



Bishop Stopford School
faith | justice | responsibility | truth | compassion

EXAMS POLICY

This policy is reviewed annually to ensure compliance with current JCQ regulations

Approved/reviewed by	
Head of Centre	
Date of review	March 2026
Date of next review	March 2027

Key staff

Role	Name(s)
Head of centre	J Silverthorne
Exams Office Line Manager (Senior Leader)	G Kirke
Exams Office Manager	S Thomson
SENDCo	B McGregor
Senior Leader(s)	C Curchin, D Keane, C Smith, S Smith,

Table of Contents

Key staff	2
School Context	6
Data Protection	6
Purpose of the policy	6
Roles and responsibilities overview	6
Resilience and Contingency arrangements (<i>GR Section 3.16-19</i>).....	8
Cyber Security (<i>GR Section 3.20-21</i>).....	9
Recruitment, selection, training and support (<i>GR Section 5.3</i>)	10
External and Internal governance arrangements (<i>GR Section 5.3</i>)	10
Escalation Process	10
Delivery of qualifications (<i>GR section 5.3</i>)	11
Public liability (<i>GR Section 5.3</i>).....	11
Controlled assessments, coursework and non-examination assessments (NEA) (<i>GR Section 5.3</i>)	11
Security of assessment materials (<i>GR Section 5.3</i>)	11
National Centre Number Register and other information requirements (<i>GR Section 5.3</i>).....	11
Centre inspections (<i>GR Section 5.3</i>)	12
Child Protection/Safeguarding Policy (Exams)	12
Complaints and Appeals Policy (Exams)	13
Conflicts of interest (<i>GR Section 5.3</i>)	13
Exam Contingency Plan.....	13
Data Protection Policy (Exams)	14
Equalities Policy.....	14
Internal Appeals Procedure.....	14
Malpractice Policy (Exams).....	14
Non-examination Assessment Policy	15
Whistleblowing Policy (Exams).....	15
Word Processor Policy (Exams)	15
Access Arrangements and Reasonable Adjustments Policy (<i>GR Section 5.4</i>).....	15
Malpractice (<i>GR Section 5.11</i>)	16
Personal Data (<i>GR Sections 6.6 and 6.8</i>).....	16
The Exam Cycle.....	19
Planning roles and responsibilities	19
Information sharing	19
Information gathering	20
Access arrangements.....	20
Alternative Rooming Arrangements.....	21
Internal assessment and endorsements	21
Invigilation.....	22
Entries and Registrations: roles and responsibilities	23
Head of Centre	23
Estimated entries	23

Final entries	23
Entry fees.....	24
Late entries	24
Re-sit entries	24
External (Private) Candidates.....	24
Candidate Statements of Entry.....	25
Pre-exams roles and responsibilities	25
Access arrangements and reasonable adjustments.....	25
Briefing candidates	26
Access to Scripts, Reviews of Results and Appeals Procedures.....	26
Dispatch of exam scripts.....	27
Estimated grades.....	27
Internal assessment and endorsements	27
Invigilation arrangements.....	28
JCQ Centre Inspections.....	28
Seating and identifying candidates in exam rooms	28
Candidate Identification Procedure	28
Security of exam materials - <i>ICE (Section 2.11)</i>	29
Timetabling and rooming	30
Overnight Supervision Arrangements	30
Alternative site arrangements.....	30
Transferred candidate arrangements	30
Internal exams/assessments.....	31
Exam time: roles and responsibilities	31
Access arrangements and reasonable adjustments.....	31
Candidate absence	31
Candidate behaviour	32
Candidate belongings.....	32
Candidate late arrival	32
Conducting exams	32
Dispatch of exam scripts.....	33
Exam papers and materials	33
Exam rooms.....	33
Food and Drink in the exam room.....	33
Leaving the Examination Room.....	34
Emergency Evacuation Policy (Exams).....	34
Emergency Lockdown Policy	34
Irregularities	35
Malpractice.....	36
Special Consideration	36
Special Consideration Policy.....	36
Unauthorised items	36

Arrangements for unauthorised items taken into the exam room..... 36

Internal examinations/assessments 36

Results and post-results: roles and responsibilities..... 37

 Managing results day(s) 37

 Accessing results 37

 Post-results services 38

 Analysis of results 38

 Certificates 38

Exams review 39

Retention of records 39

 Exams Archiving Policy 39

School Context

The Core Values of the School which relate specifically to this policy state that we are working together to form relationships based on

Compassion - everyone in school is encouraged to be generous in their concern for others

Justice - everyone in School is entitled to be treated fairly and to promote the self-esteem of others

Responsibility - everyone in School is expected to understand the consequences of their actions

Truth - everyone is required to be honest and to communicate in a positive manner

Such values contribute to the school's common purpose of "Striving for high quality education with a strong Christian ethos", and as such underpin marking, assessment, recording and reporting procedures within the school.

Data Protection

Any personal data processed in the delivery of this policy will be processed in accordance with the Academy Data Protection Policy and Data Protection Act 2018 in conjunction with the GDPR as retained in UK law.

Purpose of the policy

The centre is committed to ensuring that the examinations and assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's process are documented, supporting the centre's contingency plan, and other relevant exams-related policies and procedures
- all centre staff are well informed and supported
- all centre staff involved in the process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the examination/assessment system at all times
- exam candidates understand the process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff, via the Staff Shared Area under Exam Policies and to students and parents on the school website

Reference will be made to the JCQ documents

- General Regulations for Approved Centres ([GR](#))
- Instructions for Conducting Examinations ([ICE](#))
- Suspected Malpractice: Policies and Procedures ([SMP](#))
- Access Arrangements and Reasonable Adjustments ([AARA](#))

Roles and responsibilities overview

The **Head of Centre** ([GR Section 2](#)) is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. The Head of Centre must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting the published JCQ regulations and awarding body requirements.

The Exams Office Manager is the person appointed by the Head of Centre to act on behalf of, and be the main point of contact for, the centre in all matters relating to the administration of awarding body examinations and assessments.

The Head of Centre cannot also be the Examinations Officer/Exams Office Manager.

A Head of Centre and an Examinations Officer are two distinct and separate roles.

The Head of Centre and/or Exams Office Manager may operate across more than one centre. In such cases the Head of Centre must ensure there is suitable Senior Leadership and Exams Office Manager support in place, so they can meet their obligations across all centres for which they are responsible. The Head of Centre must ensure that these arrangements are covered by their examination contingency plan.

Head of Centre responsibilities ([GR Section 1](#))

The Head of Centre must ensure that the Senior Leadership Team and Exam Office personnel familiarise themselves with the entire contents of JCQ [General Regulations for Approved Centres \(GR\)](#) document. In particular, the Head of Centre must be familiar with sections 5.1, 5.3 and 5.4.

The Head of Centre must ensure that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the Centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the Centre.

The Head of Centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations and assessments.

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the Centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

([ICE Introduction](#)) It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the [Instructions for Conducting Examinations \(ICE\)](#) document. Failure to do so may constitute malpractice as defined in the JCQ document [Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026](#).

The Head of Centre must ensure

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualifications
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. registrations, entries, learner claims, centre-assessed marks or modified papers
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

Head of Centre

- Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
 - [General Regulations for Approved Centres \(GR\)](#)
 - [Instructions for conducting examinations \(ICE\)](#)
 - [Access Arrangements and Reasonable Adjustments \(AARA\)](#)
 - [Instructions for conducting non-examination assessments](#)
 - [Instructions for conducting coursework \(ICC\)](#)
 - [Notice to Centres – Informing candidates of their centre-assessed marks](#)
 - [AI Use in Assessments: Your role in protecting the integrity of qualifications](#)
 - [Guidance for centres on cyber security](#)
 - [Plagiarism in Assessments – Guidance for Teachers and Assessors](#)
 - [Suspected Malpractice - Policies and Procedures \(SMPP\)](#)
 - [A guide to the special consideration process \(SC\)](#)

- Ensures the centre has appropriate accommodation at the registered address to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including the assessments or the administration) at the centre:
 - maintains oversight of, and responsibility for, the delivery and administration of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a robust written agreement with the third party (unless exclusions apply), that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body, to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
 - monitors delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments
 - ensures sufficient managerial and other resources are in place to resolve any issues
- Ensures that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)
- Ensures that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations and assessments
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies or JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other JCQ or awarding body examining/assessment personnel

Resilience and Contingency arrangements (GR Section 3.16-19)

Bishop Stopford School staff must ensure they are familiar with the regulators' guidance and/or awarding body guidance on ensuring resilience in the qualifications system. The Centre has put in place a process for gathering and securely retaining evidence of candidate performance in line with the published guidance.

In the unlikely event that the government determines that examinations cannot go ahead, the Centre will need evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades.

Bishop Stopford School will refer to the document published by Ofqual: *Guidance on collecting evidence of student performance to ensure resilience in the qualifications system* - GOV.UK (www.gov.uk)

Bishop Stopford School will have an up to date written contingency plan.

The contingency plan will cover all aspects of examination/assessment administration and delivery. The Senior Leadership Team will have robust contingency arrangements in place that will minimise the risk to examinations and assessment administration, delivery and any adverse impact on candidates.

The contingency plan will cover the following scenarios:

- the Head of Centre, relevant Senior Leader with oversight of examination and assessment administration, SENDCo, Examinations Officer/Exams Office Manager or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding, which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of the contingency plan Bishop Stopford has identified an alternative site locally which can be used if examinations cannot be conducted at the registered address.

The Head of Centre will nominate at least one senior member of staff (Exams Office Manager) to be available to manage emergency requests from awarding bodies that are results related during the summer holidays.

The Head of Centre and IT Manager will ensure that candidates' work, which is produced electronically, is backed up on two separate devices, including one off-site back-up via the Cloud. Bishop Stopford School will implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber Security (*GR Section 3.20-21*)

The Head of Centre in conjunction with the IT Manager will ensure there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever possible
- ensuring that all members of centre staff who access awarding bodies' online systems undertake annual cyber security training. The training must include:
 - ~ the importance of creating strong, unique passwords for all accounts
 - ~ keeping all account details strictly confidential
 - ~ the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access
 - ~ how to properly set up and use MFA for both centre and awarding bodies' systems
 - ~ an awareness of all types of social engineering/phishing attempts
 - ~ the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.
 - ~ Certificates of completed staff cyber training will be downloaded and held on file for JCQ inspection. The **NCSC training resource** provides a certificate of completion of cyber training.
- developing and maintaining a comprehensive cyber security policy for the centre. The National Cyber Security Centre (NCSC) provides resources to assist centres in creating such policies implementing and enforcing robust security measures, including:
 - ~ mandatory MFA for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data
 - ~ regularly reviewing and updating security settings to align with current best practices
- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document [*Guidance for Centres on Cyber Security*](#). Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

Bishop Stopford School Cyber Security Response Plan can be found under Curriculum (S:) / Staff info / Policies and will be made available for JCQ inspection together with the Bishop Stopford School Cyber Security Plan

Recruitment, selection, training and support (GR Section 5.3)

It is the responsibility of the **Head of Centre** to ensure that the centre:

- retains a workforce of an appropriate size and competence, including sufficient managerial and other appropriate resources, to undertake the delivery and administration of the qualification and assessment as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- The Centre's contingency planning must include succession arrangements for members of staff involved in examination and assessment administration
- provides fully qualified teachers/assessors for the verification and marking of centre-assessed components
- ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' non-examination assessments or coursework
- enables the relevant Senior Leader(s), the Exams Office Manager/Examinations Officer, teachers and the SENDCo to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ and awarding body regulations
- ensures that the SENDCo, the schools appointed Access Arrangements Assessor and the Exams Office Manager/Examinations Officer undertake regular CPD, such as attending annual regulations update courses
- ensures the SENDCo understands the JCQ document *Access Arrangements and Reasonable Adjustments* and is given sufficient time to manage the access arrangements process within the centre
- ensures that the Exams office Manager/Examinations Officer understands the relevant awarding body and JCQ documentation and has sufficient time to perform her role
- ensures that any the Senior Leaders who are responsible for examination administration and access arrangements familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the Exams Office Manager/Examinations Officer and the SENDCo are supported as well as ensuring effective centre decision making in line with the published regulations)
- ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations

External and Internal governance arrangements (GR Section 5.3)

The Head of Centre will 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

Escalation Process

Process can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Refer to [GR](#) (section 5.3 **External and Internal governance arrangements**)

Process to be made available for JCQ inspection

- a member of the Senior Leadership Team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the Exams Office Manager/Examinations Officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- a process to ensure centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Office Manager/Examinations Officer
- confirmation of the external governance arrangements so that the awarding bodies have confidence in the integrity of the centre's activities such as the delivery of qualifications and the conducting of examinations and assessments

Delivery of qualifications (GR section 5.3)

- Delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject

Public liability (GR Section 5.3)

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

Controlled assessments, coursework and non-examination assessments (NEA) (GR Section 5.3)

- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates)
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

Security of assessment materials (GR Section 5.3)

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring
 - ~ that assessment materials supplied to Bishop Stopford School by the awarding bodies, including pre-release materials, set assignments and information about their content are only shared with the appropriate centre staff and candidates. The information is not shared outside the centre
 - ~ any potential or actual breach of examination or assessment materials is reported to the awarding body/bodies immediately
- Make arrangements to
 - ~ receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document *Instructions for conducting examinations*
 - ~ access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*
 - ~ issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
 - ~ Provide candidates access to relevant pre-release materials on, or soon as possible after the date specified by the awarding bodies

National Centre Number Register and other information requirements (GR Section 5.3)

The Head of Centre will

- provide a physical address to which all examination and assessment materials will be dispatched – this must be the registered address of Bishop Stopford School
- provide a landline telephone number – this must be the number of the main office/switchboard at Bishop Stopford School
- provide a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (personal email addresses are not acceptable). Note: shared email accounts must not be used to access awarding body secure websites
- confirm the name of the Head of Centre and email address

- confirm the name and contact details of the designated Senior Leader who can be reached during school holidays in an emergency and who can mobilise resources to respond immediately to any issues that may arise (this might include a personal mobile number and/or email address)
- ensure the National Centre Number Register (NCN) annual update is completed and submitted by the Exams Office Manager/Examinations Officer by the end of October every year, even if there are no changes to the centre details
- complete the National Centre Number Register (NCN) “Head of Centre Declaration” by the end of October every year to confirm awareness of and adhering to the latest versions of the JCQ regulations
- inform the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment and signed by the Head of Centre)
- informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment and signed by the Head of Centre)
- inform the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) immediately of any other changes in circumstances that could affect Bishop Stopford School’s status
- responds to any other reasonable requests made by the National Centre Number Register Team
- (GR 1.9) Understand the responsibility for completing the “Head of Centre Declaration” cannot be delegated to a member of the Senior Leadership Team or the Exams Office Manager/Examinations Officer and acknowledges that failure to respond to the NCN annual update, the Head of Centre’s Declaration and/or requests or actions raised by JCQ Centre Inspection Service, will result in
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 - and ultimately, awarding bodies could withdraw their approval of the centre

Centre inspections (GR Section 5.3)

- Bishop Stopford School will co-operate with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation, an unannounced visit or any requests for information within the stipulated timeframe
- Allow all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspectors will identify themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre’s secure storage facility

Policies available for inspection (GR Section 5.3)

Bishop Stopford School has in place the following written policies for JCQ inspection that will be reviewed and updated annually by a member of the Senior Leadership Team and communicated to staff within the centre

- a child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

Child Protection/Safeguarding Policy (Exams)

Child Protection / Safeguarding Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Policy to be made available for JCQ inspection

- a complaints policy

Complaints and Appeals Policy (Exams)

Complaints and Appeals Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies
Policies available for JCQ inspection

- a conflicts of interest policy

Conflicts of interest (GR Section 5.3)

Bishop Stopford School will

- manage conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:
 - ~ a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre is the last resort as an alternative host centre cannot be found)
 - ~ any members of centre staff who are teaching and preparing members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units **and**
- maintain clear internal records (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) in all instances where
 - ~ exams office staff have members of their family (which includes stepfamily, 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 Bishop Stopford School or another centre
 - ~ centre staff are taking qualifications at the centre which do not include internally assessed components/units
 - ~ centre staff are taking qualifications at another centre
- retain records of conflicts of interest including details of the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected. These records will be made available for JCQ inspection or an awarding body in the event of concerns being reported. These records will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or any other results enquiry has been completed
- ensure proper protocols are set in place to prevent any member of centre staff, who is entered for an examination/assessment, having access to examination materials prior to an examination and other centre staff are briefed on maintaining the integrity and confidentiality of those examination materials.
- ensure that any member of staff who is entered for an examination/assessment is treated in the same way as any other candidate and does not receive preferential treatment

Conflicts of Interest Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies
Policies available for JCQ inspection

- Ensure there is a contingency plan which covers all aspects of examination/assessment administration and delivery

Exam Contingency Plan

Exam Contingency Plan can be found under Curriculum (S:) / Staff Info / Exams Office Policies
Policy to be made available for JCQ inspection

- Ensure there is a data protection policy which covers Exams

Data Protection Policy (Exams)

Data Protection Policy can be found Curriculum (S:) / Staff Info / Policies / GDPR

Policy to be made available for JCQ inspection

Also refer to GR (Section 5.8) **Candidate information**

Legislation on sharing information

Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other exams-related information with a third party.

Other legislation and guidance may need to be taken into account regarding sharing information with parents, as example information from the DfE for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility
www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance: guidance for headteachers
www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publication of exam results

Refer to ICO (Information Commissioner's Office) [Schools, universities and colleges](#) information and [Exam results](#)

- Ensure there is an equalities policy which includes details of the processes followed in respect of identifying the need for, requesting and implementing access arrangements

Equalities Policy

Equalities Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Policy to be made available for JCQ inspection

- Ensure there is an internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, plus decisions relating to access arrangements and special considerations

Internal Appeals Procedure

The Internal Appeals Procedure can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Policy to be made available for JCQ inspection

- Ensure there is a malpractice policy which covers all qualifications delivered by Bishop Stopford School. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations and assessments and how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It must also acknowledge the use of artificial intelligence (AI) e.g. what is AI, when it can be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice.

Malpractice Policy (Exams)

Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Policy to be made available for JCQ inspection

Refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** (<http://www.jcq.org.uk/exams-office/malpractice>)

- Ensure there is a policy regarding the management of non-examination assessments (NEA) including controlled assessments and coursework. This also includes details on how candidates work will be authenticated

Non-examination Assessment Policy

Non-Examination Assessment Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** (<http://www.jcq.org.uk/exams-office/malpractice>)

Policy to be made available for JCQ inspection,

- Ensure there is a whistleblowing policy

Whistleblowing Policy (Exams)

Whistleblowing Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Policy to be made available for JCQ inspection

- Ensure there is a policy on the use of word processors in examinations

Word Processor Policy (Exams)

Word Processor Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Policy to be made available for JCQ inspection

- Ensure there is an access arrangements and reasonable adjustments policy

Access Arrangements and Reasonable Adjustments Policy (GR Section 5.4)

The Head of Centre/Senior Leadership team will:

- appoint a SENDCo, or an equivalent member of staff, to coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language and those with a temporary illness or injury
- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs. The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations and assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations and assessments
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010, particularly Section 20 (7). This must include a duty to explore and provide access to suitable courses; to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid
- ensure that the SENDCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate, such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)

- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the Head of Centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and must be held on file for inspection)
- have a written process in place to check the qualification(s) of the assessor(s) and ensure that the correct procedures are followed as in Chapter 7 of the JCQ document [Access Arrangements and Reasonable Adjustments](#)

Access Arrangements Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies
Refer to JCQ document **Access Arrangements and Reasonable Adjustments**

Malpractice (*GR Section 5.11*)

Bishop Stopford School will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, ensure evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document [Suspected Malpractice - Policies and Procedures](#) and provides such information and advice as the awarding body may reasonably require
- (*GR Section 6.2*) ensure any person involved in administering, teaching or completing examinations and/or assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body whose examinations and assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document [Suspected Malpractice – Policies and Procedures](#)

Personal Data (*GR Sections 6.6 and 6.8*)

It is the responsibility of Bishop Stopford School to inform candidates of the processing that the centre undertakes. For example, that the school will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data – known as “Student Materials.” Awarding bodies may use the Student Materials to evaluate candidates’ performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates will be directed to the relevant awarding body’s privacy notice if they require further information about how their Student Materials may be used by the awarding body.

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

Senior Leadership Team

- Are familiar with the contents, refer to and direct relevant centre staff to current JCQ documents including
 - ~ [General Regulations for Approved Centres](#)
 - ~ [Instructions for conducting examinations](#)
 - ~ [Access Arrangements and Reasonable Adjustments](#)
 - ~ [Suspected Malpractice - Policies and Procedures](#)
 - ~ [AI Use in Assessments: Your role in protecting the integrity of qualifications](#)
 - ~ [Plagiarism in Assessments – Guidance for Teachers/Assessors](#)
 - ~ [Instructions for conducting non-examination assessments](#)

- ~ [A guide to the special consideration process](#)
- ~ [Post-Results Services \(Review of Results\)](#)

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exams Office Manager/Examinations Officer and SENDCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

Exams Office Manager/Examinations Officer

- Understands the contents of current JCQ documents including
 - ~ [General Regulations for Approved Centres](#)
 - ~ [Instructions for conducting examinations](#)
 - ~ [Suspected Malpractice - Policies and Procedures](#)
 - ~ [Access Arrangements and Reasonable Adjustments](#)
 - ~ [Post-Results Services \(Review of Results\)](#)
 - ~ [A guide to the special consideration process](#)
- Complete and submit the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by Cambridge OCR <https://ocr.org.uk/administration/ncn-annual-update/> by the end of October every year to confirm the school's contact details or inform the NCN Team of any changes (following the process detailed in [GR Section 5.3](#)) if they occur after the annual update has taken place
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators. Appoints lead invigilators, as required for the school and keeps a record of the content of training provided for new and experienced invigilators and makes the record available for JCQ inspection
- Works with the SENDCo 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
- Supports the Head of Centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff, where they may be involved in the receipt and dispatch of confidential materials, on the requirements for maintaining the integrity and security of confidential examination and assessment materials
- Communicate and collaborate with the IT Team to ensure that computer reader software and laptops are available for students and are compliant with awarding body regulations.
- Communicate and collaborate with the Site Team to ensure that all rooms used for examinations are set up in accordance with awarding body regulations and for JCQ inspection
- Communicate and collaborate with the SENDCo to ensure any applications for access arrangements or reasonable adjustments are submitted to the awarding bodies by the published deadline.
- Communicate and collaborate with the SENDCo to ensure requests for modified papers are submitted to the awarding bodies by the published deadline
- Communicate and collaborate with the SENDCo to ensure there are appropriate resources in place at the time of the examinations/assessments to meet all the candidates' needs, e.g. sufficient readers and scribes

Special Educational Needs & Disability Co-ordinator (SENDCo)

- Understands the contents, refers to and directs relevant centre staff to the current JCQ document
 - ~ [Access Arrangements and Reasonable Adjustments](#)

- Lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'Access Arrangements')
- If not the qualified access arrangements Assessor, works with the person appointed on all matters relating to assessing candidates and ensure the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- ([GR Section 5.4](#)) ensure any applications for access arrangements or reasonable adjustments are submitted to the awarding bodies by the published deadline
- Hold on file appropriate documentary evidence to substantiate each access arrangement, which will be open to inspection. (For those qualifications covered by Access Arrangements Online (AAO), the JCQ Centre Inspector will "sample" the school's applications)
 - Ensure a file is presented to the JCQ Inspector which will contain, for each online application, the downloaded AAO approval for the respective arrangement(s) and supporting evidence of need
 - Ensure requests for modified papers are submitted to the awarding bodies by the published deadline
 - Ensures there are appropriate resources in place at the time of the examinations/assessments to meet all the candidates' needs, e.g. sufficient readers and scribes

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Office Manager/Examination Officer and SENDCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend/undertake training (on the current regulations), updates, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a "Confidentiality and Security Agreement" and confirm whether they have any current maladministration/malpractice sanctions applied to them
- Understand and follow the current JCQ regulations [Instructions for Conducting Examinations](#) to ensure the security and integrity of the exams process

Reception staff

- Support the Exams Office Manager/Examinations Officer in maintaining accurate records for the receipt and dispatch of confidential materials and follow awarding body regulations to ensure the integrity and security of confidential examination and assessment materials. Make records available for JCQ Inspection

Site staff

- Support the Exams Office Manager/Examinations Officer in relevant matters relating to exam rooms and resources as detailed in the JCQ document [Instructions for Conducting Examinations](#)

IT staff

- Support the Exams Office Manager/Examinations Officer and SENDCo in relevant matters relating to exam rooms, laptops and appropriate software required by candidates as detailed in the JCQ documents [Instructions for Conducting Examinations](#) and [Access Arrangements and Reasonable Adjustments](#)

Candidates

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

The Exam Cycle

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

- planning
- entries
- pre-exams
- exam time
- results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

Planning roles and responsibilities

Secure materials

Head of Centre

(GR Section 3.6)

Ensures the centre has a secure storage facility in a room solely assigned to examinations

(ICE Section 3.1)

The secure room and the secure storage facility

Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe or security cabinet.

The secure room

The secure room must only be used for the purpose of administering secure examination materials.

Access to the secure room **must** be restricted to between two and six key holders, one of whom **must** be the Exams Office Manager/Examinations Officer. The key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures...

The secure storage facility

Access to the secure storage facility **must** be restricted to between two and six key holders, one of whom **must** be the Exams Office Manager/Examinations Officer.

The key holders **must** either be part of the exams team or Senior Leadership Team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure examination and assessment materials the door to the secure room **must** be closed.

Information sharing

Head of Centre

- Directs relevant centre staff to current JCQ documents including
 - ~ [General Regulations for Approved Centres](#)
 - ~ [Instructions for conducting examinations](#)
 - ~ [Access Arrangements and Reasonable Adjustments](#)
 - ~ [Suspected Malpractice - Policies and Procedures](#)
 - ~ [AI Use in Assessments: Your role in protecting the integrity of qualifications](#)
 - ~ [Plagiarism in Assessments – Guidance for Teachers/Assessors](#)
 - ~ [Instructions for conducting non-examination assessments](#)
 - ~ [A guide to the special consideration process](#)

Exams Office Manager/Examinations Officer

- Signposts relevant centre staff to current JCQ documents and awarding body documentation relating to the examination and assessment process
- Signposts relevant centre staff to current JCQ information that must be provided to candidates
- As the centre examinations administrator, approve relevant access rights for centre staff to awarding body secure extranet sites

Information gathering

Exams Office Manager/Examinations Officer

- Gathers information from centre staff in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be met effectively; informs key centre staff of internal deadlines
- Collects information for internal exams to enable preparation and conduct of Year 11 and Year 13 mocks, Year 10 and Year 12 end of year assessments, plus any additional internal test or assessment that may be required

Senior Leadership Team

- Respond (or ensure teaching staff respond) to requests from the Exams Office Manager/Examinations Officer on information gathering
- Meet the internal deadline for the return of information
- Inform the Exams Office Manager/Examinations Officer of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Note the internal deadlines in the annual exams plan and direct teaching staff to meet these dates

Access arrangements

Head of Centre

- Ensure the SENDCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved
- Ensure there are documented processes in place relating to access arrangements and reasonable adjustments

SENDCo

- Assess candidates (or work with an appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements and reasonable adjustment requirements
- Gather **evidence** to support the need for access arrangements for a candidate
- Liaise with teaching staff to gather evidence of **normal way of working** for a candidate
- Determine candidates' eligibility for arrangements or adjustments that are centre delegated
- Inform relevant candidates if an application for access arrangements will be processed using *Access Arrangements Online* (AAO), complying with the UK GDPR and Data Protection Act 2018
- In collaboration with the Exams Office Manager/Examinations Officer, apply for approval for access arrangements using *Access Arrangements Online* (AAO) via the Centre Admin Portal (CAP), or through the awarding body where qualifications sit outside the scope of AAO
- Keep a file for each candidate for JCQ inspection containing all the required documentation. If the required documentation is stored electronically, an e-folder must be created for each individual candidate and made available for inspection
- Employ good practice in relation to the Equality Act 2010
- Liaise with the Exams Office Manager/Examinations Officer to confirm exam arrangements for each candidate
- Ensure staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules for each particular arrangement(s). Keep a record of the content of the facilitator training and make the record available for JCQ Inspection

- Work with the Exams Office Manager/Examinations Officer 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
- Liaise with the relevant Senior Leader on the Bishop Stopford School policy for “The use of word processors in examinations”
- Ensure the criteria for candidates granted **alternative rooming arrangements** is clear, meets JCQ regulations and best meets the needs of the individual candidate and those candidates in the main exam rooms

Alternative Rooming Arrangements

Refer to [AA](#) (sections 4.2, 5.16) and [ICE](#) (section 14.18)

Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation)

Exams Office Manager/Examinations Officer

- Applies for **approval** through **Access arrangements online** (AAO) via the **Centre Admin Portal** (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- 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 and are appropriately trained and understand the rules of the particular arrangement(s)
- Keep a record of the content of training provided to facilitators for the required period and make it available for JCQ inspection

Senior Leadership Team and Teaching Staff

- Support the SENDCo in determining and implementing appropriate access arrangements and reasonable adjustments
- A designated Senior Leader will provide an annually reviewed and updated word processor policy specific to Bishop Stopford School, which details the criteria the school uses to award and allocate word processors to candidates for examinations and assessments

Internal assessment and endorsements

Head of Centre ([GR Section 5.7](#))

Controlled assessments, coursework and non-examination assessments and portfolios of evidence

- Ensures that where candidates are taking non-examination assessments, teaching staff will check that the tasks and approach being taken are appropriate and in line with ethical standards and Bishop Stopford School’s safeguarding responsibilities
- Ensures only current assessment materials/tasks are used to assess candidates’ knowledge and skills (in cases where the awarding body provides these materials)
- Before submitting centre assessed marks to the awarding body the candidates are informed of their marks and are allowed time to request a review of the centre’s marking
- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of Bishop Stopford School to carefully check the marks it is submitting to an awarding body)
- Ensures submission of moderation samples, if required by the awarding body, by the published date (It is the responsibility of Bishop Stopford School to ensure that moderators receive the correct samples of work to review)
- Will ensure a written internal appeals procedure relating to internal assessment decisions is in place and that details of this procedure are communicated to and made widely available and accessible to all candidates

- Ensures a written policy regarding the management of non-examination assessments, controlled assessments and coursework is in place and will include details of how candidates' work will be authenticated
- Ensures that where candidates' work is produced electronically, it is backed-up on two separate devices - including one off-site back-up via the Cloud therefore implementing appropriate security arrangements to protect candidates' work in the event of IT system corruption and cyber-attacks

Senior Leadership Team

- Ensure 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 (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering A Level, GCSE and BTEC specifications (which include components of non-examination assessment) follow JCQ *Instructions for conducting non-examination assessments* and the specifications specific assessment instructions provided by the awarding body
- Ensure 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

Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed (JCQ *Instructions for conducting coursework* and/or JCQ *Instructions for conducting non-examination assessments*)
- Ensure candidates are aware of JCQ and awarding body "Information for Candidates" on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- Ensure candidates are informed 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

Exams Office Manager/Examinations Officer

- Identify relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signpost teaching staff to relevant and current JCQ documents including *Instructions for conducting non-examination assessments* and *Instructions for conducting coursework*
- Signpost teaching staff and candidates to relevant and current JCQ "Information for candidates" documents

Invigilation

Head of Centre

- Ensures relevant support is provided to the Exams Office Manager/Examinations Officer in recruiting, training and deploying a team of invigilators
- Ensure, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own, an assurance from a recruitment agency that this is the case)
- Determine if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times
- Ensure that wherever possible the following individuals are not assigned as an invigilator during an examination: a teacher, teaching assistant, tutor or senior member of staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates

Exams Officer Manager/Examinations Officer

- Recruit additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration or malpractice sanctions are applied to them
- Provide thorough training for new invigilators on the current JCQ document *Instructions for Conducting Examinations* and an update for the existing and experienced invigilation team so that

they are aware of any changes for the new academic year, before they are booked to invigilate an exam

- Ensure invigilators supervising candidates with access arrangements understand their role (and the role of a facilitator who may be supporting a candidate) and the JCQ rules and regulations for access arrangement(s) *Instructions for Conducting Examinations* and *Access Arrangements and Reasonable Adjustments*.
- Ensure invigilators are briefed on each candidate in their exam room who has been awarded access arrangements and that they are also identified on the seating plan.
- Confirm to invigilators what is and what is not permissible in the exam room for those candidates with access arrangements
- Collect evidence and evaluation of training given to invigilators to inform future events and make available for JCQ inspection

Entries and Registrations: roles and responsibilities

Head of Centre

- Ensures that Bishop Stopford School's obligations, as detailed in the JCQ regulations, are met (*GR Section 5.6 Entries and Registrations*)

Estimated entries

Exams Office Manager/Examinations Officer

- Request estimated or early entry information, where this may be required by the awarding bodies, from the Heads of Faculty/Heads of Subject in a timely manner to ensure awarding body external deadlines for submission are met

Head of Faculty (HoF)/Head of Subject (HoS)

- Provide entry information requested by the Exams Office Manager/Examinations Officer by the internal deadline
- Inform the Exams Office Manager/Examinations Officer immediately of any subsequent changes to entry information

Final entries

Head of Centre

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies e.g. registrations, entries and learner claims

Exams Office Manager/Examinations Officer

- Request final entry and registration information from the HoF/HoS in a timely manner to ensure awarding body external deadlines for submission are met
- Inform HoF/HoS of subsequent deadlines for making changes to final entry information without incurring charges
- Submit registrations, examination entries and certification claims by the deadline(s) set and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification
- Confirm with HoF/HoS the final entry information which has been submitted to the awarding bodies
- Ensure, as far as possible, that entry processes minimise the risk of entries or registrations being missed therefore reducing the potential for late or other penalty fees being charged by awarding bodies
- Observe each awarding body's terms and conditions for the registrations, entry and timely withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

Head of Faculty/Head of Subject

- Provide information requested by the Exams Office Manager/Examinations Officer by the internal deadline
- Inform the Exams Office Manager/Examinations Officer immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - ~ changes to candidate personal details
 - ~ amendments to existing entries
 - ~ withdrawals of existing entries
- Check final entry submission information provided by the Exams Office Manager/Examinations Officer and confirm information is correct

Entry fees

- Bishop Stopford School will make GCSE and A Level exam entries (plus any vocational qualification on the school curriculum e.g. BTECs) for all candidates on roll. There will be no charge to candidates
- Re-sit entries will be charged to candidates at the time of entry, unless otherwise decided upon by the Senior Leadership Team. The fee charged will be the current awarding body entry fee
- External (Private) Candidates will be charged a non-refundable £35.00 administration fee plus invigilation costs (currently £12.65 per hour) together with the awarding body entry fee
- Candidates who wish to enter for additional subjects not currently taught on the school syllabus e.g. Polish, Italian, Chinese, GCSE Psychology, will be charged the current awarding body entry fee plus any additional costs such as the speaking test examiner fee.

Late entries

Exams Office Manager/Examinations Officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

Head of Faculty/Head of Subject

- Minimise the risk of late entries by
 - ~ following procedures identified by the Exams Office Manager/Examinations Officer in relation to making final entries on time
 - ~ meeting internal deadlines identified by the Exams Office Manager/Examinations Officer for making final entries

Re-sit entries

Exams Office Manager/Examinations Officer

- Has a clear entry procedure in place to minimise the risk of late entries
- Inform the Sixth Form Team and HoF/HoS of the entry procedure
- Communicate to candidates the re-sit entry procedure, entry deadlines and fees
- Ensure that approved access arrangements and reasonable adjustments are set in place for the relevant candidate(s)

SENDCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)

External (Private) Candidates

Bishop Stopford School accepts re-sit entry requests from candidates who were previously on roll e.g. Year 13 or Year 11 school leavers

Exams Office Manager/Examinations Officer

- Has a clear External (Private) candidate procedure in place
- Upon receipt of a request for a re-sit entry, communicate with the prospective candidate and inform them of the entry procedure, deadlines and fees
- Bishop Stopford School will be unable to accept entries for qualifications that include coursework, non-examination assessment or a practical element unless the marks for these components can be “carried forward” from a previous exam series
- Bishop Stopford School will be unable to accept entries from candidates who require access arrangements where the SENDCo is unable to confirm a “picture of need” as there is no previous evidence available and/or the candidate is unknown to the SENDCo
- Request completion of the External (Private) Candidate entry form and understanding/signing of the Bishop Stopford School Candidate Entry Policy
- Request formal photographic identification (e.g. passport or driving licence ID card) plus two passport size photographs
- If the criteria is met and upon receipt of the signed Candidate Policy, entry form(s), entry fees, photographs and formal ID, process the entry
- Set in place any access arrangements and reasonable adjustments approved by the SENDCo for all examinations and assessments

Candidate Statements of Entry

Exams Office Manager/Examinations Officer

- Provide candidates statements of entry for checking and signing as confirmation of their exam entries, name, date of birth and to highlight any timetable clashes

Form Tutors/Head of Year

- Ensure candidates check their statements of entry and return any relevant confirmation required to the Exams Office Manager/Examinations Officer

Candidates

- Confirm their exam entry information, name and date of birth are correct, notify the Exams Office Manager/Examinations Officer of any discrepancies and highlight any timetable clashes

Pre-exams roles and responsibilities

Head of Centre

- Ensures Bishop Stopford School’s obligations as detailed in the JCQ regulations are met (*GR Section 5.8 Candidate information*)

Access arrangements and reasonable adjustments

SENDCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to examinations and assessments for candidates with learning difficulties or disabilities, those for whom English is an additional language and those with a temporary illness or injury
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them
- Ensures exam information (JCQ Information for Candidates documents, individual exam timetable etc.) is adapted where this may be required for a candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Ensures the person appointed to facilitate an access arrangement will not normally be the candidate’s own subject teacher, Learning Support Assistant or teaching assistant (where the candidate’s own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator will always be present)

- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for an external (private) candidate

Exams Officer Manager/Examinations Officer

- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Ensures the person appointed to facilitate an access arrangement will not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant (where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator will always be present)
- Ensures that approved access arrangements and reasonable adjustments are set in place for candidates for internal and external examinations, assessments and mocks

Briefing candidates

Exams Officer Manager/Examinations Officer

- Issues individual exam timetable information to candidates
- Informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to start of the exams series, issue relevant JCQ *Information for Candidates* documents (non-examination assessments, coursework, on-screen tests, social media and written examinations)
- Issue centre exam information to candidates including
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff that will be available
 - post-results services information and how the centre will deal with requests from candidates
 - when and how certificates will be issued

All candidate exam information will be issued within the Bishop Stopford School publication; "Examinations and Assessment information Booklet" Exam information will also be emailed to Candidates and Parents prior to each exam series. A pre-exam assembly will be held to remind all candidates of the JCQ regulations and guidelines.

All documents will be made available to view on Edulink under "Noticeboard" in the "Exams Information and Guidance" folder

Refer to [GR sections 5.6, 5.13](#)

Access to Scripts, Reviews of Results and Appeals Procedures

Post Results and Appeals Procedures can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Policy to be made available for JCQ inspection

Refer to [GR sections 5.13](#)

Dispatch of exam scripts

Exams Office Manager/Examinations Officer

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the yellow label service

Estimated grades

Head of Faculty/head of Subject

- Ensure teaching staff provide estimated grade information to the Exams Office Manager/Examinations Officer, if required by the awarding body
- by the internal deadline

Examinations Officer

- Submit estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keep a record to track what has been submitted

Internal assessment and endorsements

Head of Centre

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking
- Ensures staff have access to awarding body assessment and standardisation training and are appropriately trained before assessing students work

SENDCo

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

Teaching staff

- Attend relevant awarding body non-examination assessment and coursework assessment and standardisation training
- Support the SENDCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

Head of Faculty/Head of Subject

- Ensure teaching staff are adequately trained for assessment and standardisation with the relevant awarding bodies
- Ensure teaching staff assess and authenticate candidates' work according to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the Exams Office Manager/Examinations Officer by the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Exams Office Manager/Examinations Officer by the internal deadline

Exams Office Manager/Examinations Officer

- Submit marks, endorsement grades and samples to awarding bodies/moderators within the deadlines set
- Keep a record to track what has been submitted and dispatched to the awarding bodies/Moderators

- Log moderated sample returns to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates

- Authenticate their work to confirm it "is their own" as required by the awarding body

Invigilation arrangements

Exams Office Manager/Examinations Officer

- Provides an annually reviewed/updated "Invigilator Handbook" to invigilators, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any awarding body/JCQ regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series. This will include the provision of a "roving invigilator" to enter an exam room at regular intervals where a candidate and invigilator (acting as a practical assistant, prompter, reader or scribe) are accommodated on a one-to-one basis. The roving invigilator will enter the exam room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and support the practical assistant, prompter, reader and/or scribe in maintaining the integrity of the exam
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates

SENDCo

- Liaises with the Exams Office Manager/Examinations Officer regarding facilitation and invigilation of access arrangement candidates

Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series
- To familiarise themselves with and understand the JCQ document *Instructions for conducting Examinations (ICE)*
- To attend twice yearly training/briefing meetings to receive updates on awarding body/JCQ regulations and Bishop Stopford School exam process changes

JCQ Centre Inspections

Exams Office Manager/Examinations Officer

- Will accompany the Inspector throughout a visit

SENDCo

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise

Senior Leadership Team

- Will meet and/or accompany the Inspector in the absence of either the Exams Office Manager/Examinations Officer or SENDCo

Seating and identifying candidates in exam rooms

Examinations Officer

- Ensure a procedure is in place to verify the identity of all candidates

Candidate Identification Procedure

The candidate ID Procedure can be found under Curriculum (S:) / Staff Info / Exams Office Policies
Refer to *GR (Sections 5.6, 5.9)* and *ICE (Section 16)*

- Ensure invigilators are aware of the procedure
- Provide seating plans for exam rooms according to JCQ and awarding body requirements
- Ensure candidates with access arrangements are identified on each seating plan and the invigilators are informed of those candidates who have been awarded access arrangements and reasonable adjustments

Invigilators

- Follow the procedure provided by the Exams Office Manager/Examinations Officer which details how the identity of all candidates sitting exams will be confirmed
- Seat candidates in exam rooms as instructed by the Exams Office Manager/Examinations Officer on the seating plan

Security of exam materials - ICE (Section 2.11)

Exams Office Manager/Examinations Officer

- Confirms appropriate arrangements are in place to ensure that confidential exam materials are only handed over to authorised members of staff
- Ensures access to the secure room is restricted and staff approved by the Head of Centre are accompanied by a keyholder at all times.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within Bishop Stopford School
- Ensure a log is kept at the initial point of delivery (main reception) to record the receipt of confidential materials and signed for by authorised staff. This will be made available for JCQ Inspection
- Will ensure the timely transfer of confidential materials from the main reception to the secure storage facility where the materials will be removed from the dispatch packaging, checked in, then placed in the secure storage facility in exam timetable order
- Question paper packets will be carefully checked when they are removed from the dispatch packaging and a record of the papers received logged by date, time and number of papers. This record will be made available for JCQ Inspection
- Will ensure the secure storage facility only contains current and live confidential material (past examination question papers, internal tests and mock examinations must not be kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment within the school to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question paper materials)
- At least two and no more than six members of centre staff should be authorised to handle secure electronic/paper materials, one of whom must be the Exams Office Manager/Examinations Officer. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Ensures that the question paper is printed correctly, is of good quality and is collated in the right order

Reception staff

- Follow the process to log confidential materials delivered to/received by Bishop Stopford School and pass them on, in a timely fashion, to authorised staff for transfer to the secure storage facility

Teaching staff

- Adhere to the process to record/log the secure movement of confidential materials taken from and returned to the secure storage facility throughout the time the materials are classed as confidential by the awarding body

Timetabling and rooming

Exams Office Manager/Examinations Officer

- Produces a master centre exam timetable for each exam series
- Issues candidate timetables detailing exam room and seating allocations
- Identifies and resolves candidate exam timetable clashes according to the JCQ regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted)

Overnight Supervision Arrangements

Refer to *ICE (Section 2.8)*

Allowing a candidate to take an exam paper the following morning due to an eligible overnight supervision arrangement is at the discretion of the centre and the centre will ensure

- the JCQ regulations are followed
- appropriate arrangements are set in place
- candidates (and/or parents/carers) understand when, or indeed if, appropriate arrangements can/will be made
- the centre can demonstrate the JCQ regulations have been followed if asked/challenged by a candidate (and/or parent/carer)

- Identifies exam rooms and specialist equipment requirements
- Books rooms for each exam series as required
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements (*ICE Sections 11.5 – 11.24*)
- Liaises with the SENDCo regarding rooming of access arrangement candidates

SENDCo

- Liaises with the Exams Office Manager/Examinations Officer regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the Exams Office Manager/Examinations Officer to ensure exam rooms are set up according to JCQ and awarding body requirements

Alternative site arrangements

SENDCo/Senior Leadership Team

- Based on evidence and the needs of a candidate, the SENDCo and Senior Leadership Team will decide whether an alternative site arrangement should be set in place

Exams Office Manager/Examinations Officer

- (Where/if applicable to the centre) will ensure question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met (*ICE Section 2/11.3*)
- Will inform the JCQ Centre Inspection Service of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations by submitting a JCQ Alternative Site online form using the JCQ Centre Access Portal (CAP) (or through the awarding body where a qualification may sit outside the scope of CAP)

Transferred candidate arrangements

Exams Office Manager/Examinations Officer

- (Where/if applicable to the centre) will liaise with the host or entering centre, as required
- Process requests for Transferred Candidate arrangements using CAP by the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant (for an internal candidate) inform the candidate of their transferred candidate arrangement

Internal exams/assessments

Exams Office Manager/Examinations Officer

- Request internal exam information from the HoF/HoS
- Prepare for the conduct of internal exams/assessments under external exam conditions
- Provide a mock/end of year assessment timetable for all centre staff and candidates
- Provide seating plans for exam rooms
- Request internal exam papers from teaching staff
- Ensures SENDCo approved access arrangements and reasonable adjustments are set in place for candidates
- Arrange invigilation

SENDCo

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

Head of Faculty/Head of Subject

- Provide internal exam information to the Exams Office Manager/Examinations Officer by the deadline set
- Provide exam papers and materials to the Exams Office Manager/Examinations Officer by the deadline set
- Support the SENDCo in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Head of Centre

- Will ensure that Bishop Stopford School's obligations as detailed in the JCQ regulations are met (*GR Section 5.9 conducting examinations and assessments*)

Access arrangements and reasonable adjustments

Exams Office Manager/Examinations Officer

- Will provide cover sheets for access arrangement candidates' scripts if required for particular arrangements e.g. scribe
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams
 - ~ Liaise with the SENDCo to apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO
- Organise rooming, invigilation and resources required for the candidate's needs in an emergency/for temporary access arrangements

Candidate absence

Exams Office Manager/Examinations Officer

- Inform the candidates of what they need to do if they are likely to be absent from an exam
- Inform relevant staff of the process for dealing with absent candidates
- Inform the awarding body of any absent candidates using the special consideration platform via the awarding body secure portals

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that absent candidates are clearly and accurately recorded on the attendance register and invigilation instruction sheet

Candidates

- Inform the Head of Year or Exams Office Manager/Examinations Officer at the earliest opportunity if they are going to be absent from their exam
- Provide medical evidence dated on the day of the exam if applicable
- Are re-charged relevant entry fees for unauthorised absence from exams

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *unauthorised items* below.

Candidate late arrival

Senior Leadership Team

- Permitting candidates, who arrive after the start of an exam, to enter the exam room and sit the exam paper is at their discretion

Exams Office Manager/Examinations Officer

- Inform candidates and parents of the late arrival procedure before the exam period begins
- Inform relevant members of staff how late arrivals will be managed at the time of an exam
- Inform the Invigilation team of the late arrival procedure so they are fully aware of how to manage and record late arrivals
- Ensure that candidates who arrive very late for an exam (1 hour after the exam begins) are reported to the awarding body by submitting a report on “candidate admitted very late to examination room” in CAP before the deadline
- Will warn candidates that their script(s) may not be accepted by the awarding body for marking

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the invigilation instruction sheet/incident box
- Ensure all the pre-exam announcements are given to the late arrival candidates to ensure compliance with the exam room regulations e.g. handing in mobile phones and watches
- Give the candidates the full time allowed for the examination paper

Conducting exams

Head of Centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies (*ICE Section 2.11*)

Exams Office Manager/Examinations Officer

- Ensures exams are conducted according to JCQ and awarding body instructions (*ICE*)
- Ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up tasks completed

Dispatch of exam scripts

Exams Office Manager/Examinations Officer

- Dispatch scripts as instructed by JCQ and the awarding bodies
- Keep appropriate records to track dispatches

Exam papers and materials

Exams Office Manager/Examinations Officer

- Organise exam question papers and associated confidential materials in date order in the secure storage facility
- Attach erratum notices received to relevant sealed question paper packets
- Collate attendance registers and examiner details/address labels in date order
- Regularly check mail and/or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensure great care is taken in opening the correct question paper packets. Request an additional member of centre staff e.g. an invigilator, to double check the day, date, time, subject, unit/component and tier of entry before the question paper packets are opened in the exam room. Both parties should record this then check and sign the “second pair of eyes” form (incorporated on the green “Invigilator Information Sheet”). This will be made available for JCQ Inspection
- Ensure question papers are always be kept in their sealed packets until the second pair of eyes check has been completed
- Ensures the second pair of eyes check takes place immediately before each question paper packet is opened in the designated examination room
- If the question paper packet needs to be split for different rooms on one or more sites or for an access arrangement, ensures the second pair of eyes check takes place in the secure room
- Ensure centre staff who are not the assigned invigilators, do not remove exam papers or materials from an exam room before the end of the exam
- Ensures unused question papers are not released to any individual until 24 hours after the awarding body’s published finishing time for the examination (Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination)

Exam rooms

Head of Centre

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room ‘designated’ as an external exam room and will not be used for any other purpose than for conducting external exams
- Ensures that only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre’s policy regarding which food and drink may be allowed in the exam room is clearly communicated to candidates
- Ensures the centre’s policy on candidates leaving the exam room temporarily is clearly communicated to candidates

Food and Drink in the exam room

- Candidates will be informed of the rules regarding food and drink in the exam room during pre-exam assemblies and detailed within the “Examination and Assessment Information” Booklet
- Candidates are allowed water in a clear/transparent bottle with all labels removed
- No fizzy or canned drink allowed
- Candidates are not allowed to bring food into the exam room, including sweets or mints unless prior approval is given by the SENDCo. A clear/transparent container/bag should be used for any approved food items and the invigilation team will be made aware of the arrangements

Leaving the Examination Room

- Candidates will be informed of the procedure for leaving the examination room before each exam period during an assembly and detailed within the “Examination and Assessment Information” Booklet
- Candidates must remain in the exam room for the full duration of the examination
- If a candidate is unwell and unable to continue with the examination an invigilator will escort the candidate to the first aid room and will remain under supervision until at least one hour after the start of the examination session (until 10.00am or 2.30pm). The candidate will then be allowed to leave the school site
- Toilet breaks are allowed but candidates are advised to go to the bathroom before the examination begins. If a candidate goes to the bathroom during an examination, an invigilator will escort the candidate and the time outside of the exam room will not be added to the end of the examination
- Candidates with rest breaks (including toilet breaks) approved by the SENDCo will be allowed to leave the room, escorted by an invigilator. The time will be monitored and recorded by the invigilator and added at the end of the examination, no time will be lost to the candidate
- Candidates should not leave an exam room unsupervised. If a candidate is unsupervised then the awarding body will be informed as the security and integrity of the exam may potentially be breached

Exams Office Manager/Examinations Officer

- Ensure the exam rooms are set up and conducted as required in the regulations
- Provide invigilators with appropriate resources to effectively conduct the exams
- Brief invigilators on exams to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensure sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode and notifications/alarms disabled)
- Ensure invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be overwhelmed or in distress, recording any incidents or issues on the exam room incident log
- Ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provide authorised exam materials which candidates are not expected to provide themselves e.g. clean copies of textbooks and formulae sheets
- Ensure invigilators and candidates are aware of the emergency evacuation and invacuation (lockdown) procedures
- Ensure invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated (PEEPS)

Senior Leadership Team

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated (PEEPS)
- Ensure a procedure is in place in case of an emergency invacuation (lockdown)

Emergency Evacuation Policy (Exams)

Emergency Evacuation Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies
Refer to [ICE \(Section 4.25\)](#)

Emergency Lockdown Policy

Emergency Lockdown Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies
Refer to [ICE \(Section 4.25\)](#)

Site staff

- Ensure exam rooms are available and set up as requested by the Exams Office Manager/Examinations Officer and in accordance with [JCQ Instructions for Conducting Examinations \(ICE\)](#)
- Ensure grounds or centre maintenance work does not disturb exam candidates in the exam rooms
- Ensure fire alarm testing does not take place during exam sessions

Invigilators

- Conduct exams in every exam room according to [JCQ Instructions for Conducting Examinations \(ICE\)](#) and/or awarding body requirements and as instructed by the Exams Office Manager/Examinations Officer in training/update and briefing sessions

Candidates

- Read the “Examination and Assessment Information” Booklet which is updated annually and published to all candidates (Years 10 – 13) during the autumn term and can be viewed on Edulink under the “Noticeboard” tab
- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

Irregularities

Head of Centre

- Ensures (as required by an awarding body) any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations and assessments (by centre staff, candidates or invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

Candidate Behaviour

- Candidates will be informed of “Exam Day Procedures” including the appropriate behaviour expected within the exam room during a pre-examination period assembly and within the Bishop Stopford School “Examination and Assessment Information” Booklet
- Candidates will be informed of the awarding body/JCQ [Information for Candidates](#) documents prior to the start of each examination series
- These documents will be available for candidates and parent/carers to view on Edulink under the “Noticeboard” tab in the “Exams Information and Guidance” folder
- Candidates will be made aware of all the possible Bishop Stopford School and Awarding Body sanctions in cases of bad, disruptive behaviour or malpractice

Malpractice Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies

refer to [ICE Section 24](#)

Policy to be made available for JCQ Inspection

Senior Leaders

- Ensure support is provided for the Exams Office Manager/Examinations Officer and invigilators when dealing with disruptive candidates in the exam room
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams Office Manager/Examinations Officer

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

Invigilators

- Record in as much detail as possible, any incidents or irregularities on the exam room incident log (e.g. late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, any disruption or disturbance in the exam room and an emergency evacuation)

Malpractice

See *Irregularities* above

Special Consideration

Senior Leaders

- Support eligible applications for special consideration by signing appropriate evidence

Exams Office Manager/Examinations Officer

- Process eligible applications for special consideration (SC) to awarding bodies
- Gather evidence which may need to be provided by other centre staff or candidates
- Submit requests to awarding bodies before the external deadline

Special Consideration Policy

JCQ Special Consideration Policy will be made available to the Senior Leadership Team, the SENDCo and other relevant members of staff prior to the start of the examination series

A **Special Consideration Panel**, including a Senior Leader, SENDCo, Head of Year and the Exams Office Manager/Examinations Officer will meet regularly during the examination series to review all special consideration requests and evidence. Approved requests will be signed off by the Senior Leader and passed to the Exams Office Manager/Examinations Officer to submit applications to the appropriate awarding bodies using their individual online application forms. Candidates will be informed of the outcome of the panel's decision and if special consideration will be applied for by the Senior Leader. The awarding body application outcomes (approved/not approved) will be issued before results are published

Candidates

- Provide appropriate evidence to support their special consideration applications, including GP/Consultant/Hospital letters dated on the day of the exam affected as required
- Provide additional evidence if requested by an awarding body following the submission of a special consideration application

Unauthorised items

Arrangements for unauthorised items taken into the exam room

- Candidates will be informed of the arrangements for the collection of all unauthorised materials as they enter the examination room during a pre-examination assembly and detailed within the "Examination and Assessments Instruction" Booklet
- Procedures will also be communicated to all candidates by email with their "Individual Timetable"
- Details of all unauthorised items and JCQ documents can also be found on Edulink under the "Noticeboard" tab in the "Exams Information and Guidance" folder

Invigilators

- Are informed of the arrangements and JCQ regulations through training

Internal examinations/assessments

Head of Centre

- Internal examinations/mocks and end of year assessments will be conducted as external exams under formal conditions with invigilators

Exams Office Manager/Examinations Officer

- Briefs invigilators on conducting internal exams
- Prepares and administers internal examinations/assessments as instructed by Senior Leaders

- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the Exams Office Manager/Examinations Officer

Results and post-results: roles and responsibilities

Head of Centre

- Will ensure Bishop Stopford Schools obligations as detailed in the JCQ regulations are met (*GR Section 5.12 - Results, Section 5.13 - Post Results and appeals, Section 5.14 - Certificates*)

Head of Faculty/Head of Subject

- Ensure teaching staff keep candidates' coursework/non-examination assessment work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensure work is returned to candidates after the retention period or disposed of according to the requirements

Managing results day(s)

Senior Leadership Team

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensure senior members of staff are accessible to candidates immediately 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

Exams Office Manager/Examinations Officer

- Will work with Senior Leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are set in place
- Inform candidates and parents of results day arrangements
- Inform candidates of the awarding body post-result services, deadlines and fees plus the centre-specific process to request these services
- Inform centre staff of results day arrangements and the process for making post result service requests

Site staff

- Ensure Bishop Stopford School is open and accessible to centre staff and candidates, as required for the collection of results

IT Support Team

- Ensure the school IT system and connections to the awarding bodies are in place for the download of results and results data

Accessing results

Head of Centre

- Ensure results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

Exams Office Manager/Examinations Officer

- Inform candidates in advance of when and how results will be released to them
- Access/download results from the awarding bodies via A2C secure transfer system
- Resolve any missing or incomplete results with the awarding bodies
- Issue Statements of Results to candidates on results day

- Provide summaries of results/results data for relevant centre staff on results day

Post-results services

Head of Centre

- Ensure an **internal appeals procedure** is available where candidates disagree with any Head of Centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available to speak with candidates immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking or review of moderation should be submitted for all candidates believed to be affected (candidate consent is required for a review of marking as marks and subject grades may be lowered, confirmed or raised but not required for a review of moderation)

Exams Office Manager/Examinations Officer

- Will provide information to candidates and staff on the post result services provided by awarding bodies and the fees charged
- Publish the centre-specific post result services process to centre staff and candidates
- Publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Record requests for services, fee payments and receipt of candidate informed consents (**after** the publication of results)
- Submit requests to the awarding bodies before the deadlines set for each available service
- Track requests to conclusion and inform candidates and relevant centre staff of outcomes
- Update centre results data where applicable

Head of Faculty/Head of Subject

- Meet internal deadlines to request post result services and gain relevant candidate informed consent for reviews of marking and/or access to scripts (**after** the publication of results). Candidate consent is not required for review of moderation requests
- Identify the budget to which fees should be charged

Candidates

- Make post result service requests using the Bishop Stopford School request form before the deadlines set for each service
- Provide informed consent and fees, where relevant

Review of Results Procedures and **Internal Appeals Procedures for Review of Results** can be found under Curriculum (S:) / Staff Info / Exams Office Policies

Refer to [GR 5.13 Post-results services and appeals](#)

Policies to be made available for JCQ Inspection

Analysis of results

Data Assistant/Senior Leader

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre)
[Check Your Performance Measures Data](#)

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

- Certificates will be received and sorted by the exams office

- A Celebration of Achievement Evening will be held each year where exam certificates will be presented to the candidates
- Certificates not presented at the celebration evening will be held in the examinations office until requested by the candidate in line with GDPR and awarding body requirements
- Awarding Body guidelines state that certificates should be held for 12 months then securely destroyed
- A record of all certificates securely destroyed must be kept for reference for at least four years. The record should list the candidate number, awarding body, the qualification(s) and exams series

Candidates

- May arrange for certificates to be collected on their behalf by providing the Exams Office with written permission/authorisation; authorised persons must provide ID evidence on collection of certificates
- A signature will be required to confirm collection of certificates

Exams review

Exams Office Manager/Examinations Officer

- Provide the Senior Leadership Team with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within each stage of the exam cycle
- Collect and evaluate all feedback from staff, candidates and invigilators and review with the Senior Leader

Senior Leader

- Work with the Exams Office Manager/Examinations Officer to produce a plan to action any required improvements identified in the review

Retention of records

Exams Office Manager/Examinations Officer

- Keep records as required by JCQ and awarding bodies for the required period
- Keep records as required by the centre's records management policy
- Provide an exams archiving policy that identifies information held, retention period and method of disposal

Exams Archiving Policy

Exams Archiving Policy can be found under Curriculum (S:) / Staff Info / Exams Office Policies
--