



Watford Grammar School for Girls

Exam Policy

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1. Purpose of the policy

Watford Grammar School for Girls (WGGG) 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 a number of staff.

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.

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.

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).

2.4. The Special educational needs co-ordinator (SENDCo) will:

- Be familiar with the contents, refers to and directs 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 ensures 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 she has 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 she has 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 Examination Officer is responsible for entering students for the correct examinations. She will do this with the support of Heads of Department, who will provide her with 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 she was entered for the AS examination in Y12 at her request.

3.3. External candidates:

Candidates who are not students of the school may apply to the Examinations Officer to sit examinations at the centre. The Examinations Officer will decide whether it is possible to accommodate their papers, and her decision on this will be final.

External candidates will pay a fee to the school for sitting exams at this centre, which will consist of the fees charged by the exam board and a reasonable administration fee. The Examinations Officer will verify the identity of external candidates when they arrive to sit their examinations.

4. **Non-examined assessment**

The school has a separate policy concerning Non-examined assessment, which is to be followed by all departments which have NEA as a component of their specification. This policy also contains an internal appeals procedure, which sets out how a candidate can appeal against and request a review of the centre's marking.

All teachers delivering NEA must also follow JCQ Instructions for conducting non-examination assessments, and the specification provided by the awarding body.

5. **Access arrangements**

The SENDCO will work with subject teachers to ensure that students eligible for Access Arrangements are identified and offered the arrangements to which they are entitled.

In particular, the SENDCO will:

- Assesses candidates (or work with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements 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** of an affected candidate
- Determine candidate eligibility for arrangements or adjustments that are centre-delegated
- Apply 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
- Keep relevant paperwork and evidence on file for JCQ inspection purposes
- Liaise with the Examinations Officer 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 arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Provide and annually review a centre policy on the use of word processors in exams and assessments.
- Ensure criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms
- Ensure a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her

- Ensure exam information (JCQ information for candidates information, individual exam timetable etc.) 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 (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)

6. The invigilation team

It is the responsibility of the Examinations Officer to manage the invigilation team. In particular, she will:

- Recruit additional invigilators when required to effectively cover all exam periods/series throughout the academic year
- Collect information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provide a training event for new invigilators on the instructions for conducting exams and an annual update event for the existing invigilation team so that they are aware of any changes.
- Ensure invigilators supervising access arrangement candidates understand their role (and the 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 that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Deploy invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensuring all relevant rules are being adhered to and supporting the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocate invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaise with the SENDCO regarding the facilitation and invigilation of access arrangement candidates

7. The conduct of examinations

The Head of Centre will:

- Ensure that on the day of the exam, relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s)
- Ensure only authorised centre staff are present in exam rooms

The Examinations Officer will ensure that exams are conducted according to JCQ and awarding body instructions.

In particular, she will:

- Ensure exam rooms are set up and conducted as required in the regulations
- Provide invigilators with appropriate resources to effectively conduct 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
- Ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provide authorised exam materials which candidates are not expected to provide themselves
- 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 an exam room is evacuated

8. Candidate absence

The Examinations Officer will ensure that an accurate list of absent candidates is compiled at the start of each exam session. She will then work with the appropriate HoY and senior leader to contact the absent candidates, with the aim of enabling them to arrive and sit the exam.

9. Candidate late arrival

The examinations officer will ensure that candidates who arrive very late for an exam are reported to the awarding body through CAP to timescale. She will warn candidates that their work may not be accepted by the awarding body

10. The management of exam question papers and scripts

The Examinations Officer will:

- 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 placed in the secure storage facility
- Ensure the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment).
- 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 email inbox for updates from awarding bodies
- Ensure that, prior to question paper packets being opened, another member of staff or an invigilator checks day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- Only release exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam
- Dispatch scripts as instructed by JCQ and awarding bodies
- Keep appropriate records to track dispatch

11. Emergency evacuation

Should it be necessary to evacuate the exam venue during an exam, the following process will be followed:

- Candidates will be told to stop writing.
- The lead invigilator will collect the exam register. The lead invigilator will then direct that the venue should be evacuated. Candidates will be told to leave all papers and materials, and to leave the room in silence.
- The Examinations Officer and available SLT members will go to exam venues on hearing the alarm. They will support the lead invigilator in organising the evacuation of the venue.
- Candidates will be supervised as they leave the venue, and outside the venue, by invigilators and school staff.
- A note will be made of the time for which candidates were out of the venue.
- The candidates will be allowed the full working time set for the exam.
- A full report will be sent to the relevant awarding body.

12. Irregularities

Rigorous processes must be followed in dealing with any possible irregularity. Responsibility for taking action is shared amongst a number of staff.

The Head of Centre will

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

The Examinations officer 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)

13. Special consideration

If a student believes she is eligible for special consideration, she should let the Examinations Officer know on the day of the examination. A teacher who believes a student may be eligible should alert the Examinations Officer on the day of the examination.

The Examinations Officer will then gather appropriate evidence and then submit the request. It is the normal policy of the school to submit all requests for special consideration received from students for consideration by the awarding bodies.

14. The release of 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.

The Examinations Officer will:

- Inform candidates in advance of when and how results will be released to them for each exam series
- 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 issue of results date.
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15. Post-results services

The Examinations Officer will:

- Provide information to candidates (including private 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 (**after** the publication of results) and fees where relevant
- Submit requests to awarding bodies to meet the external deadline
- Track requests to conclusion and informs candidates and relevant centre staff of outcomes
- Update centre results information, where applicable.

The costs of post-results requests charged by the exam boards will be paid by the candidate and this will be facilitated by the school. These charges will be set out clearly in writing for candidates.