



THE REACH FREE SCHOOL

**Examinations Policy**

## 1. Monitoring and Review

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

**Created:** September 2017

**Revised:** November 2022

**Ratified by the Governing Body:** November 2018

**Date of last review:** November 2023

**Date of next review:** November 2024

Change History	Date	Change(s) Made	Change Author	EDI <sup>1</sup>
V2.2	October 2023	2023-2024 Updates	MGA	Yes
V2.1	September 2022	2022-23 Updates	MGA	Yes
V2.0	November 2021	2021-22 Updates	MGA	
V1.4	April 2021	Malpractice and Conflict of Interest Policies for Summer 2021 added	MGA	
V1.3		Staffing adjustments Contingency for certificates being issued	MGA	
V1.2		2019/20 Update and changes	MGA	
V1.1		2018/19 Update and changes	MGA	
V1.0		Policy Created	MGA	

## 2. Purpose:

The Reach Free School is committed to ensuring the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements. This exam policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams related policies, procedures and plans are signposted;
- the workforce is well informed and supported;
- all centre staff involved in the exams process clearly understand their roles and responsibilities;
- all exams and assessments are conducted in accordance with the JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them.

It is the responsibility of everyone involved in the Centre's exams processes to read, understand and implement this policy. The policy will be available to staff online in the staff handbook, and will also be published on the school website.

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<sup>1</sup> Any changes or revisions to the policy have considered equality, diversity and inclusion.

The Reach Free School is committed to actively promoting equality of opportunity in everything that it does and to ensuring that differences between all of our learners and staff are valued and respected.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

### 3. Roles and responsibilities overview

#### Key staff involved in the exams policy

Role	Names
Head of Centre	Richard Booth (RBO)
Exams Officer line manager (SLT)	Anthony Smith (ASM)
Exams Officer	Megan Gatland (MGA)
SENCo	Laura Juniper (LJU) & Kirstie Touhey (KTO)
SLT members	ASM, MES, RAD, AJO, ANO, JBE, MST, COL
Heads of Department (HoDs)	Sushil Dheiman (SDH), Sam Robinson (SRB), Michael Shippey (MSH), Faizah Awan (FAW), , Hannah Driscoll (HDR), Matthew Sutton (MST), Carlie Bradley (CBA), Elizabeth Chambers (ECH)

### 4. Staff roles and responsibilities

#### 4.1 Head of Centre Responsibilities

The head of centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this policy.

The head of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of JCQ *General Regulations for Approved Centres* booklet. In particular heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.

#### 4.2 Head of Centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General regulations for approved centres](#) (GR)
  - [Instructions for conducting examinations](#) (ICE)
  - [Access Arrangements and Reasonable Adjustments](#) (AA)
  - [Suspected Malpractice in Examinations and Assessments](#) (SMPP)
  - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting coursework)
  - [A guide to the special considerations process](#) (SC)

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- Takes responsibility for confirming, on an annual basis, that they are both aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update.
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or head of centre's declaration, will result in:
  - The centre status being suspended
  - The centre not being able to submit examination entries
  - The centre not receiving or being able to access question papers
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous bullet point
- Ensures that the centre promptly reports any incidents to the relevant awarding bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures other relevant centre staff, where they may be involved in the receipt and dispatch of confidential exam materials, are briefed on the requirements for maintaining integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from the awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/carers to contact awarding bodies/JCQ directly, nor provide them with addresses/email addresses of awarding body personnel or JCQ personnel
- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of exams and assessments within the centre, and ensure compliance with the published JCQ regulations
- Ensures a named member of staff acts as the Special Educational Needs Coordinator (SENCo), who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise themselves with the JCQ publication *Access Arrangements and reasonable Adjustments*.
- Ensures that the exams officer has sufficient time to perform their role and familiarise themselves with relevant awarding body and JCQ documentation.
- Ensures that the exams officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.
- 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 effective support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- Ensures that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined, or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes, but is not limited to, ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned
- Complies with local health and safety rules which are in place and ensures the centre is adequately covered for public liability claims
- Takes reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  - The location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials
  - The secure room only contains exam-related material
  - There are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
  - Access to the secure room and secure storage facility is restricted to the authorised keyholders and staff approved by the head of centre are accompanied by a keyholder at all times
  - Appropriate arrangements are in place to ensure that confidential examination materials are only delivered to authorised members of centre staff
  - Appropriate arrangements are in place for handling secure electronic materials
  - The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - That when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened (If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times, and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff, takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after the examinations have taken place
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected malpractice – Policies and procedures*
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or member of staff, by completing the appropriate documentation
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the senior leadership team to act immediately in the event of an emergency or staff absence.)
- Ensures an internal appeals procedure is in place and drawn to the attention of candidates and (where relevant) their parents/carers.

- Ensures the disability policy for exams, demonstrating the centre's compliance with relevant legislation, is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place, and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.
- Ensures the centre has a whistleblowing policy in place
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where
  - A member of centre staff is taking a qualification at the centre which includes internally assessed components/units. (Any examination/ assessment should only be taken at the centre as a last resort where the candidate unable to find an alternative centre)
  - A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a close relationship to the candidate
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
  - A member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre
  - A member of centre staff is taking a qualification at the centre which does not include internally assessed components/units
  - A member of centre staff is taking a qualification at another centre
- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

#### **4.3 Exams Officer**

- Understands the contents of annually updated JCQ publications including:
  - [General regulations for approved centres](#)
  - [Instructions for conducting examinations](#)
  - [Suspected Malpractice in Examinations and Assessments](#)
  - [Post-results services](#) (PRS)
  - [A guide to the special considerations process](#)
- Completes/submits the National Centre Number Register annual update by the end of October each year
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines are met

- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series.
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

#### **4.4 Senior Leaders (SLT)**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:  
[General regulations for approved centres](#)  
[Instructions for conducting examinations](#)  
[Access Arrangements and Reasonable Adjustments](#)  
[Suspected Malpractice in Examinations and Assessments](#)  
[Instructions for conducting non-examination assessments](#) (and the instructions for conducting coursework)  
[A guide to the special considerations process](#)
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadline set by the exams officer and SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and updates

#### **4.5 Special educational needs coordinator (SENco)**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:  
[Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

#### **4.6. Head of department (HoD)**

- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

#### **4.7 Teaching staff**

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

#### **4.8 Invigilators**

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

#### **4.9 Reception staff**

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

#### **4.10 Site staff**

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

### **5. The Exam Cycle**

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

- Planning
- Entries
- Pre-exams
- Exam time
- Results and post-results

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

#### **5.1 Planning**

#### **5.2 The Qualifications Offered**

The qualifications offered at the Reach Free School are decided on by the Senior Leadership Team.

The subjects offered in any academic year can be found on the school website. Informing the EO of changes to a specification is the responsibility of the Deputy Headteacher - Quality of Education.

Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Department in consultation with the Deputy Headteacher - Quality of Education..

#### **5.3 Planning: roles and responsibilities**

##### **5.3.1 Information sharing**

##### **Head of Centre**

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMPP](#) and [NEA](#) (and the instructions for conducting coursework) and [SC](#)

##### **Exams Officer**

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



### **5.3.2 Information gathering**

#### **Exams Officer**

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of GCSE and A Level mock exams

#### **Heads of Department**

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

### **5.3.3 Access arrangements**

#### **Head of Centre**

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

#### **SENCo**

- Assesses candidates to identify access arrangement/reasonable adjustment requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed Personal Data Consent forms from candidates where required and ensures Data protection confirmation by the exams officer or SENCo are completed
- Applies for approval through Access Arrangements Online (AAO) via the Centre Admin Portal (CAP), where required, or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations
- Ensures criteria for candidates granted separate invigilation within the centre are clear, meet JCQ regulations and best meet the needs of individual candidates and the remaining candidates in the main exam rooms

### 5.3.4 Word processor policy

The Reach Free School's word processor policy (exams) can be found in the policies folder in the staff handbook, and is available upon request.

#### **The statement which details the criteria the centre uses to award and allocate word processors for exams.**

The 'normal way of working' for exam candidates, as directed by the Head of Centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

#### **Awarding word processors**

There are also exceptions where a candidate may be awarded the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working, and, by not being awarded a word processor, the candidate would be at a substantial disadvantage compared to other candidates.

Exceptions might include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a physical difficulty/medical condition (such as hypermobility)
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting

Pupils permitted to use word processors in external exams must have been using a word processor as their normal way of working for classes, homework, internal tests and internal exams.

A pupil may also use a word processor on a temporary basis as a consequence of a temporary injury.

#### **Logistical arrangements for word processors in examinations**

Appropriate examination software will be utilised to ensure that word processors are used in a manner in keeping with the JCQ regulations for examinations. This software is maintained by the EO, who administers each examination requiring word processors using the software's online system, and gathers candidates' work at the end of each examination in accordance with JCQ regulations.

**Statement produced by:** Martyn Essery, Deputy Headteacher  
1/9/19

**Statement date:**

**Statement reviewed by:** Anthony Smith, Deputy Headteacher  
3/11/22

**Statement date:**

### 5.3.5 Separate invigilation within the centre

The Reach Free School's separate invigilation criteria is available upon request.

### 5.3.6 Senior leaders, Heads of department, Teaching staff

- Support the SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

### 5.3.7 Internal assessment and endorsements

#### **Head of Centre**

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed marks

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

### **5.3.8 Non-examination assessment policy**

The Reach Free School's non examination assessment policy can be found in the policies folder in the staff handbook, and is available upon request.

#### **Senior Leaders**

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- Ensure appropriate internal moderation, standardisation and verification processes are in place

#### **Heads of Department**

- Ensure teaching staff delivering GCE and GCSE specifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body
- Ensure teaching staff inform candidates of their centre assessed marks, as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

#### **Teaching staff**

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

#### **Exams Officer**

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

### **5.3.9 Invigilation**

#### **Head of Centre**

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators or to facilitate an access arrangement, that such persons are competent and fully trained, understanding what is and what is not permissible
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times

### **Exams Officer**

- Recruits invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides training for new invigilators on the instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room (and that these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future exam series

## **6. Entries: roles and responsibilities**

### **6.1 Estimated entries**

#### **Exams Officer**

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

The EO uses the school MIS (Arbor) to get course information and estimated numbers, the EO then asks HODs to confirm this information by email, highlighting any changes required. The EO makes estimated entries using the awarding body secure sites.

- Makes candidates aware of the JCQ Information for Candidates -Privacy Notice at the start of a vocational qualification or when entries are being processed for a general qualification

#### **Head of Department**

- Provides entry information requested by the EO to the internal deadline
- Informs the EO immediately of any subsequent changes to entry information

### **6.2 Final entries**

#### **Head of centre**

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries

#### **Exams Officer**

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge

- Confirms with HoDs final entry information that has been submitted to awarding bodies
- Ensures, as far as possible, that entry processes minimise the risk of entries or registrations being missed, reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

### **6.2.1 Final entries collection and submission procedure**

The exams officer uses Arbor to make EDI entries, submitted via A2C to the awarding bodies. Before submitting the final entries the EO will print statements for each qualification and ask HODs/subject teachers to sign to confirm the information is correct, or make any amendments and return signed forms by the internal deadline in January. The information they will be checking is the course title, specification code, unit codes (where applicable), student names and tiers (where applicable). An email or letter will also be sent to parents/carers to ensure candidates' personal information is correct before entries are made. Candidates are given a printed statement of entries to check subjects and personal information are correct.

### **Heads of Department**

- Provide information requested by the EO to the internal deadline
- Inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
  - changes to candidate personal details
  - amendments to existing entries
  - withdrawals of existing entries
- Check final entry submission information provided by the EO and confirm information is correct

### **6.3 Late entries**

#### **Exams Officer**

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

#### **Heads of department**

- Minimise the risk of late entries by
  - Following procedures identified by the EO in relation to making final entries on time
  - Meeting internal deadlines identified by the EO for making final entries

### **6.4 Resit Entries**

Students in year 12 and 13 who did not achieve the required grade 4 for Maths or English will be entered for the November resit, and June series if grade 4 was not achieved in the first opportunity to resit. The EO will confirm the identity of the students and the subjects to be taken by email with the Head of Sixth Form and Heads of Department.

### **6.5 Private Candidates**

The Reach Free School does not accept private candidates to sit examinations at the centre. This includes past pupils and students who have left the school.

### **6.6 Candidate statements of entry**

#### **Exams Officer**

- Provides candidates with statements of entry for checking

#### **Teaching staff**

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO

## **Candidates**

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

## **7. Pre-exams: roles and responsibilities**

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

#### **SENCo**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act 2010 (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and/or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidates documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the particular access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate the normal way of working for distance learners and home educated candidates and that the candidate is assessed by the centre's appointed assessor

### **7.2 Briefing candidates**

#### **Exams Officer**

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or local disruption to exams
- Prior to exams, issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving late for an exam
  - absence or illness during exams
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - Unauthorised items in exam rooms
  - when and how results will be issued and the staff that will be available
  - the post-results services information and how the centre will deal with requests from candidates
  - when and how certificates will be issued

### **7.3 Access to scripts, review of results and appeal procedures**

The school's post results services procedures can be found in the policies folder in the staff handbook, and are available upon request.

## **7.4 Dispatch of exam scripts**

### **Exams Officer**

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

## **7.5. Internal assessment and endorsement**

### **Head of Centre**

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

### **SENCo**

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

### **Teaching Staff**

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

### **Heads of Department**

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

### **Exams Officer**

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

### **Candidates**

- Authenticate their work as required by the awarding body

## **7.6. Invigilation**

### **Exams Officer**

- Provides an annually reviewed invigilation handbook/guide to invigilators, trains new invigilators on appointment and updates experienced invigilators on any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)

- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

#### **SEnCo**

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

#### **Invigilators**

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

### **7.7. JCQ inspection visit**

#### **Exams Officer or Senior Leader**

- Will accompany the Inspector throughout a visit

#### **SEnCo or relevant Senior Leader** (in the absence of the SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection

### **7.8. Seating and identifying candidates in exam rooms**

#### **Exams Officer**

- Ensures a procedure is in place to verify candidate identity
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan)

### **7.9 Verifying candidate identity procedure**

To verify a candidate's identity – cards detailing name and candidate numbers will be present on each exam desk for each exam as per the examination seating plan. These are individually created for each student and all details are imported from Arbor. Invigilators will include internal staff, therefore they will be familiar with the candidates as they enter the room and they will ensure they take the correct seats, according to the seating plan. Invigilators will be able to reference the seating plan and ensure candidates are seated at the assigned desk. A member of SLT is also present before the exam and as candidates enter the room. Candidates are gathered in the canteen prior to the exams and called into the exam room in the correct order.

### **7.10 Invigilators**

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

### **7.11 Security of exams materials**

#### **Exams Officer**

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre



- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that the appropriate arrangements are in place for confidential materials to be immediately transferred to the safe in the exams store until they can be removed from the dispatch packaging and checked in the secure room before returning to the exams safe in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding body for the use of candidates in their assessment)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)
- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer\*. Other members of centre staff may assist with printing and collation provided they are under supervision.  
\*For AQA examinations, one member of centre staff can be authorised to handle secure electronic material

#### **Reception staff**

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff for transferral to the secure storage facility

#### **Teaching staff**

- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

### **7.12 Timetabling and rooming**

#### **Exams Officer**

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort)
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

#### **SENCo**

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

#### **Site staff**

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

## 7.13 Alternative site arrangements

### Exams Officer

- (Where/if applicable) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met
- Will inform the JCQ Centre Inspection Service using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

## 7.14 Transferred candidate arrangements

### Exams Officer

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

## 7.15 Internal exams

### Exams Officer

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

### SENCo

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

### Teaching staff

- Provide exam papers and materials to the EO
- Support the SENCo in making appropriate arrangements for access arrangement candidates

## 8. Exam time: roles and responsibilities

### 8.1 Access arrangements

#### Exams Officer

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

### 8.2 Candidate absence

#### 8.2.1 Candidate absence policy

SLT who are present before the exam will look for absentees and inform the attendance officer or main reception who will try to make contact with the student or parents. Once in the exam room

invigilators note any candidate absences from the seating plan(s). Invigilators inform EO who asks school reception and attendance officer to continue trying to get hold of the missing candidate. EO ensures the process is followed. Persistent absentees are referred to Heads of House or SLT.

### **8.3 Invigilators**

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

### **8.4 Candidate late arrival**

#### **Exams Officer**

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place (through CAP)
- Warns candidates that their work may not be accepted by the awarding body

#### **Invigilators**

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

#### **8.4.1 Candidate late arrival policy**

The exams officer is informed of late arrivals by reception. The EO accompanies the late candidate(s) to the exam room, allows them time to calm down, collects any unauthorised materials and reminds them of exam regulations. If the student is very late, but the exam is still taking place the candidate will be given the full time allowed for the exam providing there are invigilators available to accommodate this. The candidate will be warned that the exam board may not accept their work. Persistent late arrivals will be referred to their Head of House or SLT.

### **8.5 Conducting exams**

#### **Head of Centre**

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

#### **Exams Officer**

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

### **8.6 Dispatch of exam scripts**

#### **Exams Officer**

- Dispatches scripts as instructed by the JCQ and awarding bodies
- Keeps appropriate records to track dispatch

### **8.7 Exam papers and materials**

#### **Exams Officer**

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies

- In order to avoid potential breaches of security, ensures prior to question paper packets being opened, that another member of staff or an invigilator checks the day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened
- Ensures this second pair of eyes check is recorded, there are logs in exam rooms and the secure store
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam and once the candidate scripts have been collected by parcellforce, or until any clash candidates have completed the exam

## **8.8 Exam rooms**

### **Head of Centre**

- Ensures that internal tests, mock exams, revision or coaching session are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only authorised centre staff are present in exam rooms
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates

### **8.9 Food and drink in exam rooms**

No food is allowed in the exam rooms during an exam. Any food the candidate has with them at school must be left in their locker prior to entering the exam room. The exception to this is if a candidate requires food and drink for a medical condition the school is aware of.

Only clear water bottles without labels will be allowed in the exam room. Bottles should be placed on the floor under the candidate's desk when not being used to lessen risk of water spilling on exam papers and stationery.

Other than candidates with a medical condition we are aware of, no student is allowed to leave the room for food or drink during the examination.

### **Exams Officer**

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

### **Senior leaders**

- Ensure a documented emergency evacuation procedure for exam rooms is in place

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

### **8.10 Emergency evacuation policy**

The school's emergency evacuation policy is located in the policies section of the staff handbook, and is also available on request.

#### **Site staff**

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

#### **Invigilators**

- Conduct exams in every exam room according to JCQ ICE and/or awarding body requirements and as instructed in training update events and briefing sessions

#### **Candidates**

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

### **8.11 Irregularities**

#### **Head of Centre**

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

### **8.12 Managing behaviour in exam rooms procedure**

All candidates attend an exam information assembly led by the Deputy Headteacher explaining expected behaviour in exams. This is held before the beginning of the exam series, so all students understand the rules on behaviour in exams. This is in addition to internal mocks where students are under external conditions and being reminded of the rules in lessons by subject teachers. If any behaviour issues arise in the exam, the lead invigilator would deal with it and log, or escalate to the EO or Headteacher if required.

#### **Senior leaders**

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

#### **Exams Officer**

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

#### **Invigilators**

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

### **8.13 Leaving the exam room**

Candidates will be required to stay in the exam room until the end of the exam, even if they have finished or do not want to complete the exam. Once the exam is over and invigilators have collected in the exam papers candidates will be dismissed in silence row by row. Other exams may still be taking place in the exam room, so exam conditions apply until they have left the room completely.

### **8.14 Special consideration**

Should a candidate be too ill to sit an exam, suffer a bereavement or other trauma or be taken ill during the exam itself, then it is the candidate's responsibility to alert the School, EO or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, for example a letter from the candidate's doctor.

If the School supports the application the EO will then forward a completed special consideration form to the relevant Awarding Organisation within the JCQ's recommended deadlines.

#### **Exams Officer**

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

### **8.15 Special consideration policy**

The special consideration policy is located in the policies folder in the staff handbook, and is available upon request.

#### **Candidates**

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

### **8.16 Unauthorised materials**

#### **8.16.1 Arrangements for unauthorised materials taken into the exam room**

Candidates will only bring into the exam room the items and equipment they need for the exam, in addition they may bring a clear, unlabelled bottle of water. All candidate's bags and other items will be stored in their lockers prior to the exam. Candidates will be reminded before the examination begins to check their pockets and hand in any unauthorised items they may have forgotten. These items will be placed in red boxes which are stored until after the exam. Where calculators are permitted, the lids will not be allowed inside the exam room and must remain in the lockers with the candidate's other belongings.

#### **Invigilators**

- Are informed of the arrangements through training

### **8.17 Internal exams**

#### **Exams Officer**

- Briefs invigilators on conducting internal exams
- Returns candidates' scripts to teaching staff for marking

#### **Invigilators**

- Conduct internal exams as briefed by EO

## **9. Results and post-results: roles and responsibilities**

### **9.1 Internal assessment**

## Heads of department

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

## 9.2 Managing results day

### Senior leaders

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

### Exams Officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

### Site Staff

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

## 9.3 Results day programme

Candidates will receive their individual results at school. Alternatively candidates can nominate another person to collect their results for them, by providing written authorisation to the centre before the end of the summer term. The nominated person must bring suitable identification with them. In exceptional circumstances and with prior written permission, results can be sent by email on results day. Results are not issued by phone.

Results information will be in the form of a centre produced document with accompanying explanatory notes. SLT members and the EO will be present to deal with queries.

## 9.4 Accessing results

### Head of Centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates

### Exams Officer

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

## 9.5 Post-results services

### Head of Centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal

- Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised

### **Exams Officer**

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

### **Teaching staff**

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

### **Candidates**

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

## **9.6 Analysis of results**

### **Deputy Head Teacher**

- Provide analysis of results to appropriate centre staff
- Provide results information to external organisations where required
- Undertake the secondary school and college (key stage 4/16-18) performance tables *June and September checking exercise*

### **9.7 Certificates**

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

#### **9.7.1 Issue of certificate procedure**

Certificates will be available to collect in the second half of the Autumn term. An email will be sent to notify parents, guardians and carers about the this.

### **Candidates**

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

#### **9.7.2 Retention of certificate policy**

The centre retains certificates for five years after which they are disposed of confidentially. The EO maintains a log for 4 years from the date of certificate destruction. If, after the deadline for retention, a candidate requires an official transcript of results they must approach each awarding body or the Learner Records Service directly and pay the associated cost incurred. Just out of interest, why have you picked 5 years? I went with 7, which is probably a bit excessive when I was at Hertswood for three reasons. First, I had a huge backlog to clear out. Secondly, that brought A level students up to 25 which is often a cut off point in terms of accessing services. Thirdly, being a lawyer I was in favour of at least 6 years as that's a deadline for bringing some civil cases.



## **10. Retention of records: roles and responsibilities**

### **Exams Officer**

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy

## **11. Review: roles and responsibilities**

### **Exams Officer**

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

### **Senior leaders**

- Work with the EO to produce a plan to action any required improvements and identified work in the review

## **12. Links to other policies**

### **12.1 Exam contingency plan**

The Reach Free School's exam contingency plan can be found in the policies folder in the staff handbook, and is available upon request.

### **12.2 Conflict of Interest Policy**

The Reach Free School's conflict of interest policy can be found in the policies folder in the staff handbook, and is available upon request.  
s at the end of this document, appendix 1

### **12.3. Malpractice Policy**

The Reach Free School's Malpractice policy can be found in the policies folder in the staff handbook, and is available upon request

### **12.4 Internal appeals procedures**

The Reach Free School's Internal appeals procedures can be found in the policies folder in the staff handbook, and is available upon request.

### **12.5 Complaints and appeals procedure**

The Reach Free School's complaints and appeals procedure can be found in the policies folder in the staff handbook, and is available upon request.

### **12.6 Child protection/safeguarding policy**

The Reach Free School's child protection/safeguarding policy can be found in the policies folder in the staff handbook, and on the school website.

### **12.7 Data protection policy**

The Reach Free School's data protection policy can be found in the policies folder in the staff handbook, and is available upon request.