



# **Parklands High School**

## **Examinations Policy**

**LEARN   RESPECT   ASPIRE   ACHIEVE**

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### RATIONALE

The purpose of this Policy for Examinations is

- to ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates
- to ensure the operation of an efficient exam system with clear guidelines for relevant staff

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy

The examination policy will be reviewed every two years

This examination policy will be reviewed by the Deputy Head teacher and the Examinations Officer

### EXAMINATION RESPONSIBILITIES

#### **Head of Centre**

- Understands the contents, refers to and directs relevant staff to annually updated 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)*
- Ensures the National Centre Number Register Annual update (administered on behalf of JCQ member awarding bodies by OCR) is responded to
- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exam process
- Ensures centre staff undertake key tasks within the exam process and meet internal deadlines set by the EO
- Ensures 'that the 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 examination or on-screen test' (ICE 6)
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions
- Ensures risks to the exam process are assessed and appropriate risk management processes/ contingency plans are in place
- Ensures required internal appeals procedures are in place
- Ensures a disability policy showing the centre's compliance with relevant legislation is 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 staff

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

- As Head of Centre (in their absence)
- SLT link for examinations matters
- Oversight of Curriculum Leaders in their duties related to presence in

#### **Examination Officer (EO)**

- Understands the contents of annually updated JCQ publications including:  
*General Regulations for approved centres (GR)*  
*Instructions for Conducting Examinations (ICE)*  
*Suspected Malpractice in Examinations and Assessments (SMEA)*  
*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 met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required

#### **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 (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)*

#### **Curriculum Leaders**

- 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
- Accurate completion of subject administration for examinations
- Timely completion of administration, to examination board requirements
- Accurate completion of entry and other mark sheets, including advising examination officer on tiers of entry
- Provide key messages and advice before pupils enter the exam room
- Advise SLT and Examination Officer of changes to specification and qualifications and of any new additional qualifications

#### **Subject teachers**

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENco
- Submission of relevant information to Curriculum Leader
- Notification of access arrangements, as soon as possible after the start of the course
- Provides coursework grades to the Examinations Officer within required deadlines

#### **SENCO**

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:  
*Access Arrangements and Reasonable Adjustments*
- Administration and oversight of access arrangements

- Identification and testing of candidates; requirements for access arrangements
- Provision of additional support as applicable

#### **Lead Invigilator**

- Collection of examination papers and other materials from the examination office prior to an examination
- Manage the examination in the absence of the Examinations Officer, working in co-operation with members of SLT and Curriculum Leaders
- Collection of all examination papers in the correct order at the end of the examination, and return to the exams office
- Reporting of any concerns to the examination officer, so that action can be taken
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

#### **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

#### **Candidates**

- Where applicable on this policy the term 'candidates' refers to candidates and/or their parents/carers
- Understanding coursework regulations and signing a declaration to authenticate coursework
- Understanding examination room regulations and adhering to them
- Ensuring presence at the correct time for examinations
- Inform the centre where circumstances prevent attendance at an examination
- Supply a doctor's note in the event of sickness preventing attendance at an examination
- Bring appropriate equipment to examinations

#### STATUTORY TESTS AND QUALIFICATIONS OFFERED

- Statutory tests and qualifications offered at this centre are decided by the Head of Centre and SLT
- Curriculum Leaders will inform the examinations officer and SLT by the end of the first half term in the academic calendar, where a change to the centre's published examination course has been made. Any subsequent changes must be agreed with the Head of Centre
- Curriculum Leaders must not withdraw a candidate from a course without consultation with the Deputy Head of Centre in their role as Examinations Line Manager.
- Where a candidate or their parents' wishes to enter a candidate for additional qualifications, this is at the discretion of the Head of Centre. In this instance, parents

may incur a cost of entering the candidate. Parents will be informed of the cost in writing, and this will be payable prior to the submission of the candidate's entry

- Where a candidate fails to attend an examination (without good reason), parents will be invoiced for the amount paid by the centre for the candidate's entry. The Examination Officer will consult with the Deputy Head, and letters will be sent by the Finance Department where it is judged necessary

#### EXAMINATION SEASONS AND TIMETABLES

- Examinations are not scheduled for Key Stage 3 classes. These are conducted internally, within curriculum areas
- Internal examinations are conducted for Years 7-10 during the Year 11 examinations in the summer. Internal examinations for Year 11 are conducted in February. There are, in addition, a number of modular examinations that are conducted throughout the year. All internal examinations will be conducted under examination conditions
- The external examination period is primarily in the summer term, from mid-May until the end of June. It is advisable for any holidays to be booked from July onwards
- Once the information has been received from Curriculum Leaders, all candidates will receive timetables for internal and external examinations. These will be co-ordinated and created by the examination officer

#### EXAMINATION FEES

- The centre will pay all normal examination fees on behalf of candidates
- Late entry or amendment fees will also be paid by the centre
- Within reason, candidates and curriculum areas are not charged for changes to tier, withdrawals made by the proper procedures or alterations arising from administrative processes. This is provided that these are made within the time allowed by the awarding bodies
- Where a department makes excessive changes, these can be extremely costly to the centre. Excessive changes will be judged by SLT, and discussed with the relevant Curriculum Leader. This may result at a later stage with departments being charged for changes

#### THE EXAM CYCLE

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

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

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

## CONDUCT OF CANDIDATES, CLASHES AND SPECIAL CONSIDERATIONS

- Candidates will be briefed on acceptable conduct in examinations by the Deputy Head of Centre, prior to significant examination periods
- The centre will issue clear guidelines to candidates on acceptable dress, behaviour and the use of mobile phone and other electronic devices. These will apply at all times from entry into the examination rooms
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage
- Any incident of disruptive behaviour by candidates will be dealt with by SLT in both internal and external qualifications, and in accordance also with JCQ guidelines for external examinations
- Candidates may leave the examination room for exams over 1 hour long for a genuine purpose requiring an immediate return to the examination room. For exams lasting less than an hour, candidates will not be permitted to leave, unless in an emergency. They will always be supervised by a member of staff when not in the examination room
- The Examinations Officer, via the House Achievement Leader, will attempt to contact any candidate who is not present at the start of an examination, and deal with them in accordance with JCQ guidelines
- Where clash candidates are identified, the Examinations Officer will be responsible for making suitable arrangements in accordance with JCQ guidelines
- Circumstances may occur whereby a candidate may be taken ill before an examination, suffer bereavement or other trauma, be taken ill in the examination itself or otherwise disadvantaged or disturbed during an examination. In such circumstances, it is the candidate's responsibility to alert the centre of the particular circumstances. If the circumstances arise during an examination, the candidate should raise their hand to alert an invigilator
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor. The candidate may contact the Examinations Officer to ascertain the correct documentation required
- It is the responsibility of the Examinations Officer to forward a completed special consideration form to the relevant awarding body, in accordance with their guidelines

### Information sharing

#### **Head of centre**

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SMEA](#) and [NEA](#)

#### **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 an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of mocks

### Head of department

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

## Access arrangements

### SENCo

- Assesses candidate to identify access arrangements requirements thereby ensuring that JCQ requirements are adhered to
- 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)
- 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, Head of department, teaching staff**

- Support the SENCo in identifying and implementing appropriate access arrangements

### **Internal assessment**

#### **Head of centre**

- Ensures an **internal appeals procedure** is in place for a candidate (or parent/carer) to appeal against an internal assessment decision
- Ensures a policy for the **management of controlled assessment** is in place for legacy GCSE qualifications, identifying staff responsibilities and examining potential risks
- Ensures a **non-examination assessment policy** is in place for new GCSE qualifications
- 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
- Ensure appropriate internal moderation, standardisation and verification processes are in place

#### **Head of department**

- Ensures teaching staff delivering legacy GCSE qualifications follow JCQ [\*Instructions for conducting controlled assessments\*](#) and the specification provided by the awarding body
- Ensures teaching staff delivering new GCSE specifications 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

#### **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

#### **Exams officer**

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

### **Invigilation**

#### **Exams officer**

- Provides an annual training event for new invigilators and an update event for invigilators in 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)

- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

### **Entries**

#### **Exams officer**

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

#### **Head of department**

- Provides information requested by the EO by 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

### **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

#### **Head of department**

- 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

### **Candidate statements of entry**

#### **Exams officer**

- Provides candidates with statements of entry for checking

#### **Teaching staff**

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

#### **Candidates**

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

## **Briefing candidates**

### **Exams officer**

- Issues individual exam timetable information to candidates
- 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
  - 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

## **JCQ inspection visit**

### **Exams officer or senior leader**

- Accompanies *"the Inspector **throughout** the course of his or her centre visit, including inspection of the centre's secure storage facility."* [ICE Introduction]

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

### **Exams officer**

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

### **Invigilators**

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

## **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 resolve candidate exam clashes
- 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

## **Transferred candidate arrangements**

### **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
-

## **Internal Exams**

### **Exams officer**

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

### **SENCo**

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

### **Teaching staff**

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

## **Exam time: roles and responsibilities**

### **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

### **Candidate absence**

#### **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**

- Must provide a valid sick note
- Are re-charged relevant entry fees for unauthorised absence from exams

## **Candidate late arrival**

### **Exams officer**

- Ensures that candidates who arrive very late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- 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

## **Conducting exams**

### **Head of centre**

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

### **Exams officer**

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

## **Dispatch of exam scripts**

### **Exams officer**

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

## **Exam papers and materials**

### **Exams officer**

- Organises exam question papers and associated confidential resources in date order in 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

## **Exam rooms**

### **Head of centre**

- Ensures only approved 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

#### **Exams officer**

- Ensures exam rooms are set up 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

#### **Irregularities**

##### **Head of centre**

- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required

##### **Senior leaders**

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms

- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

#### **Exams officer**

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

#### **Invigilators**

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

#### **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

#### **Internal exams**

##### **Exams officer**

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

##### **Invigilators**

- Conduct internal exams as briefed by the EO

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

##### **Internal assessment**

##### **Head of department**

- 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 staff are available for candidates as results are issued

### 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

## Post-results services

### Head of centre

- Ensures **internal appeals procedures** are available where candidates disagree with the centre decision
  - not to support an enquiry about results
  - not to appeal against the outcome of an enquiry about results

### Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, enquiries about results and appeals procedures*)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and collect candidate informed consent and fees where relevant
- 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, where applicable

### Teaching staff

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

## **Candidates**

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

## Analysis of results

### **Data Manager**

- 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

### **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

## **Review**

### **Exams officer**

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

### **Senior leaders**

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

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

### **Exams officer**

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exam archiving policy that identifies information held, retention period and method of disposal

**Headteacher**.....

**Date**.....

**Governor**.....

**Date**.....

## Internal appeals form

This form should be completed in all cases to lodge an appeal.

Please tick to indicate what the appeal is against:

- an internal assessment decision
- the centre decision not to support an enquiry about results
- the outcome of an enquiry about results

Name of appellant		Candidate name <i>if different to appellant</i>	
Awarding body		Unit/module/exam paper code	
Subject		Unit/module/exam paper title	

Please state the grounds for your appeal below:

*Continue overleaf if necessary*

### Appeal against an internal assessment decision

#### Appellant declaration

By signing here, I am confirming I understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body's specification and subject-specific associated documents. I also understand the appeal may only be made against the marking/assessment process not against the mark submitted by the centre for moderation by the awarding body.

Signature:

Date of signature:

### Appeal against the centre decision not to support an enquiry about results

#### Appellant declaration

By signing here, I am confirming I feel there are grounds to appeal against the centre's decision.

Signature:

Date of signature:

### Appeal against the outcome of an enquiry about results

#### Appellant declaration

By signing here, I am confirming I understand that the grounds for my appeal must relate to the awarding body's procedures or the application of the post-result service procedures. I also understand that appeals do not generally involve further reviews of marking candidates' work. I also confirm that I will pay in advance any fees which may be charged by the awarding body for the appeal. I understand this fee will be refunded if the appeal is upheld.

Signature:

Date of signature:

The appellant declaration against the relevant appeal must be signed, dated and returned to the EO, on behalf of the head of centre, to the timescale indicated in the internal appeals procedure.

# CERTIFICATES THIRD PARTY COLLECTION

## PERMISSION TO COLLECT A CANDIDATE'S CERTIFICATES

To Student: Please print and complete this form

\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Address 1)  
\_\_\_\_\_ (Address 2)  
\_\_\_\_\_ (Address 3)  
\_\_\_\_\_ (Address 4)  
  
\_\_\_\_\_ (Date)

**TO: Examinations Office**

I am unable to collect my certificates in person from school, and therefore, give permission for  
\_\_\_\_\_ (Name) to collect them on my behalf.

**He/she will bring proof of identity and a copy of this notification to enable you to release my certificates.**

Yours faithfully

\_\_\_\_\_ Form Group \_\_\_\_\_

(Signature)

\_\_\_\_\_ (Student: Print Name)

\_\_\_\_\_ (Exam/Candidate Number)

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This form must be handed in when collecting certificates by the nominated person named above for the collection of student certificates (as signed above)

*Office Use Only: I.D Checked – please initial*

