Exam

Version 3.0: November 2021

Date approved by LGB	16 November 2021
Review Period	Annual
Next Review Date	November 2022
Signed by Chair of LGB	

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1. PURPOSE OF THE POLICY

Pilton Community College is committed to ensuring that the exams 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 exam process are documented, supporting the exams contingency plan and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams 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 exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them.

This policy will be 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.

The exams officer (EO) is responsible for the annual review and any required update of this policy.
The head of centre is responsible for the approval and sign-off of this policy.
This policy will be communicated to all relevant centre staff. It will be emailed directly to those staff identified with roles and responsibilities within the policy and will be available on the policies section of the centre's website.

2. ROLES AND RESPONSIBILITIES OVERVIEW

2.1 Head of centre

- understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
- General regulations for approved centres (GR)
- Instructions for conducting examinations (ICE)
- Access arrangements and reasonable adjustments (AA)
- Suspected malpractice – Policies and Procedures (SM)
- Instructions for conducting non-examination assessments (NEA)
- Instructions for conducting coursework
- A guide to the special consideration process (SC)
- ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the National Centre Number Register (NCNR) annual update
- understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
    - o the centre status being suspended
    - o the centre not being able to submit examinations
- retains a workforce of an appropriate size and competence, including sufficient managerial and other resources, to undertake the delivery of the qualification 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
- provides fully qualified teachers to mark NEAs and/or fully qualified assessors for the verification of centre assessed components

- appoints a SENDCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- enables the relevant senior leader(s), the exams officer and the SENDCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent
- has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- makes sure that a teacher, a tutor or a senior member of centre staff who teaches the subject being examined is not an invigilator during the examination
- complies with local health and safety rules which are in place and ensures that the centre is adequately covered for public liability claims
- takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
    - the location of the centre's secure storage facility is in a secure room solely assigned to examinations for the purpose of administering secure examination materials
    - the secure room only contains exam-related materials
    - there are between 2 and 6 keyholders only, each of whom must fully understand their responsibilities as a keyholder to the secure storage facility
    - access to the secure room and secure storage facility is restricted to the authorised keyholders, and staff named and approved by the HOC who are accompanied by a keyholder at all times
    - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff
    - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
    - that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to check and record that the correct question paper packets are opened
- makes arrangements to receive, check and store question papers and examination material safely and securely as per JCQ regulations
- makes arrangements to receive and 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
- obtains written approval from the relevant awarding body before permitting a third party to deliver any part of a qualification including assessments
- ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)
- takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place
- ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/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 publication Suspected Malpractice – Policies and procedures
- ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff, are reported to the awarding body immediately
- ensures risks to the exam process are assessed and appropriate risk management processes/ contingency plans are in place that allow SLT to act immediately in the event of an emergency or staff absence. (This is included as an appendix at the end of this document).
- ensures the required internal and external appeals procedures are in place and are drawn to the attention of the candidates and where relevant their parents/carers (A copy of the written internal appeals procedures

relating to internal assessment and external appeals can be found under the policies section of the centre's website

- ensures an equalities policy showing the centre's compliance with relevant legislation is in place. (A copy of the disability policy setting out how the centre seeks to comply with the Equality Act 2010 can be found under the policies section of the centre's website)
- ensures a complaints and appeals procedure is in place and drawn to the attention of candidates and their parents/carers
- ensures the centre has a child protection/safeguarding policy in place, including DBS clearance which satisfies current legislative requirements
- ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations
- ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any conflict of interest in the circumstances outlined in the JCQ regulations and also maintains records that confirm the measure taken to mitigate any potential risk to the integrity of the qualifications affected
- ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- 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
- co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- understands the JCQ will identify him/herself with a photo ID and must be accompanied through any tour of the premises, including inspection of the secure storage facility

2.2 Exams officer

- Understands the contents of annually updated JCQ publications including GR, ICE, SM, PRS and a guide to the special consideration process
- Completes/submits the NCNR annual update by the end of October each year
- 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; appoint lead invigilators, as required in conjunction with SLT and keeps a record of the content of training provided to invigilators for the required period
- 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 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
- briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

2.3 Senior leadership team (SLT)

- is familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM, NEA, SC.

2.4   Special educational needs co-ordinator (SENDco)

- understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including Access arrangements and reasonable adjustments (AA)
- leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- if not the qualified specialist assessor, will work with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- presents when requested by a JCQ inspector, evidence of the specialist assessor's qualification

2.5   Heads of Department (HODs)

- will offer guidance to candidates who are unsure about exam entries or amendments to entries
- will ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENDco
- will ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- will ensure teaching staff attend relevant awarding body training and update events
- will make decisions on post-results requests in conjunction with SLT where needed

2.6   Teaching staff

- will undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENDco
- will keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- will attend relevant awarding body training and update events

2.7   Invigilators

- will attend/undertake training, update, briefing and review sessions as required
- will provide information as requested on their availability to invigilate
- will sign a confidentiality agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them
- will assist the EO in the efficient running of exams in accordance with JCQ regulations

2.8   Reception staff

- will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times following the necessary requirements to maintain the integrity and confidentiality of the exam materials

2.9   Site staff

- will support the EO in relevant matters relating to exam rooms and resources

2.10   Candidates

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

3. THE EXAM CYCLE

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:
- Planning
- Entries
- Pre-exams
- Exam time
- Results and post-results

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

3.1 Planning

3.1.1 Information sharing

The head of centre will:
- direct relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SM, NEA (and the instructions for conducting coursework) and SC

The EO will:
- signpost relevant centre staff of JCQ and awarding body documentation relating to the exam process that has been updated
- signpost relevant centre staff to information that should be provided to candidates
- as the centre administrator, approve relevant access rights for centre staff using awarding body secure extranet sites

3.1.2 Information gathering

The EO will:
- undertake an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- collate all data into one central point of reference
- research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications
- produce an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; inform key centre staff of internal deadlines
- collect information on internal exams to enable preparation for and conduct of mock examinations

HODs will:
- respond (or ensure teaching staff respond) to requests from the EO on information gathering
- meet the internal deadline for the return of information
- inform the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- familiarise themselves and their staff with the annual exams plan of internal deadlines

3.1.3 Access arrangements

The SENDco will:
- assess affected candidates (or work with the appointed specialist assessor) to identify access arrangements requirements
- gather **evidence of need** to support access arrangements
- liaise with teaching staff to gather evidence of **normal way of working**
- determine candidate eligibility for arrangements or adjustments that are centre delegated
- gather signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms from candidates where required
- apply for **approval** through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- keep relevant evidence on file for JCQ inspection purposes (If documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- liaise with the EO regarding exam time arrangements for access arrangement candidates

- ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s) and keeps a record of the content of training provided to facilitators for the required period

3.1.4   Word processor policy

Details of our word processor policy is included in the College's Access Arrangements policy

3.1.5   Separate invigilation within the centre

- the SENDco will ensure criteria for candidates allowed separate invigilation within the centre is clear, meets the requirements of JCQ access arrangements and best meets the needs of individual candidates and remaining candidates in main exam rooms

SLT, HODs, Teaching staff will:

- support the SENDco in determining and implementing appropriate access arrangements

3.1.6   Internal assessment and endorsements

The head of centre will ensure:

- arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensure that candidates' centre-assessed work is produced, authenticated, marked and quality assured in accordance with the awarding bodies' instructions
- fully qualified teachers mark non-examination assessments and/or fully qualified assessors verify centre assessed components
- an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internal assessment decision or decision to reject work on the grounds of malpractice
- a policy for the management of non-examination assessment is in place and can be found under policies on the centre's website.
- irregularities are investigated and any cases of suspected malpractice are reported to the awarding body, as required (if the authentication statement has been signed)

    SLT will ensure:

- teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates' work
- a process of internal moderation and standardisation is in place

    HODs will ensure:

- teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow JCQ Instructions for conducting coursework
- teaching staff delivering GCSE qualifications follow instructions for conducting non-examination assessments and subject specific information where provided by the awarding body
- teaching staff delivering GCE, Entry Level, Project or OCR Cambridge National qualifications follow instructions for conducting coursework and the specification provided by the awarding body
- for other qualifications, teaching staff follow appropriate instructions issued by the awarding body
- teaching staff inform candidates of their centre assessed marks as a candidate may request a review of marking before marks are submitted to the awarding body

    Teaching staff will ensure:

- appropriate instructions for conducting internal assessment are followed
- candidates are aware of JCQ or awarding body information for candidates on producing work that is internally assessed
- 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 Officer will:

- identify relevant key dates and admin processes that need to be followed in relation to internal assessment
- signpost teaching staff to relevant JCQ Information to Candidate documents that are annually updated

3.1.7   Invigilation

Head of Centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators

The EO will:

- recruit additional invigilators, with the support of SLT, 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/malpractice sanctions are applied to them
- facilitate annual training for new and existing invigilators in the conduct of exams
- ensure invigilators supervising access arrangement candidates understand their role (and the role of a role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- ensure invigilators are briefed on the access arrangement candidates in their exam room and made aware of the specific access arrangements awarded (ensuring that these candidates are identified on the seating plan)

3.2 Entries

3.2.1 Estimated entries

The EO will:

- request estimated or early entry information, where this may be required by awarding bodies, from HODs in a timely manner to ensure awarding body external deadlines for submission can be met
- the EO with provide a standard form to each HOD requesting details of the awarding body, specification, components, codes, year group and estimated number of entries
- HODs will be provided with a return deadline
- the EO will collate this information and submit to the awarding bodies by the required deadline
- make candidates aware of the JCQ Information for Candidates – Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification

HODs will:

- provide entry information requested by the EO to the internal deadline
- inform the EO immediately of any subsequent changes to entry information

3.2.2 Final entries

The EO will:

- request final entry information from HODs in a timely manner to ensure awarding body external deadlines for submission can be met
- inform HODs of subsequent deadlines for making changes to final entry information without charge
- confirm with HODs final entry information that has been submitted to awarding bodies
- ensure as far as possible that entry processes minimise the risk of entries or registrations being missed and reduce the potential for late or other penalty fees being charged by awarding bodies
- observe each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments

3.2.3 Final entries collection and submission procedure

- list of internal and external examination entry deadlines provided by the EO to HOD and SLT in good time for the relevant season
- specification sheets provided to HODs to confirm base data details are correct before entries are processed
- mark sheets provided to HODs by EO
- HODs complete entries
- EO enters information into SIMS
- completed exam entry mark sheets returned to HODs for checking
- statements of entry provided in duplicate to all candidates; candidates and parents asked to sign and return one copy of the statement of entry by specific deadline, duplicate copies collected in by tutors
- any queries regarding entries to be dealt with at this stage, withdrawals or lowering of tier after issue of statement of entry to be authorised by HOD, SLT with responsibility for that department and Headteacher/Deputy Headteacher
- deadline for final entry communicated to staff
- entry submission made by EO complying to external submission deadline, submission made via EDI

where available.

HODs will:
- provide information requested by the EO to the internal deadline
- inform the EO 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 EO and confirm information is correct

3.2.4   Entry fees

Initial registration fees (where applicable) and exam entry fees are paid by the centre. Late entry fees and amendment fees are also paid by the centre. Departments are charged for late entries or amendments where the deadline has been missed due to their error or omission.

3.2.5   Late entries

The EO will:
- have clear entry procedures in place to minimise the risk of late entries (see above)
- EO to make SLT with exam responsibility aware of possible late entries as issues arise and provide a summary of any unresolved queries before main submission is made to awarding bodies
- charge any late or other penalty fees to departmental budgets

HODs will:
- minimise the risk of late entries by
- following procedures identified by the EO in relation to making final entries on time
- meeting internal deadlines identified by the EO for making final entries

3.2.6   Private candidates

- The centre does not usually accept private candidates. In exceptional circumstances private candidates will be accepted when approved by SLT with exams responsibility.
- If accepted, these will be managed by EO.
- EO will inform candidate of internal and external deadlines for entry submission and ensure these are met.
- SLT will decide whether entry fees are paid by the college or the candidate. Any administration, invigilation or rooming charges will be clearly communicated to candidate before entry submission is made.
- EO will inform candidate of examination arrangements as well as results and certificate availability and collection arrangements

3.2.7   Candidate statements of entry

The EO will:
- provide candidates with statements of entry for checking

Teaching staff will:
- ensure candidates check statements of entry and return any relevant confirmation required to the EO
- duplicate statements of entry will be collected by tutors and candidates/parents will be contacted should there be undue delay in receiving the signed copy of the statement

Candidates (or parents/carers) will:
- confirm entry information is correct or notify the EO of any discrepancies

3.3 Pre-exams

3.3.1   Access arrangements

The SENDco will:
- ensure 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)
- ensure a candidate is involved in any decisions about arrangements, adjustments or adaptations that may be put in place for him/her
- ensure exam information is adapted where this may be required for a disabled candidate to access it

- allocate appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments
- where relevant, ensure the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working and that the candidate is assessed by the centre's appointed assessor

3.3.2 Briefing candidates

Before exams the EO will:

- issue individual exam timetable information to candidates and inform candidates of any designated contingency day awarding bodies may identify in the event of national or significant local disruption to exams
- issue relevant JCQ information for candidates prior to exams
- where relevant, issue awarding body information to candidates
- issue centre exam information to candidates which will include information on:
    - o acceptable dress and behaviour/malpractice
    - o exam clashes
    - o unauthorised material and personal belongings
    - o arriving late for an exam
    - o absence or illness during exams
    - o what equipment is/is not provided by the centre
    - o unauthorised items in exam rooms
    - o when results and certificates will be issued
    - o the post-results services and how the centre will deal with requests from candidates

3.3.3 Dispatch of exam scripts

The EO will

- identify and confirm arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

3.3.4 Internal assessment

Head of Centre

- ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking
- HODs will ensure:
- teaching staff inform candidates of marks for internally assessed components two weeks before awarding body deadline
- teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- teaching staff authenticate candidates' work as per awarding body requirements
- teaching staff provide required samples of work for moderation to the EO to the internal deadline

The SENDCo will:

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

The EO will:

- either submit marks or assist teaching staff in submitting marks to awarding bodies to meet the external deadline
- submit samples to awarding bodies/moderators to meet the external deadline
- keep a record to track what has been sent
- log moderated work returned to the centre
- communicate to teaching staff the guidelines in terms of retention and subsequent disposal of candidates' work

Candidates will:

- authenticate their work as required by the awarding body

3.3.5 Invigilation

The EO will:

- provide an invigilation handbook or brief invigilators accordingly
- train new invigilators on appointment and update experienced invigilators annually on any regulation changes
- deploy invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where required)
- allocate invigilators to exam rooms as per the required ratios
- liaise with the SENDco regarding the facilitation and invigilation of access arrangement candidates

The SENDco will:
- liaise with the EO regarding facilitation and invigilation of access arrangement candidates

Invigilators will:
- provide information as requested on their availability to invigilate throughout an exam series

3.3.6 JCQ inspection visit
- A member of SLT or the EO will accompany the inspector throughout the visit
- The SENDCo will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- The SENDCo will ensure that information is readily available for inspection at the venue where the candidate is taking the exam

3.3.7 Seating and identifying candidates in exam rooms
The EO will:
- ensure a procedure is in place to verify candidate identity
- ensure that invigilators are aware of the procedure
- provide seating plans for exam rooms as per JCQ and awarding body requirements and ensure candidates with access arrangements are identified on the seating plan

3.3.8 Verifying candidate identity procedure
- Candidate exam identification cards are used for external examinations. These are placed on the exam desk prior to each exam by the invigilators.
- Should an ID card be unavailable, identification can be verified by a member of staff from the centre who knows them personally (eg Exams Officer, Tutor, Subject Teacher or member of SLT).
- The attendance register is taken by the invigilator using the seating plan, and any anomalies or discrepancies can be investigated at the time of completing this. Any queries regarding identity will be referred to the Exams Officer.

Invigilators will:
- follow the procedure for verifying candidate identity provided by the EO
- seat candidates in exam rooms as instructed by the EO/in the seating plan

3.3.9 Security of exam materials
The EO will:
- confirm appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- have a process in place to record the receipt, secure movement and secure storage of confidential exam materials within the centre in line with the current JCQ regulations
- ensure a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately handed over to a key holder for checking and placing in the secure storage facility
- ensure the secure storage facility contains only current and live confidential material
- ensure that examination stationery is stored in the secure room
- ensure the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process and ensure only authorised members of centre staff have access to electronic question papers

Reception staff will:
- follow the process to log confidential materials delivered to the centre and issued to authorised staff for transferral to the secure storage facility

Teaching staff will:

- adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

3.3.10 Timetabling and rooming

The EO will:

- produce a master centre exam timetable for each exam series
- identify and resolve candidate exam clashes
- identify exam rooms and specialist equipment requirements
- allocate invigilators to exam rooms as per the required ratios
- liaise with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements
- liaise with the SENDco regarding rooming of access arrangement candidates

The SENDco will:

- liaise with the EO regarding rooming of access arrangement candidates

Site staff will:

- liaise with the EO to ensure exam rooms are set up as per JCQ and awarding body requirements

3.3.11 Alternative site arrangements

The EO will:

- ensure question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- inform the JCQ Centre Inspection Service by submitting the relevant notification through CAP of any alternative sites that will be used to conduct timetabled examination components

3.3.12 Transferred candidate arrangements

The EO will:

- liaise with the host or entering centre, as required
- process requests to the awarding body deadline using CAP
- where relevant (for an internal candidate) inform the candidate of the arrangements that have been made for their transferred candidate arrangements

3.3.13 Internal exams

The EO will:

- prepare for the conduct of internal exams under external conditions
- provide a centre exam timetable of subjects and rooms
- provide seating plans for exam rooms
- request internal exam papers from teaching staff
- arrange invigilation

The SENDco will:

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

Teaching staff will:

- provide exam papers and materials to the EO
- support the SENDco in making appropriate arrangements for access arrangement candidates

3.4 Exam time

3.4.1 Access arrangements

The EO will:

- provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements
- have a process in place to deal with emergency access arrangements as they arise at the time of exams
- apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

3.4.2 Candidate absence policy

Invigilators will:

- report any absences to the EO once the attendance register has been completed.

The EO will:

- contact the candidate's parent/guardian by phone and inform them of the absence
- keep notes of any contact made or message left
- report the absence to the relevant HOD and HOY

Invigilators will:

- be informed of the policy/process for dealing with absent candidates through training
- ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates will:

- be re-charged relevant entry fees for unauthorised absence from exams at the discretion of the centre.

3.4.3 Candidate behaviour

See Irregularities below.

3.4.4 Candidate belongings

See unauthorised materials below.

3.4.5 Candidate late arrival policy

Invigilators will:

- be informed of the policy/process for dealing with late/very late arrival candidates through training
- ensure that relevant information is recorded on the exam room incident log

Candidate late arrival:

- Candidates who arrive late will be allowed to enter the exam at the discretion of the Exams Officer/SLT.
- Candidates who arrive within the first 15 minutes of the start of the exam may be seated, given the same instructions as the rest of the candidates and asked to start without alerting the Exams Officer. A note should be made in the exam incident book and the candidate should be given the full time.
- When a candidate arrives more than 15 minutes after the exam has started, the EO should be alerted so that a decision can be made as to whether the candidate can sit the exam and so that adequate provision of supervision for the candidate can be arranged. The EO will speak to the candidate and invigilators to advise them of the decision made. A note should be made in the exam incident book of the time the candidate started the exam.
- Persistent late arrivals will be referred by the EO to Head of Year/SLT to follow up.

The EO will:

- ensure that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- warn candidates that their script may not be accepted by the awarding body

3.4.6 Conducting exams

The head of centre will:

- ensure venues used for conducting exams meet the requirements of JCQ and awarding bodies

The EO will:

- ensure exams are conducted as per JCQ and awarding body instructions

3.4.7 Dispatch of exam scripts

The EO will:

- dispatch scripts as instructed by JCQ and awarding bodies
- keep appropriate records to track dispatch

3.4.8 Exam papers and materials

The EO will:

- organise exam question papers and associated confidential resources in date order in the secure storage facility
- attach erratum notices received to relevant exam question paper packets
- collate attendance registers and examiner details in date order
- regularly check mail or inbox for updates from awarding bodies
- in order to avoid potential breaches of security, take care to ensure the correct question paper packets are opened by using the 'second pair of eyes checks'. A member of centre staff, additional to the person

removing he papers from secure storage, must check the day, date, time, subject, unit/component and tier of entry immediately before the packet is opened
- ensure the second check is recorded and available for inspection
- release exam question papers and materials to teaching staff for teaching and learning purposes in line with JCQ regulations

3.4.9   Exam rooms
The head of centre will:
- ensure that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- ensure only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- ensure that information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- ensure no food is allowed in the exam room
- cold drinks (non fizzy) are allowed in the exam room provided all labels are removed from drink containers, reusable clear bottles are allowed, no logos or graphics

The EO will
- ensure exam rooms are set up as instructed by JCQ and awarding bodies
- provide authorised exam materials which candidates are not expected to provide themselves
- provide invigilators with appropriate resources to effectively conduct exams
- brief invigilators on exams to be conducted on a session by session basis
- ensure sole invigilators have an appropriate means of summoning assistance
- ensure invigilators understand they must be vigilant and remain aware of incidents or emerging situations, recording any incidents or issues in the exam incident log
- ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- ensure invigilators and candidates are aware of the emergency evacuation procedure
- ensure invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if the exam room is evacuated

SLT will:
- ensure a documented emergency evacuation procedure is in place (the centre's emergency evacuation procedure is annexed to this document)
- ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Site staff will:
- ensure exam rooms are available and set up as requested by the EO
- ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- ensure fire alarm testing does not take place during exam sessions

Invigilators will:
- conduct exams in every exam room according to JCQ ICE and/or awarding body requirements

Candidates will:
- be required to follow the instructions given to them by the authorised staff/invigilators
- be required to remain in the exam room for the full duration of the exam

3.4.10   Irregularities
The head of centre will:
- ensure any cases of alleged, suspected or actual malpractice or maladministration (by centre staff, candidates, invigilators) are investigated and reported to the awarding body immediately as required

3.4.11   Managing behaviour
- The centre's behaviour for learning policy relating to managing behaviour can be found under policies on the centre's website.

- With regards specifically to behaviour in examinations it should be noted that the head of centre has the authority to remove a candidate from the examination room, but would only do so if the candidate would disrupt others by remaining in the room.

SLT will:
- ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

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

Invigilators will:
- record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

3.4.12   Malpractice
See Irregularities above.

3.4.13   Special consideration
The head of centre will:
- be familiar with the contents of the updated JCQ publication SC
- ensure that all eligible applications are supported by signed evidence produced by a member of SLT

The EO will:
- process eligible applications for special consideration to awarding bodies where the HOC is satisfied there has been a material detrimental effect on a candidate's performance at the time of the assessment and it is appropriate to do so for the specific assessment in accordance with JCQ document SC
- gather evidence which may need to be provided by other staff in centre or candidates
- submit to awarding bodies to the external deadline

Candidates will:
- inform EO of reason for absence such as illness, bereavement or other trauma
- inform invigilator if they are taken ill or disadvantaged during an exam
- provide appropriate evidence to support special consideration applications, where required

3.4.14   Unauthorised items
Arrangements for unauthorised materials taken into the exam room
- Candidate personal belongings not allowed at exam desks or any unauthorised items that have been taken into the examination room must be left at the front of the room as instructed by the invigilator. Access to these items can then be controlled by the invigilator.

Invigilators will:
- be informed of the arrangements through training

3.4.15   Internal exams
The EO will:
- brief invigilators on conducting internal exams
- return candidate scripts to teaching staff for marking

Invigilators will:
- conduct internal exams as briefed by the EO

3.5 Results and post-results

3.5.1   Internal assessment
HODs will ensure:
- teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- work is returned to candidates or disposed of according to the requirements

3.5.2 Managing results day(s)

SLT will:

- 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 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 ensures candidates are informed of the periods during which centre staff will be available

The EO will:

- work with SLT to ensure procedures for managing the main summer results day is in place

Site staff will:

- ensure the centre is open and accessible to centre staff and candidates, as required

3.5.3 Accessing results

The head of centre will:

- 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
- understand that it is not permitted to withhold provisional results from candidates under any circumstances

  The EO will:

- inform candidates in advance of when and how results will be released to them
- access results from awarding bodies under restricted release of results, where this is provided by the awarding body
- resolve any missing or incomplete results with awarding bodies
- issue statements of results to candidates on publication of results
- provide summaries of results for relevant centre staff on publication of results

3.5.4 Post-results services

The EO will:

- provide information to candidates and staff on the services provided by awarding bodies and the fees charged
- publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- provide a process to record requests for services and collect candidate informed consent and fees where relevant
- submit requests to awarding bodies to meet the external deadline for the particular service
- track requests to conclusion and inform candidates and relevant centre staff of outcomes
- update centre results information, where applicable

The head of centre will:

- ensure an **internal appeals procedure** is available where candidates disagree with the centre decision not to support an enquiry about results or not to appeal against the outcome of an enquiry about results

Teaching staff will:

- meet internal deadlines to request the services and gain relevant candidate informed consent

Head of Departments/SLT will:

- identify the budget to which fees should be charged

Candidates will:

- meet internal deadlines to request the services
- provide informed consent and fees, where relevant
- pay the fee for an enquiry about a result should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry

3.5.5 Analysis of results

Following the publication of results, the SLT responsible for data, assessment and reporting will:

- provide analysis of results to appropriate centre staff
- provide results information to external organisations where required
- undertake the Key Stage 4/16-18 Performance Tables checking exercise with the assistance of the EO

3.5.6 Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. The process for issuing certificates to candidates is:

3.5.6.1 Issue of certificates procedure

The EO will:

- inform candidates in advance of when and how certificates will be released to them
- make arrangements for certificate collection evening which is held in mid-November (book room, arrange staffing, speak to site staff about setting up, prepare posters etc.)
- collate certificates received from awarding bodies
- prepare certificate collection sheets
- store certificates securely in exam room until collection in person by candidates

Site staff will:

- ensure the rooms used for certificate collection is set up as required

Candidates may:

- arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates unless they are known to a member of centre staff

3.5.6.2 Retention of certificates policy

- the centre will retain unclaimed or uncollected certificates in secure storage room for a period of 2 years after which they may be disposed of in confidential waste
- process managed by EO

3.6 Review

The EO will:

- meet with the SLT member with responsibility for exams at the end of each exam series to give an overview of the exam series, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- collect and evaluate feedback from staff, candidates and invigilators to inform review as necessary

SLT will:

- work with the EO to produce a plan to action any required improvements identified in the review

3.7 Retention of records

The EO will:

- 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 exam archiving procedure that identifies information held, retention period and method of disposal

APPENDIX 1 CAUSES OF POTENTIAL DISRUPTION TO THE EXAM PROCESS

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Pilton Community College. By outlining actions/procedures to be followed in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by the Ofqual Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication "What schools and colleges and other centres should do if exams or other assessments are seriously disrupted" and the JCQ Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

This plan also confirms that Pilton Community College is compliant with the JCQ regulation (section 5.3 General Regulations for Approved Centres 2020-21) that the centre has in place a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations or on results day owing to an unforeseen emergency.

Exam officer extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- **Planning**
    - annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
    - annual exams plan not produced identifying essential key tasks, key dates and deadlines
    - sufficient invigilators not recruited and trained
- **Entries**
    - awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
    - candidates not being entered with awarding bodies for external exams/assessment
    - awarding body entry deadlines missed or late or other penalty fees being incurred
- **Pre-exams**
    - Invigilators not recruited, trained or updated on changes to instructions for conducting exams
    - exam timetabling, rooming allocation; and invigilation schedules not prepared
    - candidates not briefed on exam timetables and awarding body information for candidates
    - confidential exam/assessment materials and candidates' work not stored under required secure conditions
    - internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
- **Exam time**
    - exams/assessments not taken under the conditions prescribed by awarding bodies
    - required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
    - candidates' scripts not dispatched as required to awarding bodies
- **Results and post-results**
    - access to examination results affecting the distribution of results to candidates

- the facilitation of the post-results services

Centre actions:
- Head of Centre to appoint member of administrative staff to take over responsibilities should absence of EO have a potential to affect the meeting of deadlines and delivery of exams.
- Staff member to work closely with EO to ensure they are up to date with the exam cycle and responsibilities at each point in time.
- Staff member to refer to How To Guides and seek advice from awarding bodies and JCQ where appropriate

SENDCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- **Planning**
  - candidates not tested/assessed to identify potential access arrangement requirements
  - centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
  - evidence of need and evidence to support normal way of working not collated
- **Pre-exams**
  - approval for access arrangements not applied for to the awarding body
  - modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
  - staff providing support to access arrangement candidates not allocated and trained
- **Exam time**
  - access arrangement candidate support not arranged for exam rooms

Centre actions:

- Head of Centre responsible for ensuring position is filled should absence have the potential to disrupt exam preparation.
- EO to work with Deputy SENDCo and Head of Centre to ensure access arrangements are in place by the Spring term of Year 10 for all students where possible.
- EO to plan access arrangements for exam days in advance of the summer series, in consultation with SENDCo.

Head of centre or SLT with oversight of examination administration is absent – Escalation process

Criteria for implementation of the plan

Key tasks not undertaken including:

- Monitoring the compliance with JCQ regulations does not occur
- Adequate line managing of EO does not occur
- The integrity and security of examinations and assessments is not maintained during the examination series.
- Guidance on procedure if malpractice is identified is not available
- support is not available for the EO and invigilators when dealing with disruptive candidates in exam rooms

Centre actions:

- Head of Centre identified a member of SLT who will provide the support and guidance to the

examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series;

- Identified member of SLT to be familiar with JCQ regulations and associated policies

Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in:
  - candidates not being entered for exams/assessments or being entered late
  - late or other penalty fees being charged by awarding bodies
- Non-examination assessment tasks not set/issued/taken by candidates as scheduled
- Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking.
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- EO responsible for ensuring deadlines are met for estimated entries. Any omissions to be referred to Head of Centre.
- Head of Centre responsible for ensuring the priority for teaching is the examination cohort and staff will be covered in good time, by trained professionals, in all circumstances.

Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Centre actions:

- EO responsible for recruitment of invigilators with support from the senior leadership team in the autumn term before the summer series they are required. Advance planning required to ensure enough are available for each season.
- Head of Centre/SLT to be informed if recruitment is necessary.

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an expected incident at exam time

Centre actions:

- EO responsible for ensuring planning of rooms is completed by the end of the Spring term to identify potential rooming issues and advise SLT.
- Alternative venues within the school to be made available by teaching staff in the event of an unexpected incident. Support from SLT to ensure rooms are made available.
- Head of Centre/School Business Manager to liaise with EO to ensure no disruptions due to room shortages.

Failure of IT systems

Criteria for implementation of the plan
• MIS system failure at final entry deadline • MIS system failure during exams preparation • MIS system failure at results release time **Centre actions:** • EO to contact the awarding bodies directly to arrange alternative methods of information exchange. • Head of Centre/Network Manager to be informed.

Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan
• Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams
Centre actions to mitigate the impact of the disruption
• Invigilators/AA facilitators are trained in centre lockdown procedure and evacuation procedure. • Evacuation procedures are displayed in main exam rooms. • Centre has a lockdown policy in place.

Disruption of teaching time in the weeks before an exam – centre closed for an extended period

Criteria for implementation of the plan
• Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.
Centre actions:
• Head of Centre responsible for finding alternative venues/methods of learning. • Priority given to exam cohort. • Centre to communicate with parents and students.

Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan
• Candidates are unable to attend the examination centre to take examinations as normal • Candidate unable to attend exam due to either testing positive for COVID-19 or isolating due to a request through the track and test scheme. **Centre actions:** • Procedures for absence outlined to students in examinations information distributed before exam period. • The school will follow procedures and advice provided by PHE or the DFE. If the candidate is eligible an application for special consideration will be made on their behalf, alternatively they will be given the opportunity to enter at the next available opportunity. • EO to liaise with student and parents to find alternative venue/advise on next opportunity to sit the examination/apply for special consideration if required.

Centre unable to open as normal during the examination period

Criteria for implementation of the plan
• Centre unable to open as normal for scheduled examinations

Centre actions:

- Open for candidates only if possible
- SLT / EO / Trust Executive will arrange an alternative venue within the local community. Venues include hotel conference rooms, sports centres or other Ventrus School's facilities. Venue must be arranged in agreement with awarding organisation
- Offer students the opportunity to sit the next series where possible.

Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- EO to communicate with awarding bodies for approval of alternative delivery arrangements.
- Awarding organisations to provide centre with electronic access to examination papers via a secure external network. Centre to ensure copies are received, made and stored under secure conditions.

Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked.
- Completed examination scripts/assessment evidence does not reach awarding bodies.

Centre actions:

- EO to communicate with awarding bodies immediately.
- Awarding organisations to generate candidate marks based on other appropriate evidence of candidate achievement as defined by awarding organisation.
- Candidates offered the opportunity to retake in subsequent series if possible.

Centre unable to distribute results as normal or facilitate post results services

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services.

Centre actions:

- EO and Head of Centre to assess alternative arrangements for issuing results with the regulators.
- Head of Centre to inform transition schools, students and parents about delay as soon as possible.

APPENDIX 2 EXAMINATION EMERGENCY EVACUATION PROCEDURE 2021/2022

In the event of an emergency evacuation of an exams room for events such as:
- Fire/Fire alarm
- Bomb alert
- Any other emergency which requires an evacuation of an exams room

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination(s). (ICE 25)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. (ICE 24.5)

Invigilators at Pilton Community College have been informed that they must take the following action (in accordance with JCQ Instructions for conducting examinations (ICE) regulation 25: Emergencies):

1. Stop the candidates from writing.

2. Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.

   In the event of a fire alarm at Pilton Community College during exams the instruction is:
   Invigilators should await instructions from a member of SLT or the Examinations Officer on whether the exam room should be evacuated.

3. If evacuation is confirmed, advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet.

   3a. If there are only a few candidates, consider the possibility of taking the candidates to another place to finish the examination. In this instance, candidates must be given the opportunity to sit the examination for its published duration. Security of the papers must be ensured throughout.

4. Ensure candidates leave the room in silence.

5. Ensure the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.

6. When instructed, supervise the return of candidates to the exam room.

7. Make a note of the time of the interruption and how long it lasted.

8. Allow the candidates the remainder of the working time set for the examination once it resumes.

9. Make a full report of the incident and of the action taken to enable the exams officer to send this to the relevant awarding body.

In addition to the actions required by JCQ ICE regulation 25 above, invigilators are also informed of the following centre-specific actions or information:

1. The exam room must be evacuated by the nearest fire exit.
2. Candidates must be escorted to the relevant assembly point:
   o Sports Hall – car park adjacent to the all weather pitch.
   o Drama Hall – car park in front of the main school entrance.
   o Classrooms – follow the evacuation instructions displayed and exit via nearest fire exit. Assemble on the car park adjacent to the all weather pitch.
3. On returning to the exam room allow candidates time to settle down, reminding them they are still under exam conditions
4. Restart the exam and allow candidates the full working time set for the examination
5. Make relevant changes to the displayed finish time
6. All information regarding the evacuation must be recorded on the exam room incident log

Additional information regarding on-screen exams:

The exams officer will confirm the following in relation to an emergency during an on-screen test to the invigilator before the start of the assessment:
- Procedures for safeguarding the security of assessment content and candidate responses in case of an emergency evacuation of the assessment room
- Procedures for dealing with hardware, software and communication failure
- Procedures for re-starting as assessment after an unplanned break, including how to:
  o control the re-start
  o re-set the timing, where necessary
  o ensure that candidates can re-access their previous responses where this is technically feasible and permitted by the assessment regulations

APPENDIX 3 POLICY HISTORY

Policy Date	Summary of change	Contact	Version/ Implementation Date	Review Date
March 2020	Policy review	Mr D Heaton	V 1.0	March 2021
Autumn 2020	Policy Review	Mr D Heaton	V 2.0	November 2021
November 2021	Policy Review	Mr D Heaton	V 3.0	November 2022