



The Duke of York's  
Royal Military School

## Examinations Policy

**Date of Approval by Principal**

10.05.2021

**Signed:** Mr Alex Foreman

Reviewed and agreed by SLT 10.05.2021.

Last reviewed:	April 2021
Next review:	April 2023

## **ETHOS AND BOARDING AIMS**

### **Ethos**

Our aim is to provide all-round education with an academic focus. We will promote the full development of students by providing a secure, professional, and caring environment in which each student is encouraged to reach his or her individual potential and is prepared for the opportunities, responsibilities, and experiences of adulthood. These goals will be achieved in the context of a learning, spiritual, moral, and pastoral ethos, which respects values of Christian and other faith communities, and our unique military tradition.

### **Boarding Aims**

- To promote the personal student values of courage, discipline, respect, integrity, loyalty, and commitment within an environment where learning is at its heart.
- To promote a pastoral environment in which **all** students can live, grow and be happy.
- To develop a sense of community and belonging within our 100% co-educational boarding school.
- To develop and foster supportive relationships between students, parents, staff, and other stakeholders.
- To understand and provide for the particular and evolving educational and boarding needs of the military community.
- To promote a respect for the rights of others and their property.
- To promote good manners and develop social skills "*Manners Maketh Dukies*".
- To promote the "student voice" in the discussion of boarding matters.
- To promote and develop the unique military ethos of the School.
- To provide a boarding environment which develops respect for others and where bullying or other forms of harassment are not tolerated.
- To provide students with a range of activities and experiences which will develop their character, resilience, and leadership skills, allowing students to make a positive contribution to our School community and beyond.
- To provide the highest quality boarding accommodation, pastoral care and medical care that complies with the National Minimum Standards for Boarding Schools and exceed them wherever possible.

## Purpose

The Duke of York's Royal Military School (DOYRMS) is an accredited JCQ exams centre and the Governors, the Head of Centre and all members of staff are committed to ensuring that all aspects of the exams process are run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

<b>Key staff involved in the exams policy</b>	
<b>Role</b>	<b>Name</b>
Head of Centre (HOC)	Mr A Foreman (Principal)
SLT member responsible for exams	Mr E Pallant (Assistant Principal)
Examinations Officer (EO)	Mrs Joanne Hartnett
Assistant Examinations Officer	Ms Vanessa Hollis
SENCO	Mrs A Saunderson
Access arrangements testing	Ms C Carvalho
Also mentioned in this policy:	Students, SLT, Heads of Department, teachers, invigilators, facilities and site staff, IT staff, external agencies, parents/carers.

The exam policy ensures that:

- All aspects of the centre's examinations process are documented including the exams contingency plan, and that all other relevant exams-related policies, procedures and plans are signposted.
- The workforce is well informed and supported.
- All centre staff involved in the exams process clearly understand their roles and responsibilities.
- All exams and assessments are conducted according to JCQ and awarding body regulations, guidance, and instructions, thus always maintaining the integrity and security of the exam/assessment system.
- 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 in-line with current JCQ (and awarding body) regulations, instructions, and guidance. This policy will be communicated to all relevant centre staff.

Index to contents.

Page	Appendix	Contents (main body)	Sub-contents
3		Purpose of the policy	Key staff involved in the Examinations Policy
5		Roles and responsibilities overview	Head of Centre
6	A1		Examinations Contingency Plan
6			Internal Appeals Procedures
6	A2		Examinations Disability Procedures
6			Child Protection/Safeguarding (Exams)
7	A3		Data Protection/Data Archiving (Exams)
7	A4/A5/A9		Access Arrangements
7			Examinations Officer
8			SENCO
8		Planning	Information sharing and gathering
8			Access arrangements
9		NEA/coursework	Head of Centre/Centre statement
9	A10		Arrangements for internal appeals (NEA)
9			HODs/SLT Line Managers
9			Teachers
10			Examinations Officer
10		Entries	Examinations Officer
10			Heads of Department (HoD)
10			Entry fees
11			Candidate statement of entries
11		Pre-exam preparations	SENCO/Access arrangements
11			Briefing candidates
12			Candidate timetables
12			Dispatch of scripts
12			Internal assessments and endorsements
12			Preparation for invigilation/invigilators
13			JCQ Visiting Inspectors
13			Seating/identifying candidates
13			Security of exams materials
14			Timetabling and rooming
14			Overnight supervision
14		Conduct of examinations	Candidate absence
15			Candidate late arrival
16			Dispatch of exam scripts
16			Storage of exam papers and materials
17			Exam room requirements
17			Food and drink in exam rooms
17			Candidates leaving the exam room
19	A7	Emergency evacuation procedures	Emergency evacuation of an exam room
19	A8		Lockdown of an exam room
19			Irregularities/unauthorised materials
21		Results and post-results services	Roles and responsibilities
21			Embargoed release
21			Student results days
22			Certificates, dispatch
<b>Appendices</b>			
23	A1	Examinations Contingency Plan	
27	A2	Examinations Disability Procedures	
32	A3	Data archiving/retention schedules	
35	A4	Word Processor procedures	
37	A5	Access arrangements and reasonable adjustments	
39	A6	Overnight supervision	
40	A7	Procedure for emergency evacuation	
41	A8	Procedure for emergency lockdown	
43	A9	Procedure for special consideration	
45	A10	Procedure for internal appeals (NEA)	
45	A11	Examination Complaints Procedures (general conduct of exams)	
46	A12	Examination Complaints Procedures (school not pursuing student-led EAR, appeals)	

## Roles and Responsibilities Overview

JCQ general regulations define two statutory responsibilities within the centre (**hereinafter the 'centre' is referred to as the 'school'**).

The **Head of Centre (HOC)** is the individual who is accountable to the awarding bodies for ensuring that the school is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments at all times.

The **Examinations Officer (EO)** is the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the school in matters relating to the general administration of awarding body examinations and assessments.

The HOC may not appoint themselves as the EO; HOC and EO are two distinct and separate roles.

### Head of Centre (HOC): Mr Alex Foreman, Principal

- Understands the contents, refers to and directs relevant school staff to annually updated JCQ publications.
- Ensures the school has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- Takes responsibility for responding to the National School Number Register annual update each year confirming they are both aware of and adhering to the latest version of the JCQ regulations and signs and returns the head of centre's declaration which is then kept on file for inspection purposes. [Updated annually and kept on file in the Exams office].
- Enables the relevant senior leader(s), the examinations officer, and the SENCO to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ regulations.
- Has an oversight of all aspects of the exam cycle including entries, conduct of NEA and coursework, conduct of practical exams, conduct of written exams, the results process, the post-results process, and any applications for Special Consideration.
- Appoints a SENCO who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:
  - The location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials.
  - Appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of school staff.
  - Access to the secure room and secure storage facility is restricted to authorised key holders only.
  - The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.
  - That arrangements are in place to check that the correct question paper packets are opened by authorised members of school staff.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff the HOC takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after examinations have taken place.

- Ensures irregularities are investigated and that any cases of alleged, suspected, or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately.
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence).
- To support him in these responsibilities the HOC delegates the day-to-day oversight of these tasks to a Vice-Principal who takes responsibility for line-managing all aspects of the exams process.
- The HOC is responsible for ensuring that the school has a full Exam Contingency Plan in place.

#### **The Exam Contingency Plan is attached to this policy as appendix A1**

- The HOC ensures that the required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.
- Ensures the school has Exams Disability Procedures demonstrating that the school is aware of, and compliant with, relevant legislation and details the processes followed in respect of identifying the need for, requesting, and implementing access arrangements.

#### **The Exams Disability Procedures are attached to this policy as appendix A2**

- Ensures that a complaints and appeals procedure covering general complaints regarding the school's delivery or administration of a qualification is in place and is drawn to the attention of candidates and their parents/carers.

#### **The Exams Complaints Procedures are attached to this policy as appendix A11**

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

#### **Child protection/safeguarding policy in relation to exams**

The Duke of York's school is fully committed to all aspects of Safeguarding and Welfare and all teaching and support staff, including exams office staff and invigilators, work in-line with the most up-to-date guidance which is documented in the school's 'Safeguarding and Child Protection policy' which is publicly available at [www.doyrms.com](http://www.doyrms.com).

Recruitment of invigilators is carried out formally by the school's HR office following the school's safer recruitment procedures which include formal identity checks, taking references and ensuring that all prospective invigilators have appropriate DBS clearance.

All invigilators receive initial safeguarding training, either from the school's DSL or his immediate deputy. All invigilators returning for a subsequent year must undertake a refresher briefing from the DSL or his immediate deputy.

No invigilator will be allowed to start work until they have received either, a full briefing for new members of staff or an annual refresher briefing for previous employees.

The EO will work with the school safeguarding team to monitor any instances where a change to the school's procedures would necessitate all invigilators requiring a further full briefing, or circumstances where existing staff would need to re-take the full briefing rather than an annual refresher.

- Ensures the school has a data protection policy in place that complies with General Data Protection Regulation (GDPR) regulations.

## **Data Protection Policy in Relation to Examinations**

All exams-related processes which involve any aspects of data collection, data processing, data storage and data sharing, are undertaken in-line with the requirements of JCQ, the various awarding bodies and the whole-school 'Data Protection Policy' which is available to view at [www.doyrms.com](http://www.doyrms.com) The school also has separate 'Exams archiving procedures' which are attached [as appendix A3] and which detail the retention and disposal schedules for all exams related documentation.

Students and parents are informed prior to each exam season that the final results achieved are the property of the student and that the school will only release results directly to students, the school is unable to release results directly to parents. Results will always be released via a student's school email account. The school should also obtain a student's consent before issuing their name or results into the public domain, either via a press release or in an online format.

### **The Exams Data Archiving Procedures are attached to this policy as appendix A3**

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

### **The Access Arrangements and reasonable adjustments procedures are attached to this policy as appendix A5**

- Ensures the Exam Officer annually follows the 'conflict of interest' protocols, keeps written records that these have been undertaken and where any potential conflicts of interest are disclosed reports them to the relevant awarding bodies.

### **Examinations Officer (EO): Mrs Joanne Harnett**

- The HOC appoints a named person as the Exams Officer [EO]; the school also employs an assistant EO who works closely with the EO.
- The EO should understand the contents of annually updated JCQ publications and be 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 lead invigilators, 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 HOC in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of school staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- Briefs other relevant school 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.

### **Special educational needs co-ordinator (SENCO)**

- Is familiar with the contents, refers to and directs relevant school staff to annually updated JCQ publications particularly those relating to Access Arrangements and Reasonable Adjustments

- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)
- Directs the qualified access arrangements assessor and works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed

## **The Examination Cycle**

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

- Planning
- Internal Assessments and Endorsements (known as NEA – non-examined assessment)
- Entries
- Pre-exams
- Exam time
- Results and post-results

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

### **Planning, Roles and Responsibilities**

#### Information sharing (EO)

- At the start of the exam cycle EO directs relevant staff to annually updated JCQ documentation and updated materials released by awarding bodies. EO updates access rights for all staff who need access to awarding body secure websites.

#### Information gathering (EO)

- EO organises 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 and makes necessary adjustments to school’s MIS system.
- EO combines information from a range of sources including internal and awarding bodies’ websites to produce an overall ‘exams plan’ containing tasks to be performed and key deadlines.
- Head of Department responds (or ensures teaching staff respond) to requests from the EO on information gathering, meets the internal deadline for the return of information, informs the EO of any changes to curriculum or courses in a timely manner. Circulates the internal deadlines in the annual exams plan and directs teaching staff to meet these

#### Access arrangements (SENCO)

- SENCO assesses candidates and works closely with the appropriately qualified assessor to identify access arrangements (AA) 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 any identified candidate.
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- Gathers signed Privacy Notices from candidates where required.
- With the EO applies for approval through Access Arrangements Online (AAO) via the School Admin Portal (CAP) where required, or directly 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. Liaises with the EO regarding all aspects of arrangements for access arrangement candidates including rooming and the number/type of invigilators needed.
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room.
- Provides and annually reviews procedures to cover the use of word processors in exams and assessments **(attached below as appendix A4)**.
- Ensures criteria for candidates granted separate invigilation within the school is contained within the 'Access Arrangements Policy', meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

### **Internal Assessment and Endorsements (NEA), Roles and Responsibilities**

#### Head of Centre

- Ensures that all aspects of coursework and NEA are carried out in accordance with the General Regulations for Approved Centres concerning the conduct of external qualifications produced by the Joint Council for Qualifications (JCQ).

#### **Arrangements for Internal Appeals are attached (below) as Appendix A10**

- 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 already signed the authentication statement.

#### Heads of Department and SLT members with Line Management responsibilities

- Ensure teaching staff delivering any qualifications which include coursework follow JCQ Instructions for conducting coursework and the specification provided by the awarding body. Ensure teaching staff delivering GCE & 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. For any other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body. Ensure teaching staff inform candidates of their school 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 that all aspects of coursework and NEA are carried out in-line with the school's guidelines. Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is to be internally assessed prior to assessments taking place.

#### 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 candidate's documents.

### **Entries, Roles and Responsibilities**

#### Examinations Officer

- Provides HODs with a list of provisional entries, divided by subject, course and teaching class. This will be circulated in early January and when confirmed (or amended by HODs) provisional entries will be made by the end of January.
- A second sheet of provisional entries is circulated to HODs in early February, and they are requested to sign a hard copy and confirm such entries as 'final'. Final entries are made in the week before the February half-term.
- For GCSE subjects with tiering the department will suggest a provisional tier for the February final entry.
- HODs will be asked to confirm the final tier of entry in the last week of term before the Easter break.
- At all stages HODs are to be kept informed of both internal and external deadlines and the processes whereby exam boards can charge fees for amendments, late entry, or very late entry.
- If subsequent to the final round of confirmed entries unavoidable changes are required, e.g., the withdrawal of a candidate, the last-minute addition of a candidate, it comes to light that the wrong course code has been entered; then it is the responsibility of the HOD to communicate such changes to the EO and to receive written confirmation that such changes have been acted upon.
- At all times, the EO and HODs should work together to ensure that the entries process runs in a timely fashion and that the needs for amendment or late-entry fees are minimised.

#### Head of Department (HoD)

- Has a basic overview of the entries process including knowledge of internal and external deadlines and the charging process relating to amendments/withdrawals/late entries.
- Provides information requested by the EO in-line with internal deadlines including checking lists of both provisional and final entries.
- Informs the EO straight away of any subsequent changes to final entry information.

#### Entry Fees

In general, the school does not charge entry fees to candidates; all exams and assessments relating to a student's timetabled programme of study are paid for in full by the school. This includes post-16 students who are still required to study GCSE English and/or Maths. Where a student voluntarily follows an extra course or a programme of study beyond their regular timetable or where they wish to re-sit a qualification to gain a higher grade the school reserves the right to charge an amount up to the full cost of the qualification; in such circumstances the fee would always be communicated to parents before the entry is made. In exceptional circumstances the school may host a small number of external candidates; such candidates will be charged the full cost of the entry plus a nominal entry fee to cover the cost of the school's admin and the exam invigilation.

#### Candidate Statements of Entry

#### Examinations Officer

- After the completion of final entries, the EO shall issue to all candidates, via their form tutor, a printed statement of entry which lists all exams entered for that season. Candidates should check entries carefully with their form tutors; form tutors are to notify the EO immediately of any discrepancies or omissions.

### **Pre-Examination Preparations: Roles and Responsibilities**

#### Access Arrangements

## SENCO

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for all candidates that require it. Ensures that all candidates are familiar with their arrangements, they understand why they have been given them and how to use them.
- Ensures exam information such as JCQ information for candidates' information, individual exam timetable etc. are adapted where required to enable disabled candidate(s) to access it.
- Allocates appropriately trained school 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 particular access arrangement).
- Checks individual timetables for candidates with extended time (over 25% ET) or rest breaks, or specific medical needs, and with the EO plans where any timetable variations may be required, for example, an earlier start time or an extended break between an AM and a PM exam.

## Briefing Candidates

SLT member with responsibility for exams

- Organises a briefing session for all candidates before each exam season; this can be for the whole examinations cohort, generally about 200 students in this school, or it could be broken down into smaller cohorts. e.g., by year group.
- The briefing should include school-specific information for candidates around the following sub-headings:
  - exam timetables/venues/timings
  - exam timetable clashes
  - procedure if arriving late for an exam
  - absence or illness during exams (and procedure for toilet breaks)
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - wrist watches in exam rooms
  - conduct in exam rooms and the role of the invigilator
  - when and how results will be issued and the availability of relevant staff on results day
  - post-results services (EAR – Enquiries About Results, 'appeals') and how the school deals with requests from candidates
  - when and how certificates will be issued
- At the end of the briefing session students will be issued with a hard copy of the relevant JCQ 'information for candidates' document.
- The EO will issue individual exam timetable information to candidates via email and will inform candidates of any contingency day that awarding bodies may have identified for use in the event of national or local disruption to exams

## Dispatch of Exam Scripts

Examinations Officer

- Identifies requirements and confirms arrangements with Parcel Force for the daily dispatch of candidate exam scripts using the DfE (STA) 'yellow label service'.

## Internal Assessment and Endorsements

Heads of Department, with teaching staff

- Ensure all required assessments are completed in-line with the published internal and external guidelines; teaching staff assess and authenticate candidates' work to the awarding body requirements.
- Ensures teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline.
- Ensures teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline.
- Provide candidates with their marks.

#### Examinations Officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline(s)
- Keeps a record to track what has been sent
- Logs moderated samples returned to the school
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

#### Candidates

- Authenticate their own work as required by the awarding body

#### Preparation for Invigilation/Invigilators

##### Examinations Officer

- EO will provide an annually updated invigilator handbook to all invigilators, organise appropriate training for new invigilators and update experienced invigilators annually. Arrange for all invigilators to annually receive a full, or a refresher, safeguarding briefing from the school's DSL.
- EO deploys invigilators effectively to exam rooms throughout an exam series and in-line with the required ratios, including the provision of an extra separate invigilator to act as a 'door keeper' in Nye Hall and supervise instances where candidates need to leave the exam hall to use the toilet facilities.
- EO liaises with the SENCO regarding the facilitation and invigilation of access arrangement candidates and organises specific training where necessary
- SENCO liaises with the EO regarding facilitation and invigilation of access arrangement candidates
- Invigilators provide information as requested on their availability to invigilate throughout an exam series and make themselves available for any training and Safeguarding briefings they are required to attend. An invigilator will not be able to take any part in exams until they have completed the school's requirements for undertaking invigilator and safeguarding training.

#### JCQ School Inspections

- A visiting inspector will be expected to show suitable ID, 'sign-in' at reception and follow the school's safeguarding procedures throughout his/her visit.
- An inspector will be accompanied by either the EO or a suitable member of SLT for the duration of their visit. The inspector may request to meet with the SENCO or the assistant SENCO during the visit and may request to see documentary evidence regarding access arrangement candidates and ask questions in relation to any aspect of access arrangements.

#### Seating and Identifying Candidates in Examination Rooms

## Examinations Officer

- Internal candidates are entered for exams via their details in the school's MIS system; those details are verified by either/both of a passport and/or a birth certificate. Candidates are also given a chance to correct any errors via their statement of entry which shows their 'exam name' (the name that is used for seating plans/exam registers/lists of access arrangements) and the name their certificates will be issued in, which is usually their full legal name.
- All candidates have a personalised index card on their allocated exam desk containing: Name, Centre Number, Candidate Number, Photographic ID and details of any access arrangements. In addition, each exam venue has available a printed index of all candidates in the current cohort which includes photographic ID.
- In the case of external candidates, they must produce formal ID (passport, photo driving license or birth certificate) directly to the EO before they are allowed to enter the exam room.
- Provides seating plans for all exam rooms according to JCQ and awarding body requirements and ensures candidates with access arrangements are identified as such on the seating plan.

## Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

## Security of Exam Materials

### Examinations Officer

Organises appropriate arrangements to ensure that confidential materials are only delivered to those authorised by the HOC. In the first instance all confidential exams deliveries should be made to the reception area at Facilities. If that point of contact is not available, they may be delivered to the school reception. In either instance they must be signed for, a record kept, stored securely and transported onwards to the exam's office (or collected by exams office staff) as soon as possible. These are the only two venues authorised to sign for exams materials; in no instance should another individual or department sign for such material. If nobody is available to sign for delivered material the driver should be instructed to retain the item(s) and deal with them in-line with the carrier's own internal procedures.

- The EO keeps records to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre, including a log at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre. Appropriate arrangements are in place for confidential materials to be immediately transferred to the exams office and then into the main secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the main secure storage facility in timetable order.
- The EO ensures the main secure storage facility contains only current and live confidential material
- The school has the capacity to run a second secure storage facility which is used to store examination stationery, e.g., answer booklets, extension sheets and formula booklets. The school does not use any part of the secure storage room or its facilities for any aspects of mock or other internal exams.

## Timetabling and Rooming

### Examinations Officer

- Produces a master school exam timetable for each exam series including: Date/time/subject/level/Exam Board/code/length of paper and venue(s)
- Identifies and resolves any issues arising from timetable clashes. The EO is also mindful that overnight supervision is available where all other options have been exhausted.

### **Arrangements for Overnight Supervision are attached (below) as Appendix A6**

- Makes appropriate arrangements, in consultation with HOC, SLT, SENCO and Facilities staff for rooming for all exams. Ensures rooms have appropriate facilities and are set up according to JCQ and awarding body requirements including those rooms used by candidates with access arrangements.
- Allocates invigilators to exam rooms (and to supervising candidates due to an exam timetable clash) according to required ratios

### **Exam Time, during the Examination Season**

#### Access Arrangements

#### Examinations Officer

- Provides seating plans that clearly indicate which students have access arrangements, and the particular requirement they have. Provides invigilators with flash cards stating the candidates' access arrangement(s) which are placed on the appropriate candidates' desks before the exam starts.
- Students' individual index cards also contain details of any access arrangement available.
- Candidate absence
- Before the start of every exam invigilators should check that all candidates are present. If they are the exam will commence at the school's timetabled time and the invigilator should complete the register provided to show all candidates are present at the start of the exam. This procedure is undertaken on a per-room basis, one register should be completed for each individual exam venue.
- If it becomes apparent that a candidate/candidates are absent at the scheduled start of an exam then the invigilator shall pause the start of the exam and, if staffing permits, ask an invigilator or other member of staff to scan outside the immediate venue for any missing candidate(s). If the missing candidate(s) are located, they should be seated as quickly as possible, and the exam started as soon as possible; if the candidate(s) are not immediately located then the exam should be started in their absence and as soon as possible and the register completed to show which candidate(s) were missing at the start of the exam.
- If no staff are available to assist and the ratio of invigilators does not permit capacity for an invigilator to leave the exam room the exam should be started as soon as possible and without the absent candidate(s); the register should be completed to show this.
- In all circumstances where an exam starts with one or more candidates missing the EO shall be informed as quickly as possible, either by text message or by messenger. The exams office staff will endeavour to locate the candidate as quickly as possible usually by a blanket email to 'all staff' and by direct contact with the student/students' Houses.
- When a student is located, they will be directed to go straight to the appropriate exam room, and they will be permitted to sit the exam in-line with the procedures for late arrivals. If a student is found to be ill or otherwise indisposed, they will be referred to the SENCO to see whether emergency access arrangements are required to help the student complete the exam.
- If a student is found to be refusing to attend or choosing not to attend a scheduled exam, they will be referred to an appropriate member of the SLT. Subject to those discussions a student will either return to the venue and sit the exam in-line with the procedures for late arrivals or miss the exam completely and be marked as 'X' absent on the exam register.

## Candidate Late Arrival

- For any candidate who arrives after an exam has commenced it will be entirely at the discretion of the school whether that candidate is admitted to the exam venue and is able to take the exam. In this school there will always be a presumption that a late candidate can be admitted and can sit their exam; in exceptional circumstances the HOC may declare that a candidate is not to sit an exam, and this will always be communicated to the invigilator in charge of the exam.
- Any candidate arriving late to an exam must be permitted the full published time for the exam, including any extra time of rest breaks to which they are entitled. The invigilator should make a note on the register of the time a late candidate starts an exam and calculate a revised finish time. These revised start and finish times should be recorded in the exam room log and communicated to the candidate, either by an addition to the main exam room whiteboard or by a piece of paper placed on the candidate's desk.
- A candidate will be considered 'very late' if they start any morning exam after 10:00 or any afternoon exam after 14:30, irrespective of the actual starting time at which the school has scheduled that exam.
- In the event of a candidate starting an exam 'very late' the EO should complete the appropriate JCQ form and advise the appropriate awarding body of the circumstances. The script will be dispatched in the usual manner and should not be marked in any way to distinguish it from any other script. In such instances it is at the discretion of the awarding body as to whether they choose to accept the candidate's script. The EO should inform any 'very late' candidate that there is a possibility the exam board may not accept their script.

## Invigilators

- Invigilators are to be specifically trained in the procedures to be followed in cases where a candidate(s) are absent at the scheduled start time and in cases where candidates are admitted late, after an exam has started.
- The attention of invigilators is particularly drawn to the need to keep accurate registers; where late candidates are admitted to an exam room after an exam has started an accurate note of their revised start and finish times must be made on the invigilator's exam log and communicated to candidates.

## Dispatch of Exam Scripts

### Examinations Officer

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch. Whenever possible the school endeavours to dispatch all scripts on the same day as the exam is taken. If this is not possible then scripts should be stored in the secure storage for processing and dispatch the next day.
- If the appointed courier does not arrive for a scheduled collection contact should be made with the courier company and the nature of the delay ascertained.
- If circumstances arise, either internally or externally, where scripts are not able to be dispatched for 48 hours or longer then the appropriate exam board should be informed of the circumstances and further guidance sought. Note: this comment excludes delays from Friday to Monday or those caused by Bank Holiday dates.

## Storage and Issuing of Examination Papers and Materials

### Examinations Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility and attaches any erratum notices received to the relevant exam question paper packets.
- Stores forthcoming attendance registers, dispatch labels and examiner details in date order within the secure storage room.
- On the day of the exam, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the day, date, time, subject, unit/component, and tier of entry if appropriate, immediately before a question paper packet is opened. Ensures this additional/second check (which takes place in the secure room if a question paper packet must be split or in the designated exam room if not) is recorded.
- Where packets are required to be split in the secure room (to ensure the correct numbers of papers can be available for each exam room) the ensuing papers are re-packaged securely and sealed, and counter-signed with name, date, and time, before they are released to travel to the appropriate exam room(s).
- Where allowed by the awarding body the EO will only release 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 appropriate staff are familiar with the regulations around 'designated exam rooms', and that such rooms are used exclusively for the purpose of conducting external exams during the relevant exam period.
- Ensures only authorised school staff are present in exam rooms.
- Ensures the centre's policy relating to food and drink in exam rooms is clearly communicated to candidates and that the school's policy on candidates leaving the exam room temporarily is clearly communicated to candidates.

### Food and Drink in Exam Rooms:

- The school allows candidates to bring water bottles into all exams. All bottles must be transparent, without labels, and have no printed content written or embossed on them.
- Food is not allowed in an examination room except in pre-arranged circumstances.
- Where students can demonstrate a medical need to take food into an exam room then the school will view such requests favourably. Depending on the type of need, the frequency required to feed, and the amount of food to be bought into the hall the food may be kept by the invigilator in a designated area and supplied on demand or if space permits it may be stored directly on the candidate's desk. Where appropriate the school will encourage such candidates to consider having an access arrangement to permit designated rest-breaks and their feed(s) being taken under supervision, outside the exam room.
- In all instances any food bought into the exam room must be either unwrapped or supplied in a plain wrapper e.g., a transparent zip-lock freezer bag would be ideal. No labelling of any description is allowed.

Candidates: leaving the exam room temporarily, leaving an exam room before the scheduled finish time, leaving at the scheduled finish time.

- If candidates require to leave the exam room for any reason including to use the toilet facilities they should raise their hand and wait for an invigilator to approach them. They should not call out and should not leave the exam room without permission from an invigilator.

- The school's policy is that a routine toilet break should be taken within the time allocated for the exam and no extra time will be allowed to compensate for this. If a student has a more prolonged absence from the exam room and the absence is for a specific reason, then at the discretion of the invigilator or other member of school staff the outstanding time may be added at the end of the exam. All circumstances will be treated on their individual merit but as a guideline invigilators or other members of school staff should investigate the circumstances of any absence over five minutes and decide if the circumstances require the student to have the missed time added to the end of the exam.
- In all instances of a student leaving the exam room the invigilator(s) should log the candidate(s) name (for ease of recording the candidate's seat number will suffice), the time of leaving the exam room and the time they re-entered the exam room. A note should be made in any instance where the candidate's finish time is extended and the new finish time for that candidate should be recorded in the exam log and the revised finishing time communicated to the student.
- The presumption in this school is that all students will remain in the exam hall for the full duration of an exam, however there may be individual circumstances where a student has permission to leave early, or where an invigilator may in consultation with the EO or other member of staff decide to let a student leave early, or the student chooses to leave without permission before the published completion time. In all such circumstances the invigilator must ensure that the student leaves their script, question paper and any other exams related material within the exam room. A student who has left the exam room permanently may not be allowed to re-enter the exam room under any circumstance.
- In no circumstances will a student be allowed to leave an exam room where to do so would breach the published JCQ guidelines relating to the earliest time a candidate can leave the room and/or the minimum time a candidate must spend in the exam room. If a student insists on leaving an exam room in breach of those guidelines it will be reported by the EO to the relevant awarding body as a malpractice incident.
- At the conclusion of all exam's students must leave their exam script, question paper and any other exams related material on their desk. They must leave the exam room promptly; they are not permitted to remain in the exam room while the invigilators collect and organise scripts etc. In no circumstances should a student who has left an exam room re-enter or attempt to re- enter the exam room. If it becomes clear a student has left a personal item in the exam room, they should ask an invigilator or other member of staff to retrieve it for them.

#### Examinations Officer

- Ensures all exam rooms are fully compliant with guidelines including signage, clocks, desk spacing, white boards and equipment. An exam manual is supplied in every exam room for the use of invigilators and other school staff, and which will include copies of this policy, copies of the JCQ ICE regulations, copies of Evacuation and Lockdown procedures, a guide to the announcement to be made/procedures to be followed at the start of each exam, blank exam room log sheets.
- Briefs invigilators on exams to be conducted on a session-by-session basis (including the arrangements in place for any external candidates and access arrangement candidates). Ensures sole invigilators have an appropriate means of summoning assistance; where mobile phones are used, instructs the invigilator that 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

- Ensures invigilators and candidates are aware of the emergency evacuation and lockdown procedures, including any specific arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated. The contents of these are included in the basic training for all invigilators and for the students they are an extension of the regular school procedures relating to Evacuation or Lockdown situations. Instructions for invigilators or other school staff on the appropriate procedures to follow in the event of an evacuation or a lockdown in an exam room are included in the invigilators' handbooks and are also available in all exam rooms.

***Procedures for Emergency evacuation (exams) Appendix A7 and***

***Lockdown (exams) Appendix A8 are attached (below)***

**Irregularities**

Head of Centre

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

Managing behaviour in exam rooms

- The school expects students to show the highest standards of personal conduct in the exam room. They are at all times to follow the instructions given them by invigilators or other school staff.
- Students should sit in their designated seat and not contact or attempt to contact other students. Students are to remain in silence from the time of entering the exam room and until they have left the exam room at the end of an exam. Students are to remain calm and work as unobtrusively as possible.
- Students should avoid any behaviour which may be deemed to be disruptive to other candidates including but not limited to talking, calling out, fidgeting, tapping, coughing, sighing, humming, moving, or scraping furniture, getting out of seat etc. Where an invigilator deems that a candidate's behaviour is likely to disrupt others they should be asked to desist from that behaviour, the invigilator should warn them that if the behaviour continues, or for a further offence, the candidate risks being removed from the exam permanently and that the awarding authority may disqualify them.
- If after a suitable warning the candidate persists in being disruptive the invigilator should ask them to leave the room. If the candidate refuses to leave the room immediate assistance should be sought from the exams office who will arrange to have the student removed from the room.
- The invigilator should record the timing and nature of any incidents of disruption in the exam log. Depending on the nature and severity of the disruption the school would consider applying for Special Consideration for any candidate(s) whose exam had been disrupted.

**Procedures for Special Consideration are attached (below) at Appendix A9**

Unauthorised Materials

Arrangements for any unauthorised materials brought to, or taken into, an exam room

- Candidates may not bring into the exam room: mobile phones, any other internet enabled devices, any device powered by batteries, any device designed to store or retrieve information, any device that enables communication with others either inside or outside the exam room, headphones or ear buds. (except for approved calculators: candidates can

bring a calculator that conforms to the awarding body's specifications to any examination unless the question paper specifically forbids it).

- Candidates may have a watch, but it must not have any form of connectivity or smart functions irrespective of whether these are disabled or otherwise. All watches must be removed and placed on the candidate's desktop. A breach of either of these conditions will be deemed malpractice.
- Candidates should only bring into the exam room: the personal stationary equipment required for the exam and which must be either loose or contained in a fully transparent pencil case or container, any items stated on the exam question paper, a transparent water bottle.
- Students must not bring into the exam room: blank paper, notebooks, books, revision guides, printed material, written notes, or cue-cards.
- Unless by prior arrangement students may not bring food items into an exam room.
- All candidates are regularly reminded of the list of items that may not be brought into the exam room. Arrangements are always made for the secure storage of personal belongings or any unauthorised materials outside the exam room(s). The invigilator should always issue a reminder at the start of each exam and give candidates the opportunity to hand in any unauthorised items they have mistakenly or inadvertently brought into the exam room before the exam starts.
- If a candidate hands over any such item(s) they will be stored securely by the invigilator in a designated area at the front of the exam room and out of sight and reach of any candidates. At the end of the exam all such items are to be returned to the exams office and will be returned to the candidate(s) concerned by appointment with the EO.
- If unauthorised material is discovered during an exam, it should be removed from the candidate if possible, and they should continue their paper to the full completed time. If the candidate refuses to hand over unauthorised material, they should be warned that a report will be submitted to the relevant awarding body and that they risk disqualification. In all instances the invigilator should make a record in the exam log of any case where unauthorised material is discovered noting the candidate's name, time, nature of materials, and whether it was handed over; should an invigilator come across any unauthorised material in the exam room and it is not immediately apparent who it belongs to or who has brought it into the exam room then it should be placed securely in the invigilator's area and a note made in the exam log. Such items should be returned to the exam's office after the completion of the exam.
- The discovery of any unauthorised material in an exam room will be treated as a malpractice incident and the HOC will organise an enquiry to establish the full nature of what has occurred, and which candidate(s) is/are involved; such candidates will be warned they risk disqualification. The EO will complete JCQ form MP1 for any such incident. Scripts from a candidate(s) involved in an unauthorised materials situation should be submitted as normal with no additional marking or annotations.

### Invigilators

- Invigilator training covers all aspects of unauthorised material. Invigilators are aware of which items are permitted and which items are banned in an exam room, they are aware that the announcement at the start of each exam session should mention the possession of unauthorised material and that they should give candidates the opportunity to declare and hand over any unauthorised material before the exam starts. They know that they are to store such items securely and return them to the EO at the end of the exam. They are aware of the procedures of what to do if they discover unauthorised materials in an exam, and they are aware that they must complete the exam room log in all such instances.

## Results and Post-Results: Roles and Responsibilities

### Accessing results and managing results day(s)

#### Head of Centre

- Identifies school staff who will be involved in the main summer results day(s) and their role. Ensures appropriate IT support is available on-site, if required, for all aspects of the results process.
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed, and decisions made on requests for post-results services and ensures candidates are informed of the periods during which school staff will be available.
- Ensures embargoed results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates.

#### Examinations Officer

- Works with the HOC to ensure procedures for managing the main summer results day(s) are in place.

### Results Day(s) Programme

#### On the day of embargoed release:

- The EO will arrange for the exam results to be downloaded in a timely fashion, in the first instance via EDI and the school's MIS system. In the absence of either of these systems results can be downloaded directly from the various exam boards' secure websites.
- Exams office staff will collate all results and check for gaps or omissions. Any anomalies or missing results will be pursued with the appropriate exam board(s). When results are complete, they are then passed to the HOC.
- Student results are collated, and an individual statement of results is produced for each student.

#### On student result day:

- Individual students receive their results statement by email, which is sent directly to the candidate, via their school email address, at the earliest time allowed under JCQ regulations [for Summer 2020 that time was 08:00 UK time].
- Results are published on the school's extranet at the earliest time allowed, for access by all staff.
- HOC and other designated senior leaders analyse results and see if any requests are to be made for post results services.
- In all cases where post results services are required for an individual student email (or telephone) contact is made with the affected candidate and their permission sought for the school to pursue that procedure.
- Senior members of staff are available by either telephone or email between 08:00 and 16:00 on results day and on the following Friday too to deal with any queries or matters arising from candidates' results.

#### Head of Centre

- Ensures there is a process in place whereby the school may ask for a clerical re-check, a review of marking, a review of moderation or an appeal against any result(s) which appears to be lower than that which could reasonably have been expected. This process may be instigated by staff or by students themselves (but not parents or carers).

- Understands that before the school can request a review of marking the consent of the candidate is required as grades may be lowered, confirmed, or raised; such consent cannot be presumed, nor can candidates sign a blanket consent in advance of the situation arising.
- Ensures an internal appeals procedure is available where candidates disagree with any school decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal. (see Appendix 12, below)

#### Examinations Officer

- Where necessary provides information to candidates (including external candidates) and staff on the post-results services provided by awarding bodies and the fees charged. Arranges internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- Keeps a written record of all claims submitted, candidates' consents, and any fees that may need to be collected.
- Tracks requests to conclusion and informs candidates and relevant school staff of outcomes
- Updates whole-school results information when grades change

#### Certificates

At the end of the summer term all exam candidates are asked to provide a secure address where they wish their exam certificates to be posted to. For any student giving an overseas destination this address is re-checked before the certificates are dispatched.

Certificates are provided to centres by awarding bodies after the results have been confirmed. On receipt of all certificates, they are collated by exams office staff. All certificates are suitably packed and dispatched via Royal Mail by recorded delivery for onward delivery either domestically or internationally.

At the time of dispatch all candidates, both domestic and international, are issued with an email notification saying that their certificates have been dispatched and to inform the exams office if they have not been received within the published time frames for the various destinations.

The school will make every endeavour to contact candidates and try to re-deliver any certificates that are returned as 'undelivered'. If certificates do remain undelivered after all avenues have been exhausted, they will be retained securely by the exams office in line with the schedule published in the 'Exams Archiving Policy' and then disposed of securely.

#### Retention of Records: Roles and Responsibilities

##### Examinations Officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Provides an exam archiving schedule that identifies information held, retention period and method of disposal

**Procedures for Exams Data Archiving are attached (below) at Appendix A3**

## ***Appendices***

### ***A1 Exam contingency plan***

#### Purpose of the plan

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

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

This plan also confirms that Duke of York's School is compliant with the JCQ regulation that requires centres to have 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.

#### Possible causes of disruption to the exam process

1. Exam officer extended absence at key points in the exam process (potentially impacting on: planning, entries, pre-exams, during the exam season, results, and post-results).

#### Centre actions to mitigate the impact of the disruption

In the absence of the Exams Officer (EO) for any part of the cycle the school would be able to fall back on a number of options. In the first instance the school employs a full-time assistant to the EO who works closely with the EO on all aspects of the exams cycle. She has sufficient knowledge and experience to be able to deputise for the EO for either a shorter or a more extended period of absence. The school also has two members of the SLT who have full knowledge of the exams cycle who would be able to provide advice, support and guidance. The school also has a number of active links with other local schools who could be approached for further guidance or assistance.

2. SENCO extended absence at key points in the exam cycle (potential impact on: Planning, access arrangements and pre-exams, exam season)

#### Centre actions to mitigate the impact of the disruption

In addition to the named SENCO the school also employs an assistant to the SENCO who takes responsibility for all aspects of access arrangements; these two members of staff work closely together on all aspects relating to exams. In turn these members of staff also work closely with the EO and assistant EO. In the absence of the SENCO the assistant and the exams staff would be able to work together to ensure the above functions were fulfilled. As the only member of staff qualified to undertake testing for access arrangements the extended absence of the assistant SENCO would be problematic, however access arrangements are normally applied for on a rolling one-year-ahead basis wherever possible; the vast majority of students have their access arrangements in place 12 months before they are required. If testing was required at short notice and the assistant SENCO was unavailable, then assistance would be sought with using a qualified assessor from a neighbouring centre.

3. Teaching staff extended absence at key points in the exam cycle (potential impact on: draft entries, final entries and tiers of entry, NEA tasks, coursework tasks and marking)

#### Centre actions to mitigate the impact of the disruption

The EO produces a schedule of tasks required including deadlines for the tasks to be completed. Deadlines include a built-in safety net to provide time for any remedial action required. There is a clear chain of command for collecting and disseminating information based on: class teacher/Head of Department/line manager (all subjects are the direct responsibility of a named member of the SLT). The EO and his assistant have an overview of all subjects and deadlines and that chain can continue to function in the short-term with any one of its parts absent. In cases of longer-term absence SLT will be responsible for making temporary changes in the structure to cover e.g., an absent Head of Department, or to re-allocate line-management subject responsibilities across the remaining members of the SLT.

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

#### Centre actions to mitigate the impact of the disruption

The centre always maintains a large enough pool of invigilators to include the capacity to cover for unforeseen shortages/absences. In addition to a pool of outside invigilators the school also trains a number of existing staff in the requirements of invigilating. These include teaching assistants, sports graduates, admin apprentices, and members of the school's nursing team. As a boarding school we always have cover available 'on-site' if any external invigilators are either prevented from travelling to school or are otherwise indisposed. The two exam officers and the two SENCO staff are also available to cover if required and we would also have the option of using suitably qualified/experienced teachers (subject to them not invigilating their own classes, subjects or students they have directly taught and such teachers undergoing appropriate invigilator training).

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

#### Centre actions to mitigate the impact of the disruption

The school is fortunate to have excess capacity and has a number of options when planning exam rooming. The principal exam room is the main school hall (Nye Hall) with the access arrangement students being accommodated in Ramsay House. Alternative venues are available in the sports centre hall and in Montgomery House. In the event of the whole school site being unavailable it is also unlikely that there will be any students in residence to take exams. In the event of students being available to take exams and no suitable accommodation being available at school then alternative arrangements would be sought to sit exams off site with other local centres.

#### 6. Failure of IT systems

#### Centre actions to mitigate the impact of the disruption

All internal entry deadlines carry a built-in in buffer of five working days. In the event of long-term outage of either the school's IT systems or a MIS failure entries are able to be made online directly into the various Exam Boards' websites. All exam info is extracted 'live' from the MIS etc. and back-ups are kept in an Excel format in a central 'Exams' location on the school's intranet. In the absence of our own internal data a complete record of entries/timings/timetables can be reconstructed by downloading basedata from the various exam boards. In the event of a school IT or MIS failure on results day the school is able to extract results via the various Exam Boards' websites.

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

#### Centre actions to mitigate the impact of the disruption

In the first instance all exam staff including invigilators will follow the procedures laid down in the Emergency Evacuation (exams) and Lockdown (exams) procedures. Where it is possible to return to the exam room(s) the school will allow the students to complete the remaining session of the

exam in normal exam conditions. If this is not possible or in cases where students have suffered significant disruption such that it is likely that their overall performance has been impaired then to immediately contact the relevant Exam Board(s) with a description of the incident and its overall impact. To provide a full written report of all the circumstances to the appropriate Exam Board(s). To keep parents and students informed of the processes the school is following. To pursue Special Consideration for all students affected.

#### 8. Disruption of teaching time – centre closed for an extended period

Centre actions to mitigate the impact of the disruption

The school fully supports the JCQ requirement that ‘where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centres to prepare students, as usual, for examinations. .... in the case of modular courses, centres may advise candidates to sit examinations in an alternative series. .... centres should have plans in place to facilitate alternative methods of learning’. To facilitate extended learning in the case of the school being closed for an extended period of time the school would make use of a variety of distance learning methods; all students have their own personal internet enabled devices and these are linked to a cloud-based extranet that contains both teaching resources and the students’ own work. All students are also inter-linked with all staff both via email and by communications apps which would be used to set and monitor further study and revision tasks.

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

Centre actions to mitigate the impact of the disruption

As a boarding school this situation is unlikely to arise for more than a small minority of students. Students potentially at risk of missing exams are those who are off-site due to illness or injury (at home or with a guardian or hospitalised), and also students who have travel issues when returning to school after a holiday period. For students who are absent either ill or injured the option to take the exam(s) at another centre would be the first priority if they are well enough/able to attend a local centre. An alternative would be for a trained invigilator and a second member of staff to travel to them, where practicable, and administer the paper either at home or in hospital. For students travelling back to school after a break the school identifies which students have exams immediately adjoining breaks and would always advise parents and students to ensure their travel arrangements are as watertight as possible. The school will always accommodate any exam students who need to return earlier than scheduled from a break.

#### 10. Centre unable to open as normal during the exams period (including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Centre actions to mitigate the impact of the disruption

In the event of the whole school site being unavailable to open for exams it is also unlikely that there will be any students in residence to take their exams. In the event of students being available to take exams and no suitable accommodation being available at school then alternative arrangements would be sought with other local centres.

#### 11. Disruption in the distribution of examination papers

Centre actions to mitigate the impact of the disruption

In the event of non-receipt of exam materials, the school will liaise closely with the relevant exam board(s) and follow their guidance. The likely outcome is that electronic copies would be made available; in such an instance the school would then need to arrange for the secure copying and storage of those papers. There are facilities available to do this in secure isolation directly within the area of the exams office.

12. Disruption to the transportation of completed examination scripts

Centre actions to mitigate the impact of the disruption

The normal arrangements are that the school has a daily collection (Parcelforce yellow label service) at 16:30 throughout the exam season; in the case of a delay to the normal collection arrangements for scripts the following procedure should be followed. Contact the service provider and ascertain whether the delay is temporary or more long-term. In the case of a temporary delay the scripts should be packaged in the normal way and kept in the secure storage facility within the exams area for delayed collection. If the delay exceeds 24 hours the relevant Exam Board(s) should be contacted, and further advice sought.

13. Assessment evidence is not available to be marked and/or damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions to mitigate the impact of the disruption

Heads of Department are responsible for maintaining the security and integrity of all school-based assessment evidence, coursework, and NEA; the exams office and exams staff are responsible for the security and integrity of all exam scripts. In the event of damage or loss to either students' work or completed exam scripts advice to be sought from the appropriate Exam Board(s).

14. 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)

Centre actions to mitigate the impact of the disruption

The receipt and distribution of results could potentially be affected by disruptions to either the school's IT systems or the school's MIS. In either instance alternative access to the results could be gained via the use of the various Exam Boards' websites, accessed through an alternative IT system. The same procedure holds good for any potential disruption to any aspect of 'post-results services', the use of these services is not dependent on the use of the school MIS system and can be accessed from any location through any internet enabled device.

The responses above are specific to this centre and the circumstances in which it operates. They should be read and acted on in conjunction with the wider aspects of Contingency Planning issued by both JCQ and Ofqual. The following sources may also be used as a reference to support the implementation of any part of this policy.

GOV.UK

Emergency planning and response: Severe weather; Exam disruption

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

Teaching time lost due to severe weather conditions

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

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>

Statutory guidance on school closures <https://www.gov.uk/government/publications/school-organisation-maintained-schools>

## **A2 Exams Disability procedures**

Purpose of these procedures

These procedures are an exams-specific supplement to the school's regular Disability Equality Scheme and Access Plan which details how the centre will: '... recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.' [Quote taken directly from section 5.4 of the JCQ publication General Regulations for Approved Centres 2019-2020]

These procedures detail how the centre facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to here as 'access arrangements')
- requesting access arrangements
- implementing access arrangements and the conduct of exams
- good practice in relation to the Equality Act 2010

Identifying the need for access arrangements

Roles and Responsibilities

Head of Centre

- Ensures an appropriately qualified assessor(s) is appointed, evidence of the assessor's qualification(s) is obtained before he/she assesses candidates and that evidence of the qualification(s) of the person(s) appointed is held on file
- The HOC or EO, when requested by a JCQ Centre Inspector, present evidence of the assessor's qualification

SENCO

- Has access to and is familiar with the annually updated JCQ requirements.
- Provides a policy on the use of word processors in exams and assessments
- Ensures that all assessments carried out and arrangements put in place comply with JCQ and awarding body regulations and guidance
- Ensures arrangements put in place for exams/assessments reflect a candidate's normal way of working within the centre
- Completes appropriate documentation as required by the regulations of JCQ and the awarding body
- Works closely with teaching staff and other members of support staff (learning assistants or pastoral staff) to confirm and evidence the need(s) of a candidate

Assessor of candidates with learning difficulties.

(The school employs an appropriately qualified assessor who works closely with the SENCO)

- The assessor has access to and is familiar with the annually updated JCQ requirements.
- Conducts appropriate assessments to identify the need(s) of a candidate
- Provides appropriate evidence to confirm the need(s) of a candidate
- Support the SENCO in determining the need for and implementing access arrangements
- Provides appropriate evidence to confirm the need(s) of a candidate

- Completes appropriate documentation as required by the regulations of JCQ and the awarding body

#### Requesting Access Arrangements

#### Roles and Responsibilities

##### (SENCO)

- Determines if the arrangements identified for a candidate require prior approval from the awarding body before the arrangements are put in place or if approval is centre delegated
- Ensures where form 8 is required to be completed, the form is signed (a handwritten, electronic, or typed signature is acceptable) and dated as required prior to approval being sought and that the form is provided for processing and inspection purposes (This may be a hard copy paper version or an electronic version)
- Presents the files/e-folders when requested by a JCQ Centre Inspector and addresses any queries/questions raised. In the event of an IT failure at the time of an inspection is able to access the required documentation in an alternative format, e.g., a memory stick or hard copy.

#### Examinations Officer

- Is familiar with the contents of the annually updated JCQ publication General Regulations and is aware of information relating to Access Arrangements where this may be relevant to the EO role
- Works closely with the SENCO to ensure appropriate access arrangements are applied for, either through the JCQ's Access Arrangements On-line (AAO) portal or directly to awarding bodies where this facility is not available.
- Ensures the necessary evidence is held on file to confirm validation responses in AAO including (where required) the completion of JCQ Form 8 (Application for access arrangements – Profile of learning difficulties), and/or centre based evidence including concise file note(s) on centre headed paper, signed and dated, and a body of evidence to substantiate the candidate's normal way of working within the centre (Form 8 must only be used for candidates with learning difficulties who are not subject to a current EHCP or Statement of Special Educational Needs or those requiring a Language Modifier.)
- Ensures where form 8 is required to be completed, the form is signed (a handwritten, electronic, or typed signature is acceptable) and dated as required prior to approval being sought and that the form is provided for processing and inspection purposes (This may be a hard copy paper version or an electronic version)
- Ensures the names of all other assessors who are assessing students for access arrangements are entered into AAO to confirm their status including any professionals working outside the centre
- Makes an awarding body referral through AAO where the initial application for approval may not be approved by AAO, where it is deemed by the centre that the candidate does meet the criteria for the arrangement(s)
- Ensures that arrangements, and approval where required, are in place before a candidate takes their first exam or assessment and maintains a written file for each candidate that will include:
  - completed JCQ/awarding body application forms and evidence forms
  - appropriate evidence to support the need for the arrangement where required
  - appropriate evidence to support normal way of working within the centre
  - a printout of the AAO approval and a signed candidate personal data consent form (which provides candidate consent to their personal details being shared)

[This school currently keeps all such records in a paper and lever-arch file format, stored in the exams office. It would be permissible to keep all such records electronically and filed in an individual e-folder for each student. The school may not mix paper and electronic formats but must use one preferred format for all such record keeping].

- The EO is able to present the files on request to a JCQ Centre Inspector and manage any queries/questions raised.

Implementing access arrangements and the conduct of exams

Roles and Responsibilities

Head of Centre

- Supports the SENCO, the exams officer and other relevant centre staff in ensuring appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

SENCO

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (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 him/her and ensures the candidate understands what will happen at exam time
- Ensures exam information (JCQ information for candidate's documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Ensures that any arrangements put in place do not unfairly disadvantage or advantage disabled candidates
- Monitors, in internal tests/mock exams, the use of arrangements granted to a candidate and where a candidate has never made use of the arrangement, may consider withdrawing the arrangement, provided the candidate will not be placed at a substantial disadvantage
- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates in exams
- Liaises with other relevant centre staff regarding the provision of appropriate rooming and equipment that may be required to facilitate access for disabled candidates to exams
- Liaises with the EO where a facilitator may be required to support a candidate requiring an emergency (temporary) AA at the time of exams

Examinations Officer

- Ensures exam information (JCQ information for candidate's documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it and liaises with other relevant centre staff regarding the provision of appropriate rooming and equipment that may be required to facilitate access for disabled candidates to exams.
- Appoints appropriate centre staff as facilitators to support candidates (practical assistant, prompter, Language Modifier, reader, scribe, or Communication Professional) and ensures any facilitators supporting candidates are appropriately trained and understand the rules of the particular AA(s).
- Ensures where the candidate's own subject teacher will be used (in exceptional circumstances) as a facilitator that an invigilator will be present at all times and ensures where a facilitator is allocated to support a candidate under exam conditions that they will not be a relative, friend, peer or private tutor of the candidate.

- Ensures invigilators supervising AA candidates are trained in their role and understand the invigilation arrangements required for individual AA candidates; ensures invigilators are familiar with and that they complete any cover sheet or other paperwork required.
- Liaises with the SENCO regarding the facilitation and invigilation of access arrangement candidates, liaises with the SENCO regarding rooming of access arrangement candidates
- Ensures candidates with access arrangements are identified on exam room seating plans and that invigilators are briefed prior to each exam session of the arrangements in place for a disabled candidate in their exam room.
- Liaises with the SENCO to ensure arrangements are in place to either order a non-interactive electronic (pdf) question paper or to open question paper packets in the secure room within 90 minutes of the published starting time for the exam where the centre is permitted to modify a timetabled written component exam paper. (Checks in advance of dated exams/ assessments that modified paper orders have arrived and if not will contact the awarding body to ensure that papers are available when required).
- Makes any modifications to a question paper that are permitted by the centre (e.g., a question paper copied onto coloured paper, or an A4 to A3 enlarged paper or a paper printed on single sheets) either by accesses to a non-interactive electronic (pdf) question paper or by opening the relevant exam question paper packet in the secure room no earlier than 90 minutes prior to the awarding body's published start time of the exam.
- Understands that where permitted/approved, secure exam question paper packets may need to be opened early so the facilitator may have access to the question paper 60 minutes prior to the awarding body's published starting time for the exam in order to prepare. (The early access to papers rules only applies to the following types of assistant: Language Modifier, Live Speaker, and Communication Professional)
- Provides cover sheets prior to the start of an exam where particular access arrangements require it and ensures that these have been fully completed before candidates' scripts are dispatched to examiners/markers
- The EO should be mindful at all times that there is the possibility that a student may need emergency (temporary) access arrangements at very short notice; the EO should day-to-day have an overarching view of all exam room allocations, seating plans and invigilation arrangements and be able to identify or create spare capacity as and when it is required.
- Liaises with the SENCO where a facilitator may be required at short notice to support a candidate requiring an emergency (temporary) access arrangement at the time of exams.
- Where required to apply for emergency (temporary) access arrangements, applies for approval through AAO or directly through the awarding body where qualifications sit outside the scope of AAO.

### Internal Assessments

These are either non-examination assessments (NEA) or coursework which is marked and internally moderated by the centre and externally moderated by the awarding body.

### SENCO

- Liaises with teaching staff to implement appropriate access arrangements for candidates
- Ensures centre-delegated and awarding body approved arrangements are in place prior to a candidate taking his/her first formal supervised assessment and ensures students are aware of the access arrangements that are in place for their assessments
- Liaises with the teacher where a facilitator may be required to support a candidate requiring an emergency (temporary) access arrangement at the time of their internal supervised assessment

### Teaching staff

- Support the SENCO in implementing appropriate access arrangements for candidates.
- Provide the SENCO with assessment schedules to ensure arrangements are put in place when required and with regard to any assessment materials that may need to be modified for a candidate

#### Facilitating Access - examples

The following information confirms the centre's good practice in relation to the Equality Act 2010 and the conduct of examinations. On a candidate-by-candidate basis, consideration is given to: adapting the assessment arrangements, adapting assessment materials, the provision of specialist equipment or adaptation of standard equipment, adaptation of the physical environment for access purposes.

The table provides examples of the arrangements, adjustments and adaptations that are used to meet the need(s) of a candidate and the types of actions considered/taken by the centre for the purposes of facilitating access.

Example of candidate need(s)	Arrangements explored	Centre actions
Persistent and significant difficulties in accessing written text	Reader /computer reader 25% Extra time Separate invigilation within the centre	Confirms candidate is disabled within the meaning of the Equality Act 2010. Computer reader sourced for use in papers (or sections of papers) requiring extended reading. Candidate trained in use of automated reader. A short concise file note produced on centre headed paper, signed, and dated and kept on file, confirming the nature of the candidate's impairment and that the use of a computer reader and/or a reader reflects his/her normal and current way of working within the centre (25% Extra time - Form 8 completed as appropriate). Supporting evidence, AAO approval and signed candidate personal data consent form kept on file.
A wheelchair user	Desk / Rooming / Facilities / Seating arrangements / Practical assistant	Seat's student in most appropriate exam venue according to needs and ease of access, and consider position of student in hall. Ensures there is nearby access to disabled bathroom. Provides height adjustable desk in exam room. Ensures arrangements in place to assist the candidate in case of emergency evacuation in-line with school policy on Fire Evacuation of the exam room and that invigilators are trained in relation to this. Practical assistant provided as required and cover sheet printed from AAO; to be completed by facilitator and inserted inside the candidate's work where this may be applicable to the assessment.

### ***A3 Exams Data Archiving procedures***

The purpose of these procedures is to:

- identify exams-related information/records held by the exams office
- identify the retention period
- determine the action required at the end of the retention period and the method of disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	All student access arrangements are to be kept on file in the Exams Office for the duration of all active exam seasons. They may from time to time be temporarily moved to the SENCO's office for admin purposes.	When a student completes their final exam season with access arrangements their records are removed from the access arrangements files and returned to the SENCO as records owner.	All obsolete or completed access arrangements records should be attached to the student's school file and retained in line with guidelines for other SEN records
Attendance register/ seating plans / guides for invigilators / invigilation arrangements	Attendance registers, seating plans, any additional material that has been produced for invigilators (eg a document 'sign-posting' students with access arrangements). Invigilation rotas/schedules.	All such documents must be signed and dated and kept on file for each complete season until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential disposal
Candidates' scripts	Any copies of exam scripts returned to the centre through the Access to Scripts (ATS) service.	If requested by exams staff/SLT (to support a potential appeal) they are to be kept securely by the exams office and disposed of in-line with the awarding body's earliest date for confidential disposal of unwanted scripts.	Confidential disposal
	Where requested by teachers for teaching and learning purposes they should be handed directly to the requesting teacher upon receipt. If/when they are no longer required, they must be disposed of confidentially. Teachers to be reminded that they can't dispose of any script(s) earlier than the dates specified by the relevant awarding bodies.		
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be logged on return to the centre and immediately returned to subject staff as records owner. Departments should store safely and securely all non-examination assessments, including	Returned to candidates or safe disposal

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		controlled assessments, coursework or portfolios, retained in, or returned to, the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later. This includes materials stored electronically.	
Certificates	Candidate certificates issued by awarding bodies.	Where certificates are unable to be delivered or are delivered and returned to the centre such certificates should be retained for 12 months.	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	Where certificates are destroyed a full record of student name/date(s) of exams/Board/subject/grade will be retained for four years.	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	When certificates are dispatched the exams office will keep a full record of: student name/address dispatched to/date. This information to be kept for three years. [The school office 'post log' is also available to cross reference 'evidence of posting'].	Confidential destruction
Confidential materials: point of delivery logs, receipt at exams office, secure movement and secure storage logs	Logs recording confidential exam materials received (including encrypted materials received via email or downloaded from an awarding body's secure extranet site), checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Conflicts of Interest records	Records demonstrating the management of Conflicts of Interest	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the Parcelforce/ DfE yellow label service	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Exam question papers	Question papers for timetabled written exams.	Released to teachers not before the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.	(none)
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	Unused stationery to be returned to the secure storage facility until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations, and non-examination assessments. As/when advised by the various exam boards destroy any out-of-date stationery.	Confidential destruction
Examiner or Moderator reports	Reports received from individual examiners or Exam Boards	Any examiner reports requested by SLT/Heads of Department should be immediately provided to the person making the request as records owner. To be retained for maximum of three years.	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Finance information	Copies of invoices for exams-related fees.	Not held in the exam office in any form, checked on a rotating basis and returned to the finance department as records owner on a weekly basis.	As per finance offices procedures
Invigilator and facilitator training records	A record of all invigilator training.	A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Overnight supervision information	Any hard copy created in relation to candidates requiring overnight supervision	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent	Consent forms or e-mails from candidates must be retained by the centre and kept for six months following the outcome of the clerical re-check or review of marking or any subsequent appeal.	Confidential destruction
Private candidate information	Any hard copy information relating to private candidates' entries.	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate's clash of timetabled exam papers	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Results information	Any electronic or hard copy records relating to all aspects of 'results' including individual student outcomes, subject outcomes or individual subject marks.	Records for current year plus previous 6 years to be retained.	Confidential destruction
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Special consideration information	Any hard copy information relating to a special consideration request and supporting evidence submitted to an awarding body for a candidate.	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected or actual malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam.	The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.	Confidential destruction

## ***A4 Word Processor\* procedures***

The use of a word processor~ in exams and assessments is an available access arrangement (AA) and one that is granted directly by the school. This policy shows how the Duke of York's school decides which students are eligible to use a word-processor (WP) for exams and the conditions under which that AA should be used. It is reviewed and updated annually in-line with JCQ regulations and guidance on access arrangements and instructions for conducting exams.

\* [The term 'word processor' is used to describe the use of a computer, laptop, or tablet].

- The SENCO is responsible for deciding which students are eligible to use a WP and shall be mindful of the following criteria: use of a WP must be the student's normal way of working and must be appropriate to their needs. Access should be considered on a subject-by-subject basis and should only be granted where the use of a WP would enable the student to meet the assessment objective(s).
- Reasons to grant the use of a WP may include some or all the following: a learning difficulty which materially affects the legibility/speed/fluency of a student's handwriting, a medical condition, a physical or sensory impairment, planning and organisational problems when writing by hand, poor or illegible handwriting.
- The SENCO must ensure that the candidate and their teachers are aware of the arrangement and that the WP AA is used wherever appropriate and in particular during mock and other internal examinations and in any relevant coursework or NEA.
- The SENCO may not grant the use of a WP merely because the student or parent requests it, or it is the student's preferred way of working.

### Exceptions

- On occasion it may be necessary to grant students an emergency AA to cover a short-term need such as an injury or medical condition which impairs the ability of the student to handwrite and necessitates the use of a WP.

### Record Keeping

- In all cases the SENCO should keep written records to evidence the student's need(s) including dates when the arrangement applies. A cover page is included for each student within the main school Access Arrangement folders.

### Arrangements for the use of a WP in assessments

- Students with a WP AA will take their exams in specialist accommodation with other AA students away from the main body of students. Students are provided with either a computer or a lap-top computer that fully meets the JCQ requirements as to how such devices should be formatted. The device should be cleared of all other documentation including older scripts etc. before each exam sitting.
- Each workstation contains a laminated card advising students how to title their work (centre number, candidate name, candidate number and the unit/component code). Candidates are also instructed to number or label their responses clearly. Candidates are reminded at the start of the exam to save their work regularly.
- All WP students must be issued with a regular exam question paper and must complete the cover page before the exam starts. This should remain on their desk for the duration of the exam and be collected with the rest of the exam scripts at the completion of the exam.
- Computers should be arranged in the room so that students cannot see other students' screens and so that the invigilator(s) can see the candidates at all times.

Printing the script after the exam is over

- At the completion of an exam candidates may either be kept in the exam room under exam conditions while a member of the exams office transfers their scripts to a portable storage device or released into the adjacent waiting room area before the scripts are collected. In either case the exams office staff will immediately print the completed scripts in secure conditions; students will then be shown their own script, check that the header information is correct, check that the content is their own work and that all pages are complete, and then sign to authenticate their work.
- Students, invigilators, and any other member of staff are not permitted to make any alterations or additions to a script after it has been removed from the WP, nor may they make any hand-written amendments to the final print out.
- The appropriate JCQ cover page is then joined to each printed script and the script is attached to the original question paper before dispatch.

## ***A5 Access Arrangements and reasonable adjustments procedures***

### Access Arrangements (definition)

Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities, or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the particular needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'. JCQ

### Reasonable Adjustments (definition)

The Equality Act 2010 requires an awarding body to make reasonable adjustments where a candidate, who is disabled within the meaning of the Equality Act 2010, would be at a substantial disadvantage in comparison to someone who is not disabled. The awarding body is required to take reasonable steps to overcome that disadvantage. An example would be a Braille paper which would be a reasonable adjustment for a vision impaired candidate who could read Braille. A reasonable adjustment may be unique to that individual and may not be included in the list of available access arrangements. Whether an adjustment will be considered reasonable will depend on a number of factors which will include, but are not limited to:

- the needs of the disabled candidate;
- the effectiveness of the adjustment;
- the cost of the adjustment; and
- the likely impact of the adjustment upon the candidate and other candidates.

An adjustment will not be approved if it:

- involves unreasonable costs to the awarding body;
- involves unreasonable timeframes; or
- affects the security and integrity of the assessment.

This is because the adjustment is not 'reasonable'. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments'. JCQ

### Purpose of these procedures

The purpose of these procedures is to confirm that the school has a written record detailing the Access Arrangements procedures used, ensuring that the school consistently follows the processes laid down by JCQ and the various awarding bodies. The procedures are annually reviewed to ensure compliance with the current edition of the JCQ publication 'Adjustments for candidates with disabilities and learning difficulties: Access Arrangements and Reasonable Adjustments'.

A large part of the access arrangements process is covered in the Exams Disability procedures (appendix A2, above) which covers staff roles and responsibilities in identifying the need for, requesting, and implementing access arrangements and the conduct of exams.

### The Assessment Process

The school employs a specialist assessor with appropriate qualifications:

Cynthia Carvalho: BSc Honours Psychology [CPT3A - Certificate number: 001039 (January 2016)]

Proof of the Specialist Assessor's qualifications are held on file in the Exams Office.

## Process for the assessment of a candidate's learning difficulties by an assessor

The process for the assessment of a candidate's learning difficulty by an assessor begins with a referral from one or more teachers outlining the cause for concern. Following discussions between the SENCO, teachers and any support staff, a picture of need is gathered, and Part 1 of the Form 8 is completed. The Specialist Assessor and SENCO will then have further discussions to decide on the nature of testing required and the Specialist Assessor would then arrange for testing to take place.

Assessments are generally undertaken towards the end of Y9 or the beginning of Y10. However, where students join us in-year from another centre and have received access arrangements previously, they would be assessed as close to the point of entry as possible.

## Painting a picture of need and gathering evidence to demonstrate normal way of working

The SENCO paints a picture of need by collating information from class teachers and any support staff involved. The SENCO completes Part 1 of Form A and then discusses the case with the Specialist Assessor. The SENCO gathers evidence from internal exams/assessments to demonstrate normal way of working within the centre.

## Processing Access Arrangements

### Arrangements requiring awarding body approval

Where the SENCO has identified a potential need the Specialist Assessor will test the student and confirm whether they are eligible for some form of Access Arrangement. Access arrangements are applied for online through the AAO online portal; this is done by the Exam's Officer with the support of the SENCO and/or the Specialist Assessor.

All candidates have their own individual record and when access arrangements are approved the approval sheet is printed and stored at the front of the candidate's record which contains all the relevant documents including the student's signed Data Protection form. The completed files for all year groups are located in the exams office.

### Centre-Delegated Access Arrangements

For any candidates with centre-delegated access arrangements, a note written by the SENCO outlining the access in place is held on file in the Exam's Office.

### Centre-specific criteria for particular access arrangements

### Word processor procedures **(see also appendix A4 for more detailed information)**

The centre is able to approve the use of a word processor but only where this is appropriate to the candidate's needs and not simply because this is the candidate's preferred way of working within the centre.

### Separate Invigilation within the Centre

A separate exam room can be granted to an individual according to the needs of the candidate and in line with their normal way of working. This would be awarded in cases where not doing so would place the candidate at a significant disadvantage.

## **A6 Overnight Supervision arrangements**

*Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted...*

*...candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays (see paragraph 8.5, page 14). Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable...*

*The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g., telephone (both landline and mobile), e-mail, Internet and social media. It also extends to television and radio, which could report key details of the day's examinations.*

*[JCQ ICE]*

The school will only use overnight supervision as a last resort and where all other options have been exhausted. The school has limited discretion to use this type of arrangement and while it will always consider representations from candidates or parents the school reserves the right to make the final decision as to when to use this provision, at all times acting within JCQ guidance and being mindful of the most suitable outcome for the candidate(s) concerned. Overnight supervision can only be considered when a student has three (or more) exams scheduled for the same day, and the total exam time, including any approved extra time, exceeds five and a half hours for GCSE examinations and six hours for A-Level examinations. Where an exam is rescheduled to the following day the school will seal in envelopes all question papers/students' scripts and any other material relating to the original sitting of the exam in the school's secure storage and question papers or other material shall not be distributed to any staff member until after the completion of the rescheduled sitting.

When it becomes clear that an overnight supervision will be required the candidate and their parents must be informed as soon as possible. The exams office will make the appropriate arrangements, usually with the medical centre, and inform those members of staff who are involved. The exams office staff will complete the appropriate JCQ paperwork before the commencement of the arrangements.

Students who are nominated for overnight supervision should adopt the following procedure:

On the day of seclusion, and before their last scheduled exam that day, they should take their overnight equipment and any books/resources needed for revision to the medical centre. They should hand their phone to their House staff for safe keeping and should not bring any other electronic or internet enabled devices to the medical centre.

After their last exam they will be escorted from the venue to the medical school where they will be kept in seclusion for the remainder of the day, overnight, and then escorted to their exam the next morning. On arrival at the exam hall, they must remain with their escort, be escorted inside the hall to their exam place and their arrival notified to the invigilator(s).

Between the last exam of the first day and the first exam of the second day students will remain in the care of staff in the medical centre and should have no contact with third parties, either within or outside school and should not attempt to contact such parties. Students will remain in seclusion for mealtimes etc. and they may not have access to phones, internet, TV or radio. They may revise non-electronically, read books or magazines, and listen to music.

## ***Emergency evacuation (exams) and Lockdown (exams)***

### ***A7 Procedures for Emergency evacuation (exams)***

An emergency evacuation will be required in all circumstances where it is unsafe for candidates to remain in the exam room. This would normally be triggered by the usual school fire alarm sounding. In exceptional situations the emergency evacuation procedure may need to be triggered for a single exam room. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or other similarly serious incidents necessitating candidates to temporarily leave an exam room.

The school has well established routines for evacuating all buildings in response to any emergency and students and staff are familiar with the requirements of an evacuation and have rehearsed these scenarios. Appropriate training and guidance are also issued to all invigilators in their annual training session.

#### Emergency evacuation procedure

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.

Emergency evacuation procedure (exams)
Actions to be taken by an invigilator(s) in an exam room:
Stop the candidates from writing.
Collect the attendance register (in order to ensure all candidates are present at the muster point).
Advise candidates to leave all personal equipment, question papers and scripts in the examination room; candidates must be advised to close their answer booklet.
Evacuate the examination room in line with the normal school evacuation procedure. Candidates should be directed to leave the room in silence and to proceed to the muster area on the school parade ground. Candidates are to group with their invigilator(s) in their own discrete space and well away from other students and staff.
Make sure that the candidates are supervised as closely as possible while they are out of the examination room to ensure there is no discussion about the examination. Students must not communicate with or attempt to communicate with other students or members of staff who are not directly involved with their exam.
Invigilators should establish that the group is complete (by reference to the register) and communicate that information when requested. If it becomes apparent that the group is incomplete the names of missing students should be communicated to the fire officer immediately.
When safe to do so the invigilator should make a written note of the time the interruption started. [The invigilator should also make a written record of the time any exam re-starts following an evacuation situation].

Either the Exams Officer (EO) or their deputy will join the exam students on the parade ground as soon as possible. When appropriate to do so the EO will attempt to establish the nature of the interruption and a possible timeframe as to when the students can return to the original venue.

In certain circumstances it may be possible for the exam to recommence in an alternative venue; in that instance appropriate staff would be designated to collect all scripts etc. from the original venue and securely transport them to the new venue.

In all incidents where an emergency evacuation has been implemented the school will endeavour to ensure that all students are given the chance to continue any interrupted exam and the full amount of time must be allowed for all candidates.

The EO, in conjunction with any invigilator(s), will complete a full report of the incident and of the action taken, and send to the relevant awarding body.

The EO in conjunction with the Head of Centre will decide if the circumstances require an application for Special Consideration for any or all of the candidates affected.

## ***A8 Procedures for Lockdown (exams)***

The school has well established routines for a potential lock-down scenario and students and staff are familiar with the requirements of a lock-down situation and have rehearsed these scenarios. Appropriate training and guidance are also issued to all invigilators in their annual training session.

With regard to conducting examinations, the focus before, during and after any exam will be on:

- the welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- maintaining the integrity and security of the examinations/assessments process

### Lockdown Procedure

#### Before an examination

- If a lockdown is required as candidates are entering/waiting to enter the exam room:
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, and to take cover in the safest part of the room
- Invigilators should:
- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- take an attendance register/head count if possible
- on the sound of the 'all clear' invigilators and students should follow the normal school procedures and muster at the parade ground.

#### During an examination

If a lockdown is required during the exam/when candidates are in the exam room invigilators will:

- tell candidates to stop writing immediately and turn their papers over.
- collect the attendance register
- make a note of time when the examination was suspended
- instruct candidates to remain silent, leave all examination materials on their desks and take cover in the safest place
- lock all windows and close all curtains/blinds
- switch off all lights
- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- on the sound of the 'all clear' invigilators and students should follow the normal school procedures and muster at the parade ground.

#### After an examination

If a lockdown is required after the exam or as candidates are leaving the exam room invigilators will:

- stop dismissing candidates from the exam room
- where possible and safe to do so instruct candidates who have left the room to re-enter the exam room
- instruct candidates to remain silent and take cover in the safest place
- lock all windows and close all curtains/blinds
- switch off all lights

- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- on the sound of the 'all clear' invigilators and students should follow the normal school procedures and muster at the parade ground.

#### At the end of the lockdown

- The Head of Centre, in consultation with other members of SLT and the EO, will decide if it is practicable to return to the interrupted exam(s). In certain instances, it may be possible for all the cohort to return and continue the exam(s), in other circumstances it may be deemed that the exam(s) aren't able to restart.
- At all times the decision should be made in the best interests of the students and will be directly influenced by the particular circumstances of the lockdown event.
- The school is mindful that there may be situations where some students may wish to continue and complete the exam and others will feel unable to do so. In such an instance the school will facilitate a part cohort to complete the remaining exam(s).
- In instances where an exam is able to restart invigilators will be instructed to:
  - ask candidates to return to their desks, remind them they are under exam conditions and allow a settling down period
  - recalculate the revised finish time(s) to allow for the full exam time
  - tell the candidates to turn their papers over and re-start their exam
  - amend the revised finish time(s) on display to candidates
  - note how long the lockdown lasted on the exam room incident log
- Immediately after the event the EO will contact the appropriate Exam Board(s) with details of what has happened and ask for their advice as to how to proceed.
- The EO in conjunction with the Head of Centre will provide a full written report to the appropriate Exam Board(s) detailing the circumstances of the incident, including the nature of the incident, timings, effect on the candidates, effect on the overall conduct and completion/non-completion of the affected exam(s).
- Where students have been adversely affected by a lockdown event the EO will be directed by the Head of Centre to pursue claims with the appropriate Exam Board(s) for Special Consideration either on an individual student-by-student basis or for the whole cohort.

## ***A9 Procedures for Special Consideration***

*Special consideration is a post-examination adjustment to a candidate's mark or grade to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment, which has had, or is reasonably likely to have had, a material effect on a candidate's ability to take an assessment or demonstrate his or her normal level of attainment in an assessment.*

*Special consideration can only seek to go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in examinations. It cannot remove the difficulty faced by the candidate. There will be situations where candidates should not be entered for an examination. Only minor adjustments can be made to the mark awarded because to do more than this would jeopardize the standard of the examination. [JCQ A guide to the special consideration process, section 1]*

These procedures outline the way in which the school will identify students who may be eligible for Special Consideration and the processes that will be followed where the school submits an application for Special Consideration where candidates meet the published criteria.

### Eligibility for Special Consideration

The school can ask for any candidate to be considered for Special Consideration where such a candidate has been fully prepared and has covered the whole exam course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

Potential scenarios which could lead to an application for Special Consideration include, but are not limited to, those below:

Where a candidate has suffered some form of trauma prior to the exams (e.g., bereavement, serious personal incident, serious family incident) and that event is continuing to have a direct bearing on the student's performance in the exam.

Where a candidate is too ill to attend some part of a scheduled exam; in such instances the candidate would need to provide proof of illness through a relevant medical certificate. NOTE, if a candidate is unable to complete any part of the exam, then they will be awarded a grade of 'X' and no consideration can be given.

Where a candidate arrives for an exam and presents as clearly unwell, or is suffering from a pre-existing injury (e.g., broken arm etc), or is extremely distressed, or has recently sustained an injury that requires emergency access arrangements to be put in place then the school will make arrangements for the student to be kept comfortable and under supervision from the required start time while appropriate arrangements are put in place for the candidate to take the exam in the best possible conditions. Subsequently a judgement will be made on how the candidate's situation or disposition affected his/her performance in the exam and where appropriate and where eligible, special consideration will be applied for.

Where candidates may be affected by a major disturbance in the exam room (emergency evacuation etc.), special consideration will be applied for on behalf of all candidates affected.

Where a candidate takes multiple exams (three or more exams) timetabled in the same day and the total duration for those papers is more than 6 hours for GCE exams or more than 5 hours 30 minutes for GCSE exams (including any approved extra time but not any time taken for supervised rest breaks), special consideration for an allowance on the last paper taken will be applied for.

NOTE: Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate (momentary bad behaviour by another candidate) special consideration cannot be applied for.

In all instances Special Consideration is awarded at the discretion of the appropriate Exam Board(s) and they will judge each case on its individual merits.

Where other issues or problems could potentially affect an individual candidate or a group of candidates the school will explore the possibility of applying for Special Consideration. These might include, but are not limited to, the following examples:

a short extension to coursework/non-examination assessment deadlines

- submitting a reduced quantity of coursework/non-examination assessment (coursework or NEA is incomplete/missing/destroyed)
- candidates taking an incorrect or defective question paper
- candidates being given the incorrect time to complete a paper (time allowed was too short)
- an access arrangement is only partially or incorrectly applied
- candidates undertaking the wrong controlled assessment or non-examination assessment assignment

Processing applications for special consideration

Submitting applications for special consideration

Where an individual candidate or a group of candidates is/are identified as being eligible for special consideration, applications will be submitted to the relevant Exam Board(s) following the published processes on the Exam Boards' and the JCQ websites.

An application for Special Consideration can be requested directly by a candidate, or their parent or guardian. There is no procedure for candidates or parents to claim directly to an awarding body, all applications must be made through the school. The school will work closely with candidates and parents to facilitate any such request but reserves the right not to pursue claims that do not meet the published criteria or that are considered vexatious.

The school may also initiate claims based on their own observations. Where the school initiates such a claim the candidate and parent must be informed of the procedure and reassured that there is no penalty for any claims that are not upheld.

In all applications for Special Consideration the school will maintain written records. Evidence to support an application may be sought from a range of sources including, but not limited to the candidate, the candidate's parent or guardian, the SENCO, class teachers, the exams staff and exam invigilators, outside agencies e.g., medical professional etc. Evidence used to support any application will be kept on file until after the publication of results.

### ***A10 Procedures for Internal Appeals (NEA)***

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement themselves; an appeal is not against the mark or grade awarded, only the procedures used.
- Appeals regarding controlled assessment must be made in writing at least two weeks before the date of the final written examination paper in the subject that exam season. An internal appeal will be resolved by the date of the final written examination paper of the session.
- The teacher(s) concerned in marking the assessment which is the subject of the appeal will see a copy of the appeal and in conjunction with their Head of Department, respond in writing. A copy will be sent to the candidate.
- If the candidate is not happy with the written response they have received, then they will be entitled to a personal hearing. Reasonable notice will be given of the hearing date and the candidate will have sight of all the relevant documents (e.g., the marks given, the assessment made) to the case in advance of the hearing. Where a candidate is presenting their own case, they will be allowed to be accompanied by a (single) parent/carer/friend or accompanied by their Housemaster or Tutor. The teacher(s) and the candidate will have the opportunity to hear the other submissions to the panel at the hearing.
- The Appeals Panel will comprise at least two suitably qualified individuals who have not previously dealt with the particular case: the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body.
- A written record of all appeals will be kept outlining the outcome of the appeal and reasons for that outcome. A copy will be sent to the candidate and, where appropriate, to the parents or careers within a two-week period following the hearing.
- The Awarding Body will be informed if there is any change to an internally assessed mark as a result of an appeal.

Each Awarding Body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's Appeals Procedure.

### ***A11 Exams Complaints Procedures (general conduct of exams)***

- If any student or other relevant party wishes to complain or appeal against any aspect relating to the administration, conduct or organisation of any aspects of the school's examination process they should in the first instance raise any concerns with the Examinations Officer. If the Examinations Officer is unable to resolve the complaint, he will forward it to an appropriate member of the senior leadership team who will attempt further to resolve the issue.
- If a complaint cannot be resolved at this level then the complainant will be advised to follow the school's general complaints procedure as outlined on the school website.

For students this will be <https://www.doyrms.com/attachments/download.asp?file=92&type=pdf>  
and for parents <https://www.doyrms.com/attachments/download.asp?file=20&type=pdf>

***A12 Exams Complaints Procedures (school not pursuing Enquiries About Results 'appeals')***

- There may be instances where a candidate wishes to pursue an appeal against an exam result (EAR), but the school does not support the appeal; in such instances the candidate will be advised that the school will not be pursuing that particular appeal.
- If the candidate is unsatisfied with this response, they should contact the Examinations Officer asking for a written review of the decision. The Examinations Officer should obtain the reason(s) why the school does not support further EAR actions and communicate this in writing to the candidate within seven days.
- If the candidate is not satisfied with the written response, they should follow the school's general complaints procedure as outlined above.