



## Exam Policy

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Committee Responsible	Curriculum
Statutory	Yes/No

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## 1. Purpose of the Policy

Watford Grammar School for Girls (WGGS) is committed to ensuring that the exams management and administration process is run effectively and efficiently.

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

## 2. Roles and Responsibilities Overview

Responsibility for the successful conduct of examinations is shared amongst several staff. Detailed information about roles in relation to specific tasks is given in the appendices.

An overview of roles and responsibilities is given below.

### 2.1 The Head of Centre (the Headmistress) will:

- Understand the contents, refer to and direct 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 in Examinations and Assessments (SMEA)
  - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
- Ensure 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
- Take responsibility for responding to the National Centre Number Register annual update
- Ensure the Examinations Officer receives appropriate support from relevant centre staff and enable the Examinations Officer to attend appropriate training and other events in order to facilitate the effective delivery of exams and assessments
- Ensure confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance, and instructions
- Take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place
- Ensure irregularities are investigated and inform 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
- Ensure risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the head of centre to act immediately in the event of an emergency or staff absence)
- Ensure the relevant awarding bodies are informed of any declaration/conflict of interest where a candidate is being taught, prepared, entered, or sitting exams where a relevant member of centre staff has a personal connection to the candidate
- Ensure 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

- Ensure members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensure members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel.
- Ensure a workable escalation process is in place and that relevant SLT/Exam Staff are aware.

## **2.2 The Examinations Officer will:**

- Understand the contents of annually updated JCQ publications including:
  - General regulations for approved centres
  - Instructions for conducting examinations
  - Suspected Malpractice in Examinations and Assessments Post-results services (PRS)
- Be familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates, and deadlines
- Recruit, train and deploy a team of internal/external invigilators; appoint lead invigilators, as required, and keep a record of the content of training provided to invigilators for the required period
- Support the Head of Centre in ensuring that awarding bodies are informed of any declaration/conflict of interest involving candidates and relevant members of centre staff before the published deadline for entries
- Brief 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.
- Be responsible for ensuring compliance with internal governance arrangements in the escalation process.

## **2.3 Senior Leaders (SLT) will:**

- be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - General regulations for approved centres Instructions for conducting examinations
  - Access Arrangements and Reasonable Adjustments Suspected Malpractice in Examinations and Assessments
  - Instructions for conducting non-examination assessments (and the instructions for conducting coursework).
- When directed by head of centre to be responsible for ensuring compliance with internal governance arrangements according to the escalation process

## **2.4 The Special Educational Needs Co-ordinator (SENDCo) will:**

- Be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - 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, work 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.

### **2.5 Heads of Department will:**

- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.

## **3. Specific Issues**

### **3.1 Entries**

It will normally be the case that a student will be entered for public examination if they have completed a course of study for that examination in the school. Only in exceptional cases will a student not be entered for an examination if they have completed the relevant course of study. In these cases, the student and parent will be informed clearly in writing. Should they wish, they will be able to appeal against this decision, following the school's complaints procedure. The Examinations Officer is responsible for entering students for the correct examinations. This will be done with the support of Heads of Department, who will provide the details of students studying particular courses, and check entries as required.

### **3.2 Exam fees**

Students who are entered for a GCSE or GCE examination for which they have been prepared by the school will not normally be charged for the entry.

The school may make a charge for students who are re-sitting an examination. The school may also charge a Year 13 student to sit an A-level examination if they were entered for the AS examination in Y12 at their request.

### **3.3 External candidates**

Candidates who are not students on roll are not accepted for examinations.

## **4. Exam Contingency Plan**

An Exams Contingency Plan is reviewed annually by the Senior leadership Team.

## **5. Additional School Policies to be referred to:**

Child Protection Policy  
Safeguarding Policy  
Data Protection Policy  
Equalities Policy  
Whistleblowing Policy

## **6. Further Details:**

Specific details about a wide range of issues are given in the appendices to this policy. These cover:

- Appendix 1: Access arrangements
- Appendix 2: Access to scripts, reviews of results and appeals
- Appendix 3: Alternative rooming arrangements
- Appendix 4: Archive policy
- Appendix 5: Candidate absence
- Appendix 6: Candidate identification
- Appendix 7: Candidate late arrival
- Appendix 8: Certificate issue and retention
- Appendix 9: Complaints procedure
- Appendix 10: Conflicts of interest
- Appendix 11: Contingency plan
- Appendix 12: Emergency evacuation
- Appendix 13: Escalation process
- Appendix 14: Food and drink
- Appendix 15: Internal appeals
- Appendix 16: Leaving the examination room
- Appendix 17: Lockdown procedure
- Appendix 18: Managing behaviour
- Appendix 19: Malpractice
- Appendix 20: Non-examined assessment
- Appendix 21: Word processors
- Appendix 22: AI
- Appendix 23: Overnight Supervision
- Appendix 24: Special Considerations
- Appendix 25: The Exam Cycle