

Exam Policy

LADY NAFISA SCHOOL

This procedure is reviewed annually to ensure compliance with current regulations

CONTENTS

1	The 11-19 Exam Policy
2	Qualifications
3	Exam Series and Timetables
4	Entries, Entry Details and Late Entries
5	Exam Fees
6	Disability Discrimination Act
7	Access Arrangements
8	Contingency Planning
9	Private Candidates
10	Estimated Grades
11	Managing Invigilators
12	Malpractice
13	Exam Days
14	Candidates
15	Internal/Controlled Assessments and Appeals
16	Results
17	Certificates
18	Public Examinations Appeals Procedure
19	Safeguarding, child protection, data protection & DBS clearance policy

Appendix 1

Useful Contacts

Appendix 2

JCQ exam room posters

Appendix 3

Contingency plan

THE 11-19 EXAMINATIONS POLICY

1.1 THE POLICY PURPOSE

1.1.1 The purpose of this exam policy is:

- a. To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates;
- b. To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

1.1.2 It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

1.1.3 The exam policy will be reviewed annually.

1.1.4 The exam policy will be reviewed by the Head of Centre, Senior Leadership Team and Exams Officer.

1.2 EXAM RESPONSIBILITIES

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

1.2.1 The Exams Officer manages the administration of public and internal exams;

- a. Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various awarding bodies.
- b. Maintains systems and processes to support the timely entry of candidates for their exams.
- c. Produces and distributes timetables to candidates for all internal / external exams and communicates regularly with staff concerning imminent deadlines.
- d. Ensures that candidates and their parents are informed of the rules and regulations set by the JCQ and Lady Nafisa School.
- e. Provides and confirms detailed data on estimated entries to the awarding bodies.
- f. Receives, checks and stores securely all exam papers and completed scripts.

- g. Makes applications for special considerations in accordance with the JCQ "Access arrangements, reasonable adjustments and special consideration" handbook.
- h. Identifies and manages exam timetable clashes.
- i. Training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- j. Advises on appeals and re-marks. Arranges for dissemination of exam results and certificates to candidates.
- k. Responsible for reporting all suspicious or actual incidents of malpractice in accordance with the JCQ "*Suspected malpractice in examinations and assessments*" handbook.

1.2.2 Teachers are responsible for:

- a. Ensuring exam entries / registrations are completed correctly via the schools MIS system and within the deadlines set by the exams office.
- b. Ensuring that the exams office is notified by the end of September each year of any changes in the awarding body or syllabus for their subject.
- c. Ensuring that any official awarding body internal assessments / controlled coursework is conducted in accordance with JCQ guidelines.
- d. Submission of candidates' coursework marks and coursework. Tracking despatch and storing returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule in accordance with JCQ guidelines

1.2.3 The SEN Co-ordinator SENCO is overall responsible for:

- a. Identification and testing of candidates to ensure they meet requirements for access arrangements.
- b. Processing applications for access arrangements online within the deadlines set by the awarding bodies in accordance with the JCQ "Access arrangements, reasonable adjustments and special consideration" handbook.
- c. Ensuring that testing/assessments conducted are processed online and outcomes made available to the exams office and Heads of Departments before the candidates are due to sit any exams/controlled assessments.
- d. Notification of access arrangements in writing to parent(s)/guardian(s).
- e. Provision of additional support – Arranging for Learning Support Assistants to act as scribes/readers/prompts and additional support for the exam invigilation team to be available when needed during external examinations.

- f. Arranging all invigilation for students with access arrangements during internal/mock examinations.

1.2.4 Lead Invigilator/invigilators are responsible for:

- a. Making the necessary announcements at the beginning and end of the exams.
- b. Reporting any incidences of irregular behaviour or conduct prejudicial to the completion of the examination.
- c. Supervision of candidates in the exam room.
- d. Collection of exam papers and other material from the exams office before the start of the exam.
- e. Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

1.2.5 Candidates are responsible for:

- a. Confirmation and checking of exam entries on individual timetables
- b. Ensuring that they are entered for the correct examinations via the exams office
- c. Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- d. Following all rules and regulations set by Lady Nafisa School & JCQ for all examinations

2. QUALIFICATIONS

2.1 QUALIFICATIONS OFFERED

2.1.1 The qualifications offered at this centre are decided by the Head of Centre / Senior Leadership Team.

2.1.2 The qualifications offered currently are GCSE.

2.1.3 The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the Exams Officer must be informed by 30th September each year.

2.1.4 Informing the exams office of changes to a specification is the responsibility of the Heads of Faculty and Heads of Subject.

2.1.5 Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates/parents/carers and subject teachers.

3. EXAM SERIES AND TIMETABLES

<https://www.jcq.org.uk/exams-office/key-dates-and-timetables>

3.1 EXAM SEASONS

3.1.1 Internal exams and assessments are scheduled in December, March and June of every academic year.

3.1.2 External exams and assessments are scheduled in November, January, March, May and June.

3.1.3 Internal exams are held under external exam conditions.

3.1.4 The Head of Centre decides which exam series are used in the centre.

3.1.5 On-demand assessments are to be scheduled in agreement with the exams office.

3.2 TIMETABLES

3.2.1 Once confirmed, the Exams Officer will circulate the exam timetable for internal/external exams.

4. ENTRIES, ENTRY DETAILS AND LATE ENTRIES

<https://www.jcq.org.uk/exams-office/entries>

4.1 Candidates are selected for their exam entries by the Heads of Faculty/Department and Heads of Subject.

4.2 Candidates or parents/carers can request a subject entry, change of level or withdrawal.

4.3 The centre accepts entries from former candidates wishing to re-sit any modules previously sat at our centre.

4.4 External candidates are accepted for exams subject to capacity.

4.5 The centre does not act as an exam centre for other organisations.

4.6 Entry deadlines are circulated to Heads of Department via Email.

4.7 Late entries are authorised by Heads of Faculty, Heads of Subject and the Exam Officer.

4.8 GCSE retakes are permitted.

4.9 Re-sit decisions will be made in consultation with candidates, Heads of Subject and Heads of Faculty/Department.

5. EXAM FEES

5.1 Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

5.2 GCSE entry exam fees are paid by candidates.

5.3 Late entry or amendment fees are paid either by the departments or the candidate.

5.6 Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline/fail to sit an exam/do not meet the necessary coursework requirements without medical evidence or evidence or other mitigating circumstances.

5.4 Re-sit fees are paid by candidates.

6. DISABILITY DISCRIMINATION ACT

6.1 The Head of Centre must ensure that the Centre meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED) 2010.

6.2 The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act gives protection to disabled people in the areas of employment and education.

6.3 A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

6.4 To find out more about exactly how your centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

6.5 The Centre will meet the disability provisions under the DDA (or the Equality Act 2010), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

7. ACCESS ARRANGEMENTS

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>

- 7.1 A candidate's access arrangements requirement is determined by the SENCO and Educational Psychologist/Specialist Teacher.
- 7.2 The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam.
- 7.3 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- 7.4 Rooming for access arrangement candidates will be arranged by the Exams Officer.
- 7.5 Invigilation and support for access arrangement candidates will be organised by the Exams Officer and SENCO.

8. CONTINGENCY PLANNING

<https://www.jcq.org.uk/exams-office/general-regulations>

Please see appendix 3 for a detailed plan.

Contingency planning for exams administration is the responsibility of the senior Leadership Team.

8.1 Emergency Evacuation Procedure

See Separate policy "Emergency Evacuation procedure for examinations"

School will be following JCQ's regulation as below:

8.2.1 Wherever possible the examinations should be conducted according to the centre's published examination timetable.

8.2.2 If conditions are so severe that a decision is made to close the school, by the senior leadership team, or where a school remains open but some individual candidates are unable to reach it because of extreme weather conditions, and no alternative arrangements can be made to take the examination at a different location, then the options are:

- Where candidates are entered for examinations but this is not their terminal (final) examination series, they may be entered again for the next summer series.
- Where candidates are sitting units as part of their terminal examination series or no further re-sit opportunity is available, then an application for Special Consideration may be made.

9. PRIVATE CANDIDATES

Managing private candidates is the responsibility of the Exams Officer.

10. ESTIMATED GRADES

Heads of Faculty and Heads of Subject are responsible for submitting estimated grades to awarding body when requested by the exams officer.

11. MANAGING INVIGILATORS

11.1 External staff are used to invigilate examinations as well as teaching staff but they are not allowed to invigilate their own subject.

11.2 These invigilators will be used for selected internal exams and all external exams.

11.3 Recruitment of invigilators is the responsibility of the exams office and senior leader in charge of the Exams Department.

11.4 Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

11.5 CRB fees for securing such clearance are paid by the Centre.

11.6 Invigilators are timetabled and briefed by the Exams Office. A list of current invigilators is held by the Examinations Officer and Head of Centre.

11.7 Invigilators rates of pay are set by the Senior Leadership Team member in charge of exams.

12. MALPRACTICE

<https://www.jcq.org.uk/exams-office/malpractice>

12.1 Where malpractice is discovered in external examinations, then the appropriate procedure as set out by the awarding body or examining body (Joint Council for Qualification) will be followed by the school.

12.2 Malpractice associated with external examination for the purposes of this policy includes the following:

- a. Unlawfully obtaining, selling, using or distributing examination papers prior to exam sessions.
- b. The use of mobile phones and other electronic devices during exams.
- c. The passing of information between students during an examination.
- d. Taking unauthorised material into the examination room.

12.3 Where malpractice is discovered in coursework, then the appropriate Head of Department will discuss the matter with the Head teacher and the Examinations Officer. The action taken will depend on the severity of the malpractice that has taken place.

- a. In some circumstances, candidates will be required to re-submit the work.
- b. In some circumstances, the work will be destroyed and not entered for Assessment. This will reduce the grade available to the candidate.
- c. In extreme circumstances, the incident will be reported to the relevant awarding body.

12.4 Where malpractice in coursework is discovered by the awarding body, then the awarding body will follow their own malpractice procedures. (Details of these procedures can be found in the JCQ Suspected Malpractice in Examinations and Assessments document).

12.5 All candidates must be aware that the awarding body has the right to invalidate any qualifications awarded by them to the candidate if malpractice is discovered. a) In addition, awarding bodies will report malpractice to the JCQ who may invalidate all qualifications awarded by all awarding Bodies. Candidates must therefore ensure that malpractice does not take place at any stage during the examination and assessment process.

12.6 JCQ Malpractice Document can be found here: <https://www.jcq.org.uk/exams-office/malpractice> (Note that this document is revised every year).

13. EXAM DAYS

13.1 The Exams Officer will book all exam rooms and ensure that exam stationery and materials are made available for the invigilators.

13.2 The Exams Officer will ensure the Main Hall (and library if needed) is set up correctly.

13.3 The Senior Invigilator will start all exams in accordance with JCQ guidelines.

13.4 Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

13.5 In practical exams, subject teachers may be on hand in case of any technical difficulties.

13.6 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department **two days after** the exam has been completed.

14. CANDIDATES

14.1 CANDIDATES

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

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

14.1.3 Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full duration of the exam.

14.1.4 Candidates may only leave the exam room for a genuine reason and are required to return immediately to the exam room. They must be accompanied by a member of the exams staff at all times.

14.1.5 The Exams Officer is responsible for handling late or absent candidates on the exam day.

14.2 CLASH CANDIDATES

14.2.1 The exams office staff and external invigilators will be responsible as necessary for supervising candidates with exam clashes.

14.3 SPECIAL CONSIDERATION

14.3.1 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 responsibility to alert the Centre, the Exams Officer, or the exam invigilator, to that effect.

14.3.2 The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example by providing a letter from the candidate's doctor.

14.3.3 The exams office will then forward a completed special consideration form to the relevant awarding body.

15. INTERNAL / CONTROLLED ASSESSMENTS AND APPEALS

https://www.jcq.org.uk/wp-content/uploads/2022/08/Instructions_NEA_22-23_FINAL.pdf

15.1 INTERNAL/CONTROLLED ASSESSMENT REPLACES THE LARGELY DISCONTINUED TERM COURSEWORK

15.1.1 It is the duty of Heads of Department to ensure that all internal / controlled assessments are conducted within the set deadlines and in accordance with the rules and regulations set by the JCQ.

15.1.2 It is the responsibility of the Heads of Subject to keep an accurate record of each despatch, including the recipient details and the date and time sent.

15.1.3 Marks for all internally assessed work and estimated grades are provided to the awarding body by the Heads of Subject and Heads of Faculty.

16. PUBLIC EXAMINATIONS APPEALS PROCEDURE

<https://www.jcq.org.uk/exams-office/appeals>

See 'GCSE examinations Complaints & Appeals Procedure'

16.1 POLICY ON INTERNAL ASSESSEMENTS FOR QUALIFICATIONS WITH AWARDING BODIES

16.1.1 In accordance with the Code of Practice for the conduct of external qualifications produced by the QCA, Lady Nafisa School is committed to ensuring that:

- a. Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills.
- b. Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject.
- c. The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- d. Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions organised by the Awarding Bodies.

16.2 COURSEWORK/CONTROLLED ASSESSMENT PROCEDURE AT LADY NAFISA SCHOOL FOR GCSE

16.2.1 Coursework/controlled assessment is defined as any piece of written or practical work which is marked by the school or an external examiner and which contributes to an Award.

16.2.2 Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about coursework / controlled assessment Regulations (attached).

16.2.3 Irregularities in coursework / controlled assessment discovered prior to the student signing a declaration of authentication will not be reported to the awarding body but dealt with as an internal disciplinary matter. The work will not gain any credit.

16.2.4 An irregularity in coursework / controlled assessment discovered after the signing of the declaration of authentication by the student will be reported to the awarding body which may lead to disqualification from the subject.

16.2.5 Coursework / controlled assessment should be handed in by the agreed departmental deadline.

16.2.6 Students are given clear instructions as to the time and place for handing in the work.

16.2.7 If there are any special circumstances e.g. prolonged absence covered by medical certificate, there is a possibility of an extension but this must be negotiated with the Head of Department concerned. A note will be given to the parents to confirm the extension.

Risk assessment:

16.2.8 HODs are responsible to the coursework/controlled assessment and keep them secure. In case of HOD's absence etc., the head teacher and exams officer will access the work and handover to the teacher to mark.

16.2.9 Teachers are instructed to scan and send the coursework after marking to avoid losing it due to fire or water damage.

16.3 COURSEWORK/CONTROLLED ASSESSMENT APPEALS PROCEDURE

See 'GCSE Examinations Internal Appeals Procedure 2022-23' for full detail

16.3.1 The Joint Council for Qualifications Code of Practice requires schools to have a published appeals procedure relating to internal assessment decisions.

16.3.2 The grounds for appeal relate only to the procedure used in arriving at internal assessment decisions and do not apply to the judgements themselves.

16.3.3 Appeals must be made in writing by 31 May of the year that the work was assessed.

16.4 LADY NAFISA SCHOOL POLICY FOR ASSESSMENT DECISIONS

16.4.1 Our policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding.

16.4.2 Before any coursework / controlled assessment is started all candidates will be given written advice about the production of the coursework / controlled assessment and deadlines to be met.

16.4.3 Information about the appeals procedure will be given at the start of the course.

16.4.4 Within a department, all candidates are given adequate and appropriate time to produce the coursework / controlled assessment.

16.4.5 Internal assessments are conducted by staff that have the appropriate knowledge, understanding and skills.

16.4.6 The consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardisation as necessary.

16.4.7 Each Awarding Body specifies detailed criteria for the internal assessment of the work and staff responsible for internal standardisation attend any training sessions given by the Awarding Bodies.

16.4.8 The Awarding Body must moderate the assessed coursework / controlled assessment / oral media and the final mark awarded is that of the Awarding Body.

16.4.9 This mark is outside the control of the school and is not covered by this procedure.

16.4.10 The candidate will produce coursework / controlled assessment that has been authenticated as original work.

16.5 APPEALS PROCEDURE

16.5.1 The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgment themselves.

16.5.2 The appeal must be made in writing to the School's Examination Officer by 31 May of the year that the coursework / controlled assessment was assessed. The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent / carer / friend.

16.5.3 The Head Teacher will nominate a senior member of staff to lead the enquiry along with the Examinations Officer and an experienced Head of Department.

16.5.4 The panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of June of that examination series.

16.5.5 The appellant will be informed in writing of the outcome of the appeal, including details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates.

16.5.6 Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer and made available to the Awarding Body if required.

16.6 WHAT THE HEAD OF DEPARTMENT MUST PROVIDE FOR THE APPEAL PANEL

16.6.1 Departmental minutes from the first meeting of the school year to indicate that the school procedure for internally assessed coursework for controlled assessment was discussed and given out to new and existing members of the department.

16.6.2 Absentees were given their copy.

16.6.3 The mark scheme or marking criteria for the coursework for controlled assessment provided by the awarding body.

16.6.4 The departmental mark scheme or marking criteria given to the teachers for marking the coursework for controlled Assessment if this differs from that of the awarding body.

16.6.5 Dates when the coursework for controlled assessment was set and to be handed in for that student.

16.6.6 Evidence that all teaching groups have been given the same length of time.

16.6.7 The departmental policy for candidates who were absent when the coursework for controlled assessment was set or were absent for part of the period during which the coursework for controlled assessment was being carried out.

16.6.8 Dates when the coursework for controlled assessment was marked by the teachers.

16.6.9 The name of the teacher in charge of the internal standardisation.

16.6.10 Dates when members of the department attended the last awarding body standardisation meeting.

16.6.11 Evidence that the information from this meeting was disseminated to the department.

16.6.12 Date(s) for departmental standardisation meeting and teacher attendance.

16.6.13 If the teacher assessing the piece of coursework for controlled assessment was absent, what was done to ensure that the information was given to this teacher?

16.6.14 Copy of coursework for controlled assessment marks sent to the awarding body.

16.6.15 The above information should be provided in a ring binder or suitably filed.

16.6.16 It would be advisable to set up this binder at the beginning of the course and update it each year.

16.6.17 If an appeal application is made, the Head of Department would only have a short time to provide this information for the appeal panel. Appeals have to be made by 31 May in the year that the work was assessed.

16.6.18 The evidence above may also be requested by an awarding body inspector visiting the school or the awarding body if a parent makes a further appeal against the panel's decision.

17. RESULTS

<https://www.jcq.org.uk/exams-office/post-results-services>

17.1.1 Candidates will receive individual result slips on results days, either in person at the Centre or by post to their home addresses if not collected within 48 hours.

17.1.2 Arrangements for the Centre to be open on results days are made by the Exams Officer.

17.1.3 The provision of staff on results days is the responsibility of the Exams Officer.

17.2 ENQUIRIES AFTER RESULTS – EXTERNALLY MARKED UNITS

See “Post Exams Results Service” Policy

18. CERTIFICATES

<https://www.jcq.org.uk/exams-office/results-and-certification>

17.1 Certificates are collected and signed for. Certificates will not be posted.

17.2 Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing.

17.3 The Centre retains certificates for one year and then will be destroyed.

17.4 A transcript of results can be arranged if requested in writing.

18. SAFEGUARDING, CHILD PROTECTION, DATA PROTECTION & DBS CLEARANCE POLICY

18.1 Lady Nafisa School is committed to safeguarding the welfare, data protection, health and safety of all pupils.

Every post is subject to an enhanced DBS check and any other scrutiny we feel as necessary.

See “Child Protection Policy & Procedures”, “Data Protection Policy”, “Health and Safety Policy” and “Single Equity Policy” for further details. Copies available from the school office and Exams Office.

APPENDIX 1

Contact Details for JCQ and Members

JCQ^{CIC}

Ground Floor, 4 Millbank,
London SW1P 3JA
Tel 020 7638 4132
Fax 020 7374 4343
Website www.jcq.org.uk
E-mail info@jqc.org.uk

Contact Our Members

AQA (North)

Address Devas Street, Manchester M15 6EX
Tel 0800 197 7162
Fax 0161 455 5444
Website www.aqa.org.uk
General enquiries [click here](#)

AQA (South)

Address Stag Hill House, Guildford, Surrey GU2 5XJ
Tel 0800 197 7162
Fax 01483 300 152
Website www.aqa.org.uk
General enquiries [click here](#)

City & Guilds

Address 1 Giltspur Street, London EC1A 9DD
Tel 020 7294 2800
Fax 020 7294 2400
Website www.cityandguilds.com
General enquiries [click here](#)

Council for the Curriculum, Examinations and Assessment

Address 29 Clarendon Road, Belfast BT1 3BG
Tel 02890 261 200
Fax 02890 261 234
Website www.ccea.org.uk

OCR

Address Syndicate Buildings, 1 Hills Road, Cambridge CB1 2EU

Tel 01223 553 998

Fax 01223 552 627

Website www.ocr.org.uk

General enquiries [click here](#)

Pearson

Address 190 High Holborn, London WC1V 7BH

Fax 020 7190 5700

Website www.edexcel.com

General enquiries and contact numbers [click here](#)

SQA

Address The Optima Building, 58 Robertson Street, Glasgow

G2 8DQ

Customer Contact Centre 0845 279 1000

Fax 0845 213 5000

Email customer@sqa.org.uk

General enquiries [click here](#)

WJEC/CBAC

Address 245 Western Avenue, Cardiff CF5 2YX

Tel 029 2026 5000

Website www.wjec.co.uk

General enquiries [click here](#)

Appendix 2

<https://www.jcq.org.uk/exams-office/exam-room-posters>

Appendix 3

Examination Contingency Plan 2023-2024

Purpose of the plan

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

Alongside internal processes, this plan is informed by the Exam system contingency plan: England, Wales and Northern Ireland, which provides guidance in the publication what schools, colleges, and other centres should do if exams or other assessments are seriously disrupted.

This plan complies with JCQ general regulations (section 5) in that: Possible causes of disruption to the exam process

The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”

SLT: Head teacher, Deputy head.

HOD: Head of department

AB: Awarding bodies

EO: Examination officer

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

Criteria for implementation of the plan

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

Planning

- ▶ annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- ▶ annual exams plan not produced identifying essential key tasks, key dates and deadlines
- ▶ sufficient invigilators not recruited

Entries

- ▶ awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- ▶ candidates not being entered with awarding bodies for external exams/assessment
- ▶ awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams

- ▶ invigilators not trained or updated on changes to instructions for conducting exams
- ▶ exam timetabling, rooming allocation; and invigilation schedules not prepared
- ▶ candidates not briefed on exam timetables and awarding body information for candidates
- ▶ exam/assessment materials and candidates' work not stored under required secure conditions
- ▶ internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time

- ▶ exams/assessments not taken under the conditions prescribed by awarding bodies

- ▶ required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration
- ▶ candidates' scripts not dispatched as required for marking to awarding bodies

Results and post-results

- ▶ access to examination results affecting the distribution of results to candidates
- ▶ the facilitation of the post-results services

Centre actions to mitigate the impact of the disruption

- ▶ In a period of extended absence the SLT will nominate a 'deputy' to take responsibility for carrying out the duties of the Exams Officer and would work in consultation with the Head of the Exams Centre (currently Fouzia Butt). Appropriate back-filling of responsibilities would then be decided upon by the Head of the Centre.
- ▶ Exam Boards to be kept informed of the situation at all stages
- ▶ Invigilator information can be accessed through Exam Officers files, Admin to arrange training and carry out DBS checks if needed.
- ▶ Exam Board websites to be accessed by staff and candidates re exam dates, deadlines etc.
- ▶ Exam's Officer emails to be deferred to Deputy so that Exam Boards emails re early/estimated entries etc. deadlines can be met
- ▶ Deputy to arrange booking of rooms throughout exam series.
- ▶ SENCO to arrange extra time informing SLT and invigilators of candidates' names and entitlements
- ▶ Deadlines for internal assessments and samples of work to be prepared by HOD for each subject and given to administration staff to post adhering to deadlines.
- ▶ SLT to carry out assemblies to inform candidates of exam procedures, timetables etc
- ▶ SLT to oversee dispatches of scripts to Exam Boards aided by experienced Invigilators
- ▶ SLT to oversee reports and requests to awarding bodies
- ▶ SLT to oversee the dispatch of results to candidates ensuring that access to results are available
- ▶ SLT to oversee the facilitation of the post results services

2. SENCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

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

Planning

- ▶ candidates not tested/assessed to identify potential access arrangement requirements
- ▶ centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
- ▶ evidence of need and evidence to support normal way of working not collated

Pre-exams

- ▶ approval for access arrangements not applied for to the awarding body

- ▶ centre-delegated arrangements not put in place
- ▶ modified paper requirements not identified in a timely manner to enable ordering to meet external deadline

Exam time

- ▶ access arrangement candidate support not arranged for exam rooms

Centre actions to mitigate the impact of the disruption

- ▶ Senior Leadership Team (SLT), working with the Exams Officer to arrange administration of access arrangements (perhaps involving external agencies and professionals) and keep awarding bodies informed of arrangements
- ▶ SLT to arrange staff training to support access arrangement candidates
- ▶ SLT/Exams Officer to ensure access arrangement candidate support for exam rooms

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received.

Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies

Non-examination assessment tasks not set/issued/taken by candidates as scheduled

Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking

Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines

Centre actions to mitigate the impact of the disruption

- ▶ SLT to work with Exams Officer to ensure deadlines are reached. At all times keeping, the finance manager informed to minimise costs incurred.
- ▶ SLT/Exams Officer to work with other subject staff to meet deadlines re internal assessment marks and candidates' work to be submitted

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

Centre actions to mitigate the impact of the disruption

- ▶ Exams Officer to ensure appropriate number of invigilators are trained to cover all exams and backups available at short notice
- ▶ Arrange regular training sessions
- ▶ Exams Officer to liaise with finance manager re support staff available if necessary (supervised by senior invigilator)
- ▶ The school retains a pool of approximately 3 invigilators.

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

Criteria for implementation of the plan

Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning

Insufficient rooms available on peak exam days

Main exam venues unavailable due to an unexpected incident at exam time

Centre actions to mitigate the impact of the disruption

- ▶ Most exams will be conducted in the MAIN HALL.
- ▶ If required the school can be closed for other years to ensure GCSE exam runs smoothly.

6. Failure of IT systems

Criteria for implementation of the plan

System failure at final entry deadline and during exams preparation.

Centre actions to mitigate the impact of the disruption

- ▶ The school endeavours to minimise any ICT disruption via resilient design and preventative maintenance.
- ▶ In the event of an issue this would be dealt with the ICT support team (headed by Dr Richard Reed) who test and update the systems on a regular basis. Where such failure impacted on scheduled exams, steps would be taken to resolve the problem as quickly as possible.
- ▶ At all times during the system failure the exams officer will liaise with the Awarding Bodies to minimise disruption and costs incurred

7. Emergency evacuation of the exam room (or centre lock down)

Criteria for implementation of the plan

Whole centre evacuation (or lock down) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

Invigilators will:

- ▶ Tell candidates to stop writing immediately and turn their papers over.
- ▶ collect the attendance register
- ▶ make a note of time when the examination was suspended
- ▶ Instruct candidates to remain silent, leave all examination materials on their desks and hide under exam desk where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
- ▶ lock all windows and close all curtains/blinds
- ▶ switch off all lights
- ▶ lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room

Remaining protocol:

- ▶ (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room.
- ▶ Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the head of centre immediately
- ▶ The head of centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services.
- ▶ If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- ▶ The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies.

Ending a lockdown:

- ▶ The lockdown will be ended by either
- ▶ the sound of a defined alarm or
- ▶ the identification/authorisation of Emergency Service officers/SLT/head of centre entering the exam room.
- ▶ A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT 6
- ▶ Where applicable and if advised to do so by SLT/ head of centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination

Invigilators will then:

- ▶ ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
- ▶ recalculate the revised finish time(s) to allow for the full exam time
- ▶ tell the candidates to turn their papers over and re-start their exam o amend the revised finish time(s) on display to candidates
- ▶ note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding bodies and where relevant, any centre-wide lockdown recording form/log)

The exams officer will then:

- ▶ provide a report of the incident for awarding bodies (via the special consideration process or as advised by awarding bodies)
- ▶ safely/securely store all collected exam papers and materials pending awarding body advice/guidance

Where applicable/possible/available, SLT/exams officer will

- ▶ negotiate any alternative exam sittings with the awarding bodies
- ▶ offer, arrange and provide support services to staff and candidates

At the earliest opportunity, SLT/head of centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)

Where possible, exams staff and candidates will be invited to attend an assembly lead by the head of centre to discuss the lockdown and offer ongoing support

If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

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

Criteria for implementation of the plan

Candidates are unable to attend the examination centre to take examinations as normal

Centre actions to mitigate the impact of the disruption

- ▶ SLT to manage such incidents
- ▶ Exams Officer to contact relevant awarding bodies to discuss alternative arrangements
- ▶ Centre to communicate with parents, carers and candidates regarding solutions to issue

9. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

Centre unable to open as normal for scheduled examinations (including centre being unavailable for examinations owing to an unforeseen emergency)

- ▶ Centre actions to mitigate the impact of the disruption

- ▶ The EO will contact the relevant AB to discuss alternative arrangements and liaise with SLT to take the appropriate action
- ▶ Centre to communicate with parents, carers and candidates regarding solutions to issue

10. Disruption in the distribution of examination papers

Criteria for implementation of the plan

Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions to mitigate the impact of the disruption

- ▶ Exams Officer to communicate with awarding body for alternative delivery of papers
- ▶ Papers could be printed from awarding body website and photocopied

11. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

Delay in normal collection arrangements for completed examination scripts

Centre actions to mitigate the impact of the disruption

- ▶ Exams Officer to store the completed scripts in secure storage until alternative transport is arranged
- ▶ Exams Officer to keep awarding body informed of situation

12. Assessment evidence is not available to be marked

Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions to mitigate the impact of the disruption

- ▶ Head teacher/EO to communicate this immediately to the relevant awarding body and act upon their advice
- ▶ Head teacher to communicate with students and their parents or carers

13. Centre unable to distribute results as normal

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- ▶ Exams Officer to contact the awarding body and notify them of such incidents and act upon their advice

Further guidance to inform and implement contingency planning

JCQ

General regulations

<http://www.icq.org.uk/exams-office/general-regulations>

Guidance on alternative site arrangements

<http://www.icq.org.uk/exams-office/forms>

Instructions for conducting examinations

<http://www.icq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

A guide to the special consideration process

<http://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

GOV.UK

Emergencies and severe weather: schools and early years settings

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

Teaching time lost due to severe weather conditions

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lostdue-to-severe-weather-conditions>

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scriptsguide>