



General Exam Policy

2021/22

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

Reviewed by	J Bates
Approved by	R Shell-Macleod
Date of next review	January 2022

Key staff involved in awarding and allocating word processors for exams:

Role	Name(s)
SEnCo	(vacancy) covered by S Afzal/G Patel
Head of Centre	R Shell-McLeod
Exams Officer	S Khatoon
SLT member(s)	R Bakewell, B Howes, P Lewis, W Robinson, S Afzal, G Patel
IT Manager	L Southam

Candidate Absence and Late Arrivals

- Upon students entering the exam room, exam staff will identify empty seats and mark these on a spare seating plan. This will be given to the SLT member to start locating the students
- The exam register will be taken as soon as the exam starts. Any candidates entering the exam after the start will be noted as late on the LATE log.
- SLT will use the resources within school to locate the students, including phoning home to ascertain the location of the candidate(s) and the expected arrival time
- Any students likely to arrive over one hour late will be advised of travel arrangements. SLT to consider collection of students likely to be over an hour late
- The decision to allow students to sit an exam if they arrive over an hour late lies with the Head of Centre. Boards are unlikely to accept these scripts if it cannot be proven that the candidate did not liaise with anyone during the time after the hour.
- If the decision is made to allow the VERY LATE candidate(s) to sit the exam then the required VERY LATE paperwork will be submitted to the board and the candidate warned that their script may not be accepted

Food and Drink

- Food will not be allowed in the Exam room
- Water is allowed – in clear plastic bottles with labels removed

Training of Invigilators

- Training of invigilators is the responsibility of the Head of Centre but will be carried out by the Exams Officer
- Training records will be kept for the period of examinations and the appeals process
- A variety of training materials will be used which may include face-to-face training days, online powerpoint presentations, and the use of The Exams Office online modules. The most appropriate training medium for the audience and the school's requirements will be applied

Leaving the Examination Room

- Candidates cannot leave the exam room within the first hour of the published start time of any exam
- Any student leaving the exam room before the first hour will not be allowed to return to the exam room
- If a candidate needs to leave the exam room for any reason, they must be accompanied by an invigilator. The invigilator can only leave the room if the required invigilation ratio would not be contravened. If there are not enough invigilators in the room to allow the escort, the radio must be used to summon assistance
- Toilet breaks will not be allowed in the first hour of the exam (10:00 am for morning exams, 14:30 for PM exams) or the last half an hour. Toilet breaks at other times will be discouraged unless there are medical reasons

Separate Invigilation

- Candidates requiring separate invigilation will need to show evidence of a medical condition
- In line with JCQ advice, separate invigilation will not be awarded for candidates suffering from exam anxiety

Access Arrangements

- Long term access arrangements are applied for by the SENCO. Many of these require an appropriate assessment of the candidate
- Short term (on the day) access arrangements will be assessed by the Exams Officer in conjunction with the SLT Exams Lead and/or the SENCO. On the day Access Arrangements will be applied for by the Exams Officer.

Certificate Issue Procedure and Retention

- Certificates will be issued in the Autumn term of any certification year
- Certificates will be retained in the Exams Office for a period of 24 months. After this time they will be destroyed, and a record kept of the destruction

Conflicts of Interest

- Invigilators, exams staff and teaching staff will be asked to confirm they have no relation to any Y11 students that might cause a conflict of interest
- The relevant board's procedures will be followed should any conflicts of interest become apparent

Lockdown

- Should an emergency lockdown be invoked, the exam will continue whilst centre and invigilation staff follow the procedures of the school lockdown policy.
- Basic details of the school lockdown policy will be retained in each exam room folder and will be referred to in the invigilation training