



**WEAVERS
ACADEMY**
*Creative
Education
Trust*

Examination Policy

2025-2026

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Emma Merry	
Date of next review	September 2026

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Purpose of the policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- all aspects of the centre exam process are documented and other relevant exams-related policies, procedures and plans are signposted
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions, thus ensuring that
- exam candidates understand the exams process and what is expected of them.

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

This policy will be communicated to all relevant centre staff.

Roles and responsibilities

Overview

Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - General regulations for approved centres (GR)
 - Instructions for conducting examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AA)
 - Suspected Malpractice in Examinations and Assessments (SMEA)
 - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)
 - Guidance on the use of AI in assessments
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught.
- Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to by the end of October confirming they are both aware of and adhering to the latest version of the JCQ regulations and instructions for conducting examinations and approves the Head of Centre formal declaration.
- Ensures a named member of staff acts as the Special Educational Needs Co-ordinator (SENCo)
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Ensures *“that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates’ preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test;”*
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including
 - the location of the centre’s secure storage unit is in an area solely assigned to examinations
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff
 - Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the HoC to act immediately in the event of an emergency or staff absence)
- Ensures required written internal appeals procedures are in place and details of this procedure are made widely available to candidates.
- Ensures a disability policy for exams showing the centre’s compliance with relevant legislation is in place
- Ensures a *complaints and appeals procedure* covering general complaints regarding the centre’s delivery or administration of a qualification is in place
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Ensures the centre has a data protection policy in place
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures staff are only entered for qualifications through the centre where entry through another centre is not available

- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff
- Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly

Exams officer

- Understands the contents of annually updated JCQ publications including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Suspected Malpractice in Examinations and Assessments
 - Post-results services (PRS)
- 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 required and keeps a record of the training provided to invigilators for the required period
- Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessment

Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Access Arrangements and Reasonable Adjustments
 - Suspected Malpractice in Examinations and Assessments
 - Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework)

Special educational needs co-ordinator (SENCo)

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and the administration of the assessment process
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

Learning Leaders (LL)

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

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo

- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend training, 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 dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

Site staff

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

The exam cycle responsibilities

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

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

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

Planning: roles and responsibilities

Information sharing

Head of centre

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SMEA and NEA (and the instructions for conducting controlled assessment and coursework)

Exams officer

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

Information gathering

Exams officer

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

Learning Leaders

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

Access arrangements

Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre
- Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **data protection notices** from candidates where required
- Applies for **approval** through *Access arrangements online* (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments
- Ensures criteria for candidates granted **separate invigilation within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Senior Leaders, Learning Leaders, Teaching staff

- Support the SENCo in identifying and implementing appropriate access arrangements
- Senior leaders provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment

Head of centre

- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate (or parent/carer) to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a **non-examination assessment policy** is in place
- Ensures irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

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

Learning Leaders

- Ensures teaching staff delivering new GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ *Instructions for conducting non-examination assessments* and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body
- Ensures 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
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher

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/malpractice sanctions are applied to them
- Provides training for new invigilators and an update event for invigilators on the conduct of exams
- 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) and have completed specific training on this.
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues

Training

Senior Leaders

- Provide the Exams Officer with training to enable them to fulfil their role and to keep up to date with changes to JCQ regulations
- Arrange training for all teaching staff on changes to JCQ regulations as required

SENCO

- Provides the Access Arrangements Coordinator and other members of the SEND team with training and support to enable them to fulfil their roles and to keep up to date with changes to JCQ regulations on Access Arrangements and Reasonable Adjustments.

Escalation Process

Purpose of the process

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Before examinations (Planning)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Tanya Goody Vice Principal inclusive learning.

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Main duties and responsibilities relate to:

- Centre status
- Confidentiality
- Communication
- Recruitment, selection and training of staff
- Internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections

Additional JCQ publication for reference:

- Centre Inspection Service Changes

- Policies

Specific JCQ publications for reference:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)

- Personal data, freedom of information and copyright

Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

Before examinations (Entries and Pre-exams)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Tanya Goody Vice Principal inclusive learning.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (sections 1-15)
- Access Arrangements and Reasonable Adjustments (sections 6-8)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries

Additional JCQ publications for reference:

- Key dates in the examination cycle
- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation

- Centre assessed work

Additional JCQ publication for reference:

- Guidance Notes – Centre Consortium Arrangements

- Candidate information

Additional JCQ publications for reference:

- Information for candidates documents
- Exam Room Posters

During examinations (Exam time)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to Tanya Goody Vice Principle inclusive learning.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- A guide to the special consideration process

After examinations (Results and Post-Results)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to Tanya Goody Vice Principle inclusive learning.

To support understanding of the regulations and requirements

Main duties and responsibilities relate to:

- Results

Additional JCQ publication for reference:

- Release of Results notice

- Post-results services and appeals

Additional JCQ publications for reference:

- Post-Results Services
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

- Certificates

Learner recruitment, registration and entries

Learner Recruitment

The Senior Leadership Team and Learning Leaders will take responsibility for ensuring that Learners are properly informed about the content of courses and the qualifications that are on offer to students.

Learner Registration

Exams officer

- Ensures that all candidates are registered onto their courses by the Awarding body deadline

Exam Entries

Candidate statements of entry

Exams officer

- Provides candidates with statements of entry

Teaching staff

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

Candidates

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

Estimated entries

Exams officer

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

Learning Leaders submit KS4 and KS5 Course information (subject specifications and codes) to the EO at the beginning of the academic year. The EO then uses this information to identify which subjects will need Estimated Entries submitting online prior to board deadlines.

Learning Leader

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

Final entries

Exams officer

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

EO uses the KS4 and KS5 Course information submitted at the beginning of the academic year by LLs to create exam entries in Arbor. Final entry sheets are printed off by the EO and are signed and dated by LL to confirm authentication. The EO then submits these entries to awarding bodies via MIS / A2C.

Learning Leaders

- Provides information requested by the EO to the internal deadline
- Informs 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
- Checks final entry submission information provided by the EO and confirms information is correct

Entry fees

Weavers Academy will pay all normal exam fees on behalf of candidates.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. However after the deadline, costs must be met by the department

Candidates will be charged for entries if they fail to attend without good reason or if course work is incomplete without good reason.

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

Learning Leaders

- Minimises 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

Candidates will be permitted to retake a subject at the school's discretion. Retake decisions will be made in consultation with the candidates, subject teachers, parents/ carers and Subject Leader. If in subjects where more than one module is retaken then a contribution may be asked for from the student.

The decision to retake at the School's expense will depend on:

- Whether the original mark was within reach of target grade.
- The professional judgement of teacher and Subject Leader.
- The agreement of the LL.

Other students may retake at their own expense but will be re-imbursed if the target grade is achieved.

If this process involves a significant number of students then the Learning Leader must clarify the situation with the Leadership Team at the earliest opportunity.

It will be responsibility of the Learning Leader to liaise with the Examination Officer to ensure that all information on retake entries is correct. If any cost to the student is incurred then this will administered by the Examination Officer / Finance Team.

Transfers of Students

Transferred candidate arrangements

We fully support learners who are transferring between centres. Where possible, we will support a transfer of credits for completed units.

Exams officer

- Liaises with the host or entering centre, as required
- Processes requests to the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

Recognition of prior learning

We do not support a process for the recognition of prior learning as the majority of courses offered do not allow this to be used. Instead, where a student has studied a different course and transferred to us, the following will be considered in the best interests of the students

- Entry of the student for the original qualification studied for
- Mapping of previously completed work against the new exam board requirements
- Additional support and intervention to complete and catch up on missed work

Learner Support

Access Arrangements and Reasonable Adjustments

Access arrangements

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

Reasonable adjustments

“The Equality Act 2010 requires an Awarding Body to make reasonable adjustments where a disabled person would be at a substantial disadvantage in undertaking an assessment.

A reasonable adjustment for a particular person may be unique to that individual and may not be included in the list of available Access Arrangements.

How reasonable the adjustment is will depend on a number of factors including the needs of the disabled candidate/learner. An adjustment may not be considered reasonable if it involves unreasonable costs, timeframes or affects the security or integrity of the assessment.

There is no duty on the Awarding Bodies to make any adjustment to the assessment objectives being tested in an assessment”

The provision of access arrangements and reasonable adjustments will be carried out in accordance with the Equality, Disability and Inclusion Policy, the SEND policy and the Policy on Supporting Students with Medical Conditions.

The assessment process

Assessments are carried out by an assessor(s) appointed by the head of centre. The assessor(s) is (are) appropriately qualified as required by JCQ regulations

The qualification(s) of the current assessor(s)

Frances Ward - Postgraduate Diploma, SPLD APC, CCET, awarding body Dyslexia Institute, PATOSS, British Psychological Society

Checking the qualification(s) of the assessor(s)

The assessor must produce certified evidence of the qualifications held – copies of which are held at the front of each year group file

How the assessment process is administered

The need to put a student forward for assessment is based on student progress throughout years 7, 8 & 9 and information received by the SENCo from teaching staff. From this a list is produced and a date arranged with our External Assessor for students to be tested from the end of Year 9 onwards.

Recording evidence of need

Teachers complete an online access arrangements referral indicating areas of concern and attach evidence where applicable. Any documents received by the SENCo from teaching staff are kept on file and details entered on to a spreadsheet

“A privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements and cannot be used to process an application using Access arrangements online.

The SENCo must complete in full Section A of Form 8 prior to the candidate being assessed. Where a privately commissioned report, or a report from an external professional, is rejected by a centre, the head of centre or a member of the senior leadership team should provide a written rationale supporting their decision to the parent/carer.

Gathering evidence to demonstrate *normal way of working*

“The arrangement(s) put in place must reflect the support given to the candidate in the centre†, for example:

- *in the classroom (where appropriate);*
- *working in small groups for reading and/or writing;*
- *literacy support lessons;*
- *literacy intervention strategies;*
- *in internal school tests/examinations;*
- *mock examinations.*

This is commonly referred to as ‘normal way of working’. For candidates with learning difficulties this is typically the background information recorded within Section A of Form 8 by the SENCo or the assessor working within the centre.

Processing access arrangements

Arrangements requiring awarding body approval

Access arrangements online (AAO) is a tool provided by JCQ member awarding bodies for centres to apply for required access arrangement approval

AAO is accessed by logging in to any of the awarding body secure extranet sites. A single application is required for each candidate regardless of the awarding body used.

The SENCo processes the information on AAO, the approval is then filed and the EO notified of the arrangement

Centre-delegated access arrangements

The SENCo and Access Arrangements Co-ordinator will process these arrangements and record them and ensure the EO is notified of the arrangement

Centre-specific criteria for particular access arrangements

Separate invigilation within the centre

A decision where an exam candidate may be approved separate invigilation within the centre will be made by the SENCo.

The decision will be based on *“whether the candidate has a substantial and long term impairment which has an adverse effect and the candidate’s normal way of working within the centre”*

Weavers Academy will make its decision based on the following criteria:

- the candidate’s difficulties are established within the centre.
- these difficulties are known to a Form Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.
- separate invigilation reflects the candidate’s normal way of working in internal school tests and pre public examinations as a consequence of a long-term medical condition or long term social, mental or emotional needs.
- ‘Normal way of working’ includes separate invigilation during pre-public examinations, internal school tests and/or high-level GCSE controlled assessments.

The following are examples where candidates would be eligible for separate invigilation:

- A candidate with an established medical condition or formally recognised social, emotional and behavioural difficulties.
- A candidate has a formal diagnosis of a tic disorder. This causes him to grunt as well as sometimes shout out words. The SENCo considers an alternative rooming arrangement to be appropriate based on his established difficulties.
- A candidate has a multisensory impairment affecting their hearing and vision. The SENCo studies the recommendations from the Qualified Teacher of Multi-Sensory Impairment. It is decided that the candidate will sit their examinations as part of a smaller group with similar needs away from the main examination room. This is an appropriate and reasonable adjustment, reflecting the candidate’s normal way of working in timed assessments.'

Where a candidate simply panics on the day of an examination or becomes anxious, then he/she will not be offered separate invigilation but be seated more appropriately within the main examination hall.

Separate invigilation is no different to other access arrangements, such as prompters, supervised rest breaks etc. and will need to have documented evidence in place for the arrangements to be made. Pastoral Managers will be aware of students with established and long-term health conditions and which candidates are eligible for separate invigilation.

Working with the SENCo and Exams Officer (EO), who may highlight issues such as room availability and the need for additional invigilation, a centre-based decision will be made on the need for separate invigilation for students.

Word Processors in exams

This policy is reviewed and updated annually on the publication of updated JCQ regulations and guidance on access arrangements and instructions for conducting exams.

term 'word processor' is used to describe for example, the use of a computer, laptop or tablet. A candidate using a word processor is accommodated in the main hall in a row dedicated to word processor users.

The use of a word processor

The centre will

- allocate the use of a word processor to a candidate with the spelling and grammar check/predictive text disabled (switched off) where it is their normal way of working within the centre
- award the use of a word processor to a candidate where appropriate to their needs, for example, a candidate with:
 - a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
 - a medical condition
 - a physical disability
 - a sensory impairment
 - planning and organisational problems when writing by hand
 - poor handwriting
- only permit the use of a word processor where the integrity of the assessment can be maintained
- not grant the use of a word processor where it will compromise the assessment objectives of the specification in question
- consider on a subject-by-subject basis if the candidate will need to use a word processor in each specification
- process access arrangements/reasonable adjustments at the start of the course, or as soon as practicable having firmly established a picture of need and normal way of working, ensuring arrangements are always approved before an examination or assessment
- provide the use of word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

The centre will not

- simply grant the use of a word processor to a candidate because they now want to type rather than write in exams or can work faster on a keyboard, or because they use a laptop at home.

Exceptions

The only exceptions to the above where the use of a word processor would be considered for a candidate would be

- in the event of a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course
- where the curriculum is delivered electronically and the centre provides word processors to all candidates

Arrangements at the time of the assessment for the use of a word processor

In compliance with the regulations the centre:

- provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre, unless an awarding body's specification says otherwise
- where a candidate is to be seated with the main cohort without the use of a power point checks the battery capacity of the word processor before the candidate's exam to ensure that the battery is sufficiently charged for the entire duration of the exam

- ensures the candidate is reminded to ensure that their centre number, candidate number and the unit/component code appear on each page as a header or footer
- ensures the candidate understands that each page of the typed script must be numbered
- ensures the candidate is reminded to save their work at regular intervals. (or where possible, an IT technician will set up 'autosave' on each laptop/tablet to ensure that if there is a complication or technical issue, the candidate's work is not lost)
- instructs the candidate to use a minimum of 12pt font and double spacing in order to make marking easier for examiners

The centre will ensure the word processor:

- is only used in a way that ensures a candidate's script is produced under secure conditions
- is not used to perform skills which are being assessed
- is not connected to an intranet or any other means of communication
- is in good working order at the time of the exam
- is accommodated in such a way that other candidates are not disturbed and cannot read the screen
- is used as a typewriter, not as a database, although standard formatting software is acceptable and is not connected to an intranet or any other means of communication
- is cleared of any previously stored data
- does not give the candidate access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc.
- does not include graphic packages or computer aided design software unless permission has been given to use these
- does not have any predictive text software or an automatic spelling and grammar check enabled unless the candidate has been permitted a scribe or is using speech recognition technology (a scribe cover sheet must be completed), or the awarding body's specification permits the use of automatic spell checking
- does not include speech recognition technology unless the candidate has permission to use a scribe or relevant software
- is not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Printing the script after the exam is over

The centre will ensure

- the word processor is connected to a printer so that a script can be printed off
- the candidate is present to verify that the work printed is his or their own
- a word processed script is attached to the candidate's answer booklet with the front page completed by the candidate
- where an awarding body requires a cover sheet to be completed this is included with the candidate's typed script (according to the relevant awarding body's instructions)

Pre-exams

Access arrangements

SENCo

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

Briefing candidates

Exams officer

- Issues individual exam timetable information to candidates
- Prior to exams issues relevant JCQ information for candidates documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam 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
 - wrist watches in exam rooms
 - when and how results will be issued and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

Dispatch of exam scripts

Exams officer

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

Invigilation

Exams officer

- Trains/updates invigilators annually
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

SEnCo

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

Invigilators

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

JCQ inspection visit

Exams officer or Senior leader

- Will accompany the Inspector throughout the visit

Security of exam materials

Exams officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception staff

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching staff

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

Timetabling and rooming

Exams officer

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

SEnCo

- Liaises with the EO regarding rooming of access arrangement candidates

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

Site staff

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

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 using the JCQ *Alternative Site* form of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Internal exams

Exams officer

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

SENCo

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

Teaching staff

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

Conducting Exams

Roles and Responsibilities

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

Seating and identifying candidates in exam rooms

Exams officer

- Ensures a procedure is in place to verify candidate identity.
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements

Weavers Academy is aware of the importance that all invigilators are able to establish the identity of all candidates sitting examinations.

The following procedures therefore apply:

- 1) A member of the Weavers Academy teaching staff will be present outside of the exam room to help monitor the students as they assemble and then enter the exam room.
- 2) Once inside the exam room, a member of the Pastoral team is present to further ensure all candidates are present and correct.

External candidates must bring photographic ID with them to all examinations.

If an invigilator still has a query on the identity of a student then a senior member of the Leadership Team will be called and they will provide confirmation as to the identity of the student in question. Photographic ID may be requested in the form of a passport, National ID card or photographic driving licence.

Invigilators

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

Access arrangements

Exams officer

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

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 secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

Exam rooms

Head of centre

- Ensures that prior to exams commencing, revision or coaching sessions for candidates will not be held in the designated exam room(s)
- Ensures only authorised centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates. Candidates are not permitted to bring any form of food or sweets into the exam room. Water is allowed to be taken in and placed on desks in a clear plastic bottle as long as all labels and covering has been removed prior to entering the exam room.

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
- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- 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

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 as instructed in training/update events and briefing sessions

Candidates

- Are required to remain in the exam room for the full duration of the exam

Candidate absence

Once all candidates are seated in the exam room the Pastoral team notes which students are absent from the exam. This is then immediately reported to the Attendance Officer who will advise of any student sickness absence. For students who have unexplained absence the Attendance Officer will telephone parents via contact details in Arbor to ascertain the issue. SLT will then be advised of any students who have an unexplained absence from the exam and a decision will then be made on the outcome of the absence. (Special Consideration for sickness / collect student from current location if well enough to attend and have enough time before being recorded Very Late for their exam).

SLT will consider candidates who are persistently absent from their exams on an individual basis according to circumstances regarding their absences.

Candidates will be charged for entries if they fail to attend without good reason or if course work is incomplete without good reason.

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

- Are re-charged relevant entry fees for unauthorised absence from exams

Candidate late arrival

Once all candidates are seated in the exam room the Pastoral team will note which students are absent from the exam. This will then be immediately reported to the Attendance Officer who will advise of any student sickness absence. For students who have unexplained absence the Attendance Officer or Pastoral team contact the parent/carer of any candidate absent at the start of an exam. The parent/carer will be advised to keep the candidate under supervision at all times and to remove any internet connected devices from them (phone, watches, airpods for example) until the candidate is handed over to a member of the centre staff. In these circumstances the parent/carer and the candidate will be asked to sign an appropriate statement to confirm the supervision arrangements which were put in place.

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. The candidate will be allowed the full-time, provided that adequate supervision arrangements are in place.

The awarding body will consider each case individually in light of statements from the parent/carer, the candidate and the centre.

Students who arrive very late for the exam, namely after candidates may have been allowed to leave the examination room, will be allowed to sit the exam. **However, unless they have been supervised during that time, the awarding body is unlikely to be able to accept the work.**

A candidate will be considered very late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, i.e. after 10.00 am for a morning examination or after 2.30 pm for an afternoon examination.

For an examination that lasts less than one hour, a candidate will be considered very late if they arrive after the awarding body's published finishing time for the examination.

When a candidate arrives very late for an examination, the following will be undertaken:

- The script will be sent to the awarding body/examiner in the normal way.

- Form JCQ/VLA (Report on candidate admitted very late to examination room) will be completed by the Exams Officer within 7 days of the examination taking place.
- **The candidate will be warned that the awarding body may not accept their work.**

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/she has not had any contact with any candidate who sat the paper earlier. The awarding body will then decide whether or not to accept the script.

SLT will consider candidates who are persistently absent from their exams on an individual basis according to circumstances regarding their absences.

Candidates will be charged for entries if they fail to attend without good reason or if course work is incomplete without good reason.

Exams officer

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

Invigilators

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

Malpractice

Head of centre

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

See separate Malpractice policy for further information

Candidate Behaviour

Procedure

All Candidates will attend an exam information assembly led by the Assistant Principal explaining expected behaviour in exams.

If any behaviour issues arise in the exam, the lead invigilator would deal with it and log on the exam incident form or escalate to the EO. The EO will then make an informed decision as to whether let SLT manage the issue.

SLT will ensure that internal disciplinary procedures relating to behaviour are followed when appropriate.

“The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.”

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, disruption or disturbance in the exam room, emergency evacuation)

Unauthorised materials and Student Belongings

Weavers Academy’s published rules on acceptable dress, behaviour and items not permitted at school apply at all times. The exams officer and the invigilators are responsible for ensuring that unauthorised items are not taken into the exam room.

Only necessary equipment, (pens, pencils, calculators, etc), should be brought to the exam room in a clear pencil case.

Prohibited items must not be taken into the exam room. These include Mobile phones, MP3 Players, iPods, Smart Watches and wrist watches. Students must not have any revision notes or other papers on them. In accordance with JCQ rules students will be given one last warning about possession of prohibited items once they are seated in the room, any items found or handed in during the exam after that point will be reported to the relevant Awarding Organisation as suspected malpractice.

Candidates should not have any pen marks on hands, arms or legs when they enter the exam room.

No food is permitted in the exam room

Candidates may take in water in a clear plastic bottle without a label. Fizzy drinks, energy drinks or liquids that are not clear are not permitted.

Special consideration

Exams officer

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

Candidates

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

Conflicts of Interest

All staff will be invited to complete a MS Form at the start of each academic year to notify the school of any conflicts of interest with regard to exams. The Exams officer will take responsibility for ensuring that all conflicts of interest are managed in accordance with JCQ regulations.

Exam Contingency Plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Weavers Academy. By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

See separate Contingency Plan for further information

Exam Emergency Evacuation and Lockdown Policy

This policy details the measures taken at Weavers Academy in the event of a centre lockdown during the conducting of examinations. It also details the process to follow should an emergency evacuation of the exam room be necessary.

See separate Emergency Evacuation and Lockdown Policy for further information

Results and post-results

Internal assessment

Learning 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 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
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of enquiries and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place
- Ensures that all students are provided with their results promptly in accordance with JCQ regulations.

Results Day Programme

Candidates will receive individual results slips on examination results days either in person or by post to their home addresses (candidates must provide stamped addressed envelope to the Exams Office prior to the end of the summer term).

Weavers Academy will not give results out over the telephone. If candidates would like somebody to collect results on their behalf they must bring the candidates signed written permission with them.

If students wish results to be emailed to them they must request this in writing to the Exams Officer in advance. Any other results not collected in person will be posted to students at the latest home address recorded on Arbor after results day.

Arrangements for school to be open on results days are made by the Head of Centre and will be published on the school website for students and parent's information before the end of the summer term.

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

On both GCE and GCSE results day's senior staff from the school will be available to provide information, advice and guidance to support students.

Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required

Accessing results

Exams officer

- Informs candidates in advance of when and how results will be released to them
- 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
- Ensures that results are supplied to all students promptly, either in person, by email or by post.

Post-results services

Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal
- Understands that in the event of an awarding body initiating an *extended review of marking*, candidates' marks and subject grades may be lowered, confirmed or raised

Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged
- 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 collect candidate informed consent and fees where relevant (**after** the publication of results)
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information on Arbor, 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

Weavers Academy is committed to ensuring that all students have equal access to the full range of Enquiries about Results offered by Exam Boards.

Process for enquiries about results

All requests for enquiries about results must be received by the Exams Officer in school no later than 21 days after the publication of provisional results to allow time for processing the request. The exact deadline dates for these will be sent out to Learning Leaders prior to exam results being released.

No request can be actioned before the Exams Office receives a fully completed JCQ Candidate Consent Form, signed and dated by the candidate. Copies of these blank forms will be distributed to students on exam results day.

The correct forms must be fully completed and signed by the student. **Learning Leaders must ensure that candidates are aware before they submit the form that the final subject grade they are awarded following an enquiry may be higher or lower than the original grade they were given.**

Where a student wishes to make an enquiry about exam results they should discuss it with the appropriate Learning Leader in the first instance. If they agree to the enquiry then the academy will fund the enquiry about results.

If the Learning Leader disagrees that there is a valid case for an enquiry but agrees that the student can go ahead with the enquiry then the student must pay the appropriate fee for the enquiry. The fee must be paid before the school will action the enquiry.

Once the fully completed form is received by the Exams officer, the Enquiry about Results request is submitted online with the Exam Boards, ensuring that all information submitted is correct and reflects the students original request detailed on the signed consent form.

The academy will inform the student as soon as possible about the outcome of any Enquiry.

See Internal Appeals Policy and process for further information.

Analysis of results

Assistant Principal – Data & Curriculum

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

Certificates

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

Receipt & Storage of Certificates

- All certificates are checked on arrival as per Awarding Body Instructions
- Certificates are stored securely in the Examination Secure Storage.
- A record is kept of all certificates received.

Distributing Certificates

- Certificates are collected and signed for by the candidate, after the Awarding Bodies deadline to issue certificates has passed. The signed record of the certificates handed out is kept securely.
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so and have written signed permission from the candidate.
- Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

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

Retention of records

Retention of certificates policy

- Those certificates not collected will be retained by Weavers Academy for 1 year from the date of issue, they will then be destroyed confidentially as per JCQ regulations. A record will be kept of all destroyed certificates.

Retention of Records (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 exam archiving policy that identifies information held, retention period and method of disposal