

# Weald of Kent Grammar School

## Examinations Policy

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This policy is reviewed annually to ensure compliance with current regulations.

### Key staff involved in the exams policy

Role	Name
Head of Centre	Mr R Booth
Senior Leader Link	Mrs A Beasley (Assistant Headteacher)
Exams Officer	Mrs S Dyos
Exams Assistant	Dr K Hollings
SENDCo	Mrs J Panteli
Senior Leaders	Mr K MacSporran (Deputy Headteacher) Mrs A Jones (Senior Assistant Headteacher – LM SENDCo)

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## Purpose of the policy

Weald of Kent Grammar School is committed to ensuring that the examinations and assessments management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This policy will ensure that:

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

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

This policy will be communicated to all relevant centre staff and is available to view on the school website.

## Roles and responsibilities overview (GR section 2)

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. This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting published JCQ regulations and awarding body requirements.

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

**The Head of Centre cannot also be the Exams Officer.** A Head of Centre and an Exams Officer are two distinct and separate roles.

The Head of Centre and Exams Officer operate across more than one campus. In such cases the Head of Centre must ensure there is suitable senior leadership team and Exams Officer support in place, so they can meet their obligations across all centres for which they are responsible. The Head of Centre must ensure that these arrangements are covered by their examination contingency plan.

### Head of Centre responsibilities (GR 1)

Heads of Centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.

Heads of Centre must ensure that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.

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.

(ICE Introduction) **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in the Instructions for conducting examinations document.** Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026.

(GR 5.1)

The Head of Centre must ensure:

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. registrations, entries, learner claims, centre-assessed marks or modified papers
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority

### Head of Centre

- Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
  - *A guide to the special consideration process (SC)*
  - *Access Arrangements and Reasonable Adjustments (AARA)*
  - *AI Use in Assessments: Your role in protecting the integrity of qualifications*
  - *Guidance for centres on cyber security*
  - *Instructions for conducting coursework (ICC)*
  - *Instructions for conducting examinations (ICE)*
  - *Instructions for conducting non-examination assessments (GCE and GCSE specifications) (NEA)*
  - *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications) (NEA VTQs)*
  - *Notice to Centres – Informing candidates of their centre-assessed marks*
  - *Plagiarism in Assessments – Guidance for Teachers/Assessors*
  - *Suspected Malpractice – Policies and Procedures (SMPP)*
- Ensures the centre has appropriate accommodation at the registered address to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Where/if using a third party to deliver any part of a qualification (including the assessments or the administration) at the centre:
  - maintains oversight of, and responsibility for, the delivery and administration of the qualification in accordance with JCQ regulations and awarding body requirements
  - has in place a robust written agreement with the third party (unless exclusions apply), that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body, to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
  - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
  - monitors delivery by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments
  - ensures sufficient managerial and other resources are in place to resolve any issues
- Ensures that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)
- Ensures that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including

email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel

### **Resilience and contingency arrangements (GR 3.16-19)**

The centre must ensure they are familiar with the regulators' guidance and/or awarding body guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering and securely retaining evidence of candidate performance in line with the published guidance.

In the unlikely event that the government determines that examinations cannot go ahead, the centre will need evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades.

### **Process for gathering evidence of candidate assessment performance**

Using guidance from GOV.UK, Weald of Kent would refer to the document published by Ofqual on the need to collect evidence of candidate assessment performance. This would involve the collection of all high controlled pre-public examination papers, stored within a secure environment in the exams office: Guidance on collecting evidence of student performance to ensure resilience in the qualifications system - GOV.UK ([www.gov.uk](http://www.gov.uk))

The centre has an up to date written contingency plan. This is retained in the Exams Office and also on Sharepoint.

The contingency plan must cover all aspects of examination/assessment administration and delivery. Senior leaders must have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan must cover the following scenarios:

- the Head of Centre, relevant senior leader(s) with oversight of examination and assessment administration, SENDCo (or equivalent role), Exams Officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding, which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of its contingency plan the centre must identify an alternative site or alternative sites which can be used if examinations cannot be conducted at the registered address. Larger centres may require more than one potential alternative site or different sites for different year groups.

The centre must have at least one senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts can be provided to reduce the risk of this falling on one individual throughout the summer holidays.

The centre must ensure where candidates' work is produced electronically it is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud. The centre must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

### **Cyber security (GR 3.20-21)**

The Head of Centre must ensure there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever possible

- ensuring that all members of centre staff who access awarding bodies' online systems undertake annual cyber security training

The training must include:

- the importance of creating strong, unique passwords for all accounts
- keeping all account details strictly confidential
- the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access
- how to properly set up and use MFA for both centre and awarding bodies' systems
- an awareness of all types of social engineering/phishing attempts
- the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.

Certificates of completed staff cyber training must be downloaded and held on file for inspection. The NCSC training resource provides a certificate of completion of cyber training.

- developing and maintaining a comprehensive cyber security policy for the centre. The National Cyber Security Centre (NCSC) provides resources to assist centres in creating such policies
- implementing and enforcing robust security measures, including:
  - mandatory MFA for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data
  - regularly reviewing and updating security settings to align with current best practices
- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*  
 Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.

## Cyber security policy

The Cyber Security policy can be found located in the Exams office, plus on the Sharepoint area.

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

### Recruitment, selection, training and support (GR 5.3)

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other appropriate resources, to undertake the delivery and administration of the qualification and assessments 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  
 The centre's contingency planning must include succession arrangements for members of staff involved in examination and assessment administration.
- Provides fully qualified teachers/assessors for the verification and marking of centre-assessed components
- Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
- Enables the relevant senior leader(s), teachers, the Exams Officer (EO) and the SENDCo (or equivalent role) to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ and awarding body regulations

- Ensures the SENDCo (or equivalent role), the centre's appointed access arrangements assessor and the Exams Officer undertake regular CPD, such as attending an annual update course
- Ensures that the SENDCo (or equivalent role) understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the Exams Officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role
- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the Exams Officer and the SENDCo are supported as well as ensuring effective centre decision making in line with the published regulations)
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations

### **External and internal governance arrangements (GR 5.3)**

- Has in place a written escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination and assessment administration, be absent

### **Escalation Process**

- A written escalation process is held in the exams office and on Sharepoint.
- Has in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the Exams 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 exams officer.
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments.

### **Delivery of qualifications (GR 5.3)**

- Delivers qualifications, as required by the awarding body and 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 and implementing reasonable adjustments for disabled candidates.
- Enables candidates to receive sufficient and up to date practical experience or relevant training where required by the subject.

### **Public liability (GR 5.3)**

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

### **Conflicts of interest (GR 5.3) See Policies below)**

### **Controlled assessments, coursework and non-examination assessments (GR 5.3)**

- Has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates)

- Submits, in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

### **Security of assessment materials (GR 5.3)**

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
  - that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre
  - reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials
- 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 document *Instructions for conducting examinations*
  - access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*
  - 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
- Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

### **National Centre Number Register and other information requirements (GR 5.3)**

- Provides contact details as follows:
  - a physical address to which all examination and assessment materials will be despatched – this must be the registered address of the centre
  - a landline telephone number – this must be the number of the main office/ switchboard of the centre
  - a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (Personal email addresses such as 'Yahoo', 'Hotmail' and 'Gmail' are not acceptable)  
Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites
  - the name of the Head of Centre and their email address
  - senior designated contact details (this might include a personal mobile number and/or email address) (These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue)
- Completes the National Centre Number Register annual update by the end of October every year even if there are no changes to centre details
  - informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the Head of Centre)
  - informs the National Centre Number Register Team (email address – ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)
  - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
  - completes the National Centre Number Register Head of Centre Declaration by the end of October every year confirming they are aware of and adhering to the latest versions of the JCQ regulations
  - responds to any other reasonable requests made by the National Centre Number Register Team

- (GR 1.9) Understands that the responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the Exams Officer, and acknowledges that failure to respond to the NCNR annual update, the Head of Centre declaration and/or requests or actions raised by the JCQ Centre Inspection Service, 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
 and ultimately, awarding bodies could withdraw their approval of the centre.

### Centre inspections (GR 5.3)

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation, an unannounced visit or any requests for information within the stipulated timeframe
- 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 themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre's secure storage facility

### Policies available for inspection (GR 5.3)

- Has in place the following written policies for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre:
  - a child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

#### Child Protection/Safeguarding Policy (Exams)

<https://www.wealdofkent.kent.sch.uk/about/policies>

**Safeguarding** (Exams – excerpt from 'Invigilator Handbook')

- Invigilators will
  - always work (and be seen to work) in an open and transparent way.
  - inform the exams staff if they are going somewhere with a student.
  - avoid behaviour which would lead a reasonable person to question their motives or intentions.
  - never place themselves in a vulnerable position with relation to Child Protection.
  - never give their personal details to a student
  - report Safeguarding concerns to Designated Safeguarding Lead
- Invigilators will receive appropriate safeguarding training.

All recruitment of examination team staff is conducted within the requirements of 'Keeping Children Safe in Education' (KCSiE) Part 3 'Safer Recruitment' and the school's safeguarding policy. (GR 5.3)

#### Complaints Policy (Exams)

Located <https://www.wealdofkent.kent.sch.uk/about/policies>

(GR 5.3)

## Conflicts of interest (GR 5.3)

- Manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:
  - any members of centre staff who are taking a qualification at this centre which includes 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 internal records (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) 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 this centre or other centres
  - centre staff are taking qualifications at this centre which do not include internally-assessed components/units\*
  - centre staff are taking qualifications at other centres
- Retains records of all conflicts of interest, including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)
  - \*Notes that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre, and ensures:
    - proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
    - during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment

### Conflicts of Interest Policy (Exams)

Policy is held within the Exams Office

### Contingency Plan

A written contingency plan, which covers all aspects of examination/assessment administration and delivery, is held within the Exams Office and also on Sharepoint.

### Data Protection Policy (Exams)

<https://www.wealdofkent.kent.sch.uk/about/policies>

Policy is also held within the Exams Office

Refer to GR (section 5.3) Policies available for inspection and GR (5.8) Candidate information

### Legislation on sharing information

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

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

- Understanding and dealing with issues relating to parental responsibility  
<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>
- School reports on pupil performance: guidance for headteachers  
[www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers](http://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers)

### **Publication of exam results**

Refer to ICO (Information Commissioner's Office) [Schools, universities and colleges](#) information and [Exam results](#)

## **Equalities Policy**

<https://www.wealdofkent.kent.sch.uk/about/policies>

This policy is based on the following legislation:

- The Equality Act 2010 (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities  
<https://www.legislation.gov.uk/ukpga/2010/15/contents>
- The Public Sector Equality Duty (section 149 of the Equality Act 2010), which sets out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it
- This includes a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates...

Refer to [GR \(sections 5.3, 5.4\)](#)

## **Internal Appeals Procedure**

- an internal appeals procedure which must cover at least appeals regarding internal assessment decisions, access to post-result services and appeals, and centre decisions relating to access arrangements and special consideration

Centre's procedure/s, can be located on the Weald of Kent website, under the exams area within the Appeals section

See Appendix 2 - Refer to [GR \(section 5.13h\)](#).

See also (section 5.7) Centre assessed work, (section 5.13) Post-results services and appeals.

Refer to JCQ Appeals Booklet 2025

## Malpractice Policy

- a malpractice policy which covers all qualifications delivered by the centre. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations/assessments and how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice).

Policy is held within the Exams Office and on SharePoint.

Also refer to **Information for candidates AI (Artificial Intelligence and assessments)** ([www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice))

## Non-examination Assessment (including controlled assessments and coursework) Policy

- a policy regarding the management of non-examination assessments including controlled assessments and coursework, which includes details on how candidates' work will be authenticated

Policy is held within the Exams Office and on SharePoint.

Refer to GR (sections 5.3, 5.7) and NEA (section 1)  
Also refer to GR (5.7) Centre assessed work, NEA (1)

Also refer to GR (5.7) **Centre-assessed work**, NEA (1)

Also refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of Qualifications** ([www.jcq.org.uk/exams-office/malpractice](http://www.jcq.org.uk/exams-office/malpractice))

## Whistleblowing Policy (Exams)

The Head of Centre ensures the centre has a whistleblowing policy in place and this can be accessed via SharePoint. (GR 5.3)

[Policies - Weald of Kent Grammar School](#)

## Word Processor Policy (Exams)

Refer to the Word Processor Policy, held on Sharepoint and located in the Exams Office.

Also refer to AARA (5.8)

## Access arrangements and reasonable adjustments (GR 5.4)

The Head of Centre/senior leadership team will:

- appoint a SENDCo, or an equivalent member of staff, to coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning

difficulties and disabilities, candidates for whom English is an additional language and those with a temporary illness or injury

- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010†, particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and to make reasonable adjustments to the services the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)  
†or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
- ensure that the SENDCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate, such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)
- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the Head of Centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and must be held on file for inspection)
- have a written process in place to check the qualification(s) of their assessor(s) and that the correct procedures are followed as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments*

### Access Arrangements Policy

Access Arrangements Policy is held within SENDCo Office and the exams office. Additionally, it can also be located on Sharepoint.

#### GR (5.4) Access arrangements and reasonable adjustments

- assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENDCo in effectively implementing those arrangements once approved

### Malpractice (GR 5.11)

The centre will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require

- (GR 6.2) 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 document *Suspected Malpractice – Policies and Procedures*
- 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/maladministration before, during and after assessments have taken place
- Ensures students are aware of what constitutes malpractice both in NEAs and Public Examinations, and how to avoid it. This includes the use of AI (what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged) in line with the JCQ publication *AI use in assessments: Protecting the Integrity of Qualifications*. See also *Non-Examination Assessment Policy on the Weald website*.
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*
- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration of entered students, or non-entered students involving a candidate or a member of staff, by completing the appropriate documentation
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require
- For internal investigations (where the student declaration has not been signed) the centre will:
  - identify suspected cases of malpractice with reference to JCQ Suspected Malpractice Appendix 2 'Examples of Malpractice' pp.36-39.
  - will gather information relating to the case of suspected malpractice in line with JCQ Malpractice Appendix 3 p.40.
  - ensure that the processes regarding 'the rights of accused individuals – information gathering (JCQ Malpractice 5.33; 5.34 p.18) are followed.
- Sanctions are determined by the exam board where the student declaration has been signed and for any centre or staff malpractice.

### **Personal data (GR 6.6, 6.8)**

It is the responsibility of centres to inform candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programs and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

Where a centre or third party is in possession of any Student Materials for the purposes of candidate assessment, the Student Materials will be held on behalf of the awarding body.

### **Exams Officer (EO)**

- Understands the contents of annually updated JCQ documents including:
  - A guide to the special consideration process

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Post-Results Services (PRS)
- Suspected Malpractice - Policies and Procedures
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by Cambridge OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year even if there are no changes to centre details, to confirm the centre's contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENDCo (or equivalent role) 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 internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials

### Senior leaders

- Are familiar with the contents, refer to and direct relevant centre staff to current JCQ documents including:
  - *A guide to the special consideration process*
  - *Access Arrangements and Reasonable Adjustments*
  - *AI Use in Assessments: Your role in protecting the integrity of qualifications*
  - *Guidance for centres on cyber security*
  - *Instructions for conducting coursework*
  - *Instructions for conducting examinations*
  - *Instructions for conducting non-examination assessments (GCE and GCSE specifications)*
  - *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)*
  - *Notice to Centres – Informing candidates of their centre-assessed marks*
  - *Plagiarism in Assessments – Guidance for Teachers/Assessors*
  - *Post-Results Services*
  - *Suspected Malpractice – Policies and Procedures*
- Ensure 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 SENDCo (or equivalent role)
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

### Special educational needs co-ordinator (SENDCo) or equivalent role

- Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
  - Access Arrangements and Reasonable Adjustments

- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification (GR 5.4)
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENDCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s) and supporting evidence of need. (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes

### Teaching staff

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

### Invigilators

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

### Reception staff

- Support the EO in the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials

### Site staff

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

### Candidates

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

### The exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is referred to as the **exam cycle** and relevant tasks which need to be undertaken before, during and after an exam series grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

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

## Planning: roles and responsibilities

### Secure materials

#### Head of Centre (GR 3.6)

- Ensures the centre has a secure storage facility in a room solely assigned to examinations (ICE 3.1)

#### **The secure room and the secure storage facility**

Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe or security cabinet.

#### **The secure room**

The secure room must only be used for the purpose of administering secure examination materials.

Access to the secure room **must** be restricted to between two and six key holders, one of whom **must** be the exams officer. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures...

The secure room **must** be accessible throughout an examination series for the storage of question papers and be available for inspection.

#### **The secure storage facility**

Access to the secure storage facility **must** be restricted to between two and six key holders, one of whom **must** be the exams officer.

The two to six key holders **must** either be part of the exams team or the senior leadership team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures...

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room **must** be closed.

### Information sharing

#### Head of Centre

- Directs relevant centre staff to annually updated JCQ documents including GR, ICE, AARA, SMPP, ICC, NEA and SC

#### Exams Officer

- Signposts relevant centre staff to JCQ documents and awarding body documentation relating to the examination/assessment process that have been updated
- Signposts relevant centre staff to JCQ information that must be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

### 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
- Research 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 to enable preparation for and conduct of Pre-Public exams (PPEs) and End of Year assessments (EoYs)

## Senior leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information
- Inform 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
- Note the internal deadlines in the annual exams plan and directs teaching staff to meet these

## Access arrangements

### Head of Centre

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures the SENDCo (or equivalent role) is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

### SENDCo (or equivalent role)

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the Head of Centre) to identify access arrangements/reasonable adjustments requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal way of working for a candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Informs relevant candidates that an application for access arrangements will be processed using *Access Arrangements Online (AAO)*, complying with the UK GDPR and the Data Protection Act 2018
- Applies for approval using AAO via the Centre Admin Portal (CAP), where required or through the awarding body where any qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- 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 alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

The exams team work alongside the SENDCO using a central access arrangements spreadsheet to ensure any alternative rooming arrangements are put in place for both PPEs and Public Exams.

### **Alternative Rooming Arrangements Policy (Exams)**

Please also refer to the Access Arrangements policy.

Refer to AARA (4.2, 5.16) and ICE (14.18)

Alternative rooming arrangements, e.g. a room for a smaller group of candidates with similar needs (formerly known as separate invigilation) are organised in line with the requirements of JCQ ICE and AARA.

In certain circumstances, a candidate with 'an established difficulty' may be eligible to take exams in alternative rooming arrangements. Centres may also receive requests from

candidates (and/or parents/carers) to take their exams in alternative rooms. Having a documented policy ensures:

- the criteria for candidates granted alternative rooming arrangements is clear and complies with JCQ regulations
  - the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer)
- 
- In the case of alternative rooming arrangements, the candidate's disability is established within the centre.
  - Alternative rooming arrangements must reflect the candidate's normal and current way of working in internal school tests and mock examinations.
  - Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre.
  - 1:1 invigilation and the use of an alternative room must only apply where the candidate has a serious medical condition such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room (AARA 5.16).
  - Where candidates sit their examinations in a smaller environment away from the main examination room, the regulations and guidance within JCQ ICE are adhered to. Particularly so in relation to accommodation and invigilation arrangements (see Chapters 11 and 12).

### **Senior leaders, Teaching staff**

- Support the SENDCo (or equivalent role) in determining and implementing appropriate access arrangements/reasonable adjustments
- (Senior leader) Provides an annually reviewed and updated word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations (See Word Processor Policy)

### Internal assessment and endorsements

#### **Head of Centre**

#### **Controlled assessments, coursework, non-examination assessments and portfolios of evidence (GR 5.7)**

- Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
- Ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (This will allow the candidates for each specification to be treated as a single group for the moderation of centre- assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed)
- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
- Before submitting marks to the awarding body ensures candidates are informed of their centre-assessed marks and allows a candidate to request a review of the centre's marking
- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body)
- Ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date (It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review)
- Ensures a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates

- Ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework, which includes details on how candidates' work will be authenticated, is in place
- Ensures that where candidates' work is produced electronically it is backed-up and considers the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up via the Cloud (Implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks)

### **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 (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering GCE & GCSE specifications and Vocational and Technical Qualifications (which include components of non-examination assessment) follow JCQ Instructions for conducting non-examination assessments and the specification provided by the awarding body
- Ensure teaching staff delivering qualifications which include (wholly or in part) units of coursework follow JCQ Instructions for conducting coursework and the specification provided 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

### 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, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- 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
- Ensures that, wherever possible the following individuals are not assigned as invigilators during an examination: a teacher, teaching assistant, tutor or senior member of centre staff who teaches the subject being examined or a learning support assistant who has supported one or more candidates

#### **Exams officer**

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration or malpractice sanctions are applied to them

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

## **Entries and registrations: roles and responsibilities**

### **Head of Centre**

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.6 **Entries and registrations**)

### Estimated entries

#### **Exams officer**

- Requests estimated or early entry information, where this may be required by awarding bodies, from Heads of Department, senior leaders (or relevant roles) in a timely manner to ensure awarding body external deadlines for submission can be met.

#### **Estimated entries collection and submission procedure**

The information required is collected by sending out the 'Information Gathering Form' in Term 1 to Head of Departments. This information is collated on return and submitted to the awarding bodies as required.

### **Senior leaders**

- Provide entry information requested by the EO to the internal deadline
- Inform the EO immediately of any subsequent changes to entry information

### Final entries

#### **Head of Centre**

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

#### **Exams officer**

- Requests final entry/registration information from heads of department, senior leaders (or relevant roles) in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs senior leaders of subsequent deadlines for making changes to final entry information without charge
- Submits registrations, examination entries and certification claims by the deadline(s) and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification
- Confirms with senior leaders final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the registration, entry and timely withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

## Final entries collection and submission procedure

Final entries are collected by 'Examination Entry/registration Lists' being sent to Heads of Department to check, sign, date and return. Any withdrawals must be requested in writing. Submission through Arbor and electronically sent via A2C.

### Senior leaders

- 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 confirms information is correct

### Entry fees

The Exams budget is overseen by the Assistant Headteacher. Entry fees are paid for by the school in all cases for initial first entry. Late and amendment fees are charged to the examinations budget as required although they may be discussed with a budget holder if a HOD is deemed at fault.

### 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

#### Senior leaders

- 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

### Re-sit entries

Re-sit entry fees are paid for by the student. The entry fee is payable against each subject which the student has chosen to re-sit. An additional admin fee of £25.00, per subject is added to each entry.

## Private candidates

### Private Candidates Policy

Our centre is not open to **private candidates**.

We do, at the Head of Centre's discretion, accept internal candidates sitting external or additional subjects to their timetable. These will be treated and referred to as private candidates during this process (though, may still be categorised as 'internal' on Arbor). These candidates are requested to pay the examination fees for these entries, plus an administration fee (to cover administration time and any extra invigilation costs as applicable) and are responsible for finding external assessors.

**'Internal private' candidates** can take an additional exam in the summer of Year 10 or 11 if a KS3/4 student; or Year 12/13 if KS5. Candidates will need to prepare for this exam entry in their own time.

Our centre does accept **'external private candidates'** in Year 14 who previously completed 6<sup>th</sup> Form at Weald. However, this does not apply to NEA components which

cannot be re-sat. Any previous NEA marks will be carried forward to their new grade once any written re-sit papers have been completed.

Definitions:

- **Private candidates** = have never been and are not currently a student at Weald
- **(Internal) private candidates** = are internal students who are considered private for the purposes of sitting external or additional subjects to their timetable (note – they may still be categorised as 'Internal' on school MIS given only one classification available).
- **External private candidates** = ex Weald students who are now re-sitting any qualifications originally sat during Year 13.

#### Internal candidates as private MFL candidates

Subjects that are already offered as part of timetabled GCSE core subjects and options at Weald cannot be taken early. They will be taken in Year 11 in the summer exams series.

In order to facilitate an additional qualification to be taken in Key Stage 4 (Year 10 or 11), the candidate will be informed of the following procedure:

- The candidate is responsible for providing the correct information: Exam board/Paper code/Tier
- The candidate is responsible for paying via ParentPay shop the full entry cost associated to the additional qualification (to be confirmed at the start of that academic year)
- The candidate must provide their own examiner on the day of the Speaking component and liaise with them directly regarding their costs (paid for by the candidate), informing them of selected theme for the day etc.
- The examiner must not be a friend or relative, or have a known conflict of interest related to the candidate
- Ensuring all the correct paperwork is completed by the External examiner prior to commencing the exams (we can of course offer support with this)

#### Candidate statements of entry

##### **Exams officer**

- Provides candidates and parents/carers with statements of entry for checking

##### **Teaching staff**

- Ensure candidates check statements of entry and return any relevant confirmation required to the Exams Office.

##### **Candidates**

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

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

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

- Ensures the centre's obligations as detailed in the regulations are met (With reference to GR 5.8 **Candidate information**)

#### Access arrangements and reasonable adjustments

##### **SENDCo** (or equivalent role)

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates with learning difficulties or disabilities, those for whom English is an additional language and those with a temporary illness or injury
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them
- Ensures exam information (JCQ information for candidates documents, individual exam timetable, etc.) is adapted where this may be required for a candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Ensures the person appointed to facilitate an access arrangement must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant (Where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator must always be present)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (such as a distance learner or a home educated student) and that the candidate is assessed by the centre's appointed assessor

### 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 significant local disruption to exams
- Prior to exams issues relevant JCQ Information for candidates documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices
- 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
  - post-results services information and how the centre will deal with requests from candidates
  - when and how certificates will be issued

#### **Access to Scripts, Reviews of Results and Appeals Procedures**

See Appendix 2 – Internal Appeals Produce (GR 5.13)
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### Dispatch of exam scripts

#### **Exams Officer**

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

### Estimated grades

#### **Senior leaders**

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

## **Exams Officer**

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

## Internal assessment and endorsements

### **Head of Centre**

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

### **SENDCo (or equivalent role)**

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

### **Teaching staff**

- Support the SENDCo 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

### **Senior leaders**

- 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 (or delegates this task to relevant teaching staff)
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

### **Candidates**

- Authenticate their work as required by the awarding body

## Invigilation arrangements

### **Exams officer**

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, prompter, reader or scribe) are accommodated on a one-to-one basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/prompter/reader and/or scribe in maintaining the integrity of the exam)

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

**SENDCo (or equivalent role)**

- 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

JCQ Centre Inspections

**Exams officer or Senior leader**

- Will accompany the Inspector throughout a visit

**SENDCo (or equivalent role) or relevant Senior leader (in the absence of the SENDCo)**

- 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 at the venue where the candidate is taking the exam(s)

Seating and identifying candidates in exam rooms

**Exams Officer**

- Ensures a procedure is in place to verify the identity of all candidates

**Candidate Identification Procedure**

Internal candidates are identified using school photographs which are included on the candidate cards placed on desks prior to exam. If necessary, a candidate will be asked to bring photographic identification. In situations such as where religious clothing e.g. a veil makes identification less obvious, a private room will be sought in order to identify candidate.

Refer to GR (5.6, 5.9) and ICE (16)

- 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 and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)
- Exams officer assists senior leadership team and teaching staff to identify students at the entrance to the exam rooms.

**Invigilators**

- Follow the procedure provided by the EO which details how the identity of all candidates sitting exams will be confirmed
- Seat candidates in exam rooms as instructed by the EO/on the seating plan
- Take registers at the start of the exam

Security of exam materials

**Exams officer**

- Confirms appropriate arrangements are in place to ensure that confidential exam materials are only handed over to authorised members of staff
- Ensures access to the secure room is restricted and staff approved by the Head of Centre are accompanied by a keyholder at all times

- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
  - Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
  - Carefully checks question paper packets when they are removed from the dispatch packaging and keeps a log of the check
  - Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
  - Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
  - Ensures the integrity and security of any electronic question paper materials is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment at the centre to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question paper materials)
- A minimum of two and a maximum of 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.
- Ensures that the question paper is printed correctly, is of good quality and is collated in the right order

#### **Reception staff**

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

#### **Teaching staff**

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

#### Timetabling and rooming

#### **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 as a last resort, once all other options have been exhausted and according to the centre's policy)

#### **Overnight Supervision Arrangements Policy**

- Completion of the JCQ overnight supervision declaration form by both student and parent/carer.
- The JCQ Overnight supervision form – EO to complete online using the CAP, via awarding bodies secure extranet site.
- The parties involved must be informed that any infringement of these conditions, may lead to the awarding body being unable to accept the script and/or the application of sanctions.
- Be satisfied that the arrangements maintain the integrity and security of the examination.
- All information must be available for inspection, until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.
- The centre must inform the relevant awarding body immediately of any know or suspected contravention of the arrangements for overnight supervision of a candidate.

- The following morning must be arranged, even if deferred from a Friday afternoon, it must be taken the following Saturday morning.

Refer to ICE (8)

- 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 SENDCo (or equivalent role) regarding rooming of access arrangement candidates

#### **SENDCo (or equivalent role)**

- 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

#### Alternative site arrangements

##### **Exams officer**

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations
- All procedures as detailed in the policy and the ICE document will be followed.

#### Centre consortium arrangements - Not applicable to this centre

#### Transferred candidate arrangements

##### **Exams officer**

- Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements using 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 arrangement

#### Internal exams/assessments

##### **Exams officer**

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

#### **SENDCo (or equivalent role)**

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

### Teaching staff

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

### Exam time: roles and responsibilities

#### Head of Centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.9 **Conducting examinations and assessments**)

#### 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/temporary access arrangements as they arise at the time of exam
  - Liaises with the SENDCo to apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

#### Candidate absence

#### **Candidate Absence Policy**

Refer to ICE (22)

We will pay close attention to the completion of the attendance register. We understand that failure to do so will affect an awarding body's ability to deliver an accurate set of results.

The attendance register is a key part of the process of identifying candidates present in the examination room

We may record candidate attendance data for examinations through Arbor and produce a centre generated attendance register. Generally, we use the paper attendance registers produced by the internal Information Management System.

A centre generated attendance register must list:

- the centre number;
- paper details, including tier, and date of examination;
- candidate numbers and candidate names;
- whether candidates were present or absent for the examination.

For Pearson examinations, we must continue to use the address label, found at the bottom of the attendance register, when despatching scripts.

The invigilator must:

- accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred;

(b) write on the attendance register the details of candidates who took the examination but are not shown on the register; (The Exams Officer must make formal entries to the awarding body as soon as possible, if this has not already been done.)

(c) cross through the numbers and names of candidates who have been officially withdrawn from a paper or a subject but who are still shown on the register.

The attendance register must have been completed before the end of the examination. This will ensure that a check can be made as the scripts are collected. Once candidates are seated and have started the examination, complete the attendance register. This will allow for the identification of absent candidates who can be contacted as to their whereabouts.

Exam Officer will:

(a) brief invigilators on arrangements for transferred candidates (where relevant);

(b) keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

### **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

### **Candidates**

- The centre reserves the right to charge candidates for unauthorised non-attendance to entered exams.

### Candidate behaviour

See *Irregularities* below.

### Candidate belongings

See *Unauthorised items* below.

### Candidate late arrival

#### **Exams Officer**

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

#### **Invigilators**

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

#### **Candidate Late Arrival Policy**

Refer to ICE (21)

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. This is entirely at the discretion of the centre.

A candidate who arrives late and is permitted by the centre to sit the examination, must be allowed the full time for the examination.

A candidate will be considered very late if he/she arrives:

(a) more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. after 10.00am for a morning examination or after 2.30pm for an afternoon examination.

(b) after the awarding body's published finishing time for an examination that lasts less than one hour.

21.4 Where a candidate arrives very late for an examination centre must:

(a) send the script to the awarding body/examiner in the normal way.

(b) submit Form JCQ/VLA-Report on candidate admitted very late to examination room online, using the Centre Admin Portal (CAP), within seven days of the examination having taken place. The Centre Admin Portal can be accessed via any of the awarding bodies' secure extranet sites.

Centres must provide the following information:

- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre.
- the actual starting and finishing times of the examination.
- the time the candidate started the examination.
- the time the candidate finished the examination.

(c) warn the candidate that the awarding body may not accept their script.

If a candidate arrives in the afternoon for a paper that had been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he or she has not had any contact with candidates who sat the paper earlier.

The awarding body must be informed of the situation and will decide whether to accept the script.

There is no requirement to complete any paperwork for those candidates who arrive within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. candidates arriving between 9.00am and 10.00am for a morning examination or between 1.30pm and 2.30pm for an afternoon examination.

## 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

## Dispatch of exam scripts

### **Exams Officer**

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

## 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 care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this second pair of eyes check is recorded
- Ensures question papers are always be kept in their sealed packets until the second pair of eyes check and log have been completed
- Ensures the second pair of eyes check takes place immediately before each question paper packet is opened in the designated examination room
- If the question paper packet needs to be split for different rooms on one or more sites or for an access arrangement, ensures the check takes place in the secure room
- Ensures unused question papers are not released to any individual until 24 hours after the awarding body's published finishing time for the examination (Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination)

## Exam rooms

### **Head of Centre**

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

### **Food and Drink Policy (Exams)**

Refer to ICE (18)

Drink is allowed but not food in the examination room. However, any drink brought into the examination room by the candidate, or the centre must be clear, with no markings on the bottle and free from packaging and all labels removed from drink containers. Should a student have a medical reason for bringing a flavoured drink; the same rules apply to the bottle. As well as any 'medical' reasons for food will need to be free of any packaging and be provided in a clear plastic tub or bag only.

### **Leaving the Examination Room Policy**

Refer to ICE (section 23) for full procedure.

- For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination.

- For examinations that last less than one hour, candidates must be supervised, and question papers must be kept in secure storage until the published finishing time of the examination.
- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.
- Candidates who have finished the examination will not be allowed to leave the examination room until the end of the allocated time. For those with access arrangements, they can leave at any time during the access arrangement scheduled period but must adhere to the below.
- At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.
- Where examinations have been re-scheduled in a morning or afternoon session, or deferred to the following morning, for one or more candidates, the question papers must not be released to members of centre staff:
  - until the awarding body's published finishing time for the paper concerned; or
  - until all candidates within the centre have completed the paper concerned.
- Scripts, question papers and any other material must not be removed from the examination room until all candidates have completed the examination.
- In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation (see paragraph 7.4), the invigilator must collect all question papers and pass all copies to the Exams Officer for return to the centre's secure storage facility.

### **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 and access arrangement 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 that it must be kept on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

### **Senior leaders**

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

### **Emergency Evacuation Policy (Exams)**

Procedures in ICE 2025 will be followed (see Appendix 1). Key areas to consider:

- When dealing with emergencies, ensures staff are aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies.
- As each incident will be different, advice will be sought from the relevant awarding body as soon as it is safe to do so. This is particularly so where the centre is concerned about the security of the examination(s).
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice.

See Centre's Fire Evacuation Procedures: '*Evacuation and Registration Process during Examination*':

#### **Evacuation and Registration Process during Examinations:**

<b>Member of Staff:</b>	<b>Action:</b>
Invigilator	Take note of the time then ensure all students leave the room immediately in <b>exam conditions</b> and make their way to the meeting point on the field near the far end of the Sports Hall– <b>All students must be registered ensuring they remain in exam groups and under exam conditions</b>
Lead Exam Invigilator	Ensure exam papers are left in the room & bring copy of exam registers to field. Make a note of the time of interruption and how long it lasted. Headteacher/SLT will confirm to Lead Exam Invigilator as soon as area is safe ensuring entrances and exit to area are monitored in the meantime.
Attendance Officer	To have copy of exam list on main field to account for absences in tutor group registrations, then confirm to Headteacher/SLT that all students not sitting exams are accounted for or raise any concerning absences.
Exams Officer	Confirm to Headteacher/SLT that all students in exams are accounted for raise any concerning absences. Make a full report of the incident and of the action taken, send to relevant awarding body.
Invigilator	When safe to do so escort exam group back in to school, remaining in <b>exam conditions</b> . Allow the candidates the full working time set for the examination. If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination

#### **Lockdown Policy (Exams)**

See Appendix 4

In the event of a centre lockdown before, during or after exams, we would be guided by Emergency Services i.e Police; and the DFE, JCQ and Awarding Bodies.

#### **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 Instructions for conducting examinations* and/or awarding body requirements and as instructed by the centre in training/update 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

## Irregularities

### **Head of Centre**

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

### **Managing Behaviour Policy (Exams)**

In the event of disruptive behaviour, we will follow ICE (section 24).

Key points:

- Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the examination room. The candidate must also be warned that the awarding body will be informed and may decide to penalise them, which could include disqualification. The invigilator must record what has happened.
- The Head of Centre must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination.
- The Head of Centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately
- <http://www.jcq.org.uk/exams-office/malpractice>

### **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)

## Malpractice

See *Irregularities* above & Malpractice Policy.

### Special consideration

#### **Senior leaders**

- Support eligible applications for special consideration by authorising appropriate evidence

#### **Exams Officer**

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

#### **Candidates**

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

## Unauthorised items

### **Arrangements for unauthorised items taken into the exam room**

Ideally, all unauthorised items are left outside of the examination room; any pencil cases taken into the examination room must be see-through.

Any unauthorised items taken into the examination room must be placed out of reach of the candidates (not under their desks) before the examination starts. Items are kept at the front of the room on the invigilator's desk to control access to these items.

Following the invigilator's announcement, any mobile phones or other unauthorised items in the candidate's possession must be handed to the invigilator prior to the examination starting, including watches.

If candidates have access to unauthorised items in the examination room, this may be considered as malpractice and should be reported by the Exams Officer accordingly.

## **Invigilators**

- Are informed of the arrangements through training

## Internal exams/assessments

### **Exams Officer**

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

### **Invigilators**

- Conduct internal exams as briefed by the EO

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

### **Head of Centre**

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to GR 5.12 **Results**, 5.13 **Post-results services and appeals**, 5.14 **Certificates**)

## Internal assessment

### **Senior leaders**

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

## Managing results day(s)

### **Senior leaders**

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure 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

## Accessing results

### Head of Centre

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

### 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

## Post-results services

### Head of Centre

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

### 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, Reviews of 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

## Analysis of results

### **Assistant Headteacher (ALB)**

- Provides analysis of results to appropriate centre staff
- Works with the Data Manager to upload results to ALPS
- Provides results information to external organisations where required
- Supports the Exams Officer in undertaking the secondary school and college (key stage 4/16-18) performance tables *June and October checking exercise* (where applicable) <https://check-your-performance-measures-data.education.gov.uk/hc/en-gb>

## Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed. Certificates are stored and distributed in line with JCQ guidance (refer to GR 5.14)

### **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

## **Exams 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 the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

### **Senior leaders**

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

## **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
- Provides an exams archiving policy that identifies information held, retention period and method of disposal
  - Identify exams-related information/records held by the exam's office
  - Identify the retention period.
  - Determine the action required at the end of the retention period and the method of disposal.
- The Archiving Procedure is stored in the Examinations office.

## **Appendices**

Include any documentation or information here that you have made reference to in the policy that has been provided as an appendix. Number each appendix and start each one on a new page.

**Appendix 1 – Emergency evacuation procedure for examinations**

**Appendix 2 – Internal Appeals Procedure**

**Appendix 3 - Alternative site Arrangements (Sevenoaks Campus)**

**Appendix 4 - Lockdown Procedure (Exams)**

## Appendix 1

### WEALD OF KENT GRAMMAR SCHOOL

#### Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies. Reference should also be made to the following document:  
<https://www.protectuk.police.uk/resources/57>

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action (ICE 25.3):

- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- make a note of the time of the interruption and how long it lasted;
- allow the candidates the remainder of the working time set for the examination once it resumes;
- Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. (ICE 25.6)
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;

ICE 25.4: A full report of the incident must be produced and retained on file if required by an awarding body

ICE 25.5 Any breach of question paper security or malpractice must be reported to the awarding body **immediately**.

ICT 25.6 As each incident will be different, advice can be sought from the relevant awarding body as soon as it is safe to do so.

25.7 An online application for special consideration must be submitted to the relevant awarding body where candidates have been disadvantaged.

Invigilators are trained in this procedure and understand the actions they must take in the event of a fire alarm or a bomb alert or other emergency that leads to an evacuation of the exam room. The Invigilator handbook contains the 'Emergency Evacuation Procedure – Actions to be taken' list.

## Appendix 2

### Internal Appeals Procedure

This procedure confirms Weald of Kent Grammar Schools compliance with JCQ's General Regulations for Approved Centres 2025-2026 (section 5.7 f,g) that the centre will:

- *have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates*
- *before submitting marks to the awarding body, inform candidates of their centre assessed marks and allow a candidate to request a review of the centre's marking*

- 1) **Appeals against Non-Examination Assessment (NEA) internal assessment decisions (centre assessed marks)**
- 2) **Post Results Services - Review of Results (RoR) requests procedure**
- 3) **Appeals against the outcome of an RoR request which is supported by the centre.**
- 4) **Appeals against the centre's decision not to support an appeal of the results of an RoR**
- 5) **Appeal against a decision to reject candidate's work on the grounds of malpractice**
- 6) **Appeal against the centre's decision relating to access arrangements or special consideration**
- 7) **Ofqual Exams Procedures Review Service**

- **Appeals against Non-Examination Assessments (NEA) internal assessment decisions (centre assessed marks)**

Certain components of GCSE and GCE (non-examination assessments) and other qualifications that contribute to the final grade of the qualification are internally assessed (marked) by the centre. The marks awarded (the internal assessment decisions) are then submitted by the deadline set by the awarding body for external moderation.

#### Deadlines for the submission of marks

Date	Qualification	Details	Exam series
07/05/26	GCSE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-2026
15/05/26	GCE	Final date for submission of centre assessed marks (AQA, OCR, Pearson and WJEC)	Summer-2026

Specific subjects may vary from the above.

Weald of Kent Grammar School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Weald of Kent Grammar School ensures that all centre staff follow a robust *Non-examination assessment procedure* (for the management of GCE and GCSE non-examination assessments). This procedure details all procedures relating to non-examination assessments for GCE, GCSE and Project qualifications including the marking and quality assurance processes which relevant teaching staff are required to follow.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Weald of Kent Grammar School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of his/her work, or that the assessor has not properly applied the mark scheme to his/her marking, then he/she may make use of the appeals procedure below to request a review of the centre's marking. The procedure for NEAs is in the related NEA policy document.

Weald of Kent Grammar School will:

1. ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. inform candidates that they may request copies of materials (for example, a copy of their marked work, the relevant specification, the mark scheme and any other associated subject-specific documents) to assist them in considering whether to request a review of the centre's marking of the assessment.
3. having received a request for copies of materials, promptly make them available to the candidate within 2 working days.
4. provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
5. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within the stated deadline after receiving copies of the requested materials by completion of the **internal appeals form**.
6. follow the stated deadline for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.
7. ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
8. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request. Candidates may not appeal the decision of an internal appeal.

The subsequent moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is in line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

## **Non-Examination Assessment Appeals Procedure**

### **Candidate sits the NEA**



**Candidates receive results of internal assessment decision (centre assessed marks)**



**Candidates can appeal within window of appeal using Internal Appeals Form.**

**Note:** This is the only and final opportunity for candidates to appeal any centre assessed marks.



**Centre will conduct an internal review of marking by assessor with no conflict of interest**



**Centre communicates results of internal review to candidate.**



**Head of Department submits internal assessment decisions including any amendments – if applicable - based on internal reviews to the awarding body.**



**Results day: results are made available to candidates**



**NOTE:** Candidates are no longer permitted to appeal any results of internal assessment decisions.  
**Only Heads of Department can appeal a whole cohort's results (Post Results Service 3)**

**Post Results Service 3 (Review of moderation) - See Section C below**

This service is not available to an individual candidate.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of candidates in the original sample.

## Post Results Services - Review of Results (RoR) requests procedure

This procedure confirms Weald of Kent Grammar School compliance with JCQ's General Regulations for Approved Centres 2025-2026 (section 5.13 a-g) that the centre will:

- *have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal*

Following the issue of results, awarding bodies make post-results services available. These will be detailed with charges and information on how to apply via by letter to parents, carers and students prior to them leaving to go on study leave.

Candidates are also informed of the arrangements for post-results services **before** they sit any exams and the accessibility of senior members of centre staff immediately after the publication of results by a letter sent home prior to the students going on study leave.

If the centre or a candidate (or his/her parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered. All candidates have the opportunity to request reviews of their results (RoRs) with the examinations board (via the Exams Officer) using the JCQ post-results service as follows:

### A) Access to Scripts (ATS):

- Obtains copies of scripts to allow candidates to decide whether to request a review of marking or clerical re-check.
- Obtains copies of scripts to support teaching and learning.

There is currently no charge by the exam boards for this (Aug 2023), only when making the request after the Review of Results deadlines. However, the centre reserves the right to charge for student requests to cover administration costs for this service.

### B) Reviews of Results (RoRs):

- **Service 1 (clerical re-check):** checks whether the examiner has marked all of the pages, counted all of the marks and that the result matches the marks on the paper. This is the only service that can be requested for objective tests (multiple choice tests).
- **Service 2 (review of marking):** a second examiner will review the paper/recording again to identify genuine marking errors or unreasonable marking and check that all marks are counted. These are not called 'remarks'. The examination boards will not 'remark' exam scripts. The service is a review of the original marking rather than a remark of the script. The examination boards will only check, and then correct genuine marking errors; they will not change reasonable marks.
- **Priority Service 2 (Review of marking):** This service is only available for externally assessed components of GCE A-level specifications for A-Level candidates to gain a review of marking prior to clearing deadlines (an individual awarding body may also offer this priority service for other qualifications)

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower

than, higher than, or the same as the result which was originally awarded. If a candidate requests a review and their grade is lowered, they will receive the lower mark. Candidate consent must only be collected after the publication of results.

### **Internal RoR procedures**

For a review of marking (RoR service 1 or 2), the centre will first advise the candidate to access a copy of his/her script, to support a review of marking by providing written permission for the school to access the script (and any required fee for this service) by our centre's internal deadline for the school to submit this request.

For a review of marking (RoR priority service 2), the centre will advise the candidate he/she may request the review by providing informed written consent (and the required fee) for this service to school by our centre's internal deadline.

After accessing the script to consider the marking, our centre will inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by our centre internal deadline by providing informed written consent (and the required fee for this service) for the school to submit this request.

Our centre will inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample.

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking
2. In all other instances, consider accessing the script by:
  - a) (where the service is made available by the awarding body) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline or
  - b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access his/her script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified]
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body. (Awarding bodies do not advise third parties that a review of marking is taking place.)
8. Awarding bodies to inform Universities if there has been a grade change.

### **C) Service 3 (Review of moderation)**

Please see Section 1 - **Appeals against Non-Examination Assessments (NEA) internal assessment decisions (centre assessed marks).**

This service is not available to an individual candidate.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation

- Consult the moderator's report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of candidates in the original sample.

### **Appeals against the outcome of an RoR request that is supported by the centre**

Where a concern is expressed that a particular outcome of an RoR may not be accurate, the candidate or the centre may wish to appeal.

Where the centre wishes to appeal against the outcome of an RoR request, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information etc. when made available by the awarding body to determine whether to pursue an appeal. The centre will advise the candidate of their wish to appeal and advise the candidate that marks can stay the same, go up or go down. However, grades will not be lowered for the current exam session.

Where the request originates from the candidate, they should contact [exams@wealdgs.org](mailto:exams@wealdgs.org) to discuss this option further whereby the following points can be explained:

'In relation to internal candidates, awarding bodies can only enter into discussions over appeals with centres. Awarding bodies will accept appeals directly, but only from private candidates.'

5.3 In the case of internal candidates, only the Head of Centre can submit an appeal to the relevant awarding body.

5.4 Appeals must be made in writing and clearly state the grounds for appeal.

5.5 Awarding bodies may charge a fee for appeals. This fee will be refunded if the appeal is upheld.

JCQ Post Results Services section 5.3

Both centre and candidate therefore need to be in agreement for an external appeal to be carried forward to the awarding body. The centre will need make a decision as to whether it will support an appeal prior to sending it to the examination board.

Candidates will therefore, at the initial stage, need to provide as much information as possible in respect of the grounds for appeal in order for the centre to decide if it supports any concerns. The candidate will need to provide written explanation (via email is acceptable) to [exams@wealdgs.org](mailto:exams@wealdgs.org), fully explaining their reasons for believing that the marking/judgement of the RoR outcome is incorrect. This should be submitted to the centre within 5 working days of the notification of the outcome of the RoR \*.

After reviewing the written explanation, if the centre is in agreement, this is classed as an '**external appeal**' whereby the Head of Centre represents the candidate by appealing to the exam board against the RoR outcome decision. Candidates may be required to attend any panel hearing.

### **Deadlines**

The centre then has 30 calendar days to submit an appeal to the awarding body from the date of receipt of the review of marking outcome. The centre will proceed the preliminary appeals process by filling in and submitting the external appeals form (*see JCQ/App 1 p.18-20 JCQ Appeals Booklet*) based on the candidates prior written reasoning, to the exam board within the required **30 calendar days** of receiving the outcome of the review of results process (*see section 15 p.4 JSQ Appeals Booklet*).

**Note:** (\*) awarding body deadlines count from the centre receiving the outcome, not the candidate. Bank holidays and weekends may prevent immediate communication of outcomes between the centre and the candidate. There will be no adaptation of deadline caused by factors beyond the centres' control.

Awarding bodies will acknowledge each appeal application within two working days of receipt. They will then send a letter stating the outcome of the preliminary appeal within 42 calendar days of receipt of a valid appeal application. The awarding bodies aim to hold an appeal hearing within 70 calendar days of the receipt of a request for an appeal hearing. (See 'Timescales' see section 6; 83 p.16 JCQ Appeals Booklet)

## **Fees**

Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the Exams Officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

**Note:** When providing their consent to a clerical re-check or review of marking, a candidate also confirms that they understand that the outcome of any subsequent appeal might be that their final subject grade and/or mark may be lower than, higher than, or stay the same as the result which was originally awarded.

## **Appeals against the centre's decision not to support an appeal of the results of an RoR**

Where the Head of Centre is satisfied after receiving the RoR outcome, but the candidate (or his/her parent/carer) believes there are grounds for a preliminary appeal to the awarding body, they can appeal against the centre's decision not to support an appeal of the results of an RoR via the internal appeals process. This is an **internal appeal** to Weald to appeal against our decision to not carry the appeal forward to the exam board. (See further below for Internal Appeals Form.) The Head of Centre then makes a decision based on 'acceptable grounds' as detailed in the **JCQ Appeals Booklet**'.

## Review of Results Requests & Appeals Procedures

Candidate sits the exam



Results day: results are made available to candidates



Review of Results Services (ATS; Service 1; Service 2; Priority Service 2)



Outcomes of RoRs are received.



Candidate wishes to appeal outcome of RoR	Centre wishes to appeal outcome of RoR
<p><b>Note:</b> When providing their consent to a clerical re-check or review of marking, a candidate also confirms that they understand that the outcome of any subsequent appeal might be that their final subject grade and/or mark may be lower than, higher than, or stay the same as the result which was originally awarded.</p>	



Puts reasons in writing to <a href="mailto:exams@wealdgs.org">exams@wealdgs.org</a>	Centre contacts Candidate
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<p><b>Centre agrees:</b> Centre fills in and sends 'external appeal form' JCQ/App1 to awarding body (based on candidate written case).</p>	<p><b>Centre does not agree:</b> Candidate fills in 'internal appeals form'. Head of Centre reviews and provides decision in writing to candidate.</p>	<p><b>Candidate agrees:</b> Centre fills in 'external appeal form' JCQ/App1 to awarding body.</p>	<p><b>Candidate does not agree:</b> Centre will discuss with candidate (/parents or carers) to come to an agreement on the best way forward. The final decision will remain with the Head of Centre.</p>
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### 5. Appeal against a decision to reject candidate's work on the grounds of malpractice

The JCQ [Information for candidates documents](#) (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

Weald of Kent Grammar School ensures that those members of teaching staff involved in the direct supervision of candidates producing work for assessments are aware of the potential for malpractice. Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication does not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, Weald of Kent Grammar School will:

See Weald of Kent Malpractice Policy on the Policies section of the website

If a candidate who is the subject of the decision disagrees with the decision:

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted
- an **internal appeals form** should be completed and submitted to the Exams Officer within 5 working days of the decision being made known to the appellant.

The appellant will be informed of the outcome of the appeal.

## 6. **Appeal against the centre's decision relating to access arrangements or special consideration**

This may include Weald of Kent's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where Weald of Kent makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted
- an **internal appeals form** should be completed and submitted to the Exams Officer within 5 working days of the decision being made known to the appellant.

To determine the outcome of the appeal, the Head of Centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal. If the appeal is upheld, Weald of Kent will proceed to implement the necessary arrangements.

### Ofqual Exams Procedures Review Service

#### **Ofqual have also instigated a new Exam Procedures Review Service**

<https://www.gov.uk/guidance/exam-procedures-review-service>

Applications for this service will require the completion of an internal appeals form and submitted to the centre within 5 working days of the final notification of outcome of an appeal.

## **Exam Procedures Review Service**

Ofqual can look again after an awarding organisation has decided a final appeal against your grade. We will consider whether the awarding organisation followed its own procedures correctly and whether it complied with our rules. We won't review your work.

We cannot tell the awarding organisation to change your grade. Your grade will only change if the awarding organisation decides your grade was wrong and needs to be corrected. It is important to remember that a new grade could be higher or lower.

This guide is for qualifications awarded after 1 December 2021.

## **What is the Exam Procedures Review Service?**

The Exam Procedures Review Service (EPRS) is one of the ways Ofqual can look at the procedures an awarding organisation followed when it marked an assessment, moderated a teacher's marking of non-exam assessment (NEA), completed any review of marking or moderation and when it determined an appeal.

We will look at any application which meets our criteria and decide whether the awarding organisation followed its procedures properly and whether it complied with our rules. We won't look at your case unless you have completed every stage of the awarding organisation's appeals process.

## **Who can apply?**

Just like an application for a review of marking or moderation, or an appeal, most students can't apply directly for an EPRS review. Instead, you should talk to your school or college and ask them to consider making an application for you.

We will only accept an application after the awarding organisation has made a decision at the final stage of its appeal process (often called a Stage 2 appeal decision).

We will not review your work and cannot change your grade, but we can ask the awarding organisation to look at your appeal again if we think it made a mistake. If you think the awarding organisation made a mistake which was not resolved through its reviews and appeals process you should talk to your school or college about making an application to the EPRS.

You should have this conversation promptly, because we might not accept an application which is made more **than 3 weeks** after the final appeal decision, unless there is a very good reason for the delay. If your school or college agrees to make an application for you, it will need to email our Public Enquiries team at: [public.enquiries@ofqual.gov.uk](mailto:public.enquiries@ofqual.gov.uk).

FOR CENTRE USE ONLY	
Date received	
Reference No.	

## Internal Appeals form

Please tick box to indicate the nature of your appeal and complete all white boxes\* on the form below

- Appeal against an internal assessment decision and/or request for a review of marking
- Appeal against a decision to reject candidate's work on the grounds of malpractice
- Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Appeal against the centre's decision relating to access arrangements or special consideration
- Appeal against the centre's decision relating to an administrative issue

\*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Candidate Name			
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(To be completed by the candidate only)

(If applicable, tick below)

- Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Candidate signature:

Date of signature:

This form must be signed, dated and returned to the exams officer [exams@wealdgs.org](mailto:exams@wealdgs.org) on behalf of the Head of Centre to the timescale indicated in the relevant appeals procedure

Reviews of marking - centre assessed marks  
(GCE coursework, GCE and GCSE non-examination assessments, Project qualifications)

Weald of Kent Grammar School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Weald of Kent Grammar School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Weald of Kent Grammar School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
2. Weald of Kent Grammar School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
3. Weald of Kent Grammar School will, having received a request for materials, promptly make them available to the candidate. This will either be the originals viewed under supervised conditions or copies.
4. Weald of Kent Grammar School will provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision.
5. Weald of Kent Grammar School will provide a clear deadline for candidates to submit a request for review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing and candidates must explain on what grounds they wish to request a review.
6. Weald of Kent Grammar School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks.
7. Weald of Kent Grammar School will ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review.
8. Weald of Kent Grammar School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9. Weald of Kent Grammar School will inform the candidate in writing of the outcome of the review of the centre's marking.
10. The outcome of the review of the centre's marking will be made known to the Head of Centre. A written record of the review will be kept and made available to the awarding body upon request. The centre will inform the awarding body if it does not accept the outcome of a review.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure



<https://www.jcq.org.uk/exams-office/appeals>

- *Notice to Centres – informing candidates of their centre assessed marks*  
<https://www.jcq.org.uk/exams-office/non-examination-assessments>

### **Ofqual publications**

- *GCSE (9 to 1) qualification-level conditions and requirements*  
<https://www.gov.uk/government/publications/gcse-9-to-1-qualification-level-conditions>
- *GCE qualification-level conditions and requirements*  
<https://www.gov.uk/government/publications/gce-qualification-level-conditions-and-requirements>

## Appendix 3

### Alternative Site Arrangements (Sevenoaks Campus)

An online submission has been made via the Centre Admin Portal (CAP). CAP can be accessed via any of the awarding bodies' secure extranet sites.

1. An online submission has not been made for non-timetabled assessments, e.g. GCSE controlled assessments, GCE coursework, GCE/GCSE non-examination assessments, MFL Speaking Tests or practical assessments. If an alternative site is required for a non-timetabled assessment centres must contact the awarding body for guidance.

2. An online submission must only be made when a centre intends to conduct an examination for any candidates at an address other than the centre's registered address (see the JCQ publication Instructions for conducting examinations).

- Alternative site arrangements do not cover transferred candidate arrangements.
- Any queries about the suitability of the proposed site must be discussed with the JCQ Centre Inspection Service before completing the online form.
- Question papers and examination stationery must be kept under secure conditions at the centre's registered address until 90 minutes before the awarding body's published starting time for the examination. The question papers will then be taken to the examination venue by a member of centre staff.
- It is the centre's responsibility to ensure that question papers and examination stationery are transported securely within 90 minutes of the awarding body's published starting time for the examination.
- Material must not be transported under any circumstances before the day of the examination.
- The Head of Centre is responsible for ensuring that the examination(s) will be conducted as detailed in the JCQ publication Instructions for conducting examinations.

The notification of intent to conduct examinations at an alternative site must be submitted online no later than six weeks before the start of the examination series.

However, if the notification is for a candidate to sit an examination at home or in hospital due to a medical condition, it may not be possible to submit the information six weeks in advance. In these circumstances a late submission should be made as soon as the details are known.

If the centre subsequently identifies that the alternative site arrangement is no longer required, then it should be withdrawn online using the Centre Admin Portal.

## Appendix 4

### Lockdown Procedure (Exams)

#### Purpose of the procedure

This procedure details the measures taken at Weald of Kent Grammar School in the event of a centre lockdown during the conducting of examinations.

A lockdown may be required in the following situations:

- An incident or civil disturbance in the local community which poses a risk
- An intruder on the site with the potential to pose a risk
- Local risk of air pollution, such as a smoke plume or gas cloud
- A major fire in the vicinity
- A dangerous animal roaming loose
- Any other external or internal incident which has the potential to pose a threat to the safety of exams staff and candidates

Weald of Kent Grammar School has devised lockdown procedures after consulting GOV.UK [Stay Safe](#) guidance.

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

- The welfare and safety of exam candidates and centre staff engaged in the conducting of examinations
- Maintaining the integrity and security of the examinations/assessments process
- How to achieve an effective lockdown
- How to let people know what's happening
- Training staff engaged/involved in the conducting of examinations
- Stay safe principles (Run, Hide, Tell)

#### Roles and responsibilities

##### Head of Centre

- To ensure that a dedicated lockdown alarm tone is in place and recognised by all staff and candidates
- To ensure that all staff involved in the conducting of examinations are trained in how to raise the alarm for a lockdown, act effectively and made aware of their responsibilities
- To arrange appropriate training for all exams-related staff in lockdown procedures
- To ensure that candidates are aware of the procedures relating to a lockdown, particularly those arriving late for an examination who cannot access the exam room due it being locked down
- To ensure that all candidates and staff are aware of an exit point in case an intruder manages to gain access, or the exam room becomes unsafe
- To provide written lockdown procedures for exam room/invigilator use
- To inform the relevant Emergency Services immediately in the case of any potential threat to the safety of exams staff and candidates

##### Senior Leadership Team (SLT)

- To have accountability for all exams staff and candidates taking examinations during a lockdown
- To run training/drills for examination candidates on lockdown procedures
- To inform parents/carers about the centre's Lockdown procedure in relation to the conducting of examinations
- To have a presence around exam room areas prior to the start of each exam session
- To liaise with the appropriate authorities and awarding bodies regarding candidates taking examinations during a lockdown

- To use the exam room attendance register(s) to compile a list of all candidates not accounted for

### **Exams Officer**

- To train invigilators in the centre's lockdown procedure
- Where safe/possible, to liaise with SLT/invigilators in all exam rooms during a lockdown
- To assist with Lockdown training for staff and students where applicable to the conducting of examinations

### **Invigilators**

- To be aware of the centre's lockdown procedure
- To complete attendance registers as soon as possible so candidates can be identified in the event of a lockdown
- Where safe/possible, to communicate with the exams officer during a lockdown to confirm the situation in a particular exam room

### **Lockdown procedure**

#### **Before an examination**

If a lockdown is required as candidates are entering/waiting to enter the exam room, the following procedure will be employed:

- A member of SLT will be present around exam room areas
- Candidates will be instructed to enter the exam room immediately
- Candidates will be instructed to remain silent, hide under exam desks or sit against a wall/around a corner but not near the door and to ensure mobile phones are on silent and non-vibrate mode
- Where safe/possible, the SLT member will communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
- The exams officer will collate the information from all exam rooms and forward this to the Head of Centre immediately
- Invigilators will
  - lock all windows and close all curtains/blinds
  - switch off all lights
  - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
  - take an attendance register/head count if possible
  - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room

#### **During an examination**

If a lockdown is required during the exam/when candidates are in the exam room, the following procedure will be employed:

- Invigilators will:
  - tell candidates to stop writing immediately and close their answer booklets
  - collect the attendance register
  - make a note of time when the examination was suspended
  - instruct candidates to remain silent, leave all examination materials on their desks and hide under desks
  - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on 'silent' mode).
  - lock all windows and close any/all curtains/blinds
  - switch off all lights

- lock all doors and/or use tables, or any other furniture, to barricade the entrance to the examination room
- (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the Head of Centre immediately
- The Head of Centre will make informed decisions on alerting parents/carers, awarding bodies and emergency services
- If appropriate, where safe/possible, and following centre policy, the exams officer (or invigilators in the absence of the exams officer) will initiate the emergency evacuation procedure
- The exams officer will collect all examination papers and materials for safe/secure storage following advice from the appropriate awarding bodies

### **After an examination**

If a lockdown is required after the exam/as candidates are leaving the exam room, the following procedure will be employed:

- Invigilators will:
  - stop dismissing candidates from the exam room
  - instruct candidates who have left the room to re-enter the exam room
  - instruct candidates to remain silent and hide under desks/tables
  - where safe/possible, communicate (via mobile phone/walkie talkie) the situation to the exams officer (ensuring that all mobile phones/walkie talkies are on silent and non-vibrate mode)
  - lock all windows and close any/all curtains/blinds
  - switch off all lights
  - lock all doors and/or use tables, or any other furniture, to barricade the entrance to the exam room
  - (if the threat is a chemical or toxic release) instruct candidates to cover their nose and mouth (their own clothing can be used) and attempt to use anything to hand to seal up cracks around doors and any vents into the room
- Where safe/possible, the exams officer will collate the information from all exam rooms and forward this to the Head of Centre immediately

### **Ending a lockdown**

- The lockdown will be ended by either
  - the sound of a defined alarm, or
  - the identification/authorisation of Emergency Service officers/SLT/Head of Centre entering each exam room
- A specific word or phrase may be used to confirm that the instruction to end the lockdown is genuine
- Invigilators will undertake a head count/register and confirm attendance with the exams officer/SLT
- Where applicable and if advised to do so by SLT/Head of Centre, and following JCQ guidelines, if there is sufficient time remaining, candidates may restart their examination
- Invigilators will then:
  - ask candidates to return to their desks, remind them they are under formal exam conditions and allow a settling down period
  - allow candidates the full working time remaining to do their examination
  - recalculate the revised finish time(s)
  - tell the candidates to open their answer booklets and re-start their exam
  - amend the revised finish time(s) on display to candidates

- note how long the lockdown lasted on the exam room incident log (to later inform a report to the awarding body/bodies and where relevant, any centre-wide lockdown recording form/log)
- The exams officer will
  - provide a report of the incident for the awarding body/bodies (via the special consideration process or as advised by the awarding body/bodies)
  - safely/securely store all collected exam papers and materials pending awarding body advice/guidance
- Where applicable/possible/available, SLT/exams officer will
  - discuss any alternative exam sittings with the awarding body/bodies
  - offer, arrange and provide support services to staff and candidates
- At the earliest opportunity, SLT/Head of Centre will prepare a communication to parents/carers advising them of events (including relevant actions and outcomes)
- Where possible, exams staff and candidates will be invited to attend an assembly lead by the Head of Centre to discuss the lockdown and offer ongoing support
  - If this is not possible, communications will be provided via a centre text/email/newsletter and information uploaded to the centre website

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