**Exam Policy**



**Purpose of the policy**

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

This exam policy will ensure that:

 all aspects of the HHVLC exam process are documented and other relevant exams-related policies, procedures and plans are signposted

 the workforce is well informed and supported

 all HHVLC staff involved in the exams process clearly understand their roles and responsibilities

 all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that *“... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute.” [JCQ General Regulations for Approved Centres (GR) 1]*

 exam candidates understand the exams process and what is expected of them.

This policy is reviewed annually to ensure ways of working in HHVLC are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance. This policy will be communicated to all relevant HHVLC staff.

Roles and responsibilities overview

**Head of centre**

Understands the contents, refers to and directs relevant HHVLC staff to annually updated JCQ publications including:

* General Regulations for Approved Centres (GR)
* Instructions for Conducting Examinations (ICE)
* Access Arrangements and Reasonable Adjustments (AA)
* Suspected Malpractice in Examinations and Assessments (SMEA)
* Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
* A guide to the special consideration process (SC)

Ensures the HHVLC has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.

Takes responsibility for responding to the National Centre Number Register annual update by the end of October each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of HHVLC declaration which is then kept on file for inspection purposes.

Enables the relevant senior leader(s), the examinations officer and the Learning support coordinator to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the HHVLC, and ensure compliance with the published JCQ regulations.

Appoints a learning support coordinator who will determine appropriate arrangements for candidates with learning difficulties and disabilities.

Ensures HHVLC staff undertake key tasks within the exams process and meet internal deadlines set by the EO.

Makes sure that a teacher who teaches the subject being examined, is not an invigilator during the timetabled written examination or on-screen test.

Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:

* the location of the HHVLC secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials.
* appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of HHVLC staff.
* access to the secure room and secure storage facility is restricted to the authorised keyholder.
* the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.
* that arrangements are in place to check that the correct question paper packets are opened by authorised members of HHVLC staff.

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 the course of and after examinations have taken place.

Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately.

Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence).

Ensures required internal appeals procedures are in place.

Ensures a disability policy for exams showing the HHVLC compliance with relevant legislation is in place.

Ensures a complaints and appeals procedure covering general complaints regarding the HHVLC delivery or administration of a qualification is in place.

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

Ensures the HHVLC has a data protection policy in place.

Ensures the HHVLC has documented processes in place relating to access arrangements and reasonable adjustments.

Ensures the relevant awarding bodies are informed of any Conflict of Interest.

Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected.

Ensures members of HHVLC staff do not forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook.

Ensures members of HHVLC staff do not advise parents/candidates to contact awarding bodies/JCQ directly.

Ensures other relevant HHVLC 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.

**Exams officer**

Understands the contents of annually updated JCQ publications including: General regulations for approved centres. Instructions for conducting examinations. Suspected Malpractice in Examinations and Assessments Post-results services.

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.

Train a team of internal invigilators; appoints lead invigilator, as required and keeps a record of the training provided to invigilators for the required period.

Works with the learning support coordinator to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.

Supports the head of HHVLC 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.

Briefs other relevant staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

**Learning Support Coordinator**

Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

Access Arrangements and Reasonable Adjustments.

Leads on the access arrangements and reasonable adjustments process. assessment process. Presents when requested by a JCQ Centre Inspector, evidence of the assessor’s qualification.

**Teaching staff**

 Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and Learning support coordinator.

 Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications.

 Attend relevant awarding body training and update events.

**Invigilators**

 Attend/undertake training, update, briefing and review sessions as required.

 Provide information as requested on their availability to invigilate.

 Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

**Site staff**

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

**Candidates**

Where applicable in this policy, the term ‘candidates’ refers to candidates and/or their parents/carers.

**The exam cycle**

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant tasks required within this grouped into the following stages:

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

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

**Planning: roles and responsibilities**

**Information sharing**

Exams officer

 Signposts relevant HHVLC staff to JCQ publications and awarding body documentation relating to the exams process that has been updated.

 Signposts relevant HHVLC staff to JCQ information that should be provided to candidates.

 As the HHVLC administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites.

**Information gathering**

Exams officer

 Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct.

 Collates all information gathered into one central point of reference.

 Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications.

 Produces an annual exam plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key HHVLC staff of internal deadlines.

 Collects information on internal exams to enable preparation for and conduct of trial exams.

Head of department

 Responds (or ensures teaching staff respond) to requests from the EO on information gathering

 Meets the internal deadline for the return of information

 Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body.

 Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these Access arrangements Head of centre.

 Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre.

 Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly.

 Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

**Access arrangements**

**Head of centre**

 Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre.

 Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly.

 Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

**Learning Support Coordinator.**

 Assesses candidates to identify access arrangements requirements.

 Gathers evidence to support the need for access arrangements for a candidate.

 Liaises with teaching staff to gather evidence of normal way of working of an affected candidate.

 Determines candidate eligibility for arrangements or adjustments that are centre-delegated.

 Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (candidate personal data consent form) from candidates where required.

 Applies for approval through Access arrangements online.

 Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of an inspection is able to access this documentation in an alternative format).

 Employs good practice in relation to the Equality Act 2010.

 Liaises with the EO regarding exam time arrangements for access arrangement candidates.

 Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.

 Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room.

 Provides and annually reviews a centre policy on the use of word processors in exams and assessments.

Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

**Separate invigilation within the centre**

Candidates will only be granted separate invigilation within the centre if there is an existing EAA,evidence to support SRB’s or they meet the specified criteria in the centre’s separate invigilation document. Separate invigilation reflects the candidate’s normal way of working in internal school tests and mock examinations as a consequence of a long-term medical condition or long-term social, mental or emotional needs.

**Word processor policy (exams)**

HHVLC word processor policy is located as hard copy in the main office. A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor must reflect the candidate’s normal way of working within the centre. The centre may wish to set out the particular types of candidates which it considers would benefit from the use of a word processor.

**Teaching staff**

 Ensure appropriate instructions for conducting internal assessment are followed.

 Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (controlled assessments, coursework, nonexamination assessments, social media) prior to assessments taking place.

 Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre’s marking before marks are submitted to the awarding body.

**Exams officer**

 Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

 Signposts teaching staff to relevant JCQ information for candidates documents that are annually updated.

**Invigilation**

**Exams officer**

 Recruits additional invigilators where required to effectively cover all exam periods/series’ throughout the academic year.

 Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them 18.

 Provides training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam.

 Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s).

 Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues.

**Entries: roles and responsibilities**

**Exams officer**

 Requests estimated or early entry information, where this may be required by awarding bodies.

**Pre-exams: roles and responsibilities**

**Access arrangements- Learning support coordinator**

 Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act.

 Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her.

 Ensures exam information is adapted where this may be required for a disabled candidate to access it.

 Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments.

 Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a candidate.

**Briefing candidates**

EO issues individual exam timetable information to candidates.

 Prior to exams issues relevant JCQ information for candidates documents.

 Issues centre exam information to candidates including information on:

 arriving late for an exam.

 absence or illness during exams.

 what equipment is/is not provided by the centre.

 food and drink in exam rooms.

 wrist watches in exam rooms.

 when and how results will be issued.

 when and how certificates will be issued.

**Internal assessment and endorsements**

**Head of centre**

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

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

**Teaching staff**

 Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements.

 Assess and authenticate candidates’ work.

 Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies.

 Ensures teaching staff assess and authenticate candidates’ work to the awarding body requirements.

 Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline

 Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline.

**Exams officer**

 Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline.

 Keeps a record to track what has been sent.

 Logs moderated samples returned to the centre

 Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates’ work.

**Invigilation**

EO

 Provides an invigilation handbook and/or trains/updates invigilator annually

 Deploys invigilators effectively to exam rooms throughout an exam series

 Allocates invigilators to exam rooms

 Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates SENCo.

**JCQ inspection visit**

**Exams officer/Senco**

 Will accompany the Inspector throughout a visit.

 Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise.

 Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

**Seating and identifying candidates in exam rooms**

HHVLC ensures a procedure is in place to verify candidate identity.

Students will be clearly detailed on the seating plan.

Invigilators are aware of the procedure.

**Security of exam materials**

HHVLC has a process in place to record confidential materials delivered to the centre and issued to authorised staff.

Confirms appropriate arrangements are in place to ensure that confidential materials are only delivered to those authorised.

Ensures the secure storage facility contains only current and live confidential material.

Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room.

Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre.

Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements.

**Timetabling and rooming**

HHVLC produce master centre exam timetable for each exam series, identifying room and specialist equipment required.

**Candidate absence policy**

Identify any absent candidates with the help of the invigilation team.

EO to clarify any reason for the absence.

Any late candidates to use separate area to minimise disruption to other candidates.

Candidates who arrive very late for an exam are reported to the awarding body.

Arrival time and start time to be recorded on the seating plan.

**Conducting exams**

The venue used for conducting exams meet the requirements of JCQ and awarding bodies.

Exams are conducted according to JCQ and awarding body instructions.

Exam session is fully prepared for.

EO dispatches scripts as instructed by JCQ and awarding bodies and keeps appropriate records.

EO collates attendance registers and examiner details in date order.

EO regularly checks mail or inbox for updates from awarding bodies.

In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry.

Ensures only authorised centre staff are present in exam rooms.

Ensures the centre’s policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates, bottled water is permitted but to be kept on the floor, labels removed. Food only permitted for medical reasons.

Ensures the centre’s policy on candidates leaving the exam room temporarily is clearly communicated to candidates.

Candidates are supervised by an invigilator. Time out and in will be recorded on either the incident log or comfort break log as appropriate.

EO ensures a documented emergency evacuation procedure for exam rooms is in place.

**Managing behaviour**

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

The invigilator must record what has happened on the exam room incident log. The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

**Senior leaders** ensure:

support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms.

That internal disciplinary procedures relating to candidate behaviour are instigated.

Provides an exam room incident log in all exam rooms for recording any incidents or irregularities.

Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place.

**Invigilators**

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

Temporary absence due to comfort break must be recorded on the appropriate form.

**Malpractice** *See Irregularities above*

**Special consideration**

EO processes appropriate requests for special consideration to awarding bodies. Gathers evidence which may need to be provided by other staff in centre or candidates.

Submits requests to awarding bodies to the external deadline Special consideration policy.

**Arrangements for unauthorised materials taken into the exam room** Candidates to store bags in a cloakroom separate from the main exam room. Mobile phones, iPad etc. to be given in prior to entering the exam room. Candidates are issued with a ticket, which must be returned in order to claim their devices after the examination. Candidates are told to place watches on their desks during the invigilators warning to candidates.

**Results and post-results: roles and responsibilities**

Candidates collect results from HHVLC these are distributed by centre staff. Staff must confirm DOB and identity of candidate. Results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates. Candidates are informed in advance of when and how results will be released to them. Certificates are provided to centres by awarding bodies after results have been confirmed. EO to distribute. Candidates to sign to confirm certificates are correct and have been collected. Centre to retain unclaimed certificates for 5 years before disposing of securely.

**Review**

Meeting to discuss overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle.

Collects and evaluates feedback from staff, candidates and invigilators to inform review.

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

Keep records as required by JCQ and awarding bodies for the required period.

Head of centre declaration

Hardcopy of Head of centre declaration to be kept with the examination policies in the exams office Note:

All heads of centres will be required to confirm, on an annual basis, that they are both aware of and adhering to the latest version of these regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update. A head of centre cannot delegate this responsibility to a member of the senior leadership team or the examinations officer. A signed copy of the head of centre’s declaration for the academic year 2019/20 must be held on file, available for inspection, as it will be an integral part of the centre inspection. An electronic version of the head of centre’s declaration, with an electronic signature, is permissible. Note: Failure to respond to the NCNR annual update, and/or the head of centre’s declaration, will result in your centre status being suspended, your centre not being able to submit examination entries and not receiving or being able to access question papers. Ultimately awarding bodies could withdraw their approval of your centre. [