THE BOLSOVER SCHOOL
Nothing but the best

Examination Policy 2020-2021

Including:

Word Processor Exam Policy

Exam Evacuation Plan

GDPR Exam Policy

Exams Disability Policy

Policy on Internal Assessment for External Qualifications

Coronavirus (COVID-19) Exam Plan 2021

Approving Body:	Local Academy Board
Date Approved:	November 2020 (Covid Exam Plan addition approved February 2021)
Review Date:	November 2021

Policy: Exams Policies

Date: November 2020

Part of the
REDHILL ACADEMY TRUST
Exsisto Optimus

Key staff involved in exams

Role	Name(s)
Head of centre	**Matthew Hall**
Exams officer line manager (Senior Leader)	**Rebecca Bennett**
Exams officer	**Denise Perkins**
SENCo	**Stephanie Spence**
SLT member(s)	**Jason Pridmore, Stephanie Spence, Linda Hayes, Rebecca Bennett, Richard Topley, Kathryn Knowles**

Appendices Word Processor (for examinations): Emergency Evacuation, Disability, GDPR, Assessment for Internal Qualifications

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

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

"... the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute"   [JCQ General regulations for approved centres 1]

- exam candidates understand the exams process and what is expected of them.

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

This policy will be emailed to all centre staff and published on the school website.

Roles and responsibilities overview
"The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies.

The head of centre may not appoint themselves as the examinations officer. " [GR1]

Head of centre
Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
• *General regulations for approved centres* (GR)
• *Instructions for conducting examinations* (ICE)
• *Access Arrangements and Reasonable Adjustments* (AA)
• *Suspected Malpractice in Examinations and Assessments* (SMEA)
• *Instructions for conducting non-examination assessments* (NEA) (and the instructions for conducting controlled assessment and coursework)
• Ensures the National Centre Number Register Annual Update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to and approves the Head of Centre formal declaration
• Ensures the exams manager 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 exams process
• Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams officer

•*Ensures "that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidates preparation for the examination*, **is not an invigilator during the examination or on-screen test;"** [ICE 6]
•*Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instruction*
•*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 for exams 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 centre staff*

Exams Officer
The examinations officer is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments."

- Understands the contents of annually updated JCQ publications including:
- General regulations for approved centres
- Instructions for conducting examinations
- Suspected Malpractice in Examinations and Assessments
- Post-results services (PRS)
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of external invigilators; appoints 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
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Suspected Malpractice in Examinations and Assessments
- Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework)

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

Head of faculty (HoF)/Subject teacher
- 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 SENDCo
- Ensures teaching staff keep themselves updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Ensures teaching staff attend relevant awarding body training and update events

Teaching staff
- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams officer and SENDCo
- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators
- Attend training, update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate

Reception staff
- Support the Exams officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials

Site staff
Support the Exams officer in relevant matters relating to exam rooms and resources

Candidates
- Where applicable in this policy, the term 'candidates' refers to candidates and/or their

parents/carers.

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.

Planning: roles and responsibilities

<u>Information sharing</u>

Exams officer

• Signposts relevant centre staff to annually produced JCQ publications including **GR, CE, AA, SMEA and NEA** 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

<u>Information gathering</u>

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 to enable preparation for and conduct of internal exams.

Head of faculty/Subject teacher

• Responds (or ensures teaching staff respond) to requests from the Exams officer on information gathering.
• Meets the internal deadline for the return of information
• Informs the exams officer 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

SENDCo

• Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
• Gathers evidence to support the need for access arrangements for a candidate
• Liaises with teaching staff to gather evidence of normal way of working of an affected candidate

• Determines candidate eligibility for arrangements or adjustments that are centre-delegated
•Gathers signed data protection notices from candidates where required
• Assisted by the Exams officer 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 Exams officer 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 faculty, Teaching staff
• Support the SENDCo 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 internally assessed marks (see Roles and responsibilities overview)
•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 GCE and 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 faculty/Subject teacher
• 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 legacy GCE unitised AS and A-level qualifications and Entry Level or Project qualifications follow JCQ Instructions for conducting coursework 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 manager
• Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

Invigilation

Head of Centre
• Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
•Determines if additional invigilators will be deployed in practical exams in addition to the subject teacher

Exams Officer
•Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
•Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams
•Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
•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: roles and responsibilities

Estimated entries

Exams Officer
•Requests estimated or early entry information, where this may be required by awarding bodies, from HoFs/Subject teachers in a timely manner to ensure awarding body external deadlines for submission can be met.
Head of faculty/Subject teacher
•Provides information requested by the Exams officer to the internal deadline
•Informs the Exams Officer immediately of any subsequent changes to information

Final entries

Exams officer
•Requests final entry information from HoFs/Subject teachers in a timely manner to ensure awarding body external deadlines for submission can be met
•Informs HoFs/Subject teacher of subsequent deadlines for making changes to final entry information without charge
•Confirms with HoFs/Subject teacher 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 faculty/Subject teacher
Provides information requested by the Exams officer to the internal deadline
• Informs the Exams officer 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 Exams officer and confirms information is correct

Entry fees

The centre pays any initial registration fees and exam entry fees.

Candidates must pay the fee for an enquiry about a result (EAR) should the centre not agree to make the enquiry and the candidate insists on pursuing it.
Re-marks or Access to Scripts will be paid centrally where agreed but may be charged to the faculty or the candidate must make the payment when the request is made.

Late entries
Exams officer
•Has clear entry procedures in place to minimise the risk of late entries

Head of faculty/Subject teacher
Minimises the risk of late entries by following procedures identified by the Exams officer in relation to making final entries on time and meeting internal deadlines identified by the Exams officer for making final entries
Pre-exams: roles and responsibilities

Access arrangements

SENDCo
• Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
• Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
• Ensures exam information (JCQ information for candidates information, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
• Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments

Briefing candidates

Exams officer
•Issues individual exam timetable information to candidates
•Issues relevant JCQ information for candidates documents or where to find them on the school website
• Where relevant, issues relevant awarding body information to candidates.
•Issues centre exam information to candidates including information on:
o exam clashes

o arriving late for an exam
o absence or illness during exams
o what equipment is/is not provided by the centre
o food and drink in exam rooms
o when and how results will be issued and the staff that will be available
o the post-results services and how the centre deals with requests from candidates
o 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

Estimated grades

Head of faculty/Subject teacher
• Where required, ensures teaching staff provide estimated grade information to the Exams officer by the internal deadline (where this still may be required by the awarding body)

Exams officer
•Submits estimated grade information to awarding bodies, to meet the external deadline (where this may still be required by the awarding body)
•Keeps a record to track what has been sent

Internal assessment

Head of centre
• Ensures procedures are in place for candidates to appeal internally assessed marks or request a review of the centre's marking of an assessment (when a centre is required to make reviews available)

SENDCo
• Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments

Teaching staff
• Support the SENDCo in implementing appropriate access arrangements for candidates undertaking internal assessments
•Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies

Head of faculty/Subject teacher
•Ensures teaching staff provide marks for internally assessed components of qualifications to the EM to the internal deadline
•Ensures teaching staff authenticate candidates' work to the awarding body requirements
•Ensures teaching staff provide required samples of work for moderation to the EM to the internal deadline

Exams officer

• Submits marks and samples to awarding bodies/moderators to meet the external deadline
•Keeps a record to track what has been sent
•Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates
• Authenticate their work as required by the awarding body

Invigilation

Exams officer
•Provides an invigilation handbook or briefs invigilators accordingly
•Deploys invigilators effectively to exam rooms throughout an exam series
• Allocates invigilators to exam rooms according to the required ratios
•Liaises with the SENDCo regarding the facilitation and invigilation of access arrangement candidates

SENDCo
•Liaises with the Exams officer regarding facilitation and invigilation of access arrangement candidates

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

JCQ inspection visit

Exams officer or Senior leader
• 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
•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 Exams officer
•Seat candidates in exam rooms as instructed by the Exams officer/on 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

MIS team
•Produces a master centre exam timetable for each exam series
•Identifies and resolves 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 SENDCo regarding rooming of access arrangement candidates
•Publishes room change information for all staff

SENDCo
•Liaises with the Exams officer 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/Business manager
• Liaise with the Exams officer to ensure exam rooms are set up according to JCQ and awarding body requirements

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

SENDCo
•Liaises with teaching staff to make appropriate arrangements for access arrangement candidates
Teaching staff
•Provide exam papers and materials to the Exams officer in a timely manner and not less than 3 days prior to the scheduled exam(s)
•Support the SENDCo 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
•Inform Student Services/Attendance Clerk and Subject Teacher/Head of House of absent Candidates

Student Services/Attendance Clerk
• Contact student/parent regarding examination absence
• Pass on reply to Head of House/Exams Officer

Head of House/SLT Link
• Informs student/parent of any exam charges that will be payable due to non-attendance

Finance officer
• Invoices raised and posted to the relevant students/parents for fees payable due to non-attendance

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 other Awarding Bodies

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

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
•Compiles 'day folders' in a timely manner for relevant examination material, attendance registers, seating plans, etc
•Records examiner details in exam season folder
•Regularly checks mail or inbox for updates from awarding bodies
•In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks the time, date and paper details
• Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

Exam rooms

Head of centre
• Ensures 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 Exams officer
•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 Exams officer 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 by the external deadline

Candidates

• Provide appropriate evidence to support special consideration requests, where required, prior to the deadlines

Invigilators

• Are informed of the arrangements through training

Internal exams

Exams manager

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

Invigilators

•Conduct internal exams as briefed by the Exams officer

Results and post-results: roles and responsibilities

Internal assessment

Head of faculty/Subject teacher
•Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
•Ensures work is returned to candidates or disposed of according to the requirements

Managing results day(s)

Senior leaders
•Identify centre staff who will be involved in the main summer results day(s) and their role
•Ensures senior members of staff are accessible to candidates after the publication of results

Exams officer
• Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

Site staff/Business manager
• 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 a centre decision:
• not to support an enquiry about results
• not to appeal against the outcome of an enquiry about results
(Ofqual has announced a series of changes to reviews of marking and appeals which may affect the centre's internal appeals procedures)

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 outcome
•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

Exams officer
•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. Details on how candidates can collect their certificates will be communicated by the centre.

Candidates
• May arrange for certificates to be collected on their behalf by providing the Exams officer with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates
• School is only obliged to retain certificates for a period of one year after issue

Review: roles and responsibilities

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 Exams officer 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

Word Processor Policy Exams 2020-2021

Key staff involved in awarding and allocating word processors for exams

Role	Name
SENCo	Steph Spence
Exams Officer	Denise Perkins
IT Manager	Mick Weaver

Contents

The criteria The Bolsover uses to award and allocate word processors for examinations

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

References to 'AA' relate to JCQ *Access Arrangements and Reasonable Adjustments 2020-2021* and ICE to JCQ *Instructions for conducting examinations 2020-21*.

Purpose of the policy

This policy details how the centre manages and administers the use of word processors (including laptops and tablets) in examinations and assessments.

Principles for using a word processor

The Bolsover School complies with AA chapter 4 *Adjustments for candidates with disabilities and learning difficulties* regulations and guidance as follows:
(AA 4.2.1)
- Candidates with access to word processors are allowed to do so in order to remove barriers for disabled candidates which prevent them from being placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate

(AA 4.2.2)
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question

(AA 4.2.3)
- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands of our candidates, the need for the use of a word processor is considered on a subject-by-subject basis

(AA 4.2.4)
- The use of a word processor is normally considered and agreed where appropriate at the start of the course providing the centre has firmly established a picture of need and normal way of working for a candidate
- Candidates are made aware when they will have the use of a word processor for timetabled examinations and non-examination assessments

(AA 4.2.5)
- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
  ➢ in the classroom (where appropriate); or
  ➢ working in small groups for reading and/or writing; or
  ➢ literacy support lessons; or
  ➢ literacy intervention strategies; and/or
  ➢ in internal school tests/examinations
  ➢ mock examinations

The only exceptions to the above would be a temporary injury or impairment, or a diagnosis of a disability or manifestation of an impairment relating to an existing disability arising after the start of the course.

The use of a word processor

The Bolsover School complies with AA chapter 5 *Access arrangements available* as follows:
(AA 5.8.1)
- o   Provides a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- o   Only grants the use of a word processor to a candidate where it is their normal way of working (see 4.2.5 above) within the centre
- o   Only grants the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand)

(The above also extends to the use of electronic braillers and tablets)

(AA 5.8.2)
- o   Provides access to word processors to candidates in non-examination assessment components as standard practice unless prohibited by the specification

(AA 5.8.3)
- o   Allows candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- o   Are also aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen

(AA 5.8.4)
- o   In all cases, ensures that a word processor cover sheet (Form 4) is completed and included with each candidate's typed script (according to the instructions issued by the individual awarding body)
- o   Does not simply grant the use of a word processor to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home

Word processors and their programmes

The Bolsover School complies with ICE 8.8 *Word processors* instructions by ensuring:
- o   word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- o   word processors have been cleared of any previously stored data, as must any portable storage medium used
- o   an unauthorised memory stick is not permitted for use by a candidate
- o   where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff
- o   word processors are in good working order at the time of the examination
- o   word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- o   where a candidate using a word processor is accommodated separately, a separate invigilator is used
- o   word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- o   documents are printed after the examination is over

- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in/attached to any answer booklet which contains some of the answers (and according to instructions issued by the individual awarding body)
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication.
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

Laptops and tablets

The Bolsover School further complies with ICE 8.8 instructions by ensuring:
- tablets used during examinations/assessments are designed to run for a long period of time once fully charged and are 'free-standing'
- the battery capacity of all laptops and/or tablets is checked before the candidate's examination(s) with the battery sufficiently charged for the entire duration of the examination
- candidates with fully charged laptops or tablets may be given the opportunity to be seated within the main examination hall without the need for separate invigilation and power points; the Exams Officer will make this decision
- candidates are reminded that their centre number, candidate number and the unit/component code must appear on each page as a header or footer
- candidates using Notepad or Wordpad software (which do not allow for the insertion of a header or footer) are instructed to handwrite their details as a header or footer once they have finished the examination and printed off their typed script; candidates are also supervised to ensure that they are solely performing this task and not re-reading their answers or amending their work in any way
- candidates are instructed to appropriately number each page
- candidates are instructed to use a minimum 12pt font and double spacing
- invigilators remind candidates to save their work at regular intervals
- where it is possible 'autosave' is set up on each laptop/tablet
- candidates are present at the end of the examination when their script is printed off so they can verify that the work printed is their own

Accommodating Word Processors in Examinations

The use of word processors is accommodated in the following manner:

- where numbers permit, candidates using word processors will be seated in a separate room (the conference room).
- if there are too many candidates to be seated in the conference room, candidates will be seated in a separate room alongside candidates who have access arrangements
- candidates who have access arrangements in addition to the use of a word processor, with or without extra time, will be seated in a room allocated for candidates with access arrangements or another suitable examination room

The criteria The Bolsover School uses to award and allocate word processors for examinations

The 'normal way of working' for exam candidates, as directed by the head of centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access arrangement in place, for example the use of a scribe/speech recognition technology.

Awarding word processors

There are also exceptions where a candidate may be **awarded** the use of a word processor in exams where he/she has a firmly established need, it reflects the candidate's normal way of working and by not being awarded a word processor the candidate would be at a substantial disadvantage to other candidates.

Exceptions might include where a candidate has, for example:
- o   a learning difficulty which has a substantial and long term adverse effect on their ability to writete legibly
- o   a medical condition
- o   a physical disability
- o   a sensory impairment
- o   planning and organisational problems when writing by hand
- o   poor handwriting

Allocating word processors

Appropriate exam-compliant word processors will be **allocated** by the IT department in liaison with the SENCo and the exams officer. In exceptional circumstances where the number of appropriate word processors may be insufficient for the cohort of candidates approved to use them in an exam session, the cohort will be split into two groups. One group will sit the exam earlier than or later than the published start time. The security of the exam will be maintained at all times and candidates will be supervised in line with section 2.11 of ICE.

Fire Evacuation Policy

PROCEDURE IN THE EVENT OF A FIRE ALARM DURING A PUBLIC EXAMINATION

IF THE FIRE ALARM SOUNDS whilst you are invigilating a Public Examination:

➢ **STOP THE CANDIDATES FROM WORKING AND NOTE THE TIME AND HOW LONG THE EXAM HAS BEEN RUNNING.**

➢ Instruct the candidates to turn their papers over and put pens/pencils down.

➢ Switch on the Walkie-Talkie (Channel 2) and wait for a member of SLT to give further instructions.

➢ SLT will confirm whether it is a false alarm by Walkie-Talkie and give further instructions.

If there is **IMMEDIATE DANGER/OBVIOUS DANGER**

➢ Instruct the students that they are to leave in **SILENCE**, when told to do so. Failure to remain silent could jeopardise their results.

➢ **If the exam is taking place in the MAIN HALL and there are several invigilators escort them one at the front, one in the middle and one at the back. Take the students to the area where the canopies are in the figure of eight, the students must be kept AWAY from the rest of the school. If you are on your own, escort them to the same place and radio for assistance.**

➢ **If the exam is taking place in the SPORTS HALL and there are several invigilators escort them one at the front, one in the middle and one at the back. Take the students to the area where the canopies are in the figure of eight, the students must be kept AWAY from the rest of the school. If you are on your own, escort them to the same place and radio for assistance.**

➢ Once there, space the candidates out and maintain silence between candidates.

➢ Return to the exam room once given the all clear by SLT.

RESUMING THE EXAMINATION:

➢ Wait until the candidates are ready to begin again.

➢ Instruct them that time will be added on to the end of the exam, there full allocation will stand.

➢ **NOTE** the time

➢ **START** the exam

➢ **ADJUST** the finishing time on the board

The examination board/s will be supplied with details of the examination disturbance and if appropriate a special consideration.

General Data Protection Regulation policy (exams)

2020/2021

Key staff involved in the General Data Protection Regulation policy

Role	Name(s)
Head of centre	**Mr Matthew Hall**
Exams officer	**Mrs Denise Perkins**
Exams officer line manager (Senior Leader)	**Miss Rebecca Bennett**
Data Protection Officer	**Mrs Linda Hayes**
IT manager	**Mr Michael Weaver**
Data manager	**Mr David Paget**

Purpose of the policy

This policy details how The Bolsover School in relation to exams management and administration, ensures compliance with the regulations as set out by the Data Protection Act 2018 (DPA 2018) and General Data Protection Regulation (GDPR).

Students are given the right to find out what information the centre holds about them, how this is protected, how this can be accessed and how data breaches are dealt with.

All exams office staff responsible for collecting and sharing candidates' data are required to follow strict rules called 'data protection principles' ensuring the information is:
- ▶ used fairly and lawfully
- ▶ used for limited, specifically stated purposes
- ▶ used in a way that is adequate, relevant and not excessive
- ▶ accurate
- ▶ kept for no longer than is absolutely necessary
- ▶ handled according to people's data protection rights
- ▶ kept safe and secure
- ▶ not transferred outside the European Economic Area without adequate protection

To ensure that the centre meets the requirements of the DPA 2018 and GDPR, all candidates' exam information – even that which is not classified as personal or sensitive – is covered under this policy.

Section 1 – Exams-related information

There is a requirement for the exams office(r) to hold exams-related information on candidates taking external examinations. For further details on the type of information held please refer to *Section 5 – Candidate information, audit and protection measures*.

Candidates' exams-related data may be shared with the following organisations:
- ▶ Awarding bodies
- ▶ Joint Council for Qualifications
- ▶ Department for Education
- ▶ Local Authority
- ▶ Redhill Academy Trust

This data may be shared via one or more of the following methods:
- ▶ hard copy
- ▶ email
- ▶ secure extranet site(s) – including eAQA; OCR Interchange; Pearson Edexcel Online; WJEC Secure services, NCFE Portal
- ▶ Management Information System (MIS) provided by Capita SIMS
- ▶ sending/receiving information via electronic data interchange (EDI) using A2C (https://www.jcq.org.uk/about-a2c) to/from awarding body processing systems; etc.]

This data may relate to exam entries, access arrangements, the conduct of exams and non-examination assessments, special consideration requests and exam results/post-results/certificate information.

Section 2 – Informing candidates of the information held

The Bolsover School ensures that candidates are fully aware of the information and data held.

All candidates are:
- ▶ informed via, electronic communication
- ▶ given access to this policy via centre website

Candidates are made aware of the above at the start of their course of study leading to an externally accredited qualification.

At this point, the centre also brings to the attention of candidates the annually updated JCQ document Information for candidates – Privacy Notice which explains how the JCQ awarding bodies process their personal data in accordance with the DPA 2018 and GDPR.

Section 3 – Hardware and software

The table below confirms how IT hardware, software and access to online systems is protected in line with DPA & GDPR requirements.

Hardware	Date of purchase and protection measures	Warranty expiry
Desktop computer Laptop	The Bolsover School operates renewals of IT equipment on an as and when needed system. All desktop services are managed by SCCM and protected using End Point protection. Endpoint protection definitions are updated on all devices daily A general visual check of all classroom desktops/laptops are carried out on a daily basis by the IT technical team.	Latest desktops and laptops purchased have 12 months warranty.

Software/online system	Protection measure(s)
SIMS	SIMS database server is kept in a secure area and is managed remotely. Access is limited to the IT technical team All staff have SIMS usernames and passwords. Access to data is provided in school and over secure RDP terminal solutions that only staff have access to.
MIS Intranet Internet browser Awarding body secure extranet site A2C	All sensitive information is kept in secure network locations, custom levels of access are granted to different sets of users allowing staff access only to the information they need. All new staff laptops with TMP chips are or are being encrypted. Netsupport is used by the school to log usage and provide immediate black/white listing. Dell Sonicwall is used as the overriding web filter. GPO policies secure all network PC's and laptops limiting what users can do i.e. disabling spell check. Used in conjunction with Netsupport this enables us to secure exams
e-aqa	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.
OCR-interchange	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.

Edexcelonline	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.
WJEC	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.
A2C	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.
DfE Secure Access	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.
GL Assessment/testwise	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.
DfE Data checking	Accounts set up by the Exams officer and staff advised to change password setup. Passwords known only by the user, mixed with lower and uppercase, numbers and symbols.

Section 4 – Dealing with data breaches

Although data is handled in line with DPA/GDPR regulations, a data breach may occur for any of the following reasons:

- ▶ loss or theft of data or equipment on which data is stored
- ▶ inappropriate access controls allowing unauthorised use
- ▶ equipment failure
- ▶ human error
- ▶ unforeseen circumstances such as a fire or flood
- ▶ hacking attack
- ▶ 'blagging' offences where information is obtained by deceiving the organisation who holds it

If a data protection breach is identified, the following steps will be taken:

1. **Containment and recovery**

Linda Hayes, Data Protection Officer will lead on investigating the breach.

It will be established:

- ▶ who needs to be made aware of the breach and inform them of what they are expected to do to assist in the containment exercise. This may include isolating or closing a compromised section of the network, finding a lost piece of equipment and/or changing the access codes
- ▶ whether there is anything that can be done to recover any losses and limit the damage the breach can cause. As well as the physical recovery of equipment, this could involve the use of back-up hardware to restore lost or damaged data or ensuring that staff recognise when someone tries to use stolen data to access accounts
- ▶ which authorities, if relevant, need to be informed

2. **Assessment of ongoing risk**

The following points will be considered in assessing the ongoing risk of the data breach:

- ▶ what type of data is involved?
- ▶ how sensitive is it?
- ▶ if data has been lost or stolen, are there any protections in place such as encryption?
- ▶ what has happened to the data? If data has been stolen, it could be used for purposes which are harmful to the individuals to whom the data relates; if it has been damaged, this poses a different type and level of risk
- ▶ regardless of what has happened to the data, what could the data tell a third party about the individual?
- ▶ how many individuals' personal data are affected by the breach?
- ▶ who are the individuals whose data has been breached?
- ▶ what harm can come to those individuals?
- ▶ are there wider consequences to consider such as a loss of public confidence in an important service we provide?

3. Notification of breach

Notification will take place to enable individuals who may have been affected to take steps to protect themselves or to allow the appropriate regulatory bodies to perform their functions, provide advice and deal with complaints.

4. Evaluation and response

Once a data breach has been resolved, a full investigation of the incident will take place. This will include:

- ▶ reviewing what data is held and where and how it is stored
- ▶ identifying where risks and weak points in security measures lie (for example, use of portable storage devices or access to public networks)
- ▶ reviewing methods of data sharing and transmission
- ▶ increasing staff awareness of data security and filling gaps through training or tailored advice
- ▶ reviewing contingency plans

Section 5 – Candidate information, audit and protection measures

For the purposes of this policy, all candidates' exam-related information – even that not considered personal or sensitive under the DPA/GDPR – will be handled in line with DPA/GDPR guidelines.

An information audit is conducted annually.

The table below details the type of candidate exams-related information held, and how it is managed, stored and protected

Protection measures may include:
- ▶ password protected area on the centre's intranet
- ▶ secure drive accessible only to selected staff
- ▶ information held in secure area
- ▶ updates undertaken every week (this may include updating antivirus software, firewalls, internet browsers etc.)

Section 6 – Data retention periods

Details of retention periods, the actions taken at the end of the retention period and method of disposal are as follows:

External exams results are retained within the school for 7 years, after which time they are disposed of securely.

Information is also held within the school's Management Information System (MIS) and archived 5 years after leaving. The information is held on the system and is password protected.

Section 7 – Access to information

Current and former candidates can request access to the information/data held on them by making a **subject access request** to Linda Hayes, Data Protection Officer in writing. It will be necessary to provide two forms of ID, either passport or driving licence and birth certificate confirming if a former candidate is unknown to current staff. All requests will be dealt with within 40 calendar days.

Third party access

Permission should be obtained before requesting personal information on another individual from a third-party organisation.

Candidates' personal data will not be shared with a third party unless a request is accompanied with permission from the candidate and appropriate evidence (where relevant), to verify the ID of both parties, provided.

In the case of looked-after children or those in care, agreements may already be in place for information to be shared with the relevant authorities (for example, the Local Authority). The centre's Data Protection Officer will confirm the status of these agreements and approve/reject any requests.

Section 8 – Table recording candidate exams-related information held

For details of how to request access to information held, refer to section 7 of this policy (**Access to information**)

For further details of how long information is held, refer to section 6 of this policy (**Data retention periods**)

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Access arrangements information		Candidate name Candidate DOB Gender Data protection notice (candidate signature) Diagnostic testing outcome(s) Specialist report(s) (may also include candidate address) Evidence of normal way of working	Access Arrangements Online MIS Lockable metal filing cabinet	Secure user name and password In secure area solely assigned to exams	
Attendance registers copies		Candidate name Candidate number Attendance	Locked metal filing cabinet	In secure area	12 months
Candidates' work		Candidate name Candidate number Coursework marks	Secure online storage Lockable metal filing cabinet	Secure username and password Secure storage within faculties	12 months

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
Certificates		Candidate name Candidate number Candidate DOB	Lockable cabinet/cupboard	Secure storage	5 years
Certificate destruction information	.	Year group and year students year destroyed	Lockable cupboard	Locked Archive Room	
Certificate issue information		Candidate name Candidate number Student signature	Lockable cupboard	Secure storage	
Entry information		Candidate name Candidate number UCI Subjects and Course Codes	MIS Locked storage	Secure Storage	12 months
Exam room incident logs		Candidate name Candidate number Attendance register Signatures	Lockable cupboard	Secure Storage Limited to exam staff	12 months
Invigilator and facilitator training records		Invigilator names and records	Lockable cupboard	Secure Storage	12 months
Overnight supervision information		Candidate name Candidate number UCI Subjects and Course Codes	Box file Locked cupboard	Secure Storage Limited to exam office staff	12 months

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
		Contact details Signatures			
Post-results services: confirmation of candidate consent information		Candidate name Candidate number Subjects and Course Codes Contact details Candidate Signatures	File Box Locked in Office cupboard	Secure Storage Limited to exam office staff	12 months
Post-results services: requests/outcome information		Candidate name Candidate number Subjects and Course Codes Candidate Signatures	File Box Locked in Office cupboard	Secure Storage Limited to exam office staff	12 months
Post-results services: scripts provided by ATS service		Candidate name Candidate number Subjects and Course Codes Candidate Signatures	File Box Locked in Office cupboard	Secure Storage Limited to exam office staff	12 months
Post-results services: tracking logs		Candidate name Candidate number Subjects and Course Codes Candidate Signatures	File Box Locked in Office cupboard	Secure Storage Limited to exam office staff	12 months
Private candidate information		N/A	N/A	N/A	N/A
Resolving timetable clashes information		Candidate name	Lever Arch File	Secure Storage	12 months

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
		Candidate number Subjects and Course Codes Candidate Signatures	Locked office	Limited to exam office staff	
Results information		Candidate name Candidate number Subjects and Course Codes Candidate Signatures	Lever Arch File Locked office SIMS	Secure Storage Limited to exam office staff	12 months
Seating plans		Candidate name Candidate number Subjects and Course Codes Seat number	Lever Arch File Locked office SIMS	Secure Storage Limited to exam office staff	12 months
Special consideration information		Candidate name Candidate number Subjects and Course Codes	Lever Arch File Locked office SIMS	Secure Storage Limited to exam office staff	12 months
Suspected malpractice reports/outcomes		Candidate name Candidate number Subjects and Course Codes	Lever Arch File Locked office SIMS	Secure Storage Limited to exam office staff	12 months
Transfer of credit information		N/A	N/A	N/A	N/A
Transferred candidate arrangements		N/A	N/A	N/A	N/A
Very late arrival reports/outcomes		Candidate name	Lever Arch File	Secure Storage	12 months

Information type	Information description (where required)	What personal/sensitive data is/may be contained in the information	Where information is stored	How information is protected	Retention period
		Candidate number Subjects and Course Codes	Locked office	Limited to exam office staff	

Exams Disability Policy 2020-2021

- This policy aims to ensure that every student who has additional needs will be supported through every examination series, this ensures that there is equality of opportunity.
- The Equality Act 2010 extends the application of the Equality Act to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.
- All exam rooms, where possible, will be on the ground floor. If this is not possible, access will be gained via lifts within school. A lift key will be available for the invigilator/supervisor in order to escort the students to the relevant room.
- There will be an appropriate disabled toilet near all of these areas.
- Appropriate emergency evacuation procedures are in place for all students and risk assessments are carried out as appropriate by relevant staff.
- All areas have had internal assessments carried out.
- If any student needs to take regular medication, invigilators will make this possible.
- The examinations officer should be notified if there are any exceptional health issues.
- Any specialised equipment should be provided by the Enhanced Learning Department
- Invigilators should be briefed of any exceptional issues concerning students and appropriate methods of communication if an issue arises.
- Recruitment of invigilators will follow school policy with regards to disabled applicants.
- All invigilators will either receive group training including disability issues or will work alongside an experienced invigilator.
- The SENCO will make the exams officer aware of any issues concerning individuals in the main exam rooms
- The SENCO will take the lead in making access applications based on their close knowledge of the needs of under their care.
- The exams Officer will produce a list of students involved, together with their concessions and this list will be available in all exam rooms.
- Any complaints made by candidates with disabilities should be directed in the first instance to the exams officer who will initiate an enquiry.

Type of Disability or Disadvantage	Centre Solution
Wheelchair user	The main exam room are on the ground floor
Use of crutches for disability, broken leg or lower limb complaint	The main exam room are on the ground floor
Broken arm/ collar bone/finger or other complaint	The centre will arrange for students to use a scribe/laptop and/or extra time for the exam.
Generally feeling ill	Students will be seated near the door to the main exam room. If required, students will be allowed rest breaks of up to 10mins at a time without penalty to the overall exam duration.
Visual disability	All exam room in the centre are well lit, students are permitted to use coloured film overlays as required.
Hearing disability	Students will be provided with the necessary arrangements as advised by the SENCO. A specialist teaching assistant will be provided, as the invigilator, if available.
Long term illness or disability	Students with long term illness or a disability that makes travel to the centre difficult may be allowed to sit their exams at home with permission from the individual exams boards
Learning disabilities	Students within the centre are assessed and permitted the use of a scribe, reader and /or

	extra time as recommended by the centre's SENCO

Policy on Internal Assessment for External Qualifications

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, The Bolsover School is committed to ensuring that:

- internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;

- assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;

- the consistency of the internal assessment is secured through internal standardisation as necessary;

- Staff responsible for internal standardisation attend any compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the School concerning internal assessment:

- the appeal applies only to the procedures used in arriving at internal assessment decisions and does <u>not</u> apply to the judgement themselves; you cannot appeal against the mark or grade only the procedures used
- the parent or guardian must make the appeal in writing to the School's Examinations Officer: *appeals should normally be made by 30th April for examinations in the summer series. This deadline may be extended in exceptional circumstances in situations where the coursework marking and moderation schedule extends beyond this time;*
- the enquiry into the internal process will normally be led by the Examinations Officer and the *SLT in charge of exams*, provided that neither has played any part in the original internal assessment process;
- the teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the *appellant*;
- the enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The *appellant*   will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body;

- any steps taken to further protect the interest of the candidates.

If the *appellant* is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the *Head Teacher and a member of the Governing body*

Enquiries About Results (Re-marks)

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the School's control will not be considered in the School's appeals procedure.

Coronavirus (COVID-19) Exams Plan 2021

Key staff

Role	Name(s)
Head of centre	**Mr M Hall**
Exams officer line manager (Senior leader)	**Miss R Bennett**
Exams officer	**Mrs D Perkins**
Additional Learning Support lead/SENCo	**Mrs S Fletcher-Spence**
Senior leader(s)	**Mr T Croft, Mr M Hall, Mrs L Hayes, Mrs S Fletcher-Spence, Mr J Pridmore, Miss R Bennett, Mrs K Knowles, Mr R Topley, Mr S Roberts, A Lyne, Miss E Bevan**

Contents

Purpose of the plan

This plan examines:

- potential risks and issues to the examinations system at The Bolsover School due to coronavirus (COVID-19)
- measures which could be invoked to minimise the risks

Alongside internal processes, this plan is informed by guidance from the Department for Education including:

- School and college responsibility for exams from January 2021
  https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/centre-responsibility-for-autumn-gcse-as-and-a-level-exam-series-guidance
- DfE exam support service: autumn exam fees, sites and invigilators
  https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/dfe-exam-support-service-autumn-exam-fees-sites-and-invigilators
- Public health guidance to support exams from January 2021
  https://www.gov.uk/government/publications/responsibility-for-autumn-gcse-as-and-a-level-exam-series/public-health-arrangements-for-autumn-exams
- Contingency framework: education and childcare settings (excluding universities) – Exams and assessments
  https://www.gov.uk/government/publications/coronavirus-covid-19-contingency-framework-for-education-and-childcare-settings/contingency-framework-education-and-childcare-settings-excluding-universities#exams-and-assessments
- Guidance for schools: coronavirus (COVID-19) <u>or</u> Further and higher education: coronavirus (COVID-19)
  https://www.gov.uk/government/collections/guidance-for-schools-coronavirus-covid-19 <u>or</u>
  https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19
- Safe working in education, childcare and children's social care https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care
- Face coverings in education https://www.gov.uk/government/publications/face-coverings-in-education/face-coverings-in-education
- Guidance for full opening: schools – School workforce https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools#school-workforce

Key principles

Decision making

The head of centre and/or members of the senior leadership team (named above) will make final decisions in relation to the conducting of examinations at The Bolsover School.

All decisions will be made in line with the latest and most appropriate local authority/national guidance.

General contingency measures

For contingency measures in place to mitigate the absence of invigilators and/or the exams officer at critical points during the administration and conducting of examinations refer to the centre's general *Exam Contingency Plan.*

The impact of a local lockdown during an examination series has been considered and noted in the Covid Risk Assessment.

Measures are in place to deal with the occurrence of a health issue within the centre (e.g. candidate or member of staff shows symptoms of COVID-19 during or immediately before the examination series). These can be found in the Covid Risk Assessment.

Potential risks/issues

This plan has been devised to ensure that public health guidelines which minimise the risks posed by coronavirus (COVID-19) are followed at all times. This will ensure that:

- The safety of staff and candidates is prioritised at all times
- Candidates are not disadvantaged and are able to perform to the best of their ability
- Access arrangements are implemented in a COVID-safe environment whilst not disadvantaging candidates who require such support
- Examination rooms are set up to support COVID-safe measures such as social distancing, minimising contact between candidates and staff, the effective use of PPE and maintaining enhanced cleaning protocols
- Examinations continue to be conducted in line with JCQ regulations, with the integrity and security of the examination maintained at all times
- Examination results are disseminated safely and on the dates specified by the JCQ/awarding bodies
- Contingency measures are followed where candidates may miss an exam due to COVID-19
- Safety measures are implemented which address centre-specific needs/situations/issues

Measures to minimise the risk to the examination system due to COVID-19

1. Invigilators

Centre measures to minimise risks

- ▶ A process will be implemented to recruit additional invigilators in the event of a shortage which may include use of the DfE exam support service
- ▶ Arrangements will be confirmed to train/update invigilators and access arrangement facilitators in the 2020/21 JCQ regulations, the current JCQ *Checklist for invigilators (for written examinations)* and centre-specific procedures
- ▶ Arrangements will be confirmed to train/update all invigilators and access arrangement facilitators on centre-specific COVID-safe measures including:
  - o how to minimise contact and maintain as much distance as possible from other staff
  - o PPE will be made available to all invigilators when collecting exam scripts, equipment and waste from candidates .Extra hygiene care must be must be maintained, hand sanitiser and antibacterial wipes will be issued
  - o the arrangements for how exam rooms will be kept clean by caretakers/cleaning staff and frequently touched surfaces (e.g. door handles, individual desks, backs of chairs, exam equipment) cleaned after every exam session
- External invigilators are made aware of the school processes prior to arriving at The Bolsover School; all invigilators are expected to wear a face covering on entry to the building and in examination rooms; to hand-sanitise regularly; wash hands more frequently and to maintain social distancing.
- Invigilators are informed, prior to arrival, where they need to sign in and collect the necessary materials required for examinations.

2. Enhanced cleaning protocols and use of personal protective equipment (PPE)

Centre measures to minimise risks

- All candidates and invigilators will be required to wear face coverings in communal areas unless medically exempt
- Candidates and invigilators will not need to wear face coverings during exams, but they may wear them if they wish to
- Hand sanitiser will be provided in all exam rooms
- All staff in the exam room will be required to sanitise hands regularly
- Frequently touched surfaces will be cleaned by identified staff before/after each exam session (e.g. individual desks, door handles, backs of chairs etc.)
- Equipment for students will be provided in individually labelled zip folders. These will remain on desks for the duration of the exam period.

3. Setting up the examination room

Centre measures to minimise risks

- **Timetabling and rooming arrangements**

- There will be no overall limit on the number of candidates who can be seated in a room, as long as chairs can be correctly spaced and consideration given that allows invigilators to move around in a socially distanced and safe manner
- Rooms that can provide adequate ventilation will be identified

- **Seating arrangements**
  - Prior to confirming the exams timetable, the layout of each potential examination room will be examined to ensure the most effective positioning of candidates within JCQ regulations
  - Candidates within a group bubble will be seated a minimum distance of 1.25 metres apart in all directions from centre to centre of candidates' chairs as required by JCQ regulations
  - All other candidates, whether in different group bubbles, private candidates or those returning to The Bolsover School to take exams, will be seated at least 2 metres apart from each other
- (Where applicable) **On-screen tests**
  - The implications will be considered for the conduct of on-screen tests where each work station must be isolated by a minimum space of 1.25 metres measured from the nearest outer edge of one screen to the next, unless the monitors are positioned back to back or separated by dividers or protected by privacy screens
  - Consideration will be given to the use of screens/partitions to separate and protect candidates
- **Seating plans**
  - The exam room seating plan will be used to record the name(s) of the invigilator(s) (and to indicate the designated point(s) in the exam room where the invigilator(s) will be able to stand at least 2 metres from the nearest desks and still be able to observe all the candidates) to facilitate effective engagement with the NHS Test and Trace process

4. Candidates entering and leaving the examination room

Centre measures to minimise risks

- A location will be identified where candidates arriving before the scheduled start time of exams will wait that can support social distancing between group bubbles as well as between other candidates to keep them separate from other students arriving at the centre
- Appropriate arrangements will be put in place that allows candidates to queue/line up outside of the examination room at least 1 metre apart
- A plan will be implemented to:
  - ensure the entry and exit of candidates into the examination room is undertaken in a staggered/socially distanced manner
  - manage candidates leaving the examination room and site, particularly where exams have different finish times and access arrangement candidates have extra time
  - ensure candidates who may arrive late for the exam follow social distancing measures
- Where possible/appropriate, consideration will be given to the use of smaller examination rooms to support social distancing measures before, during and after the examination

Where there may be need to use an alternative site for the conduct of examinations (other than a candidate's home)

- Candidates will be referred to safer travel guidance https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#walking-and-cycling before planning their journey where the exam is being held in a location to which the candidate does not normally travel
- A plan will be implemented to manage the arrival and departure of candidates to make sure they maintain social distancing as they wait for exams

5. Exam equipment

Centre measures to minimise risks

- Candidates will be encouraged/instructed to bring their own equipment for each examination (e.g. pens, calculators etc.)
- Equipment will only be disseminated to candidates in specific/exceptional circumstances (as defined by the head of centre)
- Where invigilators disseminate equipment to candidates, this will be:
  - cleaned after it has been used by the candidate and stored for three days before being used again

6. During the examination

Centre measures to minimise risks

- If invigilators are required/choose to wear a face covering, they must be able to interact with and be clearly heard by candidates
- A recorded invigilator announcement may be used in the main exam room(s) to ensure the required instructions given at the start of each exam can be clearly heard by all candidates should invigilators be wearing face coverings
- There will be designated points in the exam room where an invigilator will be able to stand at least 2 metres from the nearest desks and still be able to observe all the candidates
- Invigilators will:
  - stand alongside/slightly behind candidates when interacting with them rather than face to face
  - keep interactions brief with candidates
  - use hand sanitiser after every interaction with a candidate
  - avoid touching candidates' desks and chairs
- All waste/materials handled by the candidate will be placed in the waste bin held out by the invigilator
- A process will be confirmed for the safe/socially distanced escorting of candidates who need to temporarily leave the examination room (for example, accompanying staff maintaining a 2-metre distance where possible, or standing alongside the candidate and considering using a face covering) (This is in addition to the required JCQ supervision arrangements)

7. After the examination

Centre measures to minimise risks

- Scripts and other examination materials will be collected by candidates placing these in a collection box held out to them by the invigilator
- Once candidates have been instructed to leave the examination room:
    - invigilators will dispose of any waste used by the candidates, passing it to Mitie staff for secure disposal
    - all desks, door handles, backs of chairs etc. will be cleaned ready for the next cohort to enter the examination room
- Any materials which are to be used for future exam sessions will be cleaned and returned to the exams office for safe storage.

---

8. Access Arrangements

Centre measures to minimise risks

- Plans will be implemented to support maintaining distance and minimising interaction between staff and access arrangement candidates
- The use of assistive technology will be considered/explored for candidates approved the use of a reader or scribe
- Where assistive technology is to be used, the candidate will be given an opportunity to practice the arrangement before their first examination
- Where a facilitator is used they can wear PPE if appropriate (face covering, gloves)
- For encounters of over 15 minutes, facilitators will be instructed to maintain a 2-metre distance from the candidate where possible
- **The use of a human reader and/or scribe**
    - Where one-to-one reading is required and/or a scribe is used, the exam will be accommodated in a separate room to support social distancing measures allowing contact in a louder voice between the candidate and the facilitator
    - A process will be implemented where candidates will be able to access exam materials (e.g. additional answer sheets, pens, calculators etc.) without support from the facilitator
    - The facilitator will be given a copy of the question paper to avoid touching the candidate's question paper
    - The facilitator will be instructed to sit adjacent to the candidate (not face to face)
    - A scribe and the candidate will both be issued with an answer booklet to allow the scribe to write the candidate's dictated answer on their copy of the answer booklet, and the candidate writing any additional information on their answer booklet
    - Where a scribe and candidate will both have an answer booklet, the candidate will be instructed that questions should be clearly numbered
    - A scribe will be informed that he/she will need to clearly explain on the scribe cover sheet why there are two answer booklets, and any other additional information which the examiner should be aware of as they mark both scripts

---

- Where one-to-one rooming is not possible or practical for an access arrangement, such as a prompter or practical assistant, the facilitator will be instructed to adhere to the COVID-safe guidelines as set for invigilators in all examination rooms

9. Results day(s)

Centre measures to minimise risks

- Candidates will be given specified times to collect their examination results
- Results will be disseminated to allow for adequate social distancing
- If an outdoor venue is used to disseminate results, an alternative indoor venue will also be arranged/considered as a contingency measure in the event of inclement weather
- A 'one-way' system will be introduced for candidates to enter/exit the room from which results will be disseminated
- Candidates will be informed of the measures which have been put in place to ensure public health guidelines are met
- Staff disseminating results will be wearing the appropriate PPE
- Candidates will be instructed to bring their own equipment (e.g. pens)

10. Candidates who miss an exam due to coronavirus (COVID-19)

Centre measures to minimise risks

- Relevant DfE/Ofqual/JCQ guidance will be followed to support any candidate who may:
  - be clinically extremely vulnerable (CEV)
  - miss all exams in one subject
  - miss all exams, including the contingency paper
- This may include instigating the required JCQ process such as:
  - an alternative site arrangement (in the candidate's home)
  - an application for special consideration