

EMMANUEL COLLEGE
EXAMINATIONS POLICY 2024-26
(incl. examinations contingency plan)



Table of contents

1. Exam responsibilities	2
2. Qualifications, entries and fees	5
3. Access arrangements	6
4. Conflicts of interest.....	6
5. Invigilation.....	7
6. Exam days	8
7. Non-examination assessments (NEA).....	9
8. Appeals against NEA	13
9. Special Consideration.....	13
10. Results and post-results services	15
11. Certificates	15
12. Further information	16
13. Appendix A – Examination emergency procedures.....	17
14. Appendix B – NEA risk management	18
15. Appendix C – Non-examination assessment bibliography	22
16. Appendix D – Non-examination assessment prepared materials record	23
17. Appendix E – Non-examination assessment incident log.....	24
18. Appendix F – Non-examination assessment collaboration record.....	25
19. Appendix G – Non-examination assessment teacher guidance record	26
20. Appendix H – Exam contingency plan.....	27
21. Appendix I – Handling secure materials	31

1. Exam responsibilities

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. The **Head of Centre** has overall responsibility for the College as an exam centre and the **Examinations Officer** manages the administration of all public and internal exams at the centre. The table below summarises the responsibilities each stakeholder has, with specific responsibilities relating to exam days in section 6: Exam days and non-examination assessment in [section 7](#).

	Head of Centre	EO*	HoD*	AVP SS*	Parents	Candidates	College Office
Deciding on the qualifications offered at this centre.	✓						
Ensuring that staff receive the relevant training so that they are familiar with the relevant awarding body and JCQ regulations and can deliver the qualifications in line with published regulations.	✓						
Ensuring teachers engage with exam administration training and the reading of documents relevant to the delivery of the qualifications they teach.			✓				
Advising on appeals.	✓						
Reporting all suspicions or actual incidents of malpractice, in line with the JCQ document Suspected malpractice: Policies and Procedures .	✓						
The production and distribution of an annual calendar and timetables for all exams and communicating with staff concerning imminent deadlines and events.		✓					
Identification and testing of candidates' requirements for access arrangements.				✓			
Ensuring that access arrangements and reasonable adjustments are consistent with the law.	✓			✓			
Administration and arrangement of access arrangements.				✓			
Provision of additional support — e.g. with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aim.				✓			

Understanding and implementing responsibilities regarding non-examination assessments (NEA), as detailed in section 7: Non-examination assessments (NEA).		✓	✓				
Understanding NEA regulations and signing a declaration that authenticates the NEA as their own.						✓	
Providing examination boards with detailed data on estimated entries and the timely entry of candidates for their exams.		✓					
Managing conflicts of interest according to the JCQ requirements, including ensuring that details are recorded of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.	✓						
Ensuring the process for collecting declarations of conflicts of interest is undertaken and to follow the awarding body's administrative process for submitting any required details of conflicts of interest, as set out in section 4: Conflicts of interest.		✓					
Guidance and oversight of candidates to ensure they are entered for the correct examination, and amending such entries as required, by set deadlines.			✓				
Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.			✓				
Secure storage of trial examination papers so that evidence is available to support awarding of exam grades if public exams are unable to take place.			✓				
Confirmation and signing for entries.					✓		
Identifying and managing exam timetable clashes.		✓					
Receiving, checking and storing securely all exam papers and arranging postings of completed scripts.		✓					
Ensuring that secure electronic question paper materials are handled in according with the guidelines in Appendix I – Handling secure materials.		✓					

Understanding and following exam day responsibilities, as detailed in section 6: Exam days.		✓				✓	
Ensuring that all eligible special consideration applications are supported by appropriate evidence signed by a member of the Senior Management Team.	✓						
Processing all eligible special consideration requests as required by the awarding bodies, keeping all evidence on file until after the publication of results and ensuring any required deadlines are met.		✓					
Providing any appropriate evidence or information that may be required to support a candidate's application for special consideration.				✓	✓		
Paying reimbursement fees if failing to sit an exam or meet the necessary NEA requirements.					✓		
Safe keeping of examination script parcels awaiting collection by Parcelforce.							✓
Accounting for income and expenditures relating to all exam costs.		✓					
Organising the recruitment, timetabling, training and monitoring of a team of exam invigilators.		✓					
Collation and dissemination of exam results and certificates to candidates.		✓					✓
Assistance with post-results service requests.		✓	✓				
Overseeing the external validation of courses followed at key stage 4/post-16.		✓					

*EO – Examinations Officer, HoD – Heads of Department, AVP SS – Assistant Vice Principal, Student Support

2. Qualifications, entries and fees

Qualifications offered

The qualifications offered at this centre include GCSEs, Cambridge Nationals (CNAT), Cambridge Technicals (CTEC), A Levels and BTECs. From September 2025, they will additionally include Alternative Academic Qualifications (AAQs) for post-16 students. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectuses. Candidates who start a course will normally be expected to complete the course including any final assessment. Students in key stage four (KS4) can only be withdrawn from a course with the Head of Centre's approval.

Heritage Language GCSEs

Where a pupil has well-developed skills in their first language, they can submit a request to the Head of Centre to sit either a GCSE or A Level in this language. Requests will normally be permitted if the subject is available from the exam boards currently used by the centre and someone suitable to conduct the speaking exam can be found. Initial exam fees will be paid by the centre. It is the responsibility of the pupil and their parents to seek private tuition should this be required to prepare for the exams. Typically, GCSEs will be taken by students in Year 10 and A Levels in Year 12 or 13.

Entries

Candidates are selected for their exam entries by the Heads of Department. All initial registration and entry exam fees are paid by the centre. Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Entry requests from external candidates are not usually considered unless in exceptional circumstances, and external candidates are expected to pay their own entry fees. Entries are limited to syllabuses followed by the College and exam series for which internal entries are made. Entries will not usually be accepted for NEA, except for former students who may be permitted to re-sit NEA units at the discretion of the centre.

Late entries or amendments

Entry deadlines are circulated to Heads of Department via email. Late entries can only be accepted at the discretion of Head of Centre. Late entry or amendment fees are paid by the centre except where this has been caused by the individual student or Head of Department.

Any requests by candidates for late tier changes must be approved by both the relevant Head of Department and the Head of Centre and will only be made once payment has been received by a parent of the candidate. As such, tier change requests cannot be made on the day of an exam.

Re-sits

A re-sit is compulsory for all Sixth Form students who have not achieved at least a grade 4 in both GCSE Mathematics and either English or English Literature.

If a student in Year 12 would like to re-sit a GCSE examination, they will need to seek permission from the Head of Centre and the candidate will be responsible for paying the necessary fee.

If a student studying for a BTEC, CTEC or CNAT qualification wishes to re-sit an examined component, they will be responsible for paying a deposit for the examination fee. Candidates who subsequently sit the exam will be reimbursed the deposit.

3. Access arrangements

A candidate's special educational needs requirements are assessed by the Assistant Vice Principal (Student Support), in line with the Equality Act, and evidence of the assessor's qualification(s) are held on file.

Candidates and their parents should discuss with the Assistant Vice Principal (Student Support) at the earliest opportunity if they believe they would be eligible for adjustments and certainly before examination entries are made. If they disagree with the decision, then they should follow the guidance set out in the College Complaints Policy.

The Assistant Vice Principal (Student Support) will provide subject teachers with details of any special arrangements that individual candidates may be granted during the course and in the exams.

Use of a word processor

College will provide a word processor for NEA and examinations, with the spelling and grammar check facility disabled, to a candidate where it is their normal way of working within the centre and is appropriate to their needs. Where a candidate qualifies for a scribe, they can choose instead to type with the spelling and grammar checker enabled. A candidate using a word processor in an examination can type certain questions, i.e. those requiring extended writing, and handwrite shorter answers and complete diagrams or calculations by hand.

Use of a word processor in examinations is a centre-delegated arrangement. A word processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

Permission to use a word processor in an exam may well be granted for a candidate with:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
- a medical condition;
- a physical disability;
- a sensory impairment;
- planning and organisational problems when writing by hand;
- poor handwriting.

This list is not exhaustive. Each case will be considered on its merits and a decision will be made by the Assistant Vice Principal (Student Support).

4. Conflicts of interest

The College manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of:

- 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 own centre which do not include internally assessed components/units;
- centre staff are taking qualifications at other centres.

Declaration process

An electronic copy declaration of interest form is sent to all centre staff in the autumn term. Completed forms must be returned to the Examinations Officer by the deadline.

Managing conflicts of interest

A conflicts of interest log is maintained by the Examinations Officer and any potential conflict declared by centre staff is centrally recorded on the log. The relevant awarding body/bodies is/are informed (where required by the nature of the conflict) of specific conflicts of interest/centre staff declarations before the published deadline for entries for each examination series by identifying and following the individual awarding body's administrative process. The agreed measures/protocols/taken/put in place to mitigate any potential risk to the integrity of the qualifications affected are recorded on the log and the affected member of staff informed of these measures/protocols.

5. Invigilation

External invigilators (led by the Examinations Officer) will be used for external exam supervision and, where necessary, to implement access arrangements for internal exams. Invigilators' hourly rate of pay are set each year by the Examinations Officer in consultation with the Business and Finance Manager. Lunches are provided free of charge for those providing invigilation for morning and afternoon sessions in the same day. All invigilators will receive new or updated training annually.

6. Exam days

Confirming the identity of candidates

Candidates enrolled at the College enter the College building each morning and are registered by their tutors. Prior to examinations taking place, candidates line up under the supervision of senior staff before entering the examination room. The senior staff assist with the identification of the candidates.

Private candidates will enter the College building via the main reception and will provide photo identification to the Examinations Officer before being escorted to the examination room.

Where it is not possible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Any candidates this may apply to should be informed in advance of this procedure and well before their first examination. Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Prior to the beginning of any examination, invigilators will be briefed on candidates with access arrangements and what arrangements are in place.

The table below summarises the responsibilities each stakeholder has on exam days.

	EO	Teachers	Facilities	Candidates
Booking of all exam rooms and the management of invigilators.	✓			
Arranging supervision for clash candidates, including identifying a secure venue and, in exceptional circumstances, arranging overnight supervision.	✓			
Arranging rooming and invigilation, where required, for access arrangement candidates.	✓			
Ensuring appropriate documentation is kept in each exam room relating to exams procedures, including management of emergencies during an exam.	✓			
Verifying the identity of all candidates at the time of the examination, with assistance from other staff.	✓			
Ensuring all exams start in accordance with JCQ guidelines.	✓			
Distribution of spare papers to Heads of Department at the end of each day.	✓			

Submitting completed special consideration forms to awarding organisations, as set out in section 9: Special Consideration.	✓			
Assisting with movement of students from where they line up for examinations to the sports hall but must not view the exam paper, advise candidates which questions are to be attempted or remove question papers from the exam room.		✓		
Setting up the allocated exam rooms.			✓	
Following the centre's Malpractice Policy and the JCQ Suspected Malpractice Policies and Procedures should there be any case of suspected malpractice.	✓	✓		
Following the centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.				✓
Being aware that disruptive candidates and incidents of suspected malpractice will be dealt with in accordance with JCQ guidelines.				✓
Being aware that if they need to leave the exam room for a genuine purpose, a member of staff must accompany them, and they will be required to return immediately to the exam room.				✓
Responsibility for being on time for all examinations. The College may contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.				✓
Alerting the centre, or the exam invigilator, if they are too ill to sit an exam, suffer bereavement or other trauma or are taken ill during the exam itself. For a special consideration claim to be made, it must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.				✓

7. Non-examination assessments (NEA)

This NEA policy should be read in conjunction with the [JCQ Instructions for Conducting NEA](#). The Director of Academic Services, the Examinations Officer and Heads of Departments which conduct NEA should be aware of the NEA risk management plan, set out in Appendix B – NEA risk management. Further to this, the responsibilities of those involved in NEA are set out below.

	EO	HoD	AVP SS	Teachers	Candidates
Complete NEA by the deadline defined by College.					✓
Understand NEA regulations and sign a declaration that authenticates the NEA as their own.					✓
Ensure that all NEA complies with JCQ guidelines and awarding bodies' subject-specific instructions.	✓				
Coordinate with Heads of Department to schedule NEA each academic year. As part of this: ○ Resolve candidate timetable clashes ○ Ensure all necessary practical arrangements are in place (rooms and equipment) ○ Ensure that all staff involved have a calendar of events	✓				
Ensure unit entries (and certification codes where necessary) are correctly entered for candidates.	✓				
Securely store all confidential materials received from examination boards and maintain a log of controlled assessment storage arrangements.	✓				
Collect and send marks to awarding bodies before deadlines.	✓				
Ensure the appeals procedure is up-to-date and published to candidates.	✓				
Ensure that all the teachers in the department understand their responsibilities, awarding body requirements and subject specific instructions.		✓			
Standardise the marking of all internally assessed components.		✓			
Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s).		✓			
Ensure that all confidential materials, together with the work produced by the candidates, are always stored securely in accordance with JCQ Instructions for conducting NEA , including the following essential criteria: ○ Candidates' work for assessment must be stored in a secure locked steel cabinet, a metal cabinet or similar cabinet, within the centre. ○ Work produced over several sessions, including, if appropriate, record folders/diaries must be collected at the end of each session and stored securely. ○ Work produced electronically must be saved securely to ensure that it cannot be amended between sessions, where necessary collecting in memory sticks at the end of each session.		✓			
Ensure all NEA is ready for despatch at the correct time and keep a record of what has been sent when and to whom. Certificate of posting should be used for this purpose.		✓			

Marks for all internally assessed work should be recorded and provided to the Examinations Officer by the deadlines set.		✓			
Understand and comply with the awarding body requirements for conducting NEA, including any subject-specific instructions.				✓	
Share with candidates a copy of the JCQ Notice to Candidates (for NEA) at the start of each assessment and ensure that they fully understand the penalties incurred in the case of any kind of malpractice. Share with candidates a bibliography template (see Appendix C – Non-examination assessment bibliography).				✓	
Ensure that consent is obtained from parents/carers if videos or photographs of candidates are to be included as evidence of participation or contribution.				✓	
Be aware of subject specific requirements for supervision of assessments. For formally supervised sessions, candidates should not have access to the internet, mobile phones or any other electronic devices. It is advisable for staff to have a labelled box placed prominently for the collection of mobile phones (switched off) and other unauthorised material prior to a formal assessment.				✓	
For formal assessments, keep a log of materials prepared in advance for use (see Appendix D – Non-examination assessment prepared materials record).				✓	
Keep a record of each assessment session, including a log of any incidents (see Appendix E – Non-examination assessment incident log).				✓	
If the assessment contains group work, ensure an accurate record of this is kept (see Appendix F – Non-examination assessment collaboration record).				✓	
Be aware of the level of advice and feedback that is permitted by the specification and where necessary record any assistance offered (see JCQ instructions for conducting NEA).				✓	
Be aware that formal permission is not needed for word processing NEA unless otherwise stated in the Examination Board's Specification. A candidate using a word processor must ensure that his/her name appears on every page as a header or footer.				✓	
Ensure that candidates sign a declaration confirming that the work they submit is their own work.				✓	
Sign a declaration of authentication after the work has been completed.				✓	
Mark internally assessed components using the schemes provided by the awarding body. Making note that artificial intelligence (AI) must not be used as the sole method of marking candidates' work.				✓	

Retain candidates' work securely between assessment sessions (if more than one) and until the closing date for enquiries about results. If an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.				✓	
Ask the AVP Student Support for any assistance required for the administration of access arrangements.				✓	
Ensure access arrangements have been applied for.			✓		
Work with teaching staff to ensure requirements for access arrangements are met.			✓		

8. Appeals against NEA

Students should always be informed of provisional NEA marks before these are submitted to the awarding body. If a student has a query about their mark:

- Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their NEA has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing to the Head of Centre who will decide whether the process used conformed to the necessary requirements.
- The Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

9. Special Consideration

Special consideration is given to a candidate who has temporarily experienced illness, injury or some other event outside of their control **at the time of the assessment**. It is a post-assessment adjustment applied at the discretion of the examination board. It is applied when the issue or event 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.

Where eligible, special consideration will be applied for at the time of the assessment where candidate have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control.

For candidates who are present for the assessment but disadvantaged, the College must be satisfied that there has been a material detrimental effect on candidate examination performance or in the production of coursework or non-examination assessment.

For example:

1. Where a candidate may arrive for an exam and is clearly unwell, extremely distressed and/or may have sustained an injury that requires emergency access arrangements to be put in place:
 - The candidate will be kept comfortable and under centre supervision from the required time while appropriate arrangements are put in place for the candidate to take the exam in the best possible conditions.
 - A judgement will be made on how the candidate's situation or disposition affected performance in the exam.
 - Where appropriate and where eligible, special consideration will be applied for.
2. Where candidates may be affected by a major disturbance in the exam room (emergency evacuation, etc.), an online application for special consideration will be submitted to the relevant awarding body where candidates have been disadvantaged.
3. Where a candidate takes multiple exams (three or more exams) timetabled for the same day and the total duration for those papers is more than 6 hours (GCE and Level 3 exams) or more than 5 hours 30 minutes (GCSE, Level 1 and Level 2 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.

4. Where a candidate may be affected by a minor disturbance in the exam room caused by another candidate (momentary poor behaviour, mobile phone ringing etc.), special consideration cannot be applied for.

If a candidate is absent from a timetabled component/unit for acceptable reasons, and the centre is prepared to support an application for special consideration, special consideration will be applied for if the exam missed is in the terminal series and the minimum requirements for enhanced grading in cases of acceptable absence can be met. For unitised examinations taken in an examination series prior to certification, candidates must be re-entered for any missed units at the next assessment opportunity. Unless there are difficulties arising, e.g. group performances which cannot be repeated, special consideration will not be awarded.

Where other issues or problems affect a candidate or a group of candidates, special consideration will be explored and applied for where eligible. This might include, for example:

- other certification;
- coursework/non-examination assessment extensions;
- shortfall in work (coursework/non-examination assessment);
- lost or damaged work (non-examination assessment components);
- candidates taking an incorrect or defective question paper;
- candidates taking the wrong controlled assessment or non-examination assessment assignment.

Where a candidate may be eligible for special consideration in a vocational qualification, the centre will follow the JCQ guidance and awarding body guidance to determine if, when and how an adjustment can be applied for.

Processing applications for special consideration

Where a candidate or group of candidates is/are eligible for special consideration, applications will be submitted to the relevant awarding body following the published processes in [JCQ A guide to the special consideration process](#). All applications will be approved by the Vice Principal (Quality of Education) or the Head of Centre before they are submitted.

In cases of online applications for special consideration, the candidate/candidates will be informed when an application for special consideration is submitted to the awarding body (to ensure compliance with the UK GDPR/Data Protection Act 2018).

Evidence to support all applications will be kept on file until after the publication of results.

Private candidates

Any private candidate entered by the centre must liaise with the Examinations Officer (not the awarding body) regarding any application for special consideration.

Late applications

If, after the publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a member of the Senior Management Team is able to produce compelling evidence to support a late application. If a claim is made after the completion of a review of results, the claimant will be informed that an application for special consideration cannot be submitted.

10. Results and post-results services

Results

All published examination results including individual unit results must be passed in the first instance to the Head of Centre. The provision of staff and the organisation of results days is the responsibility of the Head of Centre and specifics of these will be communicated to the relevant staff each year.

Results days

Arrangements for results days will be communicated to candidates and parents when entries are made. Candidates will normally receive individual results slips on the August results days in person at the centre. Exceptions being where these arrive at times other than in August. If students are unavoidably absent on results days, they may make prior arrangements for these to be posted to them by providing a stamped addressed envelope or for a named person to collect on their behalf. Results are also made available on the student portal (MCAS) on the afternoon of results day.

Enquiries about results

Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Heads of Department are responsible for checking that all marks received are in line with expectations and should indicate any discrepancies to the Examinations Officer, who will take or advise appropriate action.

Candidates requesting an enquiry about results should complete the necessary form available from the Examinations Officer along with providing the relevant fee.

It is possible to appeal results, but only after an enquiry of results has taken place. The appeal would usually be if you believe the examination board has not applied its procedures consistently, properly or fairly.

Private candidates can make any enquiries about results directly with the awarding body.

Reviews of moderation

Reviews of moderation may be requested by a Head of Department and would need to be approved by the Head of Centre. Written candidate consent is not required.

Access to scripts

Candidates and staff may request examination scripts for information or for teaching purposes. In all instances, the consent of candidates must be obtained. The relevant fee should be paid by either the department or the candidate, depending on who submitted the request.

Enquiries about results cannot be applied for once an original script has been returned. If College decides not to support a request from a student for a clerical re-check, a review of marking, a review of moderation or an appeal, and the student disagrees with this decision, then the student should follow the guidance set out in the College Complaints Policy.

11. Certificates

Certificates are collated by the Administration Office who will inform candidates when they are all available. Certificates should be collected from and signed for at reception. Certificates may be collected on behalf of a

candidate by a third party, provided they have been authorised to do so. Any unclaimed certificates will be stored for a period of 12 months and then destroyed confidentially or returned to the examination board.

12. Further information

Further centre-wide policies that are JCQ requirements and relevant to examinations: [ESF Complaints Policy](#), [ESF Equality and Diversity Policy](#), [ESF Whistleblowing Policy](#), [Safeguarding and Child Protection Policy](#), [ESF Data Protection Policy](#), [SEND Policy](#), [ESF Cyber Security Policy](#).

The exam contingency plan is detailed in Appendix H – Exam contingency plan.

Useful websites:

AQA <http://www.aqa.org.uk/>

JCQ <http://www.jcq.org.uk>

Ofqual <http://www.ofqual.gov.uk>

DfE <http://www.education.gov.uk>

Edexcel <https://qualifications.pearson.com>

OCR <http://www.ocr.org.uk>

UCAS <http://www.ucas.ac.uk>

13. Appendix A – Examination emergency procedures
--

In the event of a fire alarm during an examination, the following procedures apply:

- Invigilators to note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desks and not taken out with them. No bags or personal belongings should be taken out of the examination room by the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desks. They will be escorted by an invigilator and leave by the nearest fire exit.
- IMPORTANT - BEFORE the students exit the room remind them that they are still under examination board conditions and IN NO CIRCUMSTANCES should they talk to one another. Remind them that a breach of regulations could mean disqualification from their examinations.
- IN NO CIRCUMSTANCES are students to take their mobile phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk disqualification from their examinations.
- One invigilator should leave with a group of no more than 30 students. Groups should be escorted to the MUGA and lined up in separate exam groups and well away from other students. The examination registers need to be taken to the MUGA and a roll call taken once assembled.
- The Examinations Officer will inform you if/when you have the all-clear for re-entering the examination hall/room.
- Note the time of re-starting the examination and amend the finish time to ensure candidates are given the appropriate duration to complete the exam. The Examinations Officer will complete a special consideration form to send to the relevant examinations board.

14. Appendix B – NEA risk management

Example risks and issues	Possible remedial action		Staff *
	Forward planning	Action	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	VP=A EO=R HOD=I
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates sometime between assessments	VP=A EO=R HOD=I
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	VP=A EO=R
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities		VP=A EO=R
Downloading awarding body set tasks			
IT system unavailable on day of assessment	Download tasks well ahead of scheduled assessment date in all cases	Book IT equipment well ahead and download tasks before scheduled date of assessment	EO=R NM=C
Teaching staff/assessors unable to access task details	Test secure access rights ahead of schedule every year and every session	Ensure teaching staff/assessors have access rights for correct area of awarding body secure extranet sites ahead of time	EO=R NM=C
Loss of task details in transmission	Download tasks well ahead of scheduled assessment date	Report loss to awarding body for replacement; download again	EO=R NM=C

* A=Accountable, R=Responsible, C=Consulted, I=Informed

VP=Vice Principal, EO= Exams Officer, N= Network Manager, HOD=Head of Department, T=Teachers

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Absent candidates			
Candidates absent for all or part of assessment (various reasons)	Plan alternative session(s) for candidates		HOD=R EO=C
Candidates have a scheduling clash for exams or assessment (possibly offsite on consortium teaching)	Always consider candidate timetables well ahead and decide on priorities in advance to scheduling clashes	Check before booking the date; provide an alternative date, where necessary and consult awarding body procedures for dealing with timetabling clashes	EO=R
Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	VP=A EO=R T=I
Supervision			
Candidate study diary/plan not provided or completed**	Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session	HOD=A T=R
Teaching staff/assessors do not understand supervision of NEA is their responsibility	Ensure teaching staff/assessors understand nature of NEA and their role in supervision		HOD=A EO=R T=I
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising	A suitable supervisor must be arranged for any NEA where a teacher/assessor is not supervising, in line with the awarding body specification.		EO=R

** Not all NEA will require the completion of a study diary or study plans

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Task setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification***	Seek guidance from the awarding body	HOD=A T=R
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	HOD=A
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	HOD=A T=R EO=C
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	HOD=A T=R EO=C
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	HOD=A T=R EO=C
Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	HOD=A T=R
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of awarding body deadlines	Seek guidance from awarding body	HOD=A

*** All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.

Example risks and issues	Possible remedial action		Staff
	Forward planning	Action	
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	HOD=A T=R
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season.	HOD=A
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Consult awarding body specification for appropriate procedure.	HOD=A T=R
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	HOD=A

15.	Appendix C – Non-examination assessment bibliography
------------	---

Subject: _____

Specification / Unit Code: _____

Task: _____

Candidate Name: _____

Bibliography Sheet Number: _____

[illegible]

16. Appendix D – Non-examination assessment prepared materials record

Subject: _____

Specification / Unit Code: _____

Task: _____

Candidate Name: _____

Prepared Materials Sheet Number: _____

[illegible]

17. Appendix E – Non-examination assessment incident log

Subject: _____

Specification / Unit Code: _____

Task: _____

Control Level: Low / Medium / High

Date: _____ Time: _____ Duration: _____

Supervisor/s: _____

Please attach a class register indicating all pupils present and absent from the assessment session.

Incident Log

Candidate	Time	Incident

18. Appendix F – Non-examination assessment collaboration record

Subject: _____

Specification / Unit Code: _____

Task: _____

Candidate Name: _____

Collaboration Log Sheet Number: _____

Group date	task	Other candidates in group	Contribution to work done

19. Appendix G – Non-examination assessment teacher guidance record

Subject: _____

Specification / Unit Code: _____

Task: _____

Candidate Name: _____

Guidance Log Sheet Number: _____

[illegible]

20. Appendix H – Exam contingency plan

This examination contingency plan should be read in conjunction with the [JCQ document: preparing for disruption to examinations](#), which sets out the responsibilities of awarding organisations in the event of major disruption to the examination system affecting candidates across several awarding organisations. This examination contingency plan takes into account the processes and procedures detailed in the JCQ document and is designed to complement them, not replace them.

In the event of major disruption to the system, such as widespread illness, travel disruption, bad weather or power failures, details of specific contingencies agreed across organisations involved in the examinations process will be proactively communicated by Ofqual to relevant stakeholders. This includes communications between the organisations involved in the response and communications to stakeholders such as centres, candidates, parents or carers and the public. Awarding organisations will alert the Universities and Colleges Admissions Service (UCAS) and other relevant professional bodies about any impact of the disruption regarding student progression to further and higher education.

In the event of local disruption, communication to teachers and students will take place through the Examination Officer following agreement with the Head of Centre.

The priority when implementing contingencies will be to maintain three principles:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards.

The table below sets out the actions required by the centre in the event of disruption. If the situation cannot be resolved, the Senior Management Team will meet to agree further actions.

Scenario	Actions
Disruption of teaching time in the weeks before an exam – centres are closed for an extended period	The College should plan to facilitate teaching and learning by an alternative method or alternative location.
	In the case of modular courses, candidates should sit the examinations in the next available series.
Disruption in the distribution of examination papers	The awarding organisations are responsible for ensuring centres receive examination material. If materials are provided electronically, the Examinations Officer must ensure that copies are received, made and stored under secure conditions.
Candidates unable to attend centre take examinations because of a crisis – centre remains open	The College can offer candidates an opportunity to sit any examinations missed at the next available series.
	The College can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. JCQ guidance on special consideration can be accessed through the JCQ website: http://www.jcq.org.uk/exams-

	office/access-arrangementshttps://qualifications.pearson.com/and-special-consideration
Centres are unable to open as normal during the examination period	The College must inform each awarding organisation as soon as possible and follow its instructions. The Head of Centre is responsible for taking advice, or following instructions from relevant local or national agencies, in deciding whether the College can open. The College should open for examinations and examination candidates only if possible. The College will use alternative venues, such as schools within the trust, in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible). The College may offer candidates an opportunity to sit any examinations missed at the next available series. The College can apply to awarding organisations for special consideration for candidates where they have met the minimum requirements, see point 3 above.
Disruption to the transportation of completed examination scripts	The College will seek advice from awarding organisations and normal collection agency regarding collection. The College must not make arrangements for transportation without approval from awarding organisations. The Examinations Officer must ensure secure storage of completed examination scripts until collection.
Large scale damage means that assessment evidence is not available to be marked, or assessment evidence does not reach awarding organisations	The awarding organisation should be informed immediately and, where possible, the awarding organisation will generate candidate marks for affected assessments. Where marks cannot be generated by awarding organisations the candidates should retake affected assessment at subsequent assessment window.
Emergency requests for information from examination boards are made during the summer holidays	Either the Director of Academic Services, or other relevant members of the Senior Management Team will be contactable to address any matters arising.
Centres are unable to distribute results as normal	The College will make arrangements to access its results and coordinate post results services at an alternative site, such as sharing facilities with other centres where possible. The centre should contact the awarding organisation if electronic post results requests are not possible.
Cyber Attacks	The centre will refer to the Trust's policy for guidance relating to cyber security.

The following table sets out the options that should be considered in the event of absence of a member of staff whose role is vital to the examination process. The key exam responsibilities of essential members of staff are set out in [section 1 of the Examinations Policy](#).

Staff absent	Actions taken to reduced risk	Actions
Examinations Officer	All procedures should be documented. Consideration should be given to work shadowing. Key responsibilities of Examinations Officer are listed in section 1 of the Examinations policy.	The Examinations Officer of another school in the ESF can be requested to provide assistance. The Head of Centre can nominate a “Deputy” to cover a role or task. Useful information can be found on the JCQ website .
Assistant Vice Principal (Student Support) / SENDCO	Ensure that more than one member of staff is qualified to administer tests for access arrangements. All access arrangement requirements (including details on those which are JCQ approved or not yet JCQ approved) should be documented.	Request SENDCO assistant to take over until SENDCO returns or request assistance from another ESF school. Identify any candidates not yet approved by awarding bodies and complete. Examinations Officer to identify any shortfalls in requirements for administering access arrangements and ensure that gaps are filled, with appropriate training provided.
Heads of Department (extended absence at key points in the exam cycle)		SMT member to provide Examinations Officer with details of estimated/final entries. SMT member to ensure Examinations Officer is provided with coursework marks and samples. The Examinations Officer to ensure that coursework samples are sent to moderators.
BTEC Lead Internal Verifier (extended absence at key points in the exam cycle)	All policies and documents relating specifically to BTEC qualifications should be kept up-to-date and stored centrally.	The nominated replacement Lead Internal Verifier (LIV), subject Head of Department or SMT member to provide Examinations Officer with details of registrations/exam/assessment entries. The nominated replacement LIV, subject Head of Department or SMT member to provide evidence for QMR visit. The nominated replacement LIV, subject Head of Department or SMT member to submit results on Pearson online.

Invigilators	Examinations Officer to maintain a pool of suitable invigilators which can be called upon in the event of a shortfall. Conduct a review of available invigilators and their availability for the next exams series. Use provisional timetable and estimated entry information to determine invigilator numbers required. Identify where invigilators may be short and request permission to recruit additional invigilators.	Contact invigilators not scheduled to be in to cover the initial invigilator absence. Staff member responsible for cover to provide additional invigilator resource in the event of a shortfall at short notice. Staff agencies to be contacted if none of the above is successful.
--------------	--	--

21. Appendix I – Handling secure materials

Electronic question paper materials must only be handled by members of staff authorised below:

- Data and Exams Managers – L Reynolds, R Baker, S Smith
- Director of Academic Services – K Benbow
- IT – C Middlemass, J Tucker, Stephen Bone and Andrew Millar

Other members of centre staff, approved by exams managers or AVP, may assist with printing and collation provided they are under supervision.

Access to secure materials:

- Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the Head of Centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.
- Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- Accounts used to access secure material must be audited regularly and ahead of each examination series by the Examinations Officer. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.
- Accounts must be reviewed by the Head of Centre ahead of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed.
- Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.

On the exam day:

- The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.
- The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination.
- The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.
- Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.
- Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room.
- Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section 3.