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## PROCEDURES FOR EXAMINATIONS

### 1 PRE-EXAMINATION

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

- When exam papers/exam stationery are delivered into school the receptionist will sign for the delivery. The school must be permanently staffed between 8.30am and 3.30pm Monday to Friday and during term time
- The receptionist will phone or radio the exams department immediately to advise that an exam parcel has been delivered and if a trolley is needed. If the receptionist knows there are no key holders on site (for example in the holidays) they are to refuse the delivery
- If all five key holders are to be absent at the same time the Examinations Manager will inform the General Office (this should only be applicable in the school holidays)
- There are four key holders in the Exams Office therefore the office must be manned at all times. If all four key holders need to leave the office the radio must be taken with one of the key holders. The Deputy Headteacher is also a keyholder
- Access to the secure room is restricted to keyholders but if other staff are approved by the head of centre to go in (e.g. site staff) they must be accompanied by a keyholder at all times
- A key holder will go to reception straight away to collect the parcel and take it to the secure storage (the only secure storage are the lockable cabinets in the exams cupboard; therefore, it cannot be locked in any other cupboard or safe). The key holder must also sign the exam parcel log which is stored on reception to confirm they have received the parcel and it will be taken to secure storage
- The parcel cannot be left unattended at any time therefore must stay with the receptionist/member of the office team until passed to a key holder
- If question packets cannot be checked immediately upon receipt, they must be locked away in the lockable cabinets in centre's secure storage room until an authorised member of staff is available to make the necessary checks which must be no later than the next working day. The centre's storage facility must have the capacity to hold up to three weeks of question papers and other confidential material. Question papers must be kept in their sealed packets
- When question papers are removed from the despatch packaging they must be checked carefully and a log of the check kept
- The centre will have a secure storage facility in a room solely assigned to examinations. The centre's secure storage facility must only contain current and

live confidential material. Past examination papers, internal school tests and mock examinations must not be kept in the centre's secure storage facility

- The awarding body must be informed immediately if there are any problems with the delivery for example if it appears that any parcels/packets have been opened in transit or if any material has been received in error
- Exam Board stationery e.g. answer booklets etc. must be stored in the centre's secure room
- If completed examination scripts are kept in the centre overnight they must be retained in the centre's secure storage facility
- The Examinations Manager will organise the question papers and materials in timetable order in the secure storage facility
- All attendance registers will be stored by Exam Board in date order
- Printing exam papers onto coloured paper must be carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials. Only authorised members of centre staff must have access to electronic question papers
- For AQA and Pearson PDF copies of exam papers can be downloaded one hour before the published starting time for the exam in order to print on colour or enlarged
- For OCR and WJEC a non-interactive electronic (PDF) question paper is to be ordered via Access arrangements on-line
- Electronic question paper materials must only be handled by members of staff authorised to do so by the Head of Centre. At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the Examination Manager. The Data Manager and the Deputy Head teacher in charge of exams are also authorised. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Alternatively, the centre may open the question paper packet in the secure room within 90 minutes of the awarding body's published starting time for the examination. Prior permission is not required
- Where confidential materials such as live assignments need to be opened in advance of the examination and held for use over an extended period, strict precautions must be taken to safeguard them after they have been opened or downloaded from an awarding body's secure extranet site:
  - (a) They must only be issued at the time of the assessment and must be collected at the end of the assessment session
  - (b) They must not be removed from the centre and when not in use must be kept secure
  - (c) Each copy must be checked prior to the exam to ensure it is clean and free from annotations
  - (d) Live assessment material must not be used as practice material for any qualifications

## 1.2 Site Staff/Facilities Manager

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

## 1.3 Invigilator

- The Examinations Manager will create an invigilator timetable detailing dates/times/venues of exams with assigned invigilators. This will be made available in the examinations office during the examination period
- Invigilators are to report to reception to sign in. Invigilators must wear their ID badge at all times
- Lead Invigilators will need to report to the Examinations Manager at the times given by the Examinations Manager. All other invigilators will report to their dedicated exam venue half an hour before the start time of the examination where they will await further instructions from the Lead Invigilator
- Lead Invigilators will collect the exam papers (if exam papers have been split, they must be in a sealed envelope), seating plan, stationery etc. from the Examinations Manager and proceed to the dedicated venue. If the exam is in the school hall the Lead Invigilator will use the lift in Curie. All invigilators must sign the log-in sheet upon arrival to the exam venue
- Before and during the examination the invigilators (supported by the Examinations Manager) must ensure the following:
  - The examination papers are correct and that the correct question paper packets are opened (2 people must check the day, date, time, subject, unit / component before they are opened). Papers can be placed on the candidate's desk face-up prior to candidates entering the exam venue. The Examinations Manager must ensure this additional check is recorded
  - If it is subsequently identified following the second pair of eyes check that the wrong paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately
  - Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre
  - There are sufficient invigilators – in a written exam, there must be at least one invigilator for every 30 candidates at all times. In a practical exam or on-screen test, there must be at least one invigilator for every 20 candidates at all times
  - There are sufficient readers (no greater than a ratio of 4 students:1 reader) to support access arrangements
  - Check JCQ posters are clearly displayed outside of the exam venue.

- There is a copy of the JCQ “Instructions for conducting examinations” in the Invigilator’s information pack and it is placed on the invigilator’s desk in the main exam venues
- Check any work has been covered which may assist candidates in the examination
- Ensure the Centre Number, subject title and paper number, actual start and finish times and date of each examination is clearly displayed on the board at the front of the venue
- Invigilators will check the access arrangements which will be identified on the seating plan and invigilator sheet. Invigilators will also have been made aware by the Examinations Manager in advance of the exam which candidates have been granted access arrangements
- The clock must show the actual time at which the examination starts and cannot be altered. There must be regular checks in advance of the exams to make sure all clocks used in the examination room are in good working order and show the same time. They must be big enough for all candidates to be able to see clearly
- Invigilators must not bring their personal mobile phone into the exam venue unless it is to be used for emergencies and it has been agreed with the Examinations Manager. If so, it needs to be switched to silent mode. The Lead Invigilator will check they have not brought it with them
- The Lead Invigilator will direct another invigilator to check before the exam starts for the presence of graffiti on examination desks and to remove if necessary
- Check the dedicated toilet which will be used for the exam is free from any notes etc.
- The Lead invigilator will inform invigilators where to stand in the event of a fire drill, to assign an invigilator to collect electronic equipment and to assign an invigilator for toilet duty
- An invigilator will use the seating plan to place student photo I.D cards on the desks in order to verify the identity of all candidates sitting the exam
- An incident log must be completed for every exam in each room even if it is NIL returns
- If a candidate arrives late and is permitted by the centre to sit the examination they must be allowed the full time allowance
- Any candidate who needs to leave the room temporarily must be accompanied
- Invigilators will ask students with access arrangements to sign a slip to confirm they were offered their access arrangement and if they did/did not use it
- Scripts, question papers and any other material must not be removed from the exam room until all candidates have completed the exam
- All question papers/answer booklets and unused stationery must be returned to the exams office after every exam
- The attendance register must be completed as soon as the candidates are seated and have started the exam
- When checking that the candidate and centre information match the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet. The only information that can be changed is the centre number, candidate number, candidate name and component/unit code. In such a situation the correction should be countersigned on the script. No other details on the script should be altered
- Exams office staff, including invigilators, must ensure scripts are handled securely at all times
- Scripts must be kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area

- Question papers must not be released to centre personnel 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

## **1.4 Roles and responsibilities**

### **1.4.1 Students**

- Students should have previously checked the seating plan to ascertain their seat number on the plan displayed outside student services. A seating plan will also be displayed in the window adjacent to the entrance to the school restaurant from King South Quad. All students should know their seat numbers before they go into their exam venue. For external examinations students will receive a personalised timetable displaying exam rooms and seat numbers
- Students are to line up in **King Quad** facing the school hall in tutor group order by 8.45am for morning examinations and 1.00pm for afternoon external examinations and 12.45pm for afternoon pre-public examinations (times are subject to change depending on what time the exam is starting).
- Students who are late to examinations should report to student services upon arrival. Student services will then contact the exams office, who will come to student services and escort the student(s) into the examination room
- If a candidate arrives late and is permitted by the centre to sit the examination they must be allowed the full time allowance
- Students are to enter the exam venue one form at a time in complete silence and in single file. They must not talk to, attempt to communicate with or disturb other candidates once they have entered the exam room. They will enter via the **Ground Floor (King side)**
- If a candidate is suffering from an infectious or contagious disease they must take their exam in a separate room and the script must be kept separate from the other scripts. The script should only be despatched when advice has been sought from the Awarding Body

### **1.4.2 Staff**

- The Progress Leader will ensure students and form tutors are fully aware of the expectations and arrangements for external examinations
- Progress Leaders, tutors when available and members of the Senior Leadership Team should be present by 8.40am and 12.40/1.00pm outside the exam venue to ensure the exams begin in an appropriate manner and promptly (times are subject to change depending on what time the exam is starting). Where possible Heads of Faculty and Heads of Department should also be present

- 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
- It is essential Progress Leaders/members of the Senior Leadership team ensure students meet the expected dress code, have removed labels from bottles of water and remind students that mobile phones, smart watches, wrist watches, airpods, earphones/earbuds, coats, bags/other possessions other than those required for the examinations are placed in student lockers. If students have no locker access, bags will be placed in the Progress Leaders' office. There will be an invigilator outside the exam hall collecting phones/electronic devices in case students inadvertently bring them to the exam venue
- If a Head of Department wishes to speak to students before the exam this must be done outside of the exam venue and not in the designated exam room
- A teacher who teaches the subject being examined, or a senior member of teaching staff who has taught the subject being examined cannot act as an invigilator and/or be present in the exam venue at the beginning of the exam. 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 examination.

## **1.5 Verify the identity of candidates**

- Progress Leaders will check the identity of the students when lined up ensuring all students belong to their year group
- An invigilator will use the seating plan to place student photo I.D cards on the desks in order to verify the identity of all candidates sitting the exam
- A private/external or a transferred candidate who is not known to the school or college must show photographic I.D to prove that he/she is the same person who is entered for the examination
- If staff are unable to identify a candidate due to the wearing of religious clothing, such as a veil they will be taken to a private room by someone of the same gender where they will be asked to remove the religious clothing for identification purposes. The centre will inform candidates in advance of this procedure and well before their first examination

## **2 DURING THE EXAMINATION**

- SLT/PL/Invigilators/Examinations Office staff must ensure the following:
  - Students have clear plastic pencil cases only
  - Students only have drinks in clear plastic bottles without labels (school policy is students must only have a reusable sports bottle free from writing or illustrations)
  - Students do not wear scarves or hats in the exam venue
- Candidates are to be reminded by invigilators/SLT they are under exam conditions immediately upon entry into the examination hall



- The invigilator will ask candidates to check that they have been given the correct question paper for the day, date, time, subject, unit and tier of entry, if appropriate
- Candidates must only fill in the details on the front of their answer booklet when they are instructed to do so by the invigilator. The exam will formally start when the invigilator clearly announces that candidates may begin to write their answers. Candidates are instructed that they cannot open their question paper until the exam has begun
- All the above is in the Invigilator suggested wording which is read out by an invigilator before the start of every exam
- As soon as all candidates are seated the Examinations Manager together with a member of the invigilation team will check for any absentees against the seating plan
- Invigilators are not allowed to give any indication of the time elapsed or remaining apart from a five minute warning before the end of the exam (unless the candidate is entitled to a prompter)
- Invigilators must ensure that at the end of the examination candidates must hand in their script, question paper and any other material before they leave the examination room
- Scripts, question papers and any other material must not be removed from the exam room until all candidates have completed the exam

## **2.1 Leaving the examination Room**

- If a candidate needs to go to the toilet during the exam they will be supervised by an invigilator
- The only toilet to be used during exams taking place in the School Hall/C001 is C002. The invigilator will make a note of the name of the candidate and the time of leaving and re-entering the exam venue on a log sheet located by both exits. If the examination is taking place in B207 or B203, toilet B202 is to be used
- If a candidate needs to leave the exam for another reason i.e. illness etc. this will also need to be recorded on the incident log sheet and the whole school procedures for management of ill students followed and special consideration applied for. Before special consideration is applied for the candidate must be informed
- Invigilators must also sign in and out on the log sheet each time they leave and enter the examination venue
- If any members of staff enter or leave the exam venue the member of staff must also sign in and out of the examination venue

## **2.2 Evacuation Procedures**

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

## **3 CANDIDATES LEAVING THE EXAM VENUE**

- If the exam is in the School Hall candidates in rows A1-10 through to L1-10 to exit in single file via the lobby closest to King Quad. If the exam is in the Activity Studio suite only all candidates are to leave row by row in silence via the Activity Studio exit leading to the lobby
- If the exam is in another exam venue the candidates will be dismissed in silence at the nearest exit
- At the end of the exam, the Lead Invigilator must deploy one invigilator to check examination desks for graffiti etc. and to mark on the seating plan any desks affected and to remove using the kit provided. The Lead Invigilator must then inform the Examinations Manager of the affected desks who will notify the relevant Progress Leader to sanction students appropriately for causing damage to desks

## **4 BREAK TIMES**

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

## **5 LUNCH TIMES FOR EXAMINATION PERIODS ONLY**

- During the examination periods (unless otherwise specified, the assembly hall will be unavailable for the eating of packed lunches)
- Students will queue for the restaurant and be supervised in the usual way according to whole school duty protocols/dining procedures

### **5.1 Seating in the Restaurant**

- Increased seating will be made available in the restaurant (space permitting)

### **5.2 Packed Lunch Provision**

- For Summer exams, Year 9 will move areas and eat lunch on the Shakespeare field
- Wet lunches will return to form rooms
- Students will make use of quad areas for eating
- Year 9 will line up in the King North (Pd) quad for the exam

## **6 ADDITIONAL EXAMINATION VENUES**

### **6.1 Inclusion**

- The Professional Development Centre, B016 and C001 will be the main rooms for students requiring special provision
- For students requiring a room on their own ad hoc rooms will be used around the school. Students will report directly to the rooms and will be met by the invigilator. Invigilators will be in contact with the Examinations Manager by radio

### **6.2 Assemblies**

- During the examination period, assemblies will continue to follow the whole school rota, but will be located in the Sports Hall as opposed to the School Hall.

## **APPENDIX A**

### **SCHOOL HALL AND ACTIVITY STUDIO**

1. In an emergency situation such as a fire alarm or bomb alert the Lead Invigilator will instruct the candidates to stop writing and close their answer booklet. The time the exam was stopped is to be noted on the white board AND on a copy of a seating plan
2. Candidates are to be advised that all question papers, scripts and stationery are to be left in the exam room. The Lead Invigilator must take the attendance register, a copy of the seating plan and a copy of the Year 11 form lists with them which are in the exams trolley
3. Before evacuation the candidates are to be advised they must leave in silence and must not speak to anyone
4. The SLT link for year 11, along with the Year 11 progress leader will make their way to the astro-turf to take charge. In the event of large numbers of candidates in an exam the Deputy Head teacher in charge of exams will appoint another member of SLT on a daily basis to assist this process. In Summer when Year 11 students have left Year 11 tutors will also report to the astro-turf to assist
5. The Lead Invigilator will instruct four invigilators to position themselves at the blue emergency exit and the orange emergency exit in the School Hall (two invigilators at each door) and one invigilator to position them self at the back door of the Activity Studio (green emergency exit)
6. The Lead Invigilator will give the astro-turf key to the invigilator at the green emergency exit in the Activity Studio who will be leading the way
7. The Lead Invigilator will instruct the students to stand and push their chairs in but not to move
8. The Lead Invigilator will instruct another invigilator to proceed to the rear of the Activity Studio and dismiss students in Rows 11-22 in the Activity Studio.
9. The invigilator will lead the way to the astro-turf to assemble
10. The Lead Invigilator will dismiss the students in the School Hall row by row (in number order) and they will be instructed to leave in silence. Rows 1-5 will be instructed to leave via the blue emergency exit and Rows 6-10 will be instructed to leave via the orange emergency exit
11. One invigilator on each exit in the School Hall will lead the way to the astro-turf to assemble
12. The second invigilator will follow at the back
13. The Lead invigilator will follow when the School Hall and Activity Studio is clear
14. The students will assemble at the far side of the astro-turf against the letters displayed  
They will line up in their tutor group
15. If necessary the headteacher or deputy headteacher will instruct to assemble on the car park, therefore invigilators will lead via the far gate on the astro-turf using the same key
16. The Lead invigilator will instruct invigilators to register the students and will give them the tutor group lists in order to do this. There will be students from other exam rooms also

17. A member of the exams team will bring the attendance lists of any Year 11 students who are not in exams. The lists will be compared to ensure everyone is accounted for
18. The Lead Invigilator will keep a log of any instances involving students on the seating plan. Any instances will be reported to the Examinations Manager
19. When all students have been accounted for SLT will instruct the Lead Invigilator when it is safe to go back into the building
20. The Lead Invigilator will go back into the School Hall first
21. The students will be instructed by SLT when they can back into the building and will be dismissed ~~row by row~~ form by form. They will be led by the same invigilator and enter via the same door
22. The other invigilators and members of SLT will follow at the back ensuring students do not communicate with one another
23. On returning to the exam room when all students are seated, candidates are to be informed by the Lead Invigilator to read through the question they were answering and are to be informed not to write anything at this point
24. The Lead Invigilator will make a note of the time and calculate the time "lost" and inform the candidates that this extra time will be added to the end of the exam.
25. The candidates will be informed of the new finish time and when to "start". The Lead Invigilator will change the end time on the white board
26. The Lead Invigilator will record as much detail as possible on the exam room incident log and ensure the Examinations Manager is briefed at the end of the exam to enable a full report to be sent to the awarding body
27. If in the event of an extended fire evacuation the students will be taken to the MUGA to line up. A member of SLT will advise an invigilator if it is an extended evacuation
28. In the event of an evacuation, students will remain in the exam venue and await further instructions

## **APPENDIX B – OTHER ROOMS**

1. The invigilator will instruct the candidates to stop writing and close their answer booklet. The time the exam was stopped is to be written on the white board and a copy of the seating plan.
2. The candidates are advised to leave all questions papers, scripts and stationery in the exam venue.
3. The invigilator must take the attendance register and a copy of the seating plan with them.
4. The candidates are instructed to leave the building row by row in silence at the nearest fire exit with one invigilator/teaching assistant leading and are to assemble on the on the astro-turf
5. The students will line up in tutor group together with students from other rooms and will be registered with the rest of the students
6. If the exams are only taking place in smaller rooms the exams officer will provide the tutor group lists and distribute to invigilators

7. A member of the exams team will bring the attendance lists of any Year 11 students who are not in exams. The lists will be compared to ensure everyone is accounted for
8. Invigilators will keep a log of any instances involving students on the seating plan. Any instances will be reported to the Examinations Manager
9. When all students have been accounted for SLT will instruct invigilators when it is safe to go back into the building. The students in separate rooms will be told to report to their invigilator and must be escorted back to the room in silence
10. On returning to the exam room when all students are seated, candidates are to be informed by the invigilator to read through the question they were answering and are to be informed not to write anything at this point.
11. The invigilator will make a note of the time and calculate the time "lost" and inform the candidates that this extra time will be added to the end of the exam.
12. The candidates will be informed of the new finish time and when to "start". The invigilator will change the end time on the white board
13. The invigilator will record as much detail as possible on the exam room incident log and ensure the Examinations Manager is briefed at the end of the exam to enable a full report to be sent to the awarding body
14. If in the event of an extended fire evacuation students will be taken to the MUGA to line up. A member of SLT will advise an invigilator if it is an extended evacuation
15. In the event of an evacuation, students will remain in the exam venue and await further instructions