



WHOLE SCHOOL POLICY FOR EXAMS

LONG STRATTON HIGH SCHOOL

Policy Consultation & Review

This policy is available on request from the school office.

This policy will be reviewed in full by the Governing Body every three years. This policy was last reviewed and agreed by the Full Governing Body in December 2020. It is due for review in December 2022.

Signature

Headteacher

Date: December 2020

Signature

Chair of Governors

Date: December 2020

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The purpose of this exams policy is:

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

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

The exams policy will be reviewed every three years or earlier in line with exam reforms.

The exams policy will be reviewed by the Assistant Head, in charge of Exams, and the Exams Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk

Exam Responsibilities

The Head of Centre:

- has overall responsibility for the school/college as an exams' centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- accounts for income and expenditures relating to all exam costs/charges.

Assistant Head:

- ensures exam policies are in place.
- supports the exams officer to ensure exams are Covid safe and compliant.
- assists in the recruitment and monitoring of a team of exams invigilators responsible for the conduct of exams.
- authorises examination budget spends

Exams Officer:

- manages the administration of both internal and external exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them, checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- identifies and manages exam timetable clashes.
- organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.

- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **Special Educational Needs Coordinator (SENDCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements
- liaising with subject teachers prior to examination testing to help inform which candidates may be eligible for testing, as indicated by teacher referrals for usual way of working
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.
- assists the SENDCo in administering access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*

Invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams' office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams' office.

Candidates are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.

- ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications Offered

The qualifications offered at this centre are decided by the Senior Leadership Team.

The types of qualifications offered are GCSEs and OCR Cambridge Nationals.

The subjects offered for these qualifications in any academic year may change during the duration of this policy. If there is to be a change of specification for the next year, the Exams Officer must be informed by the start of Year 10 where a final exam takes place at the end of Year 11.

Informing the exams officer of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department but only in consultation with the member of SLT who line manages the department.

Exam Series

Internal mock exams and assessments are scheduled in the school calendar in September. Year 11 Mock exams are scheduled for January but this may change. Key Stage 3 exams are usually scheduled for the Summer Term. Year 10 internal mock exams are also usually scheduled for the Summer Term.

External exams and assessments are scheduled in May/June.

Internal exams are held under external exam conditions.

Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and external exams at a specified date before each series begins. It is the responsibility of the candidate to ensure that entries are correct.

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Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal, but this will be made in agreement with the Head of Department.

Entry deadlines are circulated to heads of department via email.

Heads of department will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the member of SLT in charge of that department.

Exam fees

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. If amendment requests arise passed the agreed deadline, the department will be responsible for the cost of these.

The Exams Officer will publish the deadline for actions well in advance for each exams' series.

GCSE entry exam fees are paid by the centre. Late entry or amendment fees are paid by the centre.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam without good reason e.g. illness where medical evidence is not provided;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Access arrangements

The SENDCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENDCo who will ensure that the appropriate testing is done prior to the exam period. Ensuring there is appropriate evidence for a candidate's access arrangement is the SENDCo's responsibility. Submitting completed access arrangement applications to the awarding bodies is also the responsibility of the SENDCo.

Rooming for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer. Exam testing can take place no earlier than the start of Year 9 and applications to JCP can be no earlier than July of Year 9.

Managing invigilators

External staff will be used to invigilate examinations. These invigilators will be used for both internal and external exams. Recruitment of invigilators is the responsibility of the Assistant Head for exams and the Exams Officer. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the PA to Head of Centre. DBS fees for securing such clearance are paid by the centre. Invigilators' rates of pay are set by the Finance team for the Trust.

Invigilators are timetabled, trained, and briefed by the Exams Officer.

Malpractice

The Head of centre in consultation with the Head of Department is responsible for investigating suspected malpractice.

Exam days

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The Invigilating team will start and finish all exams in accordance with JCQ guidelines.

Subject staff may choose to be present at the start of the exam but are not allowed in any exam room once students have entered.

Exam rooms will contain a copy of candidates' photos. In addition, a member of SLT and the Exams Officer will be present at the start of any exam to ensure that candidates are verified.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 48 hours after candidates have completed them, provided that all scripts have been collected.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with an Invigilator.

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exams Officer. This will normally take place during a scheduled assembly.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room the candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room and will be handed in before entering the exam room or placed in candidates' bags.

Students must leave bags outside of the exam room for all exams.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

The Exams officer, liaising with the SLT team, will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

Internal assessment

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exam boards by Heads of Department and records kept within departments.

The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's appeal's policy.

Results

Candidates will receive individual results slips on results days:

- In person at the centre at a specified time
- By first class post to their home address – upon request
- Collected and signed for by a pre-arranged person

Results can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Head of Centre and SLT team.

The provision of the necessary staff on results days is the responsibility of the Head of Centre and SLT team and is a JCQ requirement.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate.

All decisions on whether to make an application for an EAR are made by the candidates and parents/carers, with guidance if required from Heads of Department and teachers.

It is not the Exams Officers responsibility to make decisions on whether an EAR is required or not.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may request a copy of their script for certain subjects. Guidance on which can be obtained is available from the Exams Officer.

Centre staff may also request scripts for investigation or for teaching purposes.

We require a candidate's consent for all requests for scripts and they will not be processed without this.

Timescales for ATS are available from the Exams Officer.

The cost of EARs will be paid by the candidate, or if requested by the Head of Department for teaching resources the cost will be debited from the departments budget once the invoice is received.

Processing of requests for ATS will be the responsibility of the Exams Officer.

Certificates

Candidates will receive their certificates:

- in person at the centre
- collected and signed for

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 12 months at which time they will be sent back to the relevant exam board.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if we still retain the information. This will depend upon how long ago the exams were sat.

Controlled Assessment

Having a clear policy about controlled assessment is important for all members of our school community.

The purpose of the document is to clearly identify the responsibilities of key members of staff plan and manage GCSE controlled assessments alongside other colleagues.

It should be read in conjunction with the JCQ document Instructions for conducting controlled assessments.

Staff responsibilities - GCSE controlled assessments

The roles and responsibilities of key staff members involved in controlled assessments are documented below:

The Senior leadership team are:

- Accountable for the safe and secure conduct of controlled assessments. They ensure assessments are undertaken to comply with JCQ guidelines and awarding bodies' subject-specific instructions.
- Responsible for overseeing coordination between Heads of Department/Subject to schedule controlled assessments. It is advisable that controlled assessments are spread throughout the academic years of Key Stage 4.
- Responsible for overseeing the mapping of the overall resource management requirements for the academic year. As part of this, they will work with the Exams Officer to resolve:
 - clashes/problems/issues with the timing or operation of controlled assessments;
 - issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.);
- Ensure that all staff involved have an up to date and accurate calendar of events.
- Create, publish and maintain an internal appeals policy for controlled assessments.

The Exams Officer will:

Be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format of confidential materials that are directly received by the Exams Officer.

- Download and distribute marksheets for teaching staff to use where applicable.
- **Ensure that in exceptional circumstances**, where controlled assessments cannot be conducted in the classroom, arrange suitable accommodation where controlled assessments can be carried out at the direction of the Senior Leadership Team.

The Heads of Departments will:

- Decide on the awarding body and specification for a particular GCSE.
- Standardise internally the marking of all teachers involved in assessing an internally assessed component.
- Ensure that individual teachers fully understand their responsibilities with regard to controlled assessment.
- Ensure that individual teachers fully understand the requirements of the awarding body's specification, are familiar with the relevant teachers' notes **and** any other subject specific instructions.
- Ensure that when a pupil makes an appeal over a piece of assessment they will be reviewed by an alternative member of staff. Where there is no alternative within the school, the school will need to look toward other educational establishments.
- Ensure that where appropriate, they will develop new assessment tasks or adapt sample awarding body assessment tasks to meet local circumstances, in line with the awarding body's specification and control requirements.

Our Teaching Staff will:

- Understand and comply with the general guidelines detailed within the JCQ publication Instructions for conducting controlled assessments
- Understand and comply with the awarding body's specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
- Supply all unit codes for controlled assessments to the Exams Officer details.
- 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.

- Supervise assessments at the specified level of control, within the guidelines of the exam specification. Undertake the tasks required under the regulations, only permitting assistance to candidates as the specification allows.
- Ensure that candidates and supervising teachers sign the authentication forms on completion of an assessment.
- Mark internally assessed components using the mark scheme provided by the awarding body. Submit marks to the awarding body by the published deadline, keeping a record of the marks awarded.
- Retain candidates' work securely between assessment sessions (if more than one), in line with the guidelines within the exam specification.
- 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.
- Ask the appropriate special educational needs coordinator (SENDCo) for any assistance required for the administration and management of access arrangements.

Our Special Educational Needs Coordinator/additional learning support will:

- Ensure access arrangements have been applied for.
- Work with teaching staff to ensure requirements for support staff are met.

Our Pupils will:

- Have the right to appeal marks awarded through controlled assessment. Pupils will need to contact the Head of Department in order to make an appeal. There is an expectation that this controlled assessment would be reviewed by an alternative member of staff. Where there is no alternative within the school, the school will need to look toward other educational establishments.

Exam Contingency Plan

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Long Stratton High School. 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. Alongside internal processes, this plan is informed by scenarios contained in the Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland.

This plan complies with JCQ general regulations (section 5) in that:

The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle;”

Causes of potential disruption to the exam process:

- Exam officer extended absence at key points in the exam series
- SENCo extended absence at key points in the exam series
- Teaching staff extended absence at key points in the exam cycle
- Invigilators - lack of appropriately trained invigilators or invigilator absence
- Exam rooms - lack of appropriate rooms or main venues unavailable at short notice
- Failure of ICT systems
- Disruption of teaching time – centre closed for an extended period
- Candidates unable to take examinations because of a crisis – centre remains open
- Centre unable to open as normal during the exams period
- Disruption in the distribution of examination papers
- Disruption to the transportation of completed examination scripts

- Assessment evidence is not available to be marked
- Centre unable to distribute results as normal

Further guidance to inform and implement contingency planning: Ofqual; JCQ; GOV.UK

Causes of potential disruption to the exam process:

1. Exam officer extended absence at key points in the exam process.

Criteria for implementation of the plan

Key tasks required in the management and administration of the exam cycle not undertaken including:

- Planning
 - ✓ annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
 - ✓ candidates not being entered with awarding bodies for external exams/assessment
 - ✓ awarding body entry deadlines missed or late or other penalty fees being incurred
- Pre-exams
 - ✓ exam timetabling, rooming allocation; and invigilation schedules not prepared
 - ✓ candidates not briefed on exam timetables and awarding body information for candidates
 - ✓ exam/assessment materials and candidates' work not stored under required secure conditions
 - ✓ internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators
- Exam time
 - ✓ exams/assessments not taken under the conditions prescribed by awarding bodies
 - ✓ required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
 - ✓ candidates' scripts not dispatched as required to awarding bodies
- Results and post-results
 - ✓ access to examination results affecting the distribution of results to candidates
 - ✓ the facilitation of the post-results services

Centre actions:

- Source alternative venues/facilities including neighbouring schools, village halls and other schools which are part of the Trust
- Extra help could be called on from the Invigilators.
- Extra help could be sought by networking with staff from the Trust.
- Relief staff to be given access to secure storage procedures, including key codes for the doors, usernames and passwords for the staff network and exams websites
- Report long term absence to the Exam Boards

2. SENDCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

- Planning
 - ✓ candidates not tested/assessed to identify potential access arrangement requirements
 - ✓ evidence of need and evidence to support normal way of working not collated
- Pre-exams
 - ✓ approval for access arrangements not applied for to the awarding body
 - ✓ modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
 - ✓ staff providing support to access arrangement candidates not allocated and trained
- Exam time
 - ✓ access arrangement candidate support not arranged for exam rooms

Centre actions:

- SLT to ensure that two members of staff are able to cover a role/task
- Approval from exam boards and exam arrangements could be passed to the Exams Officer with sufficient warning and planning time.
- Lead LSA with considerable amount of experience in invigilation to arrange student support during all exams

3. Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the Exams Officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in:
 - ✓ candidates not being entered for exams/assessments or being entered late
 - ✓ late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines

Centre actions:

- SLT to ensure that two members of staff are able to cover a role/task (Exams Manager, Assistant Headteacher, Headteacher)
- HODs should take responsibility for any missing entries, coursework marks and any assessment marks in the absence of a member of teaching staff.
- Entries must be made on time to meet deadlines and avoid late fees. Amendments can always be made at a later date to confirm final entries.

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

- Failure to recruit and train sufficient invigilators to conduct exams
- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Centre actions:

- Exams Officer to first check availability of other invigilators who said they were available for that slot.
- Use Cover Supervisors, ensuring that they are not the only persons invigilating the exam.
- Check 'free staff' to see if there is anyone else available who has not been used from that teaching period.
 - Contact other Trust schools to see if any are available to support
- See if it is possible to amalgamate any of the access arrangement rooms to release an invigilator.

- Default back to advised ratio of invigilators to pupils (1-30) but ensure that invigilators are able to make contact in case of an emergency.
- As a last resort, call upon SLT to invigilate (ensuring that there is no breach in security i.e. staff present have not taught the subject examined)
 - Ongoing review of number of invigilators so that more can be recruited where numbers are looking low

5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Exams officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an unexpected incident at exam time

Centre actions:

- Source alternative venues/facilities
- Use SIMS to identify free rooms in school
- Room bookings must be made early enough in advance to ensure there are sufficient rooms for exam students.
- If there is an emergency on the day, the free room calendar must be checked first and moves made accordingly.
 - If all students are in exams at any one time, then the rooms used by that Year group in that period, should be free and can be booked for exams.
 - If no possibility of any free rooms, Head of Centre Head to consider moving exams to alternative venue.
- Ensure that any additional room use is covered by the appropriate number of invigilators.

6. Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

Centre actions:

- All exam entries should be made well in advance of the deadline to avoid this issue in the first place. If the entries are left to the last minute and there is an IT failure, firstly ring the relevant exam boards to explain (They may give you an extension, but get that in writing).
- Try to access SIMS through another computer i.e. from home, or another SIMS user
- Check that the ICT department are aware of the exam results days to ensure smooth running of downloads.
- Download result directly from exam boards

7. Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan

- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning

Centre actions:

- Centre to communicate with parents, carers and students about the disruption to teaching time and provide appropriate work via the school intranet. Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centre to prepare students, as usual, for examinations.
- Consultation with the Trust to attempt to facilitate Year 11 lessons where possible at alternative venue.

8. Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal

Centre actions:

- Centre will communicate with relevant awarding organisation to make them aware of the issue.
- Centre will then communicate solutions to parents/carers and candidates
- Centre to open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

9. Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations

Centre actions:

- Centre to inform awarding organisation of examinations to be affected
- Look where possible to provide alternative provision e.g. local middle schools
- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- Centre to offer candidates an opportunity to sit any examinations missed at the next available series.
 - Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they should be aware that special consideration rules will not apply.

10. Disruption in the distribution of examination papers

Criteria for implementation of the plan

- Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions:

- Centre to discuss alternative delivery of papers to the centre
- Centre will check all exam papers upon arrival in school and will alert the appropriate Awarding Bodies of any discrepancies.
- If this happens on the day of the exam, contact the exam boards immediately. Awarding organisations to provide centres with electronic access to examination papers via a secure external network.
- Awarding organisations to fax examination papers to centres if electronic transfer is not possible.
- The Exams Officer would need to ensure that copies are received, made and stored under secure conditions

11. Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts.

Centre actions:

- Centre will communicate and organise alternative arrangements for delivery of scripts
- In the first instance centre to seek advice from awarding organisations and normal collection agency regarding collection. Centre will not make their own arrangements for transportation without approval from awarding organisations.
- Centre must ensure secure storage of completed examination papers until collection. All exams scripts must be stored in the secure Exams Office. If this is not accessible, then in the safe in the Main Front Office.

12. Assessment evidence is not available to be marked

Criteria for implementation of the plan

- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:

- Immediate communication to be made with relevant awarding body
- Students, parents and carers to be informed by letter.
- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations

13. Centre unable to distribute results as normal

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services

Centre actions:

- Centre to make arrangements to access its results at an alternative site (Possibly alternative school within the Trust or neighbouring Junior School)

Further guidance to inform and implement contingency planning:

Ofqual

Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland

<https://www.jcq.org.uk/exams-office/other-documents/jcq-joint-contingency-plan/>

JCQ

General regulations

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

Guidance on alternative site arrangements

<http://www.jcq.org.uk/exams-office/forms>

Instructions for conducting examinations

<http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

A guide to the special consideration process

<http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance>

GOV.UK

Emergencies and severe weather: schools and early years settings

<https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings>

Teaching time lost due to severe weather conditions

<https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions>

Dispatch of exam scripts guide: Ensuring the service runs smoothly; Contingency planning

<https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service>

Reviews of marking - centre assessed marks

(GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments)

Long Stratton 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.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Long Stratton 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.

1. Long Stratton 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.
2. Long Stratton 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. Where a candidate requests copies of materials in order to assist them in considering a review of the centre's marking system, Long Stratton High School will promptly provide these materials.
3. Long Stratton High School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.
4. Requests for reviews of marking must be made in writing.
5. Long Stratton 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.
6. Long Stratton 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.
7. Long Stratton High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
8. The candidate will be informed in writing of the outcome of the review of the centre's marking.
9. The outcome of the review of the centre's marking will be made known to the head of centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding

body will be informed immediately.

10. After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Long Stratton High School and is not covered by this procedure.

Covid 19

- Exams are held in year group bubbles which allows tables to be at the JCQ guidance of 1.25m apart.
- Students will remove masks and place in their own school bags, in rooms where they are not contained within their year group bubble. For rooms where students are in contact with other members of the school community before exams, masks will be on until they are sat at their exam desk. Masks will then be removed, placed in a clear plastic bag and put in blazer pockets.
- If masks are used to disrupt other students during an exam, these will be confiscated by the invigilators and Go4schools will be reflected to show Exams Misconduct.
- Hand sanitiser will be applied to students entering all exam rooms. This will be done by either SLT, exam officer or the invigilators.
- Invigilators will wear a mask or face shield during all exams.
- Gloves are provided to invigilators for every exam.
- Desks are cleaned after all students leave the exam room by invigilating team.
- Any equipment used by students during an exam will be disinfected and, where possible, left for 72 hours.
- If any student, or invigilator, shows symptoms the school Covid 19 procedures would be followed.