

Examination Policy



Saffron Valley Collegiate

Last reviewed: November 2024

To be reviewed: November 2025

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.

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Key staff involved in the exams policy

Role	Name(s)
Head of centre	Gillian LaRocque
Senior Leader with oversight of Exams	Uju Attah
Exams officer	Stephanie Walters
SENCo (or equivalent role)	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/assessments 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 centre's contingency plan, and other relevant exams-related policies and procedures are signposted to the workforce is well informed and supported
- all centre staff involved in the 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 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>

Roles and responsibilities overview

(GR 2)

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

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

The head of centre must not normally 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.

Head of centre responsibilities

(GR 1)

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current [General Regulations for Approved Centres](#) (GR) booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

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.

(ICE Introduction) **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the [Instructions for conducting examinations](#) document.** Failure to do so may constitute malpractice as defined in the JCQ document [Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025](#).

(GR 5.1)

The head of centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

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

Resilience and contingency arrangements

([GR 3.16-19](#))

The centre must ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering evidence of candidate performance in line with the published guidance.

The centre must have an up to date written contingency plan.

The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan must cover the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo/ALNCo, examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of their contingency plan centres must identify an alternative site if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different Year Groups.

The centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The centre must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber security

([GR 3.20-21](#))

The head of centre must ensure there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever possible
- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*
Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

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 (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 cyberattack
- 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

(GR 5.3)

- 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
 - Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
 - Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo (or equivalent role) 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 and awarding body regulations
 - Ensures that the SENCo (or equivalent role) understands the JCQ document [Access Arrangements and Reasonable Adjustments](#) and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the examinations officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role

- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations)
 - Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations
- **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 and assessment administration, be absent

Escalation Process)

- Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and 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 and 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 and implementing reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date practical 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

Controlled assessments, coursework and non-examination assessments

([GR 5.3](#))

- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates)
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

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:
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 - the security of all assessment materials
 - that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre
 - reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials
- Makes arrangements to:
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- 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*
 - access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *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
- Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

National Centre Number Register and other information requirements

(GR 5.3)

- Provides contact details as follows:
 - a physical address to which all examination and assessment materials will be despatched – this must be the registered address of the centre
 - a landline telephone number – this must be the number of the main office/ switchboard of the centre
 - a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (Personal email addresses such as 'Yahoo', 'Hotmail' and 'Gmail' are not acceptable)
Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites
 - the name of the head of centre and their email address
 - senior designated contact details (this might include a personal mobile number and/or email address) (These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue)
- Responds to the National Centre Number Register annual update by the end of October every year
 - informs the National Centre Number Register Team immediately (email address
– ncn@ocr.org.uk) if any changes occur after the National Centre Number Register

- annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the head of centre)
 - informs the National Centre Number Register Team (email address – ncn@ocr.org. uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)
 - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre’s status
 - responds, by completing the Head of Centre Declaration, to the National Centre Number Register request for confirmation that they are aware of and adhering to the latest versions of the JCQ regulations, and does so no later than the end of October every year
 - responds to any other reasonable requests made by the National Centre Number Register Team
- Understands that this responsibility for completing the Head of Centre declaration survey 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

Policies available for inspection

- Saffron Valley Collegiate has in place the following policies for inspection that must be reviewed and updated annually:
 - a written child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Child Protection/Safeguarding Policy (Exams)
- written complaints policy
- Conflict of interest procedure
- Written data policy
- Written equalities policy
- Written contingency plan which covers all aspects of examination/ assessment administration and delivery
- a written internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration.
- a written malpractice policy which covers all qualifications delivered by the centre. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice).
- a written policy regarding the management of non-examination assessments including controlled assessments and coursework. (For CCEA GCSE centres this would be a written controlled assessments policy)

- a written whistleblowing policy
- a written policy on the use of word processors in examinations

Access arrangements and reasonable adjustments

(GR 5.4)

The head of centre/senior leadership team will:

- appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury
- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010[†], particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)
†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
- ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)
- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and held on file for inspection)
- have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments*
- assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENCo in effectively implementing those arrangements once approved

Malpractice

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding 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 current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require
- (GR 6.2) 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 document *Suspected Malpractice – Policies and Procedures*

Personal data

(GR 6.6, 6.8)

It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

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-parentalresponsibility
- 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](#)

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,
- 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 themselves with a formal identity document ID card and must be accompanied throughout their 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/submit the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year to confirm the centre's contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
- Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
- (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 as may be applicable to the centre 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/assessment 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.

Special educational needs co-ordinator (SENCo) or equivalent role

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - [Access Arrangements and Reasonable Adjustments](#)
 - Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
 - If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
 - Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- ([GR 5.4](#))
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
 - Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
 - Ensures requests for modified papers are submitted by the published deadline
 - Ensures there are appropriate resources in place at the time of examinations/

assessments to meet candidates' needs, e.g. sufficient readers and scribes

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 (or equivalent role)
- 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 materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment 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
-

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 posted via Royal Mail Special Delivery to the last known home address or arranged to be collected and signed for by the candidate at KS4 South Provision
- 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.

The Exam Cycle

The folder with the exam cycle can be found on the desk of the Exam Officer at KS4 South.