



Ulverston Victoria High School

POLICIES

Examinations Policy

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UVHS Exams Policy

2022/23

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Date of next review	

This template is provided for members of **The Exams Office** only and must not be shared beyond use in your centre

Exams policy template (2020/21) Hyperlinks provided in this document were correct as at September 2020

Key staff involved in the exams policy

Role	Name(s)
Head of centre	Mr Matthew Hardwick
Exams officer line manager (Senior leader)	Mrs Lisa Muldoon
Exams officer	Mrs Lucy Scott
ALS lead/SENCo	Naomi Hillman
Contingency Senior leader(s)	Mr Andy Nayler, Mrs Alessandra Desbottes
Deputy Exams Officer	Ms Christine Dixon

Contents

Key staff involved in the exams policy.....	2
Purpose of the policy	5
Roles and responsibilities overview	5
National Centre Number Register	Error! Bookmark not defined.
Recruitment, selection and training of staff	6
Internal governance arrangements.....	7
Escalation Process	7
Delivery of qualifications	7
Public liability	7
Security of assessment materials	7
Exam Contingency Plan (and Escalation Process).....	8
Internal Appeals Procedures (Internal Assessment Decisions)	9
Equalities Policy	9
Complaints and Appeals Procedure (Exams).....	9
Child Protection/Safeguarding Policy.....	9
Data Protection Policy.....	9
Conflicts of interest.....	10
Centre inspections	11
The exam cycle.....	13
Planning: roles and responsibilities	13
Information sharing	13
Information gathering	13
Access arrangements	14
Word Processor Policy (Exams).....	14
Separate Invigilation Statement	15
Internal assessment and endorsements	15
Coursework and non-examination assessments.....	15
Non-examination Assessment Policy.....	15
Invigilation	16
Entries: roles and responsibilities	18
Estimated entries	18
Estimated entries collection and submission procedure	18
Final entries	18
Final entries collection and submission procedure	18
Entry fees.....	19
Late entries	19
Re-sit entries	19
Private candidates.....	20
Candidate statements of entry.....	20
Pre-exams: roles and responsibilities	20
Access arrangements	20
Briefing candidates	20

Dispatch of exam scripts	21
Internal assessment and endorsements	21
Invigilation	22
JCQ Centre Inspections.....	22
Security of exam materials	23
Timetabling and rooming	23
Overnight Supervision Arrangements Statement	24
Alternative site arrangements	24
Transferred candidate arrangements	24
Internal exams.....	25
Exam time: roles and responsibilities	26
Access arrangements	26
Seating and identifying candidates in exam rooms.....	26
Candidate Identification Procedure	27
Candidate absence	27
Candidate Absence Statement	27
Candidate late arrival.....	28
Candidate Late Arrival Statement	28
Conducting exams	29
Dispatch of exam scripts	29
Exam papers and materials	29
Exam rooms	29
Food and Drink Statement (Exams)	29
Leaving the Examination Room Statement	30
Irregularities/Malpractice	31
Managing Behaviour Statement	32
Unauthorised items /Candidates belongings	32
Arrangements for unauthorised items taken into the exam room	32
Special consideration	33
Internal exams.....	33
Results and post-results: roles and responsibilities	34
Internal assessment.....	34
Managing results day(s)	35
Accessing results	36
Post-results services.....	36
Analysis of results	37
Certificates.....	37
Certificate Issue & Retention Procedure	38
Retention of records: roles and responsibilities	39
Appendix A: Access to Scripts, Reviews of Results and Appeals & Internal Appeals Procedures. 40	
Appendix B: Emergency Evacuation Policy (including Lockdown guidance)	41

Purpose of the policy

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

The centre aims to provide a variety of qualifications, which allows all students the opportunity to achieve their full potential by the most appropriate and direct route, whilst endeavouring to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented, support the exams contingency plan, and any other relevant exams-related policies, procedures and plans are signposted to
- all centre staff are well informed, supported and clearly understand their roles and responsibilities and that the exams are conducted in the best interest of candidates based on the concepts of equality, diversity, clarity, consistency and openness
- 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 is reviewed annually by the Exams Officer and the Assistant Headteacher linked to exams to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

It is the responsibility of everyone involved in the centre's exam processes - staff and students - to read, understand and implement this policy. It is available both as a hard copy in the Exams Office or as an electronic version. The latter can be accessed by all, to read at any time, via the Exams section of the school website following this link: www.uvhs.uk/exams

Roles and responsibilities overview

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments. The 'head of centre' is the most senior operational officer in the organisation. This is the headteacher of our school. It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.

The examinations officer is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre may not appoint themselves as the examinations officer. A head of centre and an examinations officer are two distinct and separate roles.

The head of centre and/or examinations officer may operate across more than one centre. In such cases the head of centre must ensure there is suitable support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan. (GR, section 2)

Head of centre responsibilities

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this**

booklet. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023*:
<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

- 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) (and the 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.
- and/or practical assessments for exams and assessments
- Where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
 - has in place a written agreement with the third party to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body

National Centre Number Register

- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of 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:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 and ultimately, awarding bodies could withdraw their approval of the centre
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous bullet point
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures 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
- Ensures 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 personnel or JCQ personnel
 and ultimately, awarding bodies could withdraw their approval of the centre

Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, 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 non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer (EO) and the ALS lead/SENCo 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
- Appoints an ALS lead/SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the ALS lead/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system
-

Internal governance arrangements

- 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.

Escalation Process

The document detailing this process is available both as a hard copy in the Exams Office or as an electronic version. It is filed alongside the UVHS Contingency Plan. The electronic version is available via the Exams section of the school website using the link: www.uvhs.uk/exams please see Escalation Policy

- 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 an examination

Delivery of qualifications

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

Public liability

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

Security of assessment materials

- 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 in a secure room which must only be used for the purpose of administering secure examination materials
 - the secure room only contains exam-related material
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff named and approved by the head of centre 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
 - appropriate arrangements are in place for handling secure electronic materials
 - 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 paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
 - (If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*
 - 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
 - Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after 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 alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately

Policies/procedures

- 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)

Exam Contingency Plan

This document is available both as a hard copy in the Exams Office or as an electronic version. The latter is available via the Exams section of the school website using the link: www.uvhs.uk/exams

- Ensures an internal appeals procedures is in place and drawn to the attention of candidates and (where relevant) their parents/carers

Internal Appeals Procedure

This document is available both as a hard copy in the Exams Office or as an electronic version. The latter is available via the Exams section of the school website using the link: www.uvhs.uk/exams

- Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements

Equalities Policy

This policy requirement incorporates sections from three separate UVHS policies:

- SEN and Inclusion Policy - (Electronic version available on school website)
- Single Equality Scheme - (Electronic version available on school website)
- Supporting Pupils with Medical Conditions Policy - (Available from HR Office)

- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

Complaints and Appeals Procedure (Exams)

This document is the Local Authority 'Complaints Procedure' Policy adopted by UVHS.

It is available as an electronic version www.uvhs.uk/policy

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

Child Protection/Safeguarding Policy

This policy requirement incorporates two separate UVHS policies:

- Safeguarding Policy (including Child Protection) - (Electronic version available on school website)
- Safer Employment and Criminal Convictions - (Cumbria County Council adopted policy from which we adhere to the DBS guidance detailed within it - Available from HR Office)

- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

Data Protection Policy

This policy requirement incorporates two separate UVHS policies:

- General Data Protection Regulation Policy - (Electronic version available on school website)

- **Records Management Policy - (Electronic version available on school website)**

Consideration may also be given to sharing candidates results and other exams related information with those with parental responsibility and third parties

For clarification, at UVHS, the student will receive their exam results first unless they have given written permission stating otherwise prior to results day.

Legislation on sharing information

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

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

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

Publication of exam results

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

- Ensures the centre has a whistleblowing policy in place

Whistleblowing Policy

This document is the Whistleblowing policy.

It is available as an electronic version www.uvhs.uk/policy

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

Conflicts of interest

- Ensures the relevant awarding bodies are informed, before the published deadline for entries for each examination series of any potential conflict of interest where
 - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (**noting that being entered by** the centre must be as a last resort where unable to find an alternative centre)
 - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- Maintains clear records (which may be inspected by a JCQ Centre Inspector and/or awarding body staff), that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
 - any members of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
 - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (**noting that being entered by** the centre must be as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre

- Ensure that the records **must** be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

Centre inspections

- 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 Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

Exams officer: overview of role & responsibilities

- Understands the contents of annually updated JCQ publications including:
 - General Regulations for Approved Centres
 - Instructions for Conducting Examinations
 - Suspected Malpractice - Policies and Procedures
 - Post-Results Services (PRS)
 - A guide to the special consideration process
- Completes/submit the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year
 - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
 - Informs the National Centre Number Register Team **immediately** (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
 - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
 - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- 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
- Accounts for income and expenditures relating to all exam costs/charges
- Recruits, trains, line manages and deploys a team of external invigilators – appointing lead invigilators as required, and keeps a record of the content of training provided to invigilators for the required period
- Works with the ALS lead/SENCo 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 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

Senior leaders

- Are 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 - Policies and Procedures
 - Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
 - A guide to the special consideration process
- 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 ALS lead/SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

Additional Learning Support (ALS) lead/Special educational needs co-ordinator (SENCo)

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALS lead/SENCo
- Keep updated with JCQ publications, awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend/undertake training (on the current regulations), annual update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception staff

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

Site Team

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

Candidates (and/or their parents/carers)

- Responsible for being familiar with all JCQ publications for candidates that are published by the EO under the Exams section on the school website via the following link: www.uvhs.uk/exams - paying particular attention to the list of unauthorised items that must be heeded when taking an assessment under formal exam conditions
- Understanding any regulations that they are sign-posted to by centre staff, in particular, non-examination assessment criteria and signing declarations that authenticates the work completed as their own – candidates can expect an awarding body to be informed if there are alleged, suspected or actual incidents of cheating or plagiarism connected to their work

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 are grouped into the following stages:

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

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

Planning: roles and responsibilities

Information sharing

Head of centre

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SM](#), [NEA](#) (and the instructions for conducting coursework) and [SC](#)

Exams officer

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

Information gathering

Exams officer

- Undertakes 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
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of Y7 CATs Year 10, 11, 12, 13 practice exams.

Senior leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information

- Ensure subject leaders respond to requests on information gathering from the EO, and meet the internal deadline set by the EO 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

Access arrangements

Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication [Access Arrangements and Reasonable Adjustments](#)
- Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

ALS lead/SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed
- Applies for **approval** through **Access arrangements online** (AAO) via the **Centre Admin Portal** (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (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)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures 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
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- **Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations**

Word Processor Policy (Exams)

This is available via the Exams section of the school website using the link: www.uvhs.uk/exams

- Ensures 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

Separate Invigilation Statement

In certain circumstances, a candidate with 'an established difficulty' may be eligible to take exams accommodated in another room separate to the main cohort – not necessarily their own room. Centres may also receive requests from candidates (and/or parents/carers) to take their exams under separate invigilation (in a separate room with 1:1 invigilation).

The SENCo must make their decision based on:

- whether the candidate has a substantial and/or long-term impairment which has an adverse effect; and
- the candidate's normal way of working within the centre.

For example, in the case of separate invigilation, the candidate's difficulties are established within the centre and known to a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.

The SENCo must ensure that the proposed access arrangement does not disadvantage or advantage the candidate.

Also that the criteria for candidates granted separate 1:1 invigilation or granted a room separate to the main cohort, ie, a 'small' room or 'access arrangements' room within the centre is clearly documented and complies with JCQ regulations.

Senior leaders, Teaching staff

- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- ALS lead/SENCo to provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

Head of centre

Coursework and non-examination assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments
- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview - Page 9 of this document)
- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment

Commented [LS1]: Our centre does not accept private candidates

Non-examination Assessment Policy

This document is available as an electronic version. This is available via the Exams section of the school website using the link: www.uvhs.uk/exams

- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering OCR Cambridge Nationals, Entry Level Certificate or Project qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensure teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body
- Ensure teaching staff inform candidates of their centre assessed marks - in line with the timeframe set out in the **Internal Appeals procedure** relating to internal assessment decisions - as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- Ensure candidates are informed of their centre assessed marks - in line with the timeframe set out in the **Internal Appeals procedure** relating to internal assessment decisions - as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ [Information for candidates documents](#) that are annually updated

Invigilation

Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times
- Sets the rates of pay for invigilators

Exams officer

- Recruits additional invigilators 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
- Ensures all members of the centre's external invigilation team are included in the annual conflict of interest data collection requirement stipulated by JCQ
- Provides training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures 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)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

Entries: roles and responsibilities

Estimated entries

Exams officer

- Requests 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

Estimated entries collection and submission procedure

A Pro Forma for completion in September is emailed to all subject Leaders at the start of each academic year as part of the annual information gathering exercise.

- Makes 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

Senior leaders

- The expectation at this centre is that all candidates will be entitled, and enabled, to achieve a qualification from an external awarding body for each qualifying course they study and candidates are selected as such for their exam entries by the subject leader
- Decisions not to enter a candidate for an individual subject can only be taken by the Head of Centre in consultation with the Exams Link Senior Leader, the subject leader and the parents/carers
- EO informed immediately of any subsequent changes to entry information

Final entries

Exams officer

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments and observes any regulatory requirements for the qualification

Final entries collection and submission procedure

At the start of the Spring Term, exam entry marksheets for each subject are produced in the centre's MIS (SIMS Exams Organiser). They are populated with candidate entries using the information collected at the start of the academic year from the information gathering exercise that was collated in one central spreadsheet for ease of reference.

The marksheets are distributed to all subject Leaders for checking/amending/confirming and signing off and dating.

Once returned to the EO by the internally set deadline, the EO creates exam entry submission files. The data is transferred from SIMS to each awarding body using A2C ahead of the external awarding body deadline in mid-February.

Subject leaders

- 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 confirms information is correct

Entry fees

The Centre will pay all normal, first attempt entry exam fees on behalf of candidates on roll at the centre.

Departments or candidates will not be charged for any changes of tier, withdrawals or any other exam entry amendments provided they are made within the time-frame allowed by the awarding bodies.

Students on roll, requesting to sit exams in additional subjects to those taught on timetable will be required to pay the exam entry fee plus an administration fee, in full, before an exam entry is submitted. Agreement from the Head of Centre, Exams Office SLT Link & Head of Year (and Subject Leader if applicable) is required too.

Where the opportunity to re-sit an exam is permitted (and the student has not been preparing for this at this centre) the cost is borne wholly by the candidate and will include an administration fee. The payment must be received in full before the exam entry is made.

For further written clarification, refer to Section 3 (i) of the centre's 'Charging for and Remissions For School Activities Policy'. It is available as an electronic version. This is available via the school website using the link: www.uvhs.uk/policy

Late entries

Exams officer

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

Senior leaders

- 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

Re-sit entries

Candidates needing to re-sit examinations must inform the EO directly ahead of internally set deadlines. These internal deadlines will allow a time frame for processing and submitting the entries ahead of the external awarding body deadlines.

A re-sit form, produced by the EO that also includes all the necessary exam fees, must be completed by the candidate. The candidate needs to get the form counter-signed by the

relevant subject leader so they are aware and can put appropriate revision/supportive studies in place as necessary.

Private candidates

This centre does not accept exam entries from private/external candidates.

The centre may allow ex-UVHS sixth form candidates - who are therefore known to the centre - to return the following exam season to re-sit exams if they need to improve their A-Level grades in order to progress with their next stage of education. Exam entries will be at their cost and will include an administration fee. Exam entries will only be made once full payment has been received from the ex-student.

Candidate statements of entry

Exams officer

- Where it is requested by the Senior Leader with Exams responsibility, the EO will provide candidates with statements of entry for checking
- Ensure candidates have timely access to their exam timetable to enable them to check their entries and advise them to inform their tutor if there are any discrepancies

Pre-exams: roles and responsibilities

Access arrangements

ALS lead/SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- This centre does not accept private candidates. If this did occur, the centre would follow the normal school policy

Briefing candidates

Exams officer

- Issues individual exam timetables to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates

- Issues centre exam information to candidates – either via the exams section of the school website or via an Exams Assembly held by the Exams Office SLT Link in conjunction with the EO - that covers information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam rooms - regular wrist watches are no longer permitted.
 - leaving the exam room temporarily
 - what constitutes malpractice
 - when and how results will be issued and the staff that will be available
 - post-results services information and how the centre will deal with requests from candidates
 - the post-results services and how the centre deals with requests from candidates -
 - when and how certificates will be issued

Access to Scripts, Reviews of Results and Appeals Procedures

Refer to CR (sections 5.13, 5.6)

Dispatch of exam scripts

Exams officer

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

Internal assessment and endorsements

Head of centre

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

Senior leaders

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

ALS lead/SENCo

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

Teaching staff

- Support the ALS lead/SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies in line with the centre's Non-examination Policy and Internal Appeals Procedure (for internal assessment decisions)

Exams officer

- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams officer

- Trains new invigilators on appointment and updates experienced invigilators on any regulation changes
- Deploys 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)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the ALS lead/SENCo regarding the facilitation and invigilation of access arrangement candidates
- Liaises with HR to ensure each invigilator's DBS is up-to-date

ALS lead/SENCo

- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series
- Attend face-to-face training or complete online training as required

JCQ Centre Inspections

Exams officer or Senior leader

- Will accompany the Inspector throughout a visit

ALS lead/SENCo or relevant Senior leader (in the absence of the ALS lead/SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

Security of exam materials

Exams officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures only persons authorised by the head of centre and the exams officer are allowed access to the centre's secure storage facility as one of the two to six key holders
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures 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 transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process – only downloading material to the secure Exams Office K:Drive - (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

Reception staff/Site Team

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

Teaching staff

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

Exams officer

- Produces a master centre exam timetable for each exam series
- In conjunction with the Senior Leader linked to the Exams office, identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the ALS lead/SENCo regarding rooming of access arrangement candidates
- Liaises with IT Support to ensure they can provide the required IT equipment and necessary support for candidates with on-screen exams or with approved access arrangements for

Computer Readers and/or Word Processors. Produces a spreadsheet for IT Support detailing when and where all the candidates that require IT equipment will need it for each exam series

- Produces a weekly timetable that details all rooms that are being used as 'delegated exam rooms' – and for how long - and circulates this document to all centre staff
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)

Overnight Supervision Arrangements Statement

When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:

- more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks, or
- more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks

candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays. Overnight supervision arrangements **should only be applied as a last resort and once all other options have been exhausted.**

We would strictly adhere to the most up to date JCQ guidelines.

In addition we follow the following process:

- Identify the need for overnight supervision in a timely manner
- Liaise with Head of Centre and Safeguarding Lead to identify a suitable person (typically a member of staff) for the candidate to stay with
- Brief the member of staff on the regulations and guidelines for overnight supervision arrangements in the JCQ ICE document
- Inform the candidate affected by the exam clash requiring overnight supervision (and their parents)
- Arrange for the candidate to visit, with parents, the place they will stay and for discussion of regulations and what this means for them

ALS lead/SENCo

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

Site Team

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

Alternative site arrangements

Exams officer

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification through CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Centre consortium arrangements

Exams officer

- ~~(Where/if applicable to the centre) Processes applications for Centre Consortium arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)~~

Senior leaders

- ~~(Where/if applicable to the centre) Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator~~

Transferred candidate arrangements

Exams officer

- Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams

Exams officer

- Prepares for the conduct of internal exams under external conditions (where applicable to the centre)
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation (where applicable to the centre)

ALS lead/SENCo

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

Teaching staff

- Provide exam papers and materials
- Support the **ALS lead/SENCo** in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Access arrangements

Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams which involves liaising with the ALS Lead/SENCo and the Senior Leader Exams Link

ALS lead/SENCo

- Applies for emergency access arrangements approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Seating and identifying candidates in exam rooms

Exams officer

- Ensures a procedure is in place to verify candidate identity including private candidates
- SLT or pastoral leader identifies students. In their absence, invigilators identify candidates. Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan **and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded**)
- Prior to the examination, if applicable, inform a private/external candidate or a transferred candidate who is not known to the centre that they must show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence
- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination
- Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the particular access arrangement(s) awarded

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

Candidate Identification Procedure

The identity of students on roll at UVHS is checked as part of the initial registration process.

UVHS does not accept private candidates. But should the case arise where it is agreed that a private/external candidate or a transferred candidate who is not known to the school is permitted to sit an exam at this centre, a verification process which involves photo-ID will be followed at the time the exam entry is made, and the candidate will be required to bring photo ID on each exam day.

Once candidates are seated for their exam the attendance register is completed by the Head of Year for GCSE students and a member of the Sixth Form Leadership Team for A-Level students. They are best placed to know the identity of the exam candidates. All candidates also have a school photographic ID card which they are instructed to place on their exam desk. This allows the invigilators to also establish the identity of all candidates sitting examinations if the required nominated member of centre staff is unavailable.

Candidates are seated in exam number order and grouped by the same exam subject. Those with the same approved access arrangements are seated together and grouped by exam subject. Invigilators are informed of those candidates with access arrangements. The access arrangement(s) awarded are detailed on the seating plan and further confirmed by placing a colour-coded card with the appropriate access arrangements on the candidate's exam desk.

Candidate absence

Invigilators

- Are 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

- May be re-charged relevant entry fees for persistent unauthorised absence from exams

Candidate Absence Statement

Candidates must ring UVHS main reception on the morning of the exam if they are likely to be absent. A member of SLT, pastoral leader or office staff will phone them back if they leave a message to confirm

Once a candidate is identified as absent from an examination, the following action will be taken:

- The candidate will be contacted immediately as to their whereabouts by a nominated member of centre staff and as far as possible arrangements made to ensure their immediate arrival
- All available contact details listed in SIMS will be used including an email to the candidate's personal school email address if all other forms of contact are exhausted

If a candidate fails to sit an examination, the following action is taken:

- A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker
- The candidate absence is noted on the seating plan by crossing through the candidate details

If a candidate is absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment may be made to the candidate's terminal grade by the awarding body, providing the following conditions are met:

- The examination is in the candidate's terminal exam series
- The candidate has completed or will be able to complete the required percentage of the assessment to meet the minimum requirements for enhanced grading in cases of acceptable absence
- The application for special consideration can be supported by signed evidence produced by a senior leader
- When provided with the signed evidence, special consideration requests and applications will be submitted to the relevant awarding body(s) by the EO or Deputy EO within 7 days of the candidate's last timetabled exam in line with the external deadline set by the awarding bodies

Candidate late arrival

Candidate Late Arrival Statement

An absent candidate may subsequently arrive once the exam is underway, becoming a **late or very late** arrival, at which point UVHS reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination.

A candidate will be considered **late** if they arrive:

- within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination (if the late arrival is after the finish time of the exam the candidate will not be permitted to sit the exam.)

A candidate will be considered **very late** if they arrive:

- more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination
- after the awarding body's published finishing time for an examination that lasts less than one hour

A candidate who arrives **late**, will be permitted by the centre to sit the examination and will be allowed the full time for the examination. The late candidate will be taken to the exam room by the EO or Deputy EO. The required exam instructions will be read to them before they enter the exam room ensuring any unauthorised items are handed over. To minimise disruption to the other candidates, the late candidate will be handed over from the EO/Deputy EO to the Lead Invigilator at the exam room door. The lead invigilator will direct the late candidate to their exam desk and ensure that the late candidate's correct start and end time is clearly written on all paperwork and on a note for the late candidate's desk.

A candidate who arrives **very late**, will **NOT** be permitted by the centre to sit the examination – unless the Head of Centre considers that there are mitigating circumstances and instructs the EO to allow the very late candidate to sit their exam. This would only be considered if the centre could verify that the very late candidate had not had access to any unauthorised items nor had contact with any other candidate taking the same exam. If permitted to sit the exam, the very late candidate would be subject to the same process as a late candidate prior to starting their exam but additionally warned that the awarding body may not accept their script. After the exam of a very late candidate, the EO would:

- Send the script to the awarding body/examiner in the normal way
- Submit on-line, using the Centre Admin Portal (CAP), Form JCQ/VLA - **Report on candidate admitted very late to examination room** within seven days of the examination having taken place, providing the following details:
 - the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre
 - the actual starting and finishing times of the examination
 - the time the candidate started the examination
 - the time the candidate finished the examination

Exams officer

- A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. The awarding body will be informed and will decide whether or not to accept the script

Invigilators

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

Conducting exams

Head of centre

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

Exams officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

Dispatch of exam scripts

Exams officer

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

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this additional/"second pair of eyes" check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam **and only once all completed scripts have been accounted for - including those of any timetable clash candidates - and prepared for dispatch.**

Exam rooms

Head of centre

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

Food and Drink Statement (Exams)

Food is not allowed in the examination room unless there is prior consent due to a known medical condition, for example, diabetes. It must be free from all packaging if it has been permitted.

Drink is permitted for both candidates and invigilators in the examination room. However, this is on the condition that the drink is still water only, not fizzy, and the bottle is see-through, free from labels and does not contain any volume markers on the container. The candidates must place their drinks container on the floor, within easy reach of themselves but not where it could cause an obstruction to the invigilators.

Any unauthorised food and drink will be confiscated from the candidate before the exam starts. It will be held in the Exams Office for the duration of the exam. The candidate will be allowed to collect their confiscated items after they have been dismissed from the exam room upon completion of their exam. Upon collection, the EO will remind the candidate of the centre's regulations for Food and Drink in Exams and warn them they risk being reported to the awarding bodies for malpractice if caught with unauthorised items during an exam.

Leaving the Examination Room Statement

Candidates at UVHS must stay for the full duration of the published exam time.

- **If for medical reasons, they need to leave** within the first hour of the published start time (or before the published finish time for exams that last less than one hour) they must still remain supervised. If they fail to be supervised, the candidate must be reported to the awarding body for malpractice.
- If they choose to leave the exam room after the first hour, unsupervised, they will not be allowed back into the exam.

UVHS reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room as follows:

Candidates may need to leave the examination room for a toilet break. This is permitted but the candidate must be accompanied by a member of centre staff, such as an invigilator or the EO. It must not be the candidate's subject teacher or a subject expert for the examination in question. **Additional time is NOT given** to the candidate to compensate for their toilet break (unless there is a known medical reason that requires the candidate to need regular toilet breaks and these will be treated as 'Rest Breaks')

Candidates may need to leave the examination room temporarily due to a medical reason. This is permitted but the candidate must be accompanied by a member of centre staff, such as an invigilator or the EO. It must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place - **the centre's emergency evacuation procedure is detailed in Appendix B of this document**
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Exams officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs 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)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator **that the mobile phone is only allowed to be used for this specific purpose and that it must be kept** on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log

- Ensures invigilators are trained and aware of the regulations/centre-specific arrangements relating to food and drink in the examination room
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated
- Escalate any issue or breach of centre-specific arrangements to the relevant senior leader for the application of internal sanction(s)
- Escalate any breach of JCQ regulations immediately to the Senior leader in charge of exams or the EO (a breach of the regulations constitutes suspected or actual malpractice)

Invigilators

- Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

Site Team

- 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

Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

Irregularities/Malpractice

Head of centre

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

Managing Behaviour and Malpractice Statement

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidate behaviour in the examination room at UVHS is managed in line with JCQ regulations.

- 'Malpractice', means any act, default or practice which is a breach of the Regulations
- 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment
- Inappropriate behaviour by a candidate in the examination room is deemed 'candidate malpractice'
- Failure by a centre to notify, investigate and report to an awarding body all allegations of malpractice or suspected malpractice constitutes malpractice in itself
- Suspected malpractice means all alleged or suspected incidents of malpractice

Where a candidate is being disruptive, the invigilator will warn the candidate that he/she may be removed from the examination room. The candidate will also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification.

The invigilator must record what has happened to warrant the warning on the exam room incident log.

Only the head of centre has the authority to remove a candidate from the examination room, and should only do so if the candidate would disrupt others by remaining in the room. A candidate should always be allowed to complete their exam in case, after investigation, no instance of malpractice can be found.

Where malpractice is suspected, the candidate will be informed of the allegations. They will have the opportunity to give their side of the story and provide a written statement.

In cases of suspected malpractice, examination scripts must be packed as normal and Form JCQ/M1 must be submitted separately to the relevant awarding body

Senior leaders

- 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

Exams officer

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

Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

Unauthorised items/Candidates belongings

Arrangements for unauthorised items taken into the exam room

In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

Potential technological/web enabled sources of information are not permitted.

All unauthorised items are left outside of the examination room, UVHS arranges for a large shipping container to be delivered. All candidates must place their bags and belongings within the container before they enter the main exam room. In all other satellite exam rooms, bags and belongings are placed in small porches outside of the exam room.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Any pencil cases and drinks bottles taken into the examination room must be see-through.

Any unauthorised items that have been taken into the examination room are removed from the candidates before the examination starts. They are placed in a box and taken from the main exam room by the Exams Officer and stored in the Exams Office. Or for the satellite exam rooms they are placed in a side room allowing the invigilator to control access to the items.

If candidates have access to unauthorised items in the examination room this will be considered as malpractice and be reported to the exam board in line with regulations. They could be subject to penalties in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessments: Policies and Procedures...*

Invigilators

- Are informed of the arrangements through training

Special consideration Statement

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control **at the time of the assessment**. It is applied when the issue or event has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.

Special consideration can go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their examinations. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for an examination. (Further information can be found in the following document: JCQ's **A guide to the special consideration process**)

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's and parents' responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect. The senior leader in charge of exams and the EO will then apply for special consideration in line with JCQ guidelines. It is then at the discretion of the exam board and this will be communicated to parents and the candidate.

Senior leaders

- Provide signed evidence to support eligible applications for special consideration

Exams officer

- Processes eligible applications for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

Teaching staff and/or SENCo

- Provide any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration.

Candidates (or parents/carers)

- Provide any medical or other appropriate evidence that may be required to determine eligibility for special consideration

Internal exams

Deputy Exams officer

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the Deputy EO

Results and post-results: roles and responsibilities

Internal assessment

Senior leaders

- Ensures 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
- Ensures work is returned to candidates after the retention period or disposed of according to the requirements

Managing results day(s) statement

The information below is published under the exam section of the school website once arrangements are confirmed for that year.

Arrangements for Collecting your Exam Results

Date as confirmed by JCQ – A-Level Results Day

Date as confirmed by JCQ – GCSE Results Day

Provisional exam results are released on the dates published by JCQ and belong to the candidate first, no other family member (see Data Protection Policy guidance – page 9 of this policy). Candidates will receive their individual results slips on results days either in person at the centre or by email to **their school personal email address** (email will be sent **using SIMS InTouch** after 2pm on results day). **A parent's email address cannot be used.**

A hard copy version of the post-results services available, fees and internal deadlines document - published under the exams section of the school website - will also be included with the results slip.

Members of staff will be on hand to assist and offer advice to any student during the morning.

If students have a query about their results they can also talk to, or email, the Examinations Officer and/or the Deputy Exams Officer - exams@uvhs.uk - where they will be guided through the post-results service options and the appeals procedure. Currently, exam boards will not deal directly with students.

If students are going to be away on Results Day, they should contact the exams office using the above email address **before the end of the Summer term deadline** so that alternative arrangements can be discussed – they must be made aware that JCQ regulations prevent us from giving out results over the telephone under any circumstances. Only requests from a school email address will be responded to.

Re-sit results from any other exam season during the academic year will be emailed to the students' school email address via SIMS InTouch after 8am on the published results day.

A '**3rd party collection permission form**' can be obtained from the Exams office. Once completed, it provides UVHS with the required signed written permission from the student and details of the person they nominate to collect results on their behalf (they will be required to provide photographic ID of themselves on the day).

If they or a 3rd party are unable to collect the hard copy of your results, printed on school headed paper, on results day then these will be held securely in school until they are collected, and signed for, by themselves or nominated representative – *there is no postal service from school during holidays so they can't be posted home.*

Please note, the results are passed on to the local media for publishing as follows;

- Names will appear alphabetically using only the first initial and surname.
- For A-Level students, the subject code and level is listed but NO Grade given.
- For GCSE students, the number of passes A*-G and 9-1 are listed but NO subjects are given.

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensures senior members of staff are accessible to candidates **immediately** after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) are in place
- Arrangements for the school to be open on results days are made by the exams office in consultation with the Head of Sixth Form and Year 11 Pastoral Leader (Head of Year)

Site Team

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

Accessing results

Head of centre

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

Exams officer

- Informs candidates in advance of when and how results will be released to them for each exam series – details are posted under the Exams section of the school website as instructed when briefed at the Exams Assembly prior to the exam season.
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Notifies the Director of New Technologies when results have been downloaded and are complete so that they can begin the analysis of centre results
- Issues statements of results to candidates on issue of results date
- Provides summaries of results (component mark reports & grade boundaries)/moderation reports for relevant centre staff on issue of results date

Post-results services

Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal – Appendix A of this policy details the availability of post-results services/requests and the Internal Appeals Procedure (Reviews of Results and Appeals)
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

Exams officer

- Provides information to all candidates and staff on the post-results services provided by awarding bodies and the fees charged –
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services – **in the form of three pre-approved letter templates for requests made by centre staff** - and to collect candidate informed consent **using the UVHS/JCQ form** (after the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates – via their personal school email address - and relevant centre staff of outcomes
- **Notifies the Director of New Technologies of overall grade changes, where applicable, so centre results information in SISRA can be updated – this is for data analysis purposes**
- **Once all post-results outcomes have been received, requests new results files from the awarding bodies so that results information stored in SIMS can be updated to reflect the correct data**

Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent **using the UVHS/JCQ form**
- Identify the budget to which fees should be charged

Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

Analysis of results

Director of New Technologies

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the secondary school and college (key stage 4/16-18) performance tables *June and September checking exercise* (where applicable)

Certificates

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

Certificate Issue & Retention Procedure

Provisional exam results issued in Summer become '**Confirmed exam results**' once the period of Post-Results has passed and exam certificates are printed. Exam certificates are the legal documents that are '**proof of qualifications**' as requested by a future employer or further education provider.

Exam certificates are presented annually to Y11 and Y13 students at a Senior Prize Giving event and **a signature of receipt must be obtained.**

If students are unable to attend prize giving, then the certificates remain securely stored at UVHS until they can be collected, and signed for, in person by appointment only from the Exams Office. Please email the Examinations Office, at exams@uvhs.uk to make these arrangements.

Exam Certificates are stored for a maximum of **5 years**. After this time, they are destroyed in a confidential manner as per the exam board requirements.

If students can not attend prize-giving and are unable to collect their certificates in person, students need to obtain a '**3rd party collection permission form**' from the Exams officer. Once completed, it provides UVHS with the required signed written permission from the student and details of the person nominated to collect them on their behalf (they will be required to provide photographic ID).

Please note, we **do not post** out exam certificates.

We only ever receive one copy of a student's original certificate(s) and they are very expensive to replace if they go missing. Some exam boards will re-print a lost certificate but others do not offer a replacement certificate service anymore and will only issue a Certifying Statement of Results at a cost of approx. £40 - £45 each.

If the original certificate has been distributed to the student and it gets misplaced (or it has been confidentially destroyed because five years have elapsed), only the student may request replacements directly from the exam board and at their own expense.

We typically use the exam boards AQA, OCR and Pearson.

They each have useful information on their websites - links below - about what to do in the event that you need to replace lost exam certificates or need access to your results because we no longer keep them beyond a student's 25th birthday.

For AQA: [Past Results and Lost Certificates](#)

For OCR: [Replacement Certificates](#)

For Pearson: [Certificate Services](#)

Exams officer

- Double checks for accuracy all exam certificates received versus results data held in SIMS
- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

Senior leaders

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

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation using the UVHS Candidate 3rd party permission form for certificates; authorised persons must provide ID evidence on collection of certificates

Retention of records: roles and responsibilities

Exams officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps exam records as required by the centre's records management policy - that identifies information held, retention period and method of disposal – filed alongside the General Data Protection Regulation Policy: see page 10 of this Exams Policy for further information

Appendix A: Access to Scripts, Reviews of Results and Appeals & Internal Appeals Procedures

Following the issue of results, awarding bodies make available post-results services (PRS).

If a candidate (or his/her parent/carer) or a member of teaching staff at UVHS have a concern that a result may not be accurate, post-results services may be considered. The JCQ post-results services currently available are detailed below:

Reviews of Results (RoRs):

- Service 1 (Clerical re-check) - This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking) - This service is only available for externally assessed components of GCE A-level specifications (an individual awarding body may also offer this priority service for other qualifications)
- Service 3 (Review of moderation) - This service is not available to an individual candidate nor is it available if the centre's submitted internally assessed marks were accepted without adjustment.

Access to Scripts (ATS):

- Exam scripts to support reviews of marking – A **copy** of the completed exam paper
- Exam scripts to support teaching and learning – **Original** exam paper, **received AFTER** PRS deadline

Appeals Process

- is available after receiving the outcome of a review of results.

The deadlines and fees are different for A-Level candidates and GCSE candidates. Internal processing deadlines and post-results fees will be published under the exams section of the school website. There will be different documents for each year group.

The centre will treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals

All post-results service requests from internal candidates must be made through the centre. Private candidates may deal directly with the Awarding Bodies but are also permitted to submit requests via the entering centre.

Requests can be made in person on results day having taken the opportunity to seek advice from the available members of centre staff. Otherwise enquiries should be made via email in the first instance using the exams@uvhs.uk email address. Arrangements to pay for any post-results services will be confirmed once it has been established exactly which service is required based upon the circumstances.

Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results. Written consent will be accepted via email from the candidate's school personal email address.

UVHS will:

- Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ publication **Post-results services**
- Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a priority review of marking has been submitted to an awarding body
- Submit requests for appeals in accordance with the JCQ publication **A guide to the awarding bodies' appeals processes**
- Confirm the awarding body's acknowledgement of receipt of a review of results request prior to the deadline for submission of post results services and regularly check the progress of the request online
- **Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates via email using the candidate's school personal email address**
- **Ensure outcomes of any departmentally initiated requests will be emailed to both the candidate's school person email address and the Subject Leader's school email address**
- UVHS will retain consent forms or e-mails from candidates for at least six months following the outcome of a clerical re-check or review of marking or any subsequent appeal
- UVHS will retain consent/permission forms or e-mails from candidates to request and use their scripts for at least six months

Internal Appeals Procedure (Reviews of Results and Appeals) detailed in a separate policy for internal appeals

UVHS will support any permitted post-results services request if the candidate is requesting and paying for it themselves, even if that request goes against the

advice given by centre staff. Consent and payment in full must be received before any review or appeal is submitted.

Appendix B: Emergency Evacuation Policy (including Lockdown guidance)

This document sets out the procedures for evacuating examination candidates at Ulverston Victoria High School in the event of a fire or other emergency evacuation.

IN THE EVENT OF A FIRE ALARM:

- ☐ The lead invigilator will mark the time of the interruption on the Exam Room Diary Sheet, tell the students to stop writing, close their exam papers & leave all their papers on their desk.
- ☐ Evacuate the room in an orderly fashion row-by-row. **The students must NOT collect bags or coats & must leave in SILENCE.**
- ☐ The Lead Invigilator will take the exam attendance register & the seating plan with them then exit via their nearest Fire Exit (please see attachment) & by following the Emergency Exit Signs.
- ☐ The Invigilators & Students must make their way to their Muster Point: **The playing field outside The Cloister.**
- ☐ Students must assemble in silence, row-by-row & in the same order as the exam seating plan. Then a register will be taken from the exam attendance register to establish if all Students are present.
- ☐ If there are missing students/invigilators then this information is to be passed on to the Exam Officer/Emergency Team member.
- ☐ Remind Students that they are still under exam conditions & during the Emergency Evacuation procedure they must not attempt to contact another Student or any other member of the School Community.
- ☐ The Exams Officer will proceed immediately to the Muster point where the lead Invigilator/s can make them aware of any missing persons. The Exams Officer can then make the Emergency Team aware.
- ☐ Once it has been confirmed it is safe to re-enter the building, the Exams Officer or a member of the Emergency Team will notify you when you can return to the examination room.
- ☐ When it is safe to return to the building, the candidates will be led back to their examination room and as soon as all candidates are seated and settled the examination will resume. The candidates will be entitled to the full time for the examination.
- ☐ The Exams Officer will contact the Examination Board in accordance with the Examination Board's regulations.
- ☐ In the event that a building is deemed unsafe to return to, the appropriate action will be followed as detailed in the UVHS Exam Contingency Policy.

Candidates who require assistance

If a candidate is present who may need assistance in the event of an emergency evacuation, a named invigilator will be asked to take responsibility for escorting/aiding this candidate to the appropriate assembly point.

When dealing with emergencies, staff will also be made aware, where appropriate, any instructions from relevant local or national agencies. Reference should also be made to the following document: <https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats>

A lockdown may be required in the following situations:

- an incident or civil disturbance in the local community which poses a risk

- an intruder on the site with the potential to pose a risk
- local risk of air pollution, such as a smoke plume or gas cloud
- a major fire in the vicinity
- a dangerous animal roaming loose
- any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

UVHS will use the appropriate guidance devised by GOV.UK: 'Stay Safe guidance'.

With regard to conducting examinations, the focus before, during and after an exam will be:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process
- achieving an effective lockdown
- letting people know what's happening
- training staff engaged/involved in the conducting of examinations
- stay safe principles (Run, Hide, Tell)

For any other actions that should be taken in the event of exam disruption/emergency refer to the UVHS Contingency Plan & Escalation Process (see page 8 of this policy).