



**Pendle Community High School & College**  
**Exam Policy 2024 2025**

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Note: for the purposes of this policy Pendle Community High School & College (PCHS&C) is referred to as the 'Centre'.

2024 – 2025 JCQ ICE Updates

Contingency Day:

25<sup>th</sup> June 2025



## Pendle Community High School & College Exam Policy 2024 2025

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of Centre, School Business Manager, Exams Officer, Exams Administrator and Governors.

### **1. Exam responsibilities**

**Head of Centre** – D Grogan - Headteacher

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

- The Head of Centre will be required to confirm, on an annual basis, that they are both aware of and adhering to the latest version of the General Regulations for Approved Centres. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update. A Head of Centre **must** not delegate this responsibility to a member of the Senior Leadership Team or the Examinations Officer.
- The Head of Centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.
- Centres must have internet access to enable them to make full use of the awarding bodies' extranet sites and must promptly report any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack.

It is the responsibility of the **Head of Centre** to ensure that the centre:

#### **Recruitment, selection and training of staff**

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.



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- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components. The head of centre must also ensure teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work.
- Enables the relevant senior leader(s), the examinations officer and the SENDCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations.
- Ensure that the SENDCo/ Exams officer and Exams Administrator has sufficient time to both manage the access arrangements process within the centre and familiarise him/ herself with the JCQ publication Access Arrangements and Reasonable Adjustments.
- Ensure that the examinations officer is actively supported by the senior leadership team, who have a good working knowledge of the examination system to ensure effective centre decision making in line with the published regulations.
- The head of centre must ensure that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations.

#### **Internal governance arrangements**

- Has in place a written escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination administration, be absent.
- Has in place a member of the senior leadership team who will provide support and guidance to the Examinations Officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series.

#### **Delivery of qualifications**

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates.
- Enables candidates to receive sufficient and up to date practical experience, or relevant training where required by the subject concerned.

#### **Public liability**

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims.

#### **Conflicts of interest**

- Manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:



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- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units;

and maintains clear records of all instances where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
  - centre staff are taking qualifications at their centre which do not include internally assessed components/units;
  - centre staff are taking qualifications at other centres.
- Must ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected. The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an 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.

**Controlled assessments, coursework and non-examination assessments**

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

**Security of assessment materials including secure electronic materials**

- Takes all reasonable steps to maintain the integrity of the examinations/ assessments, including the security of all assessment materials.
- That assessment materials are only shared with appropriate centre staff and candidates and are not shared outside of the centre.
- Report immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials.



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- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the JCQ publication instructions for conducting examinations, 1 September 2024 to 31 August 2025.
- Makes arrangements to access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the JCQ document Instructions for conducting examinations 1 September 2024 to 31 August 2025.
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments.
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.
- Ensures electronic question paper materials must only be handled by authorised members of staff and that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.
- Ensures that at least two and no more than six members of centre staff are authorised to handle secure electronic materials, other members of centre staff may assist with printing and collation under supervision.
- Reports any deviation from these instructions to the awarding body using JCQ Form M2 and report any concerns of a potential breach of security to the awarding body immediately.

### **National Centre Number Register**

- Provides contact details and a physical address to which all correspondence in connection with the administration of examinations and assessments can be directed. This must be the registered address of the centre. Centres must provide awarding bodies with an official school or college contact email address for communications (this must be the email address of the person or team responsible for the administration of examinations), a landline telephone number, the name of the Head of Centre and their email address.
- They must also provide the details of a senior designated contact (this might include a personal mobile number and/or email address). These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue.
- Responds to the National Centre Number Register annual update by the end of October 2024, confirming they are aware of and adhering to the latest versions of JCQ regulations.
- Confirms their details or informs the awarding bodies of any changes to their contact details through the National Centre Number Register.
- Informs the National Centre Number Register Team immediately (e-mail address – [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) if any changes occur after the National Centre Number Register annual update has taken place. This must be on centre headed stationery which can be sent as an e-mail attachment including the signature of the head of centre.



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- Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility; (As a result of this notification a centre inspection will take place).
- Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect their centre status.

### **Centre inspections**

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection.

### **Policies available for inspection**

- Has in place the following policies available for inspection that must be reviewed and updated annually:
  - a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements;
  - a written complaints policy;
  - a written conflicts of interest policy;
  - a written data protection policy;
  - a written equalities policy;
  - a written examination contingency plan which covers all aspects of examination/assessment administration and delivery. The potential impact of a cyber-attack should also be considered;
  - a written internal appeals procedure;
  - a written malpractice policy which covers all qualifications delivered by the centre. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice)
  - a written policy regarding the management of non-examination assessments including controlled assessments and coursework.
  - a written whistleblowing policy;
  - a written policy on the use of word processors in examinations.

### **Malpractice/Maladministration**

- Must follow procedures as outlined in the JCQ 2024 publication *Suspected malpractice – Policies and procedures*.



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- Must report to the awarding body immediately all cases of suspected or actual malpractice/maladministration by a candidate (including AI misuse) in connection with the examination process.
- Has a duty to monitor and report potential malpractice/maladministration by invigilators and centre staff to the awarding body immediately.
- Must advise any person involved in administering, teaching or completing examinations/assessments that where malpractice/maladministration is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ 2024 publication *Suspected malpractice – Policies and procedures*.

### **Access arrangements and reasonable adjustments**

- Must ensure that the persons appointed to invigilate candidates with access arrangements is a responsible adult, is appropriately trained and fully understands the rules of the access arrangement(s).
- Must ensure that a reasonable adjustment implemented by the centre on behalf of the learner is based on firm evidence of a barrier to assessment and is in line with updated guidance.
- Appoint a SENDCo or an equivalent member of staff, who will coordinate the access arrangements process and who will determine, with the support of SLT, the appropriate arrangements for candidates with learning difficulties, EAL, temporary illness or injury and disabilities.

### **Other Responsibilities**

- Has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.
- Must make sure that appropriate arrangements are in place, so that invigilators can carry out adequate checks on the identity of all candidates.
- Remains accountable for ensuring that if examinations have to be conducted at an alternative site they are in accordance with the 'ICE' document.
- Advises on appeals and re-marks.
- Decides if the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.





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**Exams Officer** – J. Chatburn, manages, with the support of the Administration Assistant, J. Chambers, the administration of public and internal exams:

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

- Advises the Senior Leadership Team (SLT), subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Liaises with SLT regarding the training of invigilators. (A record of the content of the training given to invigilators will be available for inspection).
- Informs invigilators of Access Arrangements including rest breaks.
- Ensures the safe keeping of the two to six keys for the exam store. The exams officer is one of the key holders.
- Aims to ensure secure account management with the support of SLT and the ICT manager for the site.
- Keeps live non-examination assessments, including controlled assessments, coursework and portfolios, secure and confidential at all times whilst in their possession.
- Stores safely and securely all non-examination assessments, including 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, see paragraph 4.8 of the JCQ 2024 publication, 'Instructions for conducting non-examination assessments': [Instructions NEA 24-25 FINAL.pdf \(jqc.org.uk\)](https://www.jcq.org.uk/resources/instructions-for-conducting-non-examination-assessments-2024-25-final.pdf)
- Ensures that when scripts that have been returned under, 'Access to Scripts' arrangements are no longer required, they are disposed of in a confidential manner, but no earlier than the dates specified by the awarding bodies.
- Ensures that Reception staff are available Monday to Friday 8.30am to 3.30 pm to receive deliveries of confidential examination /assessment material and /or accompany JCQ Centre Inspector or Awarding body representative.
- Ensures that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs.
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments.
- Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures for that qualification.
- Submit registrations, examination entries and certification claims by the deadline(s).





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- Accounts for income and expenditures relating to all exam costs/charges.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Submits candidates' coursework marks, tracks despatch and agrees storage of returned coursework and any other material required by the appropriate awarding bodies in line with JCQ guidelines.
- Ensures that in relation to examinations, the JCQ *Unauthorised items* and *Warning to Candidates* posters are displayed in a prominent place for all candidates to see prior to entering the examination room.
- Assists, with the support of the Assistant Head Teacher, in the preparing and presenting reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Liaises with Specialist Teachers about Access Arrangements for MSI including a Communication Professional.
- Administers access arrangements and makes applications for special consideration using the information in the booklet: JCQ 2024 Adjustments for candidates with disabilities and learning difficulties - Access Arrangements and Reasonable Adjustments.

*(Form 11 if required for Entry Level Certificates (ELC) can be accessed on-line through the Centre Admin Portal (CAP) and via any of the awarding bodies' secure extranet sites. NCFE must be contacted separately for Level 1 & 2 Functional Skills).*

- Ensures that envelopes and boxes containing confidential materials are signed for. A log must be kept at the initial point of delivery of confidential materials. Each awarding body's deliveries and the number of boxes received must be logged. The JCQ has produced Materials Receipt Logs for centres to use for this purpose. These can be found at:

[JCQ-Instructions-for-conducting-examinations-2024\\_FINAL.pdf](#)

*On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking and transfer to the centre's secure storage facility (see sections 2 and 3 ICE 2024). Care must be taken when handling question paper packets to ensure the packaging is not damaged.*

*When question paper packets are removed from the despatch packaging, they must be checked carefully and a log of the check kept. The question paper packets must be checked against the awarding body's despatch note and the centre timetable or entries. Checking must take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff, the material still in its despatch packaging must be transferred immediately into the secure storage facility until it can be checked. Checks must take place no later than the next working day and must be undertaken in the secure room.*



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*Following the checking, question paper packets should be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility. Question papers must always be kept in their sealed packets until signed out for the appropriate exam session.*

Informs the awarding body immediately if there are any problems such as,

- it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
- there are any differences between the material received and the despatch/ delivery note;
- the material has been significantly damaged in transit or upon opening;
- the material appears not to meet the centre's requirements;
- the material has been received in error.

*Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe, security cabinet. The secure room must solely be used for the purpose of administering secure examination materials, with access restricted to two to six key holders only. This is commonly referred to as 'a box within a box'.*

- Manages the secure storage facility and ensures it has the capacity to hold up to three weeks of question papers and any other confidential material. The 'secure storage facility' must only contain current and 'live' confidential material. Question papers must always be kept in their sealed packets.
- Ensures that past examination question papers, internal school tests and mock examinations are not kept in the 'secure storage facility'. *However, mock examinations and internal school tests may be stored in the secure room but must always be kept separately from 'live' awarding body material and be clearly identified.*
- Ensures examination stationery, e.g. answer booklets and formula booklets, is stored in the secure room. *Although it is good practice to store this material in the secure storage facility, it is not mandatory.*
- Must carry out regular checks in advance of the examinations to make sure all clocks used in the examination room are in good working order and show the same time.
- Ensures that PCHS&C does not conduct internal school tests and mock examinations in the same room when an external examination is being conducted.
- Makes a record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions which 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.
- Ensure that those acting as: a) a Communication Professional; b) a Language Modifier; c) a Practical Assistant; or d) a Scribe; are provided with the appropriate cover sheet prior to the examination commencing. This will enable the cover sheet to be completed during the



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examination and accurately reflect the activities performed by the Communication Professional, Language Modifier, Practical Assistant or Scribe, as appropriate

- When dealing with an emergency, will contact the relevant awarding body for advice as soon as it is safe to do so and where candidates cannot return to the building after an emergency, the relevant body will be contacted by the Exams Officer for advice.
- Liaises with subject leads, all staff and invigilators to ensure they are aware of the regulations on the use of ICT/Online Tests and Laptops.

**SLT / SENDCo:**

Are responsible for:

- The organisation of teaching and learning.
- Identifying and managing exam timetable clashes in conjunction with the Exams Officer and Exams Administrator.
- Keeping 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. It is the responsibility of the **Head of Centre** to ensure that invigilators are appropriately trained in their duties. [JCQ-Invigilation-training-checklist-updated-2024.pdf](#)
- Making sure that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examination, is not an invigilator during the timetabled written examination or on-screen test.
- The notification of access arrangements (as soon as possible after the start of the course and / or through the Annual Review process) e.g. laptops, readers etc.
- The provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- The administration of access arrangements in liaison with the Exams Officer and Exams Administrator.
- The liaison with Exams Officer in regard to the invigilation of candidates.

**Subject Leaders**

Subject leaders will:

- Have a sound working knowledge of the chosen subject specification.
- Follow guidance from individual exam boards regarding assessment procedures.



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- For on screen tests, be familiar with the chosen exam board's on-line tests procedure and inform the exams office in school of these procedures.
- Refer to the ICE document for JCQ guidance on on-screen tests. (*Appendix 1 Page 59 2024-2025*)
- Liaise with the exams office of their intention to run a specific course giving accurate information, e.g. subject code, assessment process, year of entry and provide a record of this information for the master copy of the school exam spread sheet.
- Offer guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Be involved in post-results procedures.
- Ensure accurate completion of coursework mark sheets and declaration sheets.
- Ensure security of assessment, it is not acceptable for teaching staff to share the live work of candidates with other candidates. Live non-examination assessment, including controlled assessments and coursework, is defined as any work on a topic which has been set either by an awarding body or the centre for a current or future examination series, even if the work was completed in a previous year.
- Ensure accurate completion of entry information, all other mark sheets and adhere to deadlines as set by the Exams Officer and Exams Administrator.
- Give notification of access arrangements (as soon as possible after the start of the course).
- Provide accurate submission of candidates' names to the Exams Officer and Exams Administrator.
- Ensure the subject leader for careers, education and guidance supports students at PCHS&C in their understanding of the terminology around "levels" (Entry Level & Level 1 / 2 and GCSE grades where appropriate). Therefore, students will also be more informed when exploring the availability of courses Post 16.

**Lead Invigilator / Invigilators**

Invigilators are the people in examination rooms responsible for conducting examinations in the presence of the candidates. CCTV cannot be used for the purposes of invigilation. Invigilators have a key role in upholding the integrity of the external examination/assessment process. Invigilators will:

- Attend annual update training on the current regulations.
- Be familiar with the Instructions in the ICE doc. 2024 – 2025 12.7 - '*Invigilators must ...*'.
- Be made aware of the *Checklist for Invigilators* - [JCQ-Checklist-for-invigilators---written-examinations\\_FINAL-24-25.pdf](#)



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- Ensure collection of exam papers and other material from the Exam Officer/ Exam Administrator before the start of an exam.
- Observe which students have Access Arrangements as identified on the seating plan and note what they are. They will be on file in the exam room.
- Ensure that a candidate who arrives late, and is permitted by the centre to sit the examination, is allowed the full time for the examination.
- Ensure candidates with extra time and or rest breaks are given the extra time to complete the exam.
- Ensure that there is an additional member of staff, who can be the invigilator, who must check the day, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded. The JCQ has a template for centres to use. '*Second Pair of Eyes Check Form*' ['ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)
- Use a 'roving' invigilator where the invigilator additionally acts as a practical assistant, a reader and/or a scribe. The 'roving' invigilator will enter the room at regular intervals in order to observe the conducting of the examination, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the examination. Where the candidate has a practical assistant, scribe and/or reader and are accommodated in another room, on a one-to-one basis, the assistant cannot additionally act as the invigilator if he/she is the candidate's subject teacher, Learning Support Assistant or teaching assistant. Therefore, there will be an additional Invigilator in the room. Where the candidate has a language modifier there will also be an Invigilator in the room.
- May be changed during the examination, as long as the number of invigilators present in the examination room does not fall below the required number.
- Be able to get help easily, without leaving the examination room and without disturbing the candidates.
- Must not carry out any other non-examination related tasks in the examination room. This also extends to reading the question paper.
- Where an awarding body has granted approval for a Language Modifier/Live Speaker they may have access to the question paper 60 minutes prior to the awarding body's published starting time for the examination in order to prepare.
- Not be allowed access to the question paper prior to the starting time for the examination in order to prepare for a reader and/or a scribe.
- Check that the candidates and centre information matches the details on the attendance register, if a discrepancy is identified, the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet, e.g. centre number, candidate number, candidate name. It should be counter signed on the script. Centres must not alter any other details on the candidate's script.



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- Must always allow candidates the full amount of time specified for the examination, as per the awarding body's published timetable.
- May only give a five-minute warning to candidates.
- Must advise candidates to close their answer booklet. Collect all of the exam papers in the correct order at the end of the exam and ensure their return to the Exams Officer/Exams Administrator, who will immediately lock them in the school's safe storage prior to postage.
- Ensure that the board/flipchart/whiteboard, visible to all candidates shows the date of the exam, start time and finish time.
- Must be able to see ALL candidates for on screen tests.
- MUST remind candidates to save their work at regular intervals when taking an on-screen test.

### **The Room**

- A reliable clock (analogue and/or digital) must be visible to each candidate in the examination room and must be big enough for all candidates to be able to read clearly. The clock must show the actual time. Countdown and 'count up' clocks are not permissible.
- A room becomes a 'designated examination room' as soon as exams office staff begin to check and prepare it to ensure compliance with Section 11 of the JCQ publication 'Instructions for conducting examinations'. As soon as preparation for the examination begins, no other activity can take place in that room. The room can only be used for conducting an awarding body's examination. At all other times the room may be used for alternative purposes.
- Candidates sitting examinations must not be allowed into the room until the preparation is complete and they are invited to enter the room, under supervised conditions, to start their examination.
- The room remains a 'designated examination room' up to the point when all candidates have left and all materials such as candidates' scripts, question papers and resource materials have been removed from the room. Centres must ensure that there is adequate time allowed for the set up and clearing of the room before and after the scheduled examination time. Throughout this period the room remains 'designated' and cannot be used for any other activity.
- The JCQ Warning to candidates poster (Appendix 4) and the JCQ Unauthorised items poster (Appendix 7) must be displayed in a prominent place outside each examination room. (JCQ ICE 2024)

### **Candidates**

Candidates must:

- Confirm and sign entries (unless access arrangements identify need for 'alternative' i.e. advocate, electronic signature etc).





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- Understand coursework regulations and sign a declaration that authenticates the coursework as their own (unless access arrangements identify need for 'alternative' i.e. advocate, electronic signature etc.).
- Candidates should be warned of the possible penalties an awarding body may apply as stated in JCQ 2024, Suspected Malpractice Policies and Procedures.
- As required, sign the personal data consent form for access arrangements to be processed online.
- Should use a minimum font size of 12pt and double spacing when using a laptop. In order to make marking easier for examiners.

### **2. The statutory tests and qualifications offered**

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Heads of Subject and the Senior Leadership Team.

The statutory tests and qualifications which may be offered at this centre are: GCSE, Functional Skills Level 1&2, Entry Level and Unit Awards. Statutory tests are offered on an ability/suitability basis and will be discussed at Annual Review, Parents' Evening and in other appropriate forums.

#### **14-19**

Pupils will be informed of accreditation routes in KS3 that ensures they can fulfil the next steps in their education as decided at the Annual Review.

All candidates will be entitled and enabled to achieve an entry for qualifications from an external awarding body.

### **3. Exam seasons and timetables**

#### **3.1 Exam Seasons**

The Head Teacher, School Leadership Team and Subject Leaders will decide which exam series are used in the centre. This may vary year-to-year dependent upon the cohort of pupils within school.

#### **3.2 Timetables**

Once confirmed, the Exams Officer/Exams Administrator will circulate the exam timetable for external exams.

### **4. Entries, entry details and late entries**

#### **4.1 Entries**

Candidates are selected for their exam entries by the Subject Leaders, in liaison with the SLT and communicated to the Exams Administrator as soon as possible.





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Candidates, or parents/carers, can request to discuss a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates.

In line with the JCQ 2024 - 2025, ICE document, the school will only enter staff for external exams when no other centre is available and will inform the exam board of these entries.

### 4.2 Late Entries

Entry deadlines are circulated to Subject Leaders via Teachers Meetings and e-mail.

Late entries are only authorised by the Head Teacher (Head of Centre).

### 4.3 Recognition of Prior Learning and Credit Accumulation and Transfer

This process rarely happens within the centre but where applicable the centre will follow the specific exam board's guidance and procedures.

## **5. Exam fees**

The centre will pay all normal exam fees on behalf of candidates. Fees for external candidates will be arranged as required.

Late entry or amendment fees are paid by the centre.

Candidates or subject areas will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

External candidates who do not attend an exam entered for will be charged.

## **6. Equality Act (2010), special needs and access arrangements**

### 6.1 Equality Act

Section 6 of the Equality Act 2010 defines disability as a 'physical or mental impairment, which has a substantial and long-term adverse effect on someone's ability to carry out normal day to day activities.'

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law and the guidelines in the JCQ 2024 - 2025, document: "*Adjustments for candidates with disabilities and learning difficulties - Access Arrangements and Reasonable Adjustments.*"

### 6.2 Special Needs



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All candidates at PCHS &C have an Education and Health Care Plan (EHCP). A candidate has Special Educational Needs (SEN), as defined in the DfE 2015, *Special Educational Needs and Disability code of practice: 0 to 25 years*, 'if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.'

'Many children and young people who have SEN may have a disability under the Equality Act 2010 – that is '...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'. This definition provides a relatively low threshold and includes more children than many realise: 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision, they will also be covered by the SEN definition'.

(DfE 2015, *Special Educational Needs and Disability code of practice: 0 to 25 years*)

### 6.3 Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the SLT. The Headteacher (also Head of Centre) and the Deputy Headteacher (also Exams Officer) in liaison with the SENDCo and Exams Administrator.

The centre recognises its duties towards disabled candidates, ensuring compliance with all aspects of the Equality Act 2010, particularly Section 20 (7). This includes a duty to explore and provide access to suitable courses.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer and Exams Administrator.

In line with the 2024 - 2025 JCQ document, '*Adjustments for candidates with disabilities and learning difficulties - Access Arrangements and Reasonable Adjustments Document*', The Exams Officer and SENDCo, fully supported by teaching staff and members of the SLT, will lead on the access arrangements process within PCHS & C. Teaching staff and members of the SLT will support the SENDCo in determining and implementing appropriate access arrangements. The SENDCo will work with teaching staff, support staff (such as Learning Support Assistants and Teaching Assistants), the Exams Officer and Exams Administrator to ensure that approved access arrangements are put in place for internal school tests, mock examinations and examinations. Where appropriate, the SLT and SENDCo will also need to work with specialist advisory teachers and medical professionals.

The SLT with the Exams Administrator, will arrange rooms for candidates with access arrangements where necessary.

An annual record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions will be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal,



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malpractice or other results enquiry has been completed, whichever is later.

Invigilation and support for candidates with access arrangements will be organised by the Exams Officer in liaison with SLT and the Exams Administrator.

The Exams Officer, SENDCo and Exams Administrator will ensure any applications for access arrangements or reasonable adjustments are submitted by the published deadline.

The SENDCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For GCE and GCSE qualifications, a JCQ Centre Inspector will sample a centre's applications. For GCE and GCSE qualifications, a file should be presented by the SENDCo which must contain for each application the downloaded approval for the respective arrangement(s), supporting evidence of need (where required) and a signed data protection notice/candidate data personal consent form. This information must be readily available for inspection at the venue where the candidate is taking the examination(s).

## **7. Estimated grades**

### 7.1 Estimated grades

Where examination boards require estimated grades, Subject Leaders will submit estimated grades to the Exams Officer and the Exams Administrator will process them as required.

Estimated grades will be made available to candidates for the purpose of completing forms for FE colleges etc.

## **8. Managing invigilators and exam days**

### 8.1 Managing Invigilators

Invigilators will be staff with knowledge of the candidate(s) and their need(s).

All invigilators will have received annual invigilator training. A record of the training given to invigilators will be retained on file.

Invigilators are timetabled by SLT and briefed by the Exams Officer/Exams Administrator.

### 8.2 Exam Days

The Exams Officer or Administrator will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

1 Invigilator: 30 students in main stream settings, at PCHS&C. this figure will be significantly reduced including a 1 to 1 option if deemed necessary due to SEND needs. If the invigilator requires assistance, they may use a 2-way radio or a mobile phone. It must be on SILENT.

A copy of the JCQ 2024-2025, 'ICE' Document will be provided to each invigilator in each exam room.



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Staff invigilating the exam will be responsible for setting up the allocated rooms, with support from the exam officer/administrator.

Students are under exam conditions from the moment they enter the room in which they will be taking the exam until the point at which they are permitted to leave.

Any drink **MUST** be free from packaging and **ALL** labels removed from drink containers.

The lead invigilator will start all exams in accordance with 2024-2025JCQ guidelines. They must announce clearly to the students when they may complete the details on their answer booklet. The exam will formally start when the invigilator clearly announces that the candidates may begin to write their answers.

Subject Leaders may not be present at the start or during an exam.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.

The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks.

Invigilators must ask all candidates to check they have been given the correct paper for the day, date, time, subject, unit, component and tier.

PCHS&C may also request watches are left in a secure place in the Deputy Head Teacher's Office prior to the exam.

Candidates who finish before the end of the exam and have been allowed to leave early, in accordance with the ICE document, must hand in their script, question paper and any other materials before they leave the room.

At the end of the examination candidates must hand in their script, question paper and any other materials before they leave the room.

Invigilators will be informed of PCHS&C details of emergency evacuation, Invacuation and procedures for handling bomb threats.



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## **9. Written procedures for verifying all candidates.**

### 9.1 Verifying identity

The Administration Assistant to the School's Exams Office will provide identity cards for all students entered for external exams. The card will include unique reference number, candidate number and a photograph. The identity card will also include the name of the exam being sat.

A member of the SLT will formally identify each candidate prior to entry into the exam room. As PCHS &C is a small centre, we guarantee the SLT will personally know each candidate. Senior members of staff, such as a Deputy or Assistant Head Teacher, who have been authorised by their Head of Centre, may be present at the start of an exam, if they have not been involved in teaching the students.

## **10. Candidates, timetable clashes and special consideration**

### 10.1 Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Subject teachers may deal with any candidate not present at the start of an exam through their own departmental procedures.

### 10.2 Timetable clashes

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted. The Head of Centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the examination throughout.

### 10.3 Special Consideration

Special consideration is a post-examination adjustment to a candidate's mark or grade. This is to reflect temporary illness, temporary injury or some other event outside of the candidate's control at the time of the assessment. It is applied when the issue or event has had, or is reasonably likely to



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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.

Candidates or their parents/carers should, in the first instance, discuss the application of special consideration with the school or college concerned.

Special consideration must be applied for online by the centre at the time of the assessment. The centre must inform a candidate when an application for special consideration is submitted to the awarding body. The centre must ensure that it complies with the UK GDPR/Data Protection Act 2018.

All applications must be supported by appropriate, signed evidence produced by a member of the senior leadership team. The centre must retain this evidence until after the publication of results.

Where a candidate is absent from an examination for an acceptable reason it is necessary to make a separate application for each day on which examinations are missed.

After the publication of results, late applications will only be accepted in the most exceptional circumstances and must be submitted before the deadline for reviews of results for the respective examination series. A member of the Senior Leadership Team must produce evidence to support a late application. An application for special consideration cannot be submitted after the completion of a review of results.

During the special consideration application process, an awarding body will only liaise with the centre on behalf of the learner.

(JCQ 2024 - 2025, A guide to the special consideration process - General and Vocational qualifications)

## **11. Coursework and appeals against internal assessments**

### 11.1 Coursework

PCHS&C will not advise parents/candidates to contact awarding bodies/JCQ directly if contacted the Awarding Body/JCQ will direct the parent/candidate to the centre.

Candidates who have to prepare coursework should do so by the deadline given to them by the centre which will be in line with the relevant exam boards deadline dates.

Subject Leaders will ensure all coursework is ready for despatch at the correct time. The Exams Officer/Exams Administrator will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are to be provided to the exams office, by the subject teachers.

### 11.2 Appeals against internal assessments



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The centre is obliged to publish a separate procedure on this subject, which is available from the Exams Office on request.

The Head of Centre's decision as to whether to proceed with an appeal is subject to the centre's internal appeals arrangements.

## **12. Results, enquiries about results (EARs), External Appeals and access to scripts (ATS)**

### 12.1 Results

The centre will keep results entirely confidential and restricted to the head of centre, examinations officer and administrator until the official dates and times of release of results to candidates.

Candidates will receive individual results slips on the results day either in person, at the centre or by post to their home addresses.

Arrangements for the school to be open on results days are made by the Head Teacher.

The provision of staff on results days is the responsibility of the Head Teacher.

### 12.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Head of Centre, Exams Officer, Exams Administrator and teaching staff will investigate the feasibility of asking for a re-mark at the centre's expense.

The centre will ensure that candidates have provided their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results.

The centre will submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ 2024 publication, '*Post-results services*'.

The centre will submit requests for appeals in accordance with the JCQ 2024 publication '*A guide to the awarding bodies' appeals processes*'.

The centre will ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates.

When the centre does not uphold an EAR, a candidate may still ask the centre to apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, there will be a charge for this service.





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### 12.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centres must submit requests on-line via the awarding bodies' extranet sites.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE re-marks cannot be applied for once a script has been returned.

### 12.4 External Appeals

Appeals must not be submitted by the Head of Centre until the outcome of the relevant post-results service.

Appeals must follow the guidance set out in, JCQ 2024, '*A guide to the awarding bodies' appeals processes*.

## **13. Certificates**

### 13.1 Certificate distribution

Certificates are presented in person or posted out by recorded delivery. A record will be kept of the certificates that are issued.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing.

### 13.2 Certificate storage

The centre will retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.

The centre will destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. Candidates should be informed that some awarding bodies do not offer a replacement certificate service.

The centre will return any certificates requested by the awarding bodies and certificates always remain the property of the awarding bodies.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.



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## References

DfE 2015, *Special Educational Needs and Disability code of practice: 0 to 25 years SEND Code of Practice January 2015.pdf* ([publishing.service.gov.uk](https://publishing.service.gov.uk))

JCQ 2024 *Access Arrangements and reasonable adjustments* [JCQ-AARA-24-25\\_FINAL\\_2024.pdf](#)

JCQ 2024 *A guide to the awarding bodies' appeals processes*, [Appeals Booklet 2024 Revision\\_020924\\_FINAL.pdf \(jcq.org.uk\)](#)

JCQ 2024 *A guide to the special consideration process General and Vocational qualifications*, [JCQ-A-guide-to-the-special-consideration-process\\_FINAL\\_2024.pdf](#)

JCQ 2024 *General Regulations for Approved Centres*, [Gen\\_regs\\_approved\\_centres\\_24-25\\_FINAL.pdf \(jcq.org.uk\)](#)

JCQ 2024 *Instructions for conducting coursework*, [Coursework\\_ICC\\_24-25\\_FINAL.pdf \(jcq.org.uk\)](#)


JCQ 2024 *Instructions for Conducting Examinations*, [JCQ-Instructions-for-conducting-examinations-2024\\_FINAL.pdf](#)

JCQ 2024 *Instructions for conducting Functional Skills assessments (English and mathematics)* [Instructions-for-conducting-Functional-Skills-assessments-English-and-Mathematics\\_24\\_FINAL.pdf \(jcq.org.uk\)](#)

JCQ 2024 *Instructions for conducting non examination assessments*, [Instructions\\_NEA\\_24-25\\_FINAL.pdf \(jcq.org.uk\)](#)

JCQ 2024 *Post-Results Services*, [Post-Results-Service\\_24\\_FINAL.pdf \(jcq.org.uk\)](#)

JCQ 2024 *Suspected Malpractice Policies and Procedures*, [Malpractice\\_Sep24\\_FINAL.pdf \(jcq.org.uk\)](#)

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<b>Signed:</b> T Ashton, Chair of Governors	
<b>Signed:</b> D Grogan, Head Teacher	