

Examination Policy



Saffron Valley Collegiate

Last reviewed: November 2023

To be reviewed: November 2024

Mission Statement

The Saffron Valley Collegiate seeks to provide a personalised educational experience that identifies and responds to the circumstances and needs of each individual child or young person. In doing so it enables them to progress academically and become successful learners through the re-engagement of the young person with education.

EQUALITIES STATEMENT:

All who work within Saffron Valley Collegiate and its component provisions are committed to the celebration of diversity, and the challenging of disadvantage and discrimination, in all its forms.

These values are explicit to the ethos of the Saffron Valley Collegiate and implicit in all policies and practice

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Key staff involved in the exams policy

Role	Name(s)
Head of centre	Gillian LaRocque
Exams officer line manager (Senior leader)	Astrid Searle
Exams officer	Stephanie Walters
ALS lead/SENCo	Sally White
Senior leader(s)	Head of Provision & Assistant Head of Provision (HOPs & AHOPs)

Purpose of the policy

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

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

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

This policy will be published on Saffron Valley Collegiate website which can be found here:- <http://www.saffronvalleycollegiate.co.uk>

General:

Each provision within the Saffron Valley Collegiate (SVC) will operate within and comply with guidelines and regulations for the delivery of exams as set by the Joint Council for

Qualifications (JCQ) and awarding organisations; and will take all reasonable steps to maintain the integrity of all examinations and assessments.

Saffron Valley Collegiate will work collaboratively wherever possible. The Exam Officer will ensure exam procedures are of the highest quality.

It is a Saffron Valley Collegiate principle that staff working within the Saffron Valley Collegiate should be appropriately trained to carry out their duties effectively. All Saffron Valley Collegiate staff members have annual invigilator training to ensure they are prepared to conduct examinations at any of the Saffron Valley Collegiate provisions. It is the Headteachers responsibility to ensure staff within the provisions are competent. Agency invigilators will be trained by SVC and will sign a SVC confidentiality and declaration confirming they understand the role and procedures of an invigilator

Qualifications:

The Saffron Valley Collegiate will offer a range of academic and vocational qualifications appropriate to the needs of their respective learners. The specific curriculum on offer will be reviewed regularly to ensure it is appropriate and meeting the needs of their students.

The curriculum offer will be published on the Saffron Valley Collegiate website and parent/carers will be notified of changes appropriately.

Decisions concerning individual student entries will be determined by each Head of Provision, however, the Headteachers decision is final.

Exam Fees:

Exam entries will be made free of charge to all students on roll within the Saffron Valley Collegiate.

Access Arrangements:

Saffron Valley Collegiate should ensure that access arrangements are made as necessary to ensure the Saffron Valley Collegiate complies with our duty under the Equality Act 2010 to make reasonable adjustments for students with particular needs.

DISABILITY DISCRIMINATION ACT:

All provisions must ensure they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

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

A person has a disability for the purpose 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.

The exams centre will meet the requirements of the DDA by ensuring the exams centre is accessible and improving candidate experience. This is the responsibility of the Headteacher.

Exchange of Data

The Saffron Valley Collegiate must operate within GDPR regulations, Data Protection Act 1998 and the Freedom of Information Act 2000. **Malpractice:**

Malpractice, which includes maladministration and non-compliance, is defined as any act, default or practice which is in breach of JCQ exam regulations. The Head of Provision at each site is responsible for ensuring robust procedures are in place to avoid cases of malpractice. All instances of suspected malpractice will be thoroughly and promptly investigated. Within this context, malpractice includes:

Plagiarism, deliberate inaccuracies in assessment or verification of pupils' work, and fraudulent registration or certification claims. (This list is not exhaustive)

Aim:

- To identify and minimise the risk of malpractice by staff or students.
- To respond to any incident of alleged malpractice promptly and objectively.
- To standardise and record any investigation of malpractice to ensure openness and fairness.
- To impose appropriate penalties and/or sanctions on students or staff where incidents (or attempted incidents) of malpractice are proven.
- To protect the integrity of the Saffron Valley Collegiate and examination awarding bodies.

Health & Safety:

The Head of Provision at each site will:

- Ensure that conditions within the exam centre are appropriate for the delivery of exams and that local health and safety rules are in place. Risk assessments for examinations should take place as necessary
- Ensure there is a contingency plan for examinations in place.
- Ensure there is an up-to date emergency evacuation procedure in place
- Ensure that the exam centre is adequately covered for public liability claims.

In order to do this, the Saffron Valley Collegiate will:

- Seek to avoid potential malpractice by using the induction period, assemblies and tutor time and school website to advise students
- Inform learners of the provision's policy on malpractice and the penalties for attempted and actual incidents of malpractice.
- Show students the appropriate formats to record cited texts and other materials or information sources, during the course induction period, and ensure that new joiners are inducted appropriately.
- Ask students to declare that their work is their own.

- Ask students to provide evidence that they have interpreted and synthesised appropriate information and acknowledged any sources used.
- Conduct an investigation in a form commensurate with the nature of the malpractice allegation. Such an investigation will be supported by the Head of Provision and all personnel linked to the allegation. It will proceed through the following stages:
 - Any staff member or student aware of or suspecting malpractice will notify the Head of Centre/Quality Nominee at the earliest possible opportunity.
 - The Head of Centre/Quality Nominee will hold meetings with appropriate staff and students, examine students' work, records of assessments, verification documentation and/or certification documentation, necessary to determine whether there is evidence of malpractice.
 - If the Head of Centre/Quality Nominee uncovers evidence of malpractice, s/he will inform the exam officer so that she can inform the assessment exam board in a timely fashion.
 - Make the individual fully aware at the earliest opportunity of the nature of the alleged malpractice and of the possible consequences should malpractice be proven.
 - Give the individual the opportunity to respond to the allegations made.
 - Inform the individual of the avenues for appealing against any judgment made.
 - Document all stages of any investigation.
 - Where malpractice is proven, the Saffron Valley Collegiate will apply the penalties / sanctions commensurate with the nature of the malpractice allegation. These can include:
 - Not allowing a student's work to be submitted.
 - Deregistering a student from the programme.
 - Releasing a teacher/assessor from the all responsibilities relating to BTEC delivery or assessment.
 - Initiating staff performance procedures relating to incidents of gross misconduct.

Related documents:

JCQ and awarding body guidelines

PROCEDURES EXAM RESPONSIBILITIES:

Head of Examination Centre

The Head of Examination 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. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ *General Regulations for Approved Centres* booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. (GR, section 1)

The headteacher on site (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 senior leadership team 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)

The headteacher/Principal on site (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 senior leadership team 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 the (*Instructions for conducting examinations*) booklet. Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2023 to 31 August 2024*: <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#) (GR)
 - [Instructions for conducting examinations](#) (ICE)
 - [Access Arrangements and Reasonable Adjustments](#) (AA)
 - [Suspected Malpractice - Policies and Procedures](#) (SM)
 - [Instructions for conducting non-examination assessments](#) (NEA) (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
- 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
- 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 penalties (see **National Centre Number Register and other information requirements** section)
- 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

Recruitment, selection, training and support

- 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 has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- 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

External and 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

Overtyping here the location of the centre's process, alternatively include it as an appendix at the end of this document (or delete this table and the heading above it if not deemed appropriate to include here)

Refer to [GR](#) (section 5.3 External and internal governance arrangements)

- Has in place a member of the senior leadership team who will provide effective support and guidance to supervision of the examinations officer to 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
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments
- Makes sure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the 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
 - there are between two and six keyholders only, each keyholder must fully understand their responsibilities as a key holder to the secure storage facility
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders (the exams officer must be one of the keyholders) and staff approved by the head of centre are accompanied by a keyholder at all times
 - appropriate arrangements are in place to ensure that confidential examination 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 assessments 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 immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
 - As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require

Policies/procedures

Malpractice Policy (Exams)

The Malpractice and other examination Policies relating to exams can be found on the school website under 'Examination Information' here: <https://www.saffronvalleycollegiate.co.uk/page/?title=Examination+Policies&pid=316> as part of JCQ General Regulations (section 5.3) **Policies available for inspection**

The JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** to support the examination centre's malpractice/plagiarism policy to acknowledge the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged)

- 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 where the head of centre, the examinations officer or SENCo is absent at a critical stage of the examination cycle)

The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan.

Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

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

Data Protection: -

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

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 (last updated 24 August 2023 to include) 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: guidance for headteachers
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](#)

National Centre Number Register and other information requirements

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre
- Ensures the National Centre Number Register annual update is responded to by the end of October every year
- 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 by completion of the Head of Centre Declaration
- 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
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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

Lead Internal Verifier

- Is responsible for ensuring that standards are met within the centre for BTEC programmes, if there are any running.
- Also carries out the role of internal verifier– verifying the assignment brief and assessment decisions of the assessor.

Exams Officer

- **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.
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/submits 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 every 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
- Recruits, trains and deploys a team of internal/external invigilators and keeps a record of the content of training provided to invigilators for the required period
- 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 on annual exam timetables and application procedures as set by the various awarding bodies and 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
- Ensures the candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Receives, checks and stores securely all exam papers and completed scripts.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.

- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the senior leadership team and assistant heads of provisions any appeals/re-mark requests.
- Completes special consideration forms to the relevant awarding body within seven days of the exam.

Subject Teachers

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Will give notification of access arrangements requirements to the SENCo, HOP and/or AHOP (as soon as possible after the start of the course).
- Will give students enough notice to appeal any coursework marks
- Completes coursework marksheets and declaration sheets then emails them to the exam officer.
- Submits candidates' coursework/coursework marks to moderators, giving a copy to the exams officer with proof of posting.
- Tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- BTEC Assessor– a member of staff setting the assignment and assessing the learner's work.

Invigilators

- Attend/undertake training, update, briefing and review sessions as required
 - Collection of exam papers and other material from the exams officer or assistant head of provision before the start of the exam.
 - Collection of all exam papers in the correct order at the end of the exam and their return to the exams officer or assistant head of provision.
 - Read and follow the current JCQ publications
 - Read the Saffron Valley Collegiate examination, emergency evacuation, disability (exams) and health and safety policies and Saffron Valley Collegiate contingency plan
 - **Read all the exam documents in the Saffron Valley Collegiate invigilator pack.)**
 - 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

Candidates

- Confirm exam entries and personal data on the exam timetable is correct and notifies the exam officer immediately if there are any errors Notifies the exam officer of any legal changes of name, address or gender
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Reads the JCQ warning to candidates and electronic devices poster
- The exam centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.
- Regularly checks the Saffron Valley Collegiate's 'Examination Information' page on the school website for updated information
- Candidates' personal belongings remain their own responsibility and the exam centre accepts no liability for their loss or damage.
- Candidates are expected to stay for the full exam at the discretion of the Invigilator.
- For exams longer than one hour candidates may leave the exam early, but no sooner than one hour after the published starting time. They will not be allowed to return.
- 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 exam centre, the exams officer, or the invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example by providing a letter from the candidate's doctor.
- Responsible for collecting their exam certificate no later than one year after certificates are printed
- Acknowledges that any certificates not collected will be destroyed after one year. Any replacement certificates will be charged to the candidate

HOP/AHOP

- The exams officer, assistant head of provision or head of provision is responsible for handling late or absent candidates for an exam.
- For clash candidates, the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the exams officer, AHOP or HOP.
- To support the invigilator with disruptive candidates, dealt with in accordance with JCQ guidelines
- 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
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Qualifications

- The qualifications offered at this examination centre are decided by the extended Senior Leadership Team.
- The qualifications offered are GCSE, BTEC Functional Skills and Entry Level Certificates (this list is not conclusive)
- Informing the exams office of changes to a specification is the responsibility of the extended Senior Leadership Team.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidate, subject teacher and head of subject.

Exam series and timetables

- Internal assessments are scheduled appropriately

- External exams and assessments are scheduled on demand but mainly in the summer term.
- Internal assessments are held under external exam conditions.

Entries, entry details and late entries

- Candidates are selected for their exam entries by the heads of subject, AHOP or HOP and subject teachers.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal, however, the Headteachers decision is final
- The centre may accept entries from former candidates at the Headteachers discretion
- Entry deadlines are circulated to staff via email or the Saffron Valley Collegiate's weekly and/or daily briefings and debrief meetings.
- Late entries are authorised by the Head of Centre.
- GCSE retakes are authorised by the Headteacher
- Retake decisions will be made in consultation with candidates, HOPS, AHOPS and the Headteacher. The headteacher's decision is final

Exam Fees

- 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.
- Exam fees are paid by the exams centre.
- Late entry or amendment fees are paid by the exam centre.
- Fee reimbursements are sought from parents/carers where students fail to sit an exam and/or do not meet the coursework requirements without medical evidence or the reasons not authorised by the head of exams centre.
- Re-sit fees and entries are authorised by the Headteacher

Access Arrangements

SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments 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). (The record of training for facilitators is kept by the EO for the required period).
- Liaises with the relevant members of the senior leadership team on the centre's policy on the use of word processors in examinations.

Word Process (Exams) Policy

- The Word Processor (Exams) Policy can be found on the centre's website.

Separate invigilation within the centre

- 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.

- Candidates with access arrangements requiring a separate room with a separate invigilator will be arranged by the exams officer, assistant head of provision and head of provision.
- Due to the additional needs of the students, all students will have an access arrangement in place which will enable them to sit their exams at an alternative venue e.g. home or hospital.

Contingency Planning

- Contingency planning for exams administration is the responsibility of the Exams Officer and Head of Centre.
- As the access arrangement for 'Alternative Accommodation' is in place for each student it will be decided by the Exams Officer and Headteacher whether a students can take an exam at home or in hospital.

Estimated Grades

- Teachers are responsible for notifying students of their estimated grade in good time for them to appeal before the grades are submitted estimated to the exams officer. The head of provision and/or assistant head of provision will notify the Exams Officer of the final grade.

Managing Invigilators

- Recruiting extra invigilators is the responsibility of the exams officer, once approved by the HOP or AHOP. Agency invigilators will be trained by SVC
- Agency employees will be recruited for invigilation cover however on occasions teaching staff will be utilised as invigilators, in accordance with the exam centre's Workforce Agreement.
- Securing the necessary data barring service (DBS) clearance for new invigilators is the responsibility of the exams officer.
- DBS fees for securing such clearance are paid by the invigilator.
 - It is the responsibility of the exams officer, assistant head of provision or the head of provision to fully brief invigilators.

Exam Days

- **The assistant head of provision will collect or delegate a Saffron Valley Collegiate staff member to collect the exam papers from the exams officer located at KS4 South provision no earlier than 90 minutes before the start of the exam**
- The assistant head of provision will book all exam rooms on their site after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- The admin team are responsible for setting up the allocated rooms.
- The lead invigilator will start all exams in accordance with JCQ guidelines.
- Teachers will be present at the start of the exam to assist with identification of candidates as they enter the room.
- Exam papers must not be read by subject teachers or removed from the exam room. The exams officer will distribute remaining papers 24hrs after the papers have been despatched to the awarding body.
- **The assistant head of provision will deliver or delegate a Saffron Valley Collegiate staff member to deliver the exam papers to the exams officer located at KS4 South provision in a sealed envelope as soon as the exam has finished**
- **No food is allowed in the exam room. The headteachers can authorise a water bottle free from any labels**

Internal Assessments and Appeal

- It is the duty of heads of provisions to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work and estimated grades are provided to the exams officer by the subject teacher, HOP or AHOP.
- The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams officer.

Results

- Candidates will receive individual result slips on results day, either in person at KS4 South or by registered post to their last known home address on SIMS.
- Arrangements for the exam centre to be open on results day are made by the exams officer and head of centre.

Enquiries about Results

- Enquiries about results may be requested by exam centre staff or candidate if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required **before** any enquiries about results are requested.
- If a result is queried, the exams officer and Headteacher will investigate the feasibility of asking for a re-mark at the exam centre's expense.
- When the exam centre does not support a candidate's or parent's request for an enquiries about results, a candidate may apply to have an enquiry carried out using the relevant JCQ form. If a candidate requires this against the advice of subject staff, they will be charged for the cost before the request is applied for. If the headteacher's decision is final

Access to Scripts

- After the release of results, candidates may ask subject staff to request the return of papers within three days of the results.
- Exam centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained in writing.

Certificates

- Certificates are collected and signed for by the candidate at KS4 South Provision
- Certificates can also be posted via Royal Mail Special Delivery
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so in writing by the candidate.
- The exam centre retains certificates for **one year**. Any certificates not collected after this time will be destroyed. Replacement certificates can be requested by the candidate via the awarding bodies at a cost to the candidate.