



CHILTERN
LEARNING
TRUST



Lea Manor High School

Examinations Policy 2026/27

Date Reviewed	Body
October 2026	Jess Pather Headteacher
Next review date: October 2027	To be reviewed: Annually

Together we succeed

1. Rationale

1.1 By examinations we mean the formal assessment of pupils' work, measured against nationally agreed criteria. The policy will relate to internally and externally assessed components and include GCSE courses, NCFE courses and any other applied learning courses offered by awarding bodies that lead to a formal qualification. The external assessment opportunities we provide give our students nationally recognised qualifications that reward them as successful learners.

1.2 We believe that Lea Manor High School exists to provide the best possible education for all of its pupils through a commitment to the provision of quality in their learning experiences, as outlined in our core value statement, "High achievement for all is our shared responsibility".

- To deliver 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

1.3 We believe that no pupil should be denied access to examinations as a result of ethnicity, gender, disability or special learning needs.

2. Broad Goals

2.1 The purpose of this policy is:

- to ensure that all pupils are able to participate in external qualifications that are appropriate to their needs.
- to ensure that all pupils are given the opportunity to participate in a qualification route, to achieve and progress.
- to ensure the planning and management of examinations, coursework and controlled assessments are conducted efficiently and in the best interest of all parties
- to meet the regulations as set out by the Joint Council for Qualifications (JCQ).
- To deliver 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

The exam cycle

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

- planning
- entries
- pre-exams
- exam time

3. Examination Responsibilities

3.1 The Headteacher – Head of centre , has overall responsibility for the school as an examination centre and must report to governors. 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 . The Head of centre cannot be the examinations officer.

Cyber security

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

- 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 ahead of Centre must ensure there are procedures in place to maintain the security use of user accounts by

- 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.
- monitoring accounts and regularly reviewing account access, including removing access when no longer required

3.2 The Deputy Headteacher (Curriculum and Assessment)

- 3.2.1 The Deputy Headteacher (Curriculum and Assessment), oversees and supports the work of the Examinations Manager in relation to all internal and external accredited examination and assessment procedures. Has a good working knowledge of the examination system, will provide effective line management support and supervision of the examinations manager 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 manager
- 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

He/she will work with the Examinations Manager to ensure the administration, organisation and smooth running of public and internal examinations.

3.2.2 Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.

3.2.3 At the start of the academic year, begin coordinating with heads of department/subject to schedule controlled assessments.

3.2.4 Map overall resource management requirements for the year. As part of this resolve:

- clashes/problems over the timing or operation of controlled assessments.
- issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)

3.2.5 Ensure that all staff involved have a calendar of events.

3.3 Faculty/subject leaders

3.3.1 Decide on the awarding body and specification for a particular GCSE.

3.3.2 Standardise internally the marking of all teachers involved in assessing an internally assessed component.

3.3.3 Ensure that individual teachers understand their responsibilities with regard to controlled assessment.

3.3.4 Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar with the relevant teachers' notes, and any other subject specific instructions.

3.3.5 Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.

3.3.6 Understand and comply with the general guidelines contained in the JCQ publication 'Instructions for conducting non-examinations assessments' which is updated and issued by the JCQ each examination year.

3.3.7 Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.

3.3.8 Supply to the examinations manager details of all unit codes for controlled assessments.

3.3.9 Obtain confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.

3.3.10 Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows

3.3.11 Ensure that students and supervising teachers sign authentication forms on completion of an assessment.

3.3.12 Mark internally assessed components using the mark schemes provided by the awarding body. Submit marks through the exams office to the awarding body when required, keeping a record of the marks awarded.

3.3.13 Retain candidates' work securely between assessment sessions (if more than one). 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 is usually conducted with quarterly "Data Drops "which monitors students' mocks, working at current and predicated results

3.3.14 Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.

3.3.15 Ask the appropriate special educational needs coordinator (SENCO) for any assistance required for the administration and management of access arrangements.

3.4 The Examinations Manager

3.4.1 The Examinations Manager manages the administration of public and internal examinations and reporting of examination results, and will take all reasonable steps to maintain the integrity of the examinations/assessments ensuring the security of all assessment materials supplied to the centre and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre.

3.4.2 Enters students for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.

3.4.3 Confidential materials are directly received by the examinations office, to be checked stored safely and securely at all times and for as long as required in accordance with the current JCQ document Instructions for Conduction Examinations.

3.4.4 Ensure that teaching staff complete internal controlled/non-examination assessment marks using the appropriate examining bodies data format (ie: paper marksheets or on-line systems) and that these marks have been submitted to the examining boards within the given timescales.

3.4.5 On the few occasions where controlled/non-examination assessments cannot be conducted in the classroom arranges suitable accommodation where controlled/ non-examination assessment can be carried out, at the direction of the Deputy Headteacher (Curriculum and Assessment).

4. The statutory tests and qualifications offered

4.1 The tests and qualifications offered at this school are recommended by the leadership team and approved by the governors.

4.2 Decisions on whether a candidate should not be entered for an individual subject examination or national curriculum tests will be taken in consultation with the candidate and teaching staff. The leadership team will make the final decision.

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

5. Examination Fees

5.1 Lea Manor high school will pay all normal examination fees on behalf of the candidates.

5.2 Approved late entry or amendment fees are paid for by the school.

5.3 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.

5.4 The school will pay for one GCSE entry for each candidate per subject examination or unit. If a pupil wishes to resit an examination a second time (where allowed by the awarding body), the pupil must be willing to pay the examination fee. There will be no refund of this examination fee regardless of the examination grade awarded.

5.5 If a pupil fails to turn up for their GCSE examination with justifiable reason, i.e. a pupil not being able to attend due to sickness (a sick note must be provided) or due to unforeseen circumstances, such as being involved in an accident or a family bereavement, then the school will pay the cost of the examination. If a pupil fails to turn up for the GCSE examination without justifiable reason then the school is at liberty to request that parents reimburse the school for the cost of the examination fee.

5.6 The school will submit a request for a review of marking and pay for that review for pupils who meet the criteria as set out in the 'GCSE Exam Results – Review of Marking Policy'.

6. The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

6.1.1 The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. The school must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law using the following procedures:

6.2 Special Needs

6.2.1 A candidate's special needs requirements are determined by the SENCO, doctor and educational psychologist/special teacher.

6.2.2 The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO can then inform staff of any special arrangements that the individual candidates can be granted during the course and in the examination.

6.2.3 The SENCO must ensure access arrangements have been applied for.

6.3 Access arrangements

6.3.1 Making special arrangements for candidates to take examinations is the responsibility of the SENCO.

6.3.2 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO with assistance from the Examinations Officer.

6.3.3 Rooming, invigilation and support for access arrangement candidates will be arranged by the Examinations Officer.

7. Candidates

7.1 The JCQ regulations will be published to candidates and staff prior to all external examinations. Candidates will be given all JCQ information for candidates policies with their exams entry statement. JCQ rules and regulations will apply at all times.

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

8. Controlled Assessment/Non-examination Assessment Malpractice

The integrity of the qualification must be protected (www.jcq.org.uk/exams-office/malpractice/) and the centre must have a malpractice/plagiarism policy to acknowledge the use of AI (e.g. 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)

Roles and responsibilities of staff involved in controlled/non-examination assessments are described in section 3.

9. Controlled Assessment/Non-examination Assessments

- **Ensures that teaching staff do not use AI tools as the sole or primary means of marking candidates' work**

Teachers must review all the work in its entirety and determine the mark it warrants using their own professional judgement regardless of the outcomes of an AI tool. The teacher remains responsible for the mark/grade awarded. This is subject to any further guidance published by the regulators

9.1 Malpractice by students

9.1.1 Malpractice by students is covered by the JCQ booklet "Information for conducting non-examination assessments" which is updated and issued by the JCQ each examination year. Students are also issued with a JCQ Notice to Candidates relating to non-examination assessments. This is issued by the JCQ each examination year. We will apply the same procedures to all our examination courses.

9.2 Malpractice by staff

9.2.1 All staff involved with the production and marking of coursework and/or non examination assessments should familiarise themselves with the procedures covered in the JCQ booklet "Information for conducting non-examination assessments" which is updated and issued by the JCQ each examination year.

9.2.2 Coursework and non-examination assessment marks submitted to the examinations officer need to be checked by the teacher responsible for them. Should an error be identified the teacher needs to inform the Examinations officer immediately. The Examinations Manager will amend the marks if they have not yet been submitted to the examination board. If marks have already been submitted to the board the Examinations officer will contact the board and appeal the mark.

10. Appeal for review of marking of centre assessment marks (GCSE controlled assessments and non-examination assessments).

10.1 Lea Manor High 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.

10.2 Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Lea Manor High 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.

10.2.1 Lea Manor High 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.

10.2.2 Lea Manor High 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.

10.2.3 Lea Manor High School will, having received a request for copies of materials, promptly make them available to the candidate.

10.2.4 Lea Manor High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

10.2.5 Lea Manor High 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 outlining the reason for the request.

10.2.6 Lea Manor High 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.

10.2.7 Lea Manor High School will 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.

10.2.8 Lea Manor High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

10.2.9 The candidate will be informed in writing of the outcome of the review of the centre's marking.

10.2.10 The outcome of the review of the centre's marking will be made known to the head of centre. A written record will be kept and made available to the awarding body upon request.

10.3 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 consistency of marking within the centre, whereas moderation

by the awarding body ensures that the 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.

11. External Results, enquires about results (EARs) and access to scripts

11.1 Results

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

11.1.2 Candidates who are not able to collect their results from the school on results day may nominate a person to collect them on their behalf. Candidates must request this via the Examinations Officer prior to results day and the nominated person must be able to provide valid ID on the point of collection. Nominated persons should not be changed without prior notice being given to the Examinations Manager.

11.2 Enquiries about results (EARs)

11.2.1 The learner has the right to appeal against assessment decisions for externally set assignments for NCFE and GCSE qualifications.

11.2.2 All EARs must be submitted via the school and meet the criteria as set out in the 'GCSE Exam Results – Review of Marking Policy' a copy of which is given to all candidates on results day.

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

11.2.4 If a result is queried, the Examinations Officer, teaching staff or Assistant Headteacher (Curriculum and Assessment) will investigate the feasibility of asking for a re-mark at the school's expense, provided it meets the criteria of the 'GCSE Exam Results – Review of Marking Policy'.

11.2.5 When the school does not uphold an EAR, a candidate may apply to have an enquiry carried out. (If a candidate requests this against the advice of the school, they will be expected to pay the relevant examination board fees).

11.2.6 After the release of results, candidates may ask subject staff to request the return of papers within three day's scrutiny of the results. (If a candidate requires this against the advice of subject staff, they will be charged).

11.2.7 Staff may request scripts for investigation or for teaching purposes. The consent of candidates must be obtained before any scripts are requested.

11.2.8 A review of marking cannot be applied for once a script has been returned.

12. Certificates

12.1 Certificates are collected and signed for by the candidate.

12.2 Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so by the candidate and the third party can produce valid ID at the point of collection along with a signed letter of permission from the candidate.

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

12.4 The school retains certificates for six years, after that period they will be confidentially destroyed.

13. NCFE Assessment and Moderation

13.1 Students are provided with a handbook which explains the assessment process. A copy of the handbook is always available on the learning gateway.

13.2 Assessment

13.2.1 Assessors need to use current standards and where more than one assessor is involved the course leader is responsible for ensuring that these are applied consistently.

13.2.2 Assessors need to check that the work submitted is that of the learner.

13.2.3 Assessors will provide written interim feedback to students' work. This will offer students the opportunity to complete the work to a higher standard by an agreed deadline.

13.3 Internal Verification

13.3.1 Internal verification is intended to drive the quality of assessment. This process demonstrates to the awarding body that we are acting effectively.

13.3.2 Records of internal verification must be kept securely by the course leader and used to inform the Quality Review and Development (QRD) process.

13.3.3 Lead internal verifiers for each course will be agreed with the Quality Nominee by July of each year, prior to the course starting in September. This person will take overall responsibility for assessment and quality assurance of a NCFE subject. The lead internal verifier must participate in induction training and a standardisation activity provided by the awarding body.

13.3.4 The Quality Nominee must check that the lead internal verifiers have completed induction and standardisation leading to accreditation

13.3.5 The course leader will prepare a course and Internal Verification schedule. This will be agreed with the Internal Verifier(s) for the course by the end of September each academic year. Assignment briefs will be written and internally verified before they are shared with the students.

13.3.6 Sampling needs to cover all units and all assessors. This will be provided by the assessor to the internal verifier by the dates specified in the Internal Verification schedule

along with assessment decisions and records for all students in the groups. Sampling does not need to take place only at the end of a unit and can be used after a few grading criteria have been completed and assessed.

13.3.7 Where the internal verifier deems that any assessment decisions are inaccurate they must agree a date with the assessor by which the changes that are needed should be made. The internal verifier will then need to confirm that this has been done and may request a different sample.

13.4 Recognition of prior learning policy and process

13.4.1 In the case of pupils transferring between schools, the school's Examination Officer will liaise with the examining body to ensure where possible any prior units of work and their NCFE registration are transferred to the new centre.

13.4.2 The school will refer to the guidelines as set by Pearson's 'Recognition of prior learning policy and process' which is available on the Pearson (Edexcel) website. A copy of this document should be included in all the BTEC subject folders.

14. Monitoring Evaluation and Review

14.1 This policy will be reviewed annually by the Deputy Headteacher (Curriculum and Assessment).

14.2 The Deputy Headteacher (Curriculum and Assessment) has overall responsibility for the successful implementation of this policy.

14.3 Subject team leaders are responsible for monitoring the successful implementation of the policy within their subject teams.

14.4 The Examinations Manager is responsible for monitoring the successful implementation of the examination administration contained in this policy.

POLICIES

Exam Contingency Policy

Exam contingency policy is located on the school's website/Staff Resource folder.

Lockdown Policy (Exams)

Lockdown Policy (Exams) is located on the school's website/Staff Resource folder

Internal Appeals Procedures : Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers

Procedures are covered under Complaint and Appeals Procedure (Exams) Policy which is located on the school's website/Staff Resource folder

Equalities Policy : Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements

Equality Policy is located on the school's website/Staff Resource folder.

"The head of centre/senior leadership team will...recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010. This must include a duty to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates; or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect..."

Complaints and Appeals Procedure (Exams) : Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

Complaint and Appeals Procedure (Exams) is located on the school's website/Staff Resource folder website.

Child Protection/Safeguarding Policy (Exams) : Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

Child Protection/Safeguarding policy is located on the school's website.

Invigilators will have to meet current legislative requirements/ Disclosure and Barring Service (DBS) clearance and will be made aware of policy during training

Data Protection Policy (Exams) : Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

Data Protection Policy is located on the school's website/Staff Resource folder.

"The centre will...ensure that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies"

Access Arrangements Policy : Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments

Access Arrangements Policy is located on the school's website/Staff Resource folder.

"... with the obligation to identify the need for, request and implement access arrangements..."

"The head of centre/senior leadership team will...have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments..."

Special Consideration Policy : Provide appropriate evidence to support special consideration applications, where required Candidates

Special Consideration Policy will be located on school's website

"Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of controlled assessment, coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control – Medical note will be required

Non-examination Assessment Policy : Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

Subject Leaders to download JCQ policy at the beginning course. Internal summary provided by Examinations Offer

Malpractice Policy (Exams)

Malpractice Policy (Exams) is located on the school's website.

Word Processor Policy (Exams)

Word Processor Policy (Exams) is located on the school's website

The Word Processor cannot simply be granted to a candidate because he/she now wants to type rather than write in examinations or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor must reflect the candidate's normal way of working within the centre. For example, where the curriculum is delivered electronically and the centre provides word processors to all candidates... [AA 5.8

Separate Invigilation Policy : 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

See Access Arrangement Policy located on the school's website.

“...For example, in the case of separate invigilation, the candidate’s difficulties are established within the centre (see Chapter 4, paragraph 4.1.4, page 16) and 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 mock exam as a consequence of a long term medical/ mental or emotional needs.” i.e separate room/small room to be available

ADDITIONAL INTERNAL INFORMATION

Candidate Identification Policy

A member of SLT or the head of year is present at the beginning of the exam to verify the identity of all candidates.

Centre provides photographic identification exams cards for invigilators to establish the identity of all candidates sitting examinations

...Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.”

Candidate Late Arrival arrangement

Follow guidelines in ICE book

- Head of year meets the late arrival at reception
- Head of year informs the EM and lead invigilator that the late candidate has arrived
- Escort candidate to seat , record time of arrival on exam log
- Submit Form JCQ/VLA-report on candidate admitted very late to examination room online, using the CAP within seven days of the examinations having taken place
- Persistent late arrivals will be warned and head of centre to use discretion to charge for certificates

“A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination. Candidate should be allowed full time for the examination entirely at the discretion of the centre...”

Leaving the Examination Room Procedures

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff/invigilator.

For examinations that last one hour or more, candidates must stay under centre supervision for at least one hour. i.e student must stay until 10:00am if morning exams starts at 9:00am and stay until 2:00pm when exams starts at 1:00pm

Candidates who have finished the examination and have been allowed to leave the examination room early must hand in all scripts., question papers and any other material before they leave the examination room

Managing Behaviour Procedures (Exams)

In the unlikely event of poor behaviour, SLT, Deans, or exams officer will speak to the offender. If poor behaviour continues and is disrupting others the candidate will be removed from the exam room

"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."

Unauthorised items

Arrangements for unauthorised items taken into the exam room

"...In the examination room candidates must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject..."

...any unauthorised items that have been taken into the examination room must be placed out of reach of the candidates (and not under their desks) before the examination starts

...The invigilator, prior to the examination starting, must ensure that candidates have removed their wrist watches, placing them on their desks items taken into the exam room and candidate personal belongings not allowed at exam desks are stored in locked classroom

Invigilators

- Are informed of the exams arrangements through training
- 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
- Follow the procedure provided by the exams manager which details how the identity of all candidates sitting exams will be confirmed
- Seat candidates in exam rooms as instructed by the exams manager on the seating plan
- 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)

- 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

Centre inspections

- 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 time frame

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
- adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the exams manager to ensure exam rooms are set up according to JCQ and awarding body requirements
- Ensure exam rooms are available and set up as requested by the exams manager
- 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

National Centre Number Register and other information requirements

- **Lea Manor High School must provide 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
- **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 examinations 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 papersand ultimately, awarding bodies could withdraw their approval of the centre.