



Castle Donington College

Examinations Policy 2022-23

(including Escalation Process/Contingency Plan/
Emergency Evacuation/Lockdown Procedure)

Date agreed

October 2022

Date for review

October 2023

Policies are reviewed annually using the Exams Office model policies to ensure compliance with current regulations; changes may need to be made after the adoption of this policy and prior to the review date

Purpose of the policy

Castle Donington College is committed to ensuring that the exams management and administration process is run effectively and efficiently.

This exam policy will ensure that:

- All aspects of Castle Donington College's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted
- All staff are well informed and supported
- All 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 communicated to all relevant centre staff and will be electronically stored in Staff Shared/Exams Information/Policies & Procedures.

Roles and responsibilities overview

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

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

The Head of Centre may not appoint themselves as the Examinations Officer. A Head of Centre and an Examinations Officer are two distinct and separate roles.

Head of Centre responsibilities

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2022 to 31 August 2023:

<https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

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
- 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 and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the Vice Principal, Examinations Officer and the 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 a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

Internal governance arrangements

- Has in place a written escalation process should the Head of Centre, or Vice Principal with oversight of examination administration, be absent

Escalation Process included as Appendix 1

- Has in place a member of the senior leadership team (Vice Principal) who will provide support and guidance to the Examinations Officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Examinations Officer
- Makes sure a teacher, a tutor or a senior member of centre staff who teaches the subject being examined, 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 of whom 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 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 candidates 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

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

Exam Contingency plan is included as Appendix 2

- Ensures an Internal Appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers for internal assessment decisions and reviews of results/appeals are in place and drawn to the attention of candidates and (where relevant) their parents/carers

Internal Appeals Procedure available as a separate document

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

Equalities Policy available as a separate document

- Ensures a *Complaints and Appeals Procedure* covering general complaints regarding the delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

Complaints and Appeals Procedure (Exams) available as a separate document

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

Child Protection/Safeguarding Policy available as a separate document

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

Data Protection Policy (Exams) available as a separate document

Consideration may also need to be given to the centre's policy on sharing candidates' results and other exams related information with those with parental responsibility and third parties

Legislation on sharing information

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

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

- Understanding and dealing with issues relating to parental responsibility
www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance: 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](#)

- Ensure the centre has a whistleblowing policy in place

Whistleblowing Policy (Exams) available as a separate document

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

Access Arrangements Policy available as a separate document

- 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

Conflicts of interest Policy (Exams) available as a separate document

National Centre Number Register

- 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
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papersand ultimately, awarding bodies could withdraw their approval of the centre

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

Examinations Officer

- 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 each year
 - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
 - Informs the National Centre Number Register Team **immediately** (e-mail address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
 - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
 - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints a lead invigilator, as required, and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the Head of Centre in ensuring that awarding bodies are informed (where required) 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 for each examination series.
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

Vice Principal

- Is 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 Examinations Officer and 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

Special Educational Needs Co-ordinator (SENCo)

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements'), supported by the Examinations Officer
- Works with the person qualified assessor, appointed by the Centre, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Examinations 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

Invigilators

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

Reception staff

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

Premises staff

- Support the Examinations Officer 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 centre staff within this cycle.

Planning: roles and responsibilities

Information sharing

Head of Centre

- Directs relevant centre staff to annually updated JCQ publications (guided by the Examinations Officer) including GR, ICE, AA, SM, NEA (and the Instructions for conducting coursework) and SC.

Examinations Officer

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

Information gathering

Examinations Officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference

- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of mock exams

Teaching Staff

- Responds to requests from the Examinations Officer on information gathering
- Meets the internal deadline for the return of information
- Ensures the Examinations Officer is informed 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

Access arrangements

Head of Centre

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

SENCo

- 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.
- With the Examinations Officer, 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 any documentation is stored electronically, this 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 Examinations Officer regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained by the Examinations Officer 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 Examinations Officer to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations

Separate Invigilation

The SENCo must make their decision based on:

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

Teaching staff

- Support the SENCo in determining and implementing appropriate access arrangements/reasonable adjustments

Separate Invigilation Policy available as a separate document

Internal assessment and endorsements

Head of Centre

Controlled assessments, coursework and non-examination assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures an **Internal Appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **Non-Examination Assessment policy** is in place for GCSE qualifications which include components of non-examination assessment
- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

Non-examination Assessment Policy available as a separate document

Vice Principal

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- Ensures teaching staff delivering reformed GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
- Ensures teaching staff inform candidates 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

Teaching staff

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

Examinations Officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ *information for candidates* documents that are annually updated

Invigilation

Head of Centre

- Ensures relevant support is provided to the Examinations Officer in recruiting, training and deploying a team of invigilators

Examinations 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
- Provides training for new invigilators on the current instructions for conducting examinations and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

Entries: roles and responsibilities

Estimated entries

Examinations Officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from Middle Leaders in a timely manner to ensure awarding body external deadlines for submission can be met

Estimated entries collection and submission procedure

The Examinations Officer to produce an estimated entries form and circulate to Middle Leaders.

Middle Leaders to complete with estimated numbers and to sign and date their agreement. To return the form to the Examinations Officer by a set date to ensure submission to the awarding bodies published deadline.

The Examinations Officer to submit estimated entries to the awarding bodies before the published deadline.

- Makes candidates aware of the JCQ Information for candidates – Privacy Notice at the start of a course leading to a vocational qualification or when entries are submitted to awarding bodies for processing for general qualifications.

Middle Leaders

- Provide entry information requested by the Examinations Officer to the internal deadline
- Inform the Examinations Officer immediately of any subsequent changes to entry information via email

Final entries

Examinations Officer

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

Final entries collection and submission procedure

Middle Leaders

- Middle Leaders to check the details including units (and tiers, where relevant), sign and date the form to confirm the entry information is correct.
- To return these forms to the Examinations Officer by the date shown for final submission of the entries to the awarding bodies, forms not returned by this date may result in late or other penalty fees being charged by the awarding body. These will be recharged to the subject department.

- Middle Leaders to advise of tier changes to the Examinations Officer on the appropriate form. Forms not returned by the the allocated date may results in late withdrawal fees being charged to the subject department
- Ensures information requested by the Examinations Officer is provided to the internal deadline
- Ensures the Examinations Officer is informed immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries, including changes to tier levels
 - withdrawals of existing entries
- Confirms that final entry submission information provided by the Examinations Officer is correct

Entry fees

- Normal registration and exam fees for the first sitting are paid by the College for fully funded candidates with an active enrolment
- Reimbursement of fees will be sought from candidates who do not meet the necessary coursework requirement without medical evidence or proof of other mitigating circumstances
- The Examinations Officer will charge the Examination Board entry fee for any timetabled exam or assessment missed without appropriate evidence
- All external examination fees will be paid for from the Exams budget. This will also include preparing the resources and printing costs of the Year 11 internal exam papers
- All internal tests held within the classroom environment will be paid for from the department budgets

Late entries

Examinations Officer

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

Middle Leaders

- Minimises the risk of late entries by
 - following procedures identified by the Examinations Officer in relation to making final entries on time
 - meeting internal deadlines identified by the Examinations Officer for making final entries

Candidate statement of entry

Examinations Officer

- Provides candidates with their statement of entry for checking and confirming correct details (legal names and entry details)

Year 11 Tutors

- Ensure candidates check statement of entry and return signed and completed forms to the Examinations Officer

Candidates

- Confirm entry information is correct or notify the Examinations Officer of any discrepancies

Pre-exams: roles and responsibilities

Access arrangements and reasonable adjustments

SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for them
- Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- 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 distance learner and home educated candidate and that the candidate is assessed by the centre's appointed assessor

Briefing candidates

Examinations Officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day awarding bodies may identify in the event of national or significant disruption to exams
- Prior to exams, issues relevant JCQ information for candidates documents
- Update Exam noticeboard with relevant JCQ and College information
- Prepare presentation for Y11 Exam Assembly in Autumn Term
- Liaises with Y11 Head of Year to send an information letter to parents/carers
- Where relevant, issues relevant awarding body information to candidates
- Issues Student Handbook with centre exam information to candidates including details on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam rooms
 - mobile phone procedure
 - when and how results will be issued and the staff that will be available
 - the post-results services information and how the centre will deal with requests from candidates
 - when and how certificates will be issued

Dispatch of exam scripts

Examinations Officer

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

Estimated grades

Vice Principal

- Ensures teaching staff provide estimated grade information to the Examinations Officer by the internal deadline (where this still may be required by the awarding body)

Examinations Officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

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

SENCo

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

Vice Principal

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the Examinations Officer to the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the Examinations Officer to the internal deadline
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components

Examinations 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

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Examinations Officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on an annual basis of any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator are acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

SENCo

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

Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series

Seating and identifying candidates in exam rooms

Examinations Officer

- Ensures invigilators are aware of the procedures to be followed

- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Senior Leadership Team (SLT)

- SLT to supervise candidates and to organise them into rows prior to entering the exam room

Invigilators

- Place ID cards on candidate desks prior to the start of the exam and establish the identify all candidates undertaking examinations once seated in the exam room
- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination
- Seat candidates in exam rooms as instructed by the Examinations Officer on the seating plan

Security of exam materials

Examinations Officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the Head of Centre
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

Reception staff

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

Teaching staff

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

Timetabling and rooming

Examinations Officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort)
- Identifies exam rooms and specialist equipment requirements

- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with Premises staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

SENCo

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

Premises staff

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

Alternative site arrangements

Examinations Officer

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

Transferred candidate arrangements

Examinations Officer

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

Internal exams

Examinations Officer

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff and arranges for collation and safe storage of papers
- Arranges invigilation, if appropriate as sometimes teaching staff will invigilate

SENCo

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

Teaching Staff

- Provide exam papers and materials to the Examinations Officer in sufficient time
- Support the SENCo in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Access arrangements

Examinations Officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams
 - applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate late arrival/absence

- Morning exams start at 9:00am
- Afternoon exams start at 1:15pm
- A student will be considered very late if they arrive more than 30 minutes after the start time i.e. 9:30am for morning exams and 1:45pm for afternoon exams
- Candidates arriving late for exams will need to see a member of the Senior Leadership Team.
- SLT and the EO will decide what action needs to be taken

Please note: it is at the discretion of the awarding body whether they choose to accept the entered work or not

Examinations Officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a *report on candidate admitted very late to examination room* through CAP to timescale
- Warns candidates that their script may not be accepted by the awarding body

Invigilators

- Are informed of the policy/process for dealing with late arrivals/absent candidates through training
- Ensure that relevant information is recorded on the exam room incident log
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

- If a candidate is absent from the exam, you will be asked to cover the cost of that exam unless you can provide evidence. The approximate cost of the exam starts at £40:00 plus a £2.50 administration fee. If a claim for special consideration is to be made, appropriate evidence will need to be provided within three days of the exam
- If you are unable to attend an exam due to severe illness, suffer bereavement or other trauma or have been disturbed during an exam, it is your responsibility to alert the College to that effect. Staff in the main office will then alert the Examinations Officer

Conducting exams

Head of Centre

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

Examinations Officer

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

Dispatch of exam scripts

Examinations Officer

- Updates Reception staff on procedures
- Confirms delivery arrangements with Yellow Service with ParcelForce
- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

Exam papers and materials

Examinations Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject,

unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened

- Ensures this additional/second check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

Exam rooms

Head of Centre

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- The centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates in the Student Handbook
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates through assemblies and in the Student Handbook
- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence

Examinations Officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is via use of a mobile phone, this must be on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Emergency evacuation/Lockdown procedure is included as Appendix 3

Premises staff

- Ensure exam rooms are available and set up as requested by the Examinations Officer
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

Invigilators

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

Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators

- Are required to remain in the exam room for the full duration of the exam

Irregularities

Head of Centre

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

“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.” [ICE 24]

Senior Leaders

- Ensure support is provided for the Examinations Officer and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Examinations Officer

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

Invigilators

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

Malpractice – see Irregularities above

Special Consideration

- Provide signed evidence to support eligible applications for special consideration

Examinations Officer

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

Candidates

- Provide appropriate evidence to support special consideration applications, where required

Unauthorised items

See separate document ‘Student Handbook’ which is available on the College website

Internal exams

Examinations Officer

- Briefs invigilators on conducting internal exams (where being used)
- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the Examinations Officer

Results and post-results: roles and responsibilities

Internal assessment

Senior Leaders

- Ensures teaching staff keep candidates’ work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensures work is returned to candidates after the retention period or disposed of according to the requirements

Managing results day

Senior Leaders

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

Examinations Officer

- Works with senior leaders to ensure procedures for managing the main summer results day (a results day programme) is in place. This information will be provided in the Results Day Guidance document available on the College website and issued to candidates before leaving the College after their exams
- The Examinations Officer receives examination results the day before the official publication date.
- Will not release results to any other staff other than those approved by the Head of Centre before the official publication date and time
- Ensures necessary invigilation staff in place to distribute results to candidates on results day

Candidates

- Will receive an individual provisional results slip. Results will **only be given to candidates**. Alternative methods of collection are provided in the 'Candidates' Handbook'

Premises staff

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

Accessing results

Head of Centre

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

Examinations Officer

- Informs candidates in advance of when and how results will be released to them for each exam series
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on results day

Post-results services

Head of Centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

Examinations Officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Candidates

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

Analysis of results

Data Manager/Examinations Officer

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises (where applicable to the centre <https://tableschecking.education.gov.uk>)

Access to Scripts, Reviews of Marking and Appeals Procedures

- Results Guidance information will be given to candidates before they leave College and will be also be available on the College website
- Following the release of results and after discussion with either teachers or the Examinations Officer, candidates and centre staff may request EARs and ATS. The final decision on whether to make an application lies with the Principal
- Enquiries about results, either from candidates or from staff, must be processed through the Examinations Office. Neither teachers nor candidates should contact the Awarding Bodies themselves
- All requests for ATS and EARs must be made by the published deadline. Forms for all Post-Results Services will be available from the day of results publication
- The cost of EARs or ATS will be paid by the College or candidate according to the circumstances
- College staff may request original scripts for teaching purposes but will require consent from the candidate
- An EAR cannot be requested once an original script has been returned
- Candidates and subject teachers will be emailed the outcome of EARs together with notification received from the AB

Certificates

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

- The College retains certificates for 3 years after which time they are destroyed. A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a student agrees to pay the costs incurred

Candidates

Candidates may receive their certificates:

- In person at the College
- Provide a stamped addressed envelope. The envelope must be A4 size and hard backed. The postage should cover recorded delivery. If any certificates are lost in the post, the student may be charged to gain a replacement.
- Collected and signed for by a third party. May arrange for certificates to be collected on their behalf by providing the Examinations Officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

Exams review: roles and responsibilities

Examinations Officer

- Provides Vice Principal with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff and invigilators to inform an exams review

Vice Principal

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

Retention of records: roles and responsibilities

Examinations Officer

- Keeps records as required by JCQ and awarding bodies for the required period

- Keeps records as required by the centre's records management policy

Appendix 1 – Escalation Process

Purpose of the process

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Before examinations (Planning)

In the event of the absence of the Head of Centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to **Nathan Barratt, Vice Principal**

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Main duties and responsibilities relate to:

- Third party arrangements
- Centre status
- Confidentiality
- Communication
- Recruitment, selection and training of staff
- Internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections

Additional JCQ publication for reference:

- JCQ Centre Inspection Service Changes

- Policies available for inspection

Specific JCQ publications for reference:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)

- Personal data, freedom of information and copyright

Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

Before examinations (Entries and Pre-exams)

In the event of the absence of the Head of Centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to **Nathan Barratt, Vice Principal**

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (sections 1-15)
- Access Arrangements and Reasonable Adjustments (sections 6-8)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries
Additional JCQ publications for reference:
 - Key dates
 - Guidance Notes for Transferred Candidates
 - Alternative Site guidance notes
 - Guidance notes for overnight supervision of candidates with a timetable variation
- Centre assessed work
Additional JCQ publication for reference:
 - Guidance Notes – Centre Consortium Arrangements
- Candidate information
Additional JCQ publications for reference:
 - Information for candidates documents
 - Exam Room Posters

During examinations (Exam time)

In the event of the absence of the Head of Centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to **Nathan Barratt, Vice Principal**.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-31)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

Main duties and responsibilities relate to:

- Conducting examinations and assessments
Additional JCQ publication for reference:
 - Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

After examinations (Results and Post-Results)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to **Nathan Barratt, Vice Principal**

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)

Main duties and responsibilities relate to:

- Results
Additional JCQ publication for reference:
 - Release of Results notice
- Post-results services and appeals
Additional JCQ publications for reference:
 - Post-Results Services (Information and guidance to centres)
 - JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates

Appendix 2 – Contingency Plan

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

Alongside internal processes, this plan is informed by the Ofqual Exam system contingency plan: England, Wales and Northern Ireland which provides guidance in the publication what schools and colleges and other centres should do if exams or other assessments are seriously disrupted and Jcq Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland.

This plan also confirms Castle Donington College is compliant with the Jcq regulation (section 5.3, General Regulations for Approved Centres 2020-21) that the centre has in place:

- a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or staff absence. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

Possible causes of disruption to the exam process

1. Examinations Officer extended absence at key points in the exam process (cycle)

CRITERIA FOR IMPLEMENTATION OF THE PLAN

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

- Planning
 - Annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
 - Annual exams plan not produced identifying essential key tasks, key dates and deadlines
 - Sufficient invigilators not recruited and trained
- Entries
 - Awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
 - Candidates not being entered with awarding bodies for external exams/assessment.
 - Awarding body entry deadlines missed or late or other penalty fees being incurred
- Pre-exams
 - Invigilators not trained or updated on changes to instructions for conducting exams
 - Exam timetabling, rooming allocation and invigilation schedules not prepared
 - Candidates not briefed on exam timetables and awarding body information for candidates
 - Confidential exam/assessment materials and candidates' work not stored under required secure conditions
 - Internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
- Exam time
 - Exams/assessments not taken under the conditions prescribed by awarding bodies
 - Required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
 - Candidates' scripts not dispatched as required to awarding bodies
- Results and post-results
 - Access to examination results affecting the distribution of results to candidates
 - The facilitation of the post-results services

CENTRE ACTIONS to mitigate the impact of the disruption

- The Data Manager and Vice Principal to cover essential tasks, if possible in liaison with the Examinations Officer. Where possible, increase capacity by temporarily employing the lead invigilator to carry out delegated administration

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

CRITERIA FOR IMPLEMENTATION OF THE PLAN

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

- Planning
 - Candidates not tested/assessed to identify potential access arrangement requirements
 - centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010
 - Evidence of need and evidence to support normal way of working not collated
- Pre-exams
 - Approval for access arrangements not applied for to the awarding body.
 - Centre-delegated arrangements not put in place
 - Modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
 - Staff (facilitators) providing support to access arrangement candidates not allocated and trained
- Exam time
 - Access arrangement candidate support not arranged for exam rooms.

CENTRE ACTIONS to mitigate the impact of the disruption

- Concessions testing is already sub contracted out. The Vice Principal in conjunction with the Examinations Officer would continue to coordinate this
- The Examinations Officer will ensure that the pre-exam and exam time tasks are carried out

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

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Key tasks not undertaken including:

Early/estimated entry information not provided to the Examinations Officer on time resulting in pre-release information not being received.

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

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

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

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

CENTRE ACTIONS to mitigate the impact of the disruption

- The Examinations Officer will liaise with the Vice Principal and use the MIS system to ensure that candidates are entered for the right specifications

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

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

CENTRE ACTIONS to mitigate the impact of the disruption

- The Examinations Officer ensures all LSA staff are invigilator trained and each year produces a 'Staff Guide to Invigilation'
- In the event of a shortage of invigilators, the Examinations Officer would contact other exam centres to see if they can arrange provision of external invigilators

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

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Key tasks not undertaken including:

Examinations Officer unable to identify sufficient/appropriate rooms during exams timetable planning

Insufficient rooms available on peak exam days

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

CENTRE ACTIONS to mitigate the impact of the disruption

- The Examinations Officer will liaise with SureStart Centre, Community Hub, exam centres with EMET and other local exam centres, to see if they have any available exam rooms

6. Cyber-attack

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Where a cyber-attack may compromise any aspect of delivery

CENTRE ACTIONS to mitigate the impact of disruption

- Examinations Officer to seek advice from awarding bodies for guidance/instructions
- Keeping confidential question papers and exam materials secure
- Examinations Officer to apply for special consideration for candidates
- College to communicate via email and on the College website with parents/carers and candidates and keep them informed regarding solutions to the disruption

7. Failure of IT systems

CRITERIA FOR IMPLEMENTATION OF THE PLAN

MIS system failure at final entry deadline

MIS system failure during exams preparation

MIS system failure at results release time

CENTRE ACTIONS to mitigate the impact of the disruption

- Ensure that Network Manager is aware of the key dates, in order to schedule maintenance work accordingly
- The Examinations Officer to ensure that entries are sent in a timely fashion
- If necessary, the Examinations Officer can download results from awarding body secure sites

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

CRITERIA FOR IMPLEMENTATION OF THE PLAN

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

CENTRE ACTIONS to mitigate the impact of the disruption

- Examinations Officer to seek advice from awarding bodies for guidance/instructions
- Keeping confidential question papers and exam materials secure
- Examinations Officer to apply for special consideration for candidates
- College to communicate via email and on the College website with parents/carers and candidates and keep them informed regarding solutions to the disruption

9. Disruption of teaching time in the weeks before an exam – centre closed for an extended period

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

CENTRE ACTIONS to mitigate the impact of the disruption

- Where there is disruption to teaching time and candidates miss teaching and learning, it remains the responsibility of centres to prepare candidates, as usual, for examinations
- Relocate within the site where possible
- Look to relocate (short-term) small critical groups to other sites such as SureStart Centre, Community Hub and other Colleges locally
- College to investigate temporary accommodation and equipment on site
- Use remote learning where possible

10. Candidates at risk of being unable to take examinations – centre remains open

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Candidates at risk of being unable to attend the examination centre to take examinations as normal

CENTRE ACTIONS to mitigate the impact of the disruption

- The Examinations Officer will liaise with other local exam centres, to see if they have any available exam rooms
- Centre to offer candidates an opportunity to sit any examinations missed at the next available series
- Examinations Officer to apply to awarding bodies for special consideration for candidates who have met the minimum requirement

11. Centre at risk of being unable to open as normal during the examination period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Centre at risk of being unable to open as normal for scheduled examinations.

(ICE 15.4) In the event that the Head of Centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations

CENTRE ACTIONS to mitigate the impact of the disruption

- If possible, open for exams and exam candidates only
- The Examinations Officer will liaise with other local exam centres, to see if they have any available exam rooms
- Offer candidates the opportunity to sit any exams missed at the next available series.
- Examinations Officer to apply for special consideration for candidates to have met the minimum requirement

12. Disruption in the distribution of examination papers

CRITERIA FOR IMPLEMENTATION OF THE PLAN

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

CENTRE ACTIONS to mitigate the impact of the disruption

- Awarding organisations to provide centres with electronic access to examination papers via a secure external network. Centres would need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action. Awarding organisations would provide guidance on the conduct of examinations in such circumstances
- As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date

13. Disruption to the transportation of completed examination scripts / assessment evidence

CRITERIA FOR IMPLEMENTATION OF THE PLAN

Delay in normal collection arrangements for completed examination scripts/assessment evidence

CENTRE ACTIONS to mitigate the impact of the disruption

- Where examinations are part of the national ParcelForce Yellow Service, centres should seek advice from awarding organisations and should not make their own arrangements for transportation unless told to do so by the awarding organisation
- For any examinations where centres make their own arrangements for transportation, centres should investigate alternative dispatch options that comply with the requirements detailed in the JCQ Instructions for Conducting Examinations
- Centres to ensure secure storage of completed examination papers until collection

14. Assessment evidence is not available to be marked

CRITERIA FOR IMPLEMENTATION OF THE PLAN

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

Completed examination scripts/assessment evidence does not reach awarding organisations

CENTRE ACTIONS to mitigate the impact of the disruption

- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
- Where marks cannot be generated by awarding organisations, candidates may need to retake affected assessment in a subsequent assessment series

15. Centre unable to distribute results as normal or facilitate post results

services (including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

CRITERIA FOR IMPLEMENTATION OF THE PLAN

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

CENTRE ACTIONS to mitigate the impact of the disruption

- Centre to make arrangements to access results at an alternative site, in agreement with the relevant awarding organisation
 - Centre to make arrangements to coordinate access to post results services from an alternative site
 - Centre to share facilities with other centres if this is possible, in agreement with the relevant awarding organisation
- Facilitation of post results services:
- Centre to make arrangements to make post results requests at an alternative location
 - Centre to contact the relevant awarding organisation if electronic post results requests are not possible

Alternative venue details:

Castle Donington Community Hub
101 Bondgate
Castle Donington
Derby
DE74 2NR

Further guidance to inform procedures and implement contingency planning

Ofqual

What schools and colleges and other centres should do if exams or other assessments are seriously disrupted

Contingency planning

You should prepare for possible disruption to exams and other assessments and make sure staff are aware of these plans.

General contingency guidance

- [emergency planning and response](#) from the Department for Education in England
- [school organisation: local-authority-maintained schools](#) from the Department for Education in England
- [exceptional closure days](#) from the Department of Education in Northern Ireland
- [checklist - exceptional closure of schools](#) from the Department of Education in Northern Ireland
- [school terms and school closures](#) from NI Direct
- [opening schools in extremely bad weather](#) - guidance for schools from the Welsh Government
- [bomb threats](#) procedures for handling bomb threats from the National Counter Terrorism Security Office.

Disruption to assessments or exams

In the absence of any instruction from the relevant awarding organisation, you should make sure that any exam or timetabled assessment takes place if it is possible to hold it. This may mean relocating to alternative premises.

You should discuss alternative arrangements with your awarding organisation if:

- the exam or assessment cannot take place
- a student misses an exam or loses their assessment due to an emergency, or other event, outside of the student's control

See also the [JCQ Joint Contingency Plan for the Examination System](#) in England, Wales and Northern Ireland.

Steps you should take

Exam planning

Review contingency plans well in advance of each exam or assessment series. Consider how, if the contingency plan is invoked, you will comply with the awarding organisation's requirements.

In the event of disruption

1. Contact the relevant awarding organisation and follow its instructions.
2. Take advice, or follow instructions, from relevant local or national agencies in deciding whether your centre is able to open.
3. Identify whether the exam or timetabled assessment can be sat at an alternative venue, in agreement with the relevant awarding organisation, ensuring the secure transportation of questions papers or assessment materials to the alternative venue.
4. Where accommodation is limited, prioritise candidates whose progression will be severely delayed if they do not take their exam or timetabled assessment when planned.
5. In the event of an evacuation during an examination please refer to JCQ's '[Centre emergency evacuation procedure](#)'.
6. Communicate with parents, carers and candidates any changes to the exam or assessment timetable or to the venue.
7. Communicate with any external assessors or relevant third parties regarding any changes to the exam or assessment timetable.

After the exam

1. Consider whether any candidates' ability to take the assessment or demonstrate their level of attainment has been materially affected and, if so, apply for special consideration.
2. Advise candidates, where appropriate, of the opportunities to take their exam or assessment at a later date.
3. Ensure that scripts are stored under secure conditions.
4. Return scripts to awarding organisations in line with their instructions. Never make alternative arrangements for the transportation of completed exam scripts, unless told to do so by the awarding organisation.
- 5.

Steps the awarding organisation should take

Exam planning

1. Establish and maintain, and at all times comply with, an up-to-date, written contingency plan.
2. Ensure that the arrangements in place with centres and other third parties enable them to deliver and award qualifications in accordance with their conditions of recognition.

In the event of disruption

- Take all reasonable steps to mitigate any adverse effect, in relation to their qualifications, arising from any disruption.
- Provide effective guidance to any of their centres delivering qualifications.
- Ensure that where an assessment must be completed under specified conditions, candidates complete the assessment under those conditions (other than where any reasonable adjustments or special considerations require alternative conditions).
- Promptly notify the relevant regulators about any event which could have an adverse effect on candidates, standards or public confidence.
- Coordinate its communications with the relevant regulators where the disruption has an impact on multiple centres or a wide range of learners.

After the exam

Consider any requests for special consideration for affected candidates. For example, those who may have lost their internally assessed work or whose performance in assessments or exams could have been affected by the disruption.

If any candidates miss an exam or are disadvantaged by the disruption

If some of the candidates have been adversely affected by the disruption, you should ask the awarding organisation about applying for special consideration.

Decisions about special consideration, when it is or is not appropriate, is for each awarding organisation to make. Their decisions might be different for different qualifications and for different subjects.

See also:

- [JCQ's guidance on special considerations](#)

Wider communications

The regulators, [Ofqual](#) in England, [Qualifications Wales](#) in Wales and [CCEA](#) in Northern Ireland, will share timely and accurate information, as required, with awarding organisations, government departments and other stakeholders.

The [Department for Education](#) in England, the [Department of Education](#) in Northern Ireland and the [Welsh Government](#) will inform the relevant government ministers as soon as it becomes apparent that there will be significant local or national disruption; and ensure that they are kept updated until the matter is resolved. Awarding organisations will alert the [Universities and Colleges Admissions Service](#) (UCAS) and the [Central Applications Office](#) (CAO) about any impact of the disruption on their deadlines and liaise regarding student progression to further and higher education.

Awarding organisations will alert relevant professional bodies or employer groups if the impact of disruption particularly affects them.

Widespread national disruption to the taking of examinations / assessments

The governments' view across England, Wales and Northern Ireland is education should continue in 2020/21 with schools remaining open and that examinations and assessments will go ahead in both autumn 2020 and summer 2021.

As education is devolved, in the event of any widespread sustained national disruption to examinations or assessments, national government departments will communicate with regulators, awarding organisations and centres prior to a public announcement. Regulators will provide advice to government departments on implications for exam timetables.

(Ofqual guidance extract above taken directly from the Exam system contingency plan: England, Wales and Northern Ireland - What schools and colleges and other centres should do if exams or other assessments are seriously disrupted (last updated 30 September 2021)

<https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and->

northern-ireland/what-schools-and-colleges-should-do-if-exams-or-other-assessments-are-seriously-disrupted

JCQ

15.1 The qualification regulators, JCQ and government departments responsible for education have prepared and agreed information for schools and colleges in the event of examinations being seriously disrupted. This jointly agreed information will ensure consistency of response in the event of major disruption to the examinations system affecting significant numbers of candidates.

15.2 In addition, awarding bodies have their own well-established contingency plans in place to respond to disruptions. It is important that exams officers who are facing disruption liaise directly with the relevant awarding body/bodies.

15.3 Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur.

15.4 In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

15.5 The awarding bodies will designate 'contingency days' for examinations, summer 2023. This is consistent with the qualification regulators' document Exam system contingency plan: England, Wales and Northern Ireland: <https://www.gov.uk/government/publications/exam-system-contingency-plan-england-wales-and-northern-ireland>

The designation of 'contingency days' within the common examination timetable is in the event of national or significant local disruption to examinations. It is part of the awarding bodies' standard contingency planning for examinations.

In the event of national disruption to a day of examinations in summer 2023, the awarding bodies will liaise with the qualification regulators and government departments to agree the most appropriate option for managing the impact. As a last resort, the affected examinations will be rescheduled. Although every effort would be taken to keep the impact to a minimum, it is possible that there could be more than one timetable date affected following the disruption, up to and including the last contingency day. Centres will be alerted if it is agreed to reschedule the examinations and the affected candidates will be expected to make themselves available in such circumstances. The decision regarding the rescheduling of examinations will always rest with the awarding body. The centre must conduct the examination on the scheduled date unless instructed to do otherwise by the awarding body.

Where candidates choose not to be available for the rescheduled examination(s) for reasons other than those traditionally covered by special consideration, they will not be eligible for enhanced grading arrangements. Centres must therefore ensure candidates and parents are aware of the contingency arrangements so that they may take them into account when making their plans for the summer. However, the awarding bodies will not insist upon candidates being available throughout the entire timetable period as a matter of course.

(JCQ guidance above taken directly from Instructions for Conducting Examinations 2022-2023 <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations> section 15, Contingency planning)

JCQ Joint Contingency Plan www.jcq.org.uk/exams-office/other-documents

General Regulations for Approved Centres www.jcq.org.uk/exams-office/general-regulations

Guidance notes on alternative site arrangements www.jcq.org.uk/exams-office/online-forms

Guidance notes for transferred candidates www.jcq.org.uk/exams-office/online-forms

Instructions for Conducting Examinations www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

A guide to the special consideration process www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance

GOV.UK

Emergency planning and response: Exam and assessment disruption

www.gov.uk/government/publications/emergency-planning-and-response-for-education-childcare-and-childrens-social-care-settings

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

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

National Cyber Security Centre

The NCSC's free [Web Check](#) and [Mail Check](#) services can help protect schools from cyber-attacks. Two NCSC cyber security services, which are already helping thousands of organisations to protect their websites and email servers from cyber-attacks, are now available to **all UK schools**. Both tools are available free of charge, are quick to set up, and thereafter run automatically. More information is available from the [NCSC website](#).

The Department for Education has been asking centres to review **National Cyber Security Centre advice** following increasing number of cyber-attacks involving ransomware infections. The NCSC information supports centres in cyber security preparedness and mitigation work.

Ransomware attacks continue and the Department is reminding centres to review the NCSC advice and to take precautions. This includes ensuring that you have backups in place for your key services and data.

For ease of reference, the Department has highlighted key links relating to the NCSC cyber security guidance below:

1. [More ransomware attacks on UK education - NCSC.GOV.UK](#)
2. [Ransomware advice and guidance for your IT teams to implement](#)
3. [Offline backups in an online world](#)
4. [Backing up your data](#)
5. [Practical resources to help improve your cyber security](#)
6. [Building Resilience: Ransomware and the risks to schools and ways to prevent it](#)
7. [School staff offered training to help shore up cyber defences - NCSC.GOV.UK](#)

Appendix 3

EMERGENCY EVACUATION PROCEDURE

The fire alarm will sound if there is an emergency. This will be in cases of fire, bomb threat etc.

When the alarm is heard, staff and candidates must follow procedures to ensure their safety.

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or other emergency that leads to an evacuation of the exam room.

Actions to be taken (as detailed in current JCQ Instructions for conducting examinations section 25, Emergencies)
Stop the candidates from writing
Collect the attendance register (in order to ensure all candidates are present)
Evacuate the examination room in line with the instructions given by the appropriate authority
Advise candidates to leave all question papers and scripts in the examination room Candidates must be advised to close their answer booklet
Ensure candidates should leave the room in silence
Ensure the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
Make a note of the time of the interruption and how long it lasted
Allow the candidates the remainder of the working time set for the examination once it resumes
If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination
Make a full report of the incident and of the action taken, and send to the relevant awarding body
The assembly point for the Gym is the netball court next to the Sports Hall
Where the emergency means that candidates cannot re-enter the building and continue the exam, the College's Contingency Plan will come into effect. In all cases, advice will also be sought from the Awarding Bodies.
Guidance is also provided: https://www.gov.uk/government/publications/bomb-threats-guidance/procedures-for-handling-bomb-threats

LOCKDOWN PROCEDURE

Partial Lockdown

Inside: Repeated series of short rings

Outside: 30 seconds of short whistle blasts

- Candidates and Invigilators to remain in the exam room.
- **THE EXAM CAN CONTINUE AS NORMAL**
- Stay in building with external doors and windows closed and locked.
- Ensure mobile phone is on 'silent' for communication with the EO.
- In the event of an air pollution or chemical, biological or radiological contaminants issue, air vents, fans, heating and air conditioning systems should be closed or turned off.
- Use anything to hand to seal up all the cracks around doors and any vents into the rooms.
- Movement around the College is allowed unless told otherwise by a member senior staff.

Full Lockdown

Inside: Continuous ring

Outside: Long blast on the whistle

Candidates and Invigilators remain in Lockdown until told it is over by senior staff or Lockdown termination signal. EO will advise on next steps. At any point during the Lockdown, the emergency alarm may sound and the exam room should be evacuated.

If the threat is a chemical or toxic release, instruct candidates to cover their nose and mouth and attempt to seal up cracks around doors/vents.

Before an examination

- Candidates to enter room immediately, remain silent and hide under exam desk.
- Lock external doors, windows, close curtains/blinds, switch off lights.
- Ensure mobile phone is on 'silent' for communication with EO.
- Take an attendance register/head count if possible.

During an examination

- Tell candidates to stop writing and turn over their paper and hide under exam desk.
- Collect attendance register and note down time, if possible.
- Lock external doors, windows, close curtains/blinds, switch off lights.

After an examination

- Stop dismissing candidates and instruct those who have left to re-enter.
 - Remain silent and hide under exam desks.
 - Lock external doors, windows, close curtains/blinds, switch off lights.
 - Ensure mobile phone is on 'silent' for communication with EO.
 - Take an attendance register/head count if possible.

**Lockdown termination will be signalled by five short rings on the College bell, repeated after ten seconds
The EO will advise on next steps**