

Exam Policy

Introduction

Ellesmere College believes that all students should have the opportunity to reach their full potential and to achieve a range of accreditations and awards. 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
- ensure that Ellesmere College meets statutory guidance in conducting examinations

It is the responsibility of everyone involved in the exam processes to read, understand and implement this policy. The exams policy will be reviewed every year by the designated examinations officer.

Disability Equality Act 2010

This document is provided as an exams-specific supplement to the centre-wide accessibility policy/plan which details how the centre recognises its duties towards disabled candidates as defined under the terms of the Equality Act, 2010. The college makes a commitment to explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates.

This policy therefore details how the centre facilitates access to exams and assessments for disabled candidates, as defined under the terms of the Equality Act 2010, by outlining staff roles and responsibilities in relation to:

- identifying the need for appropriate arrangements, reasonable adjustments and/or adaptations (referred to in this policy as 'access arrangements');
- requesting access arrangements;
- implementing access arrangements and the conduct of exams.

The Equality Act 2010 - Definition of Disability

- A definition is provided on page 4 of the current JCQ publication: Adjustments for Candidates with Disabilities and Learning Difficulties. The Equality Act 2010 definition of disability is usually considered cumulatively in terms of:
 - identifying a physical or mental impairment;
 - looking into adverse effects and assessing which are substantial;
 - considering if substantial adverse effects are long term;
 - judging the impact of long term adverse effects on normal day to day activities

The college will use these descriptions alongside the pupils Educational Health Care Plan to identify a students' persistent and significant difficulty in reading and understanding written material where this is in the person's native language, for example because of a mental impairment, a learning difficulty or a sensory or multi-sensory impairment including:

- persistent distractibility or difficulty concentrating;
- difficulty understanding or following simple verbal instructions;
- physical impairment – for example, difficulty operating a computer because of physical restrictions in using a keyboard.

This may influence factors such as:

- minor problems with writing or spelling;
- inability to read very small or indistinct print without the aid of a magnifying glass;
- inability to converse orally in a language which is not the speaker's native spoken language.

Ellesmere College will therefore make an assessment of students needs in accordance with the JCQ guidance to ensure appropriate access arrangements are in place.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk. In particular the policy makes reference to:

- JCQ General and Vocational Qualifications Instructions for conducting examinations
- JCQ Adjustments for candidates with disabilities and learning difficulties. Access Arrangements and Reasonable Adjustments
- Ofqual – What schools and colleges and other centres should do if exams or other assessments are seriously disrupted – 23 January 2018
- Data protection Act 1998 and when it comes into force, the General Data Protection Regulation

Other Policies and linked documents

Alongside the Exams Policy staff should also be familiar with:

- GDPR statement and use of technology
- Assessment and recording policy
- Marking Policy
- Disability equality Policy
- Health and Safety Policy
- Staff handbook and code of conduct

Contents

- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Equality legislation
- Estimated grades
- Managing invigilators
- Storage of examination papers (including electronic copies), internal assessments and pupil records
- Candidates
- Internal assessments and appeals
- Results
- Certificates
- Roles and responsibilities
- Appendix A – Exam responsibilities
- Appendix B – Internal Appeals Policy for External Qualifications
- Appendix C – Evacuation procedures
- Appendix D – Receipt and collection of examination papers

Qualifications offered

- The qualifications offered at Ellesmere College are decided by the curriculum, strand and phase leaders in consultation with examinations officer and Deputy Principal and ratified by the Senior Leadership Team.
- The types of qualifications offered range from SAT's and phonics tests through to national awards, entry levels through to GCSE's. The subjects offered for these qualifications in any academic year may be found on-line or through request to the College. If there is to be a change of specification for the next year, the exams officer must be informed by July in the academic year prior entry.
- Informing the exams officer of changes to a specification is the responsibility of the curriculum and phase leader. Decisions on whether a candidate should be entered for a particular subject and at what level will be taken by the curriculum or phase leader in consultation with the Deputy Principal and examinations officer.

Exam series

- Internal exams (mock or trial exams) and assessments are scheduled in December for entry in the June series. External exams and/or assessments are scheduled as required by the examination or awarding body.
- Internal exams or assessments are held under external exam conditions. The curriculum or phase leader will decide which exam series are used in the centre.

- The centre does offer some examinations on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the curriculum/phase leader and the examinations officer.
- The College also commission other agencies to deliver examinations for pupils at Ellesmere. It is the responsibility of these agencies to enter and conduct examinations and meet all administration requirements related to these.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

Entries, entry details and late entries

- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- Ellesmere College does not accept entries from private candidates.
- Ellesmere College will not act as an exams centre for other organisations.
- Entry deadlines are circulated via email, notice board, briefing meetings, bulletins, and the school intranet
- Curriculum and phase leaders 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, in writing, of the exam officer.
- GCSE and functional skills re-sits/retakes are allowed. Re-sit decisions will be made by the curriculum or phase leader in consultation with the Examinations Officer

Exam fees

- Candidates will not be charged for changes in awards or withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.
- The exams officer will publish the deadline for actions well in advance for each exams series.
- Entry fees, including re-sits, are paid by the College. Fee reimbursements are sought from candidates if they fail to sit an exam or controlled task without medical evidence or satisfactory evidence.

Equality Legislation

- All exam centre staff must ensure that they meet the requirements of any equality legislation including the equalities and disability discrimination acts.
- The college will track pupil outcomes and entries to ensure that no pupil is disadvantaged in terms of accessing examinations.
- The centre will comply with the legislation including the equalities act, 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 examinations officer.

Access arrangements

- The examinations officer 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 examinations officer in conjunction with phase leaders.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of examinations officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the examinations administration officer.
- Rooming for access arrangement candidates will be arranged by the curriculum or phase leader.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be checked by the examinations officer but will be the responsibility of the curriculum or phase leader to arrange.

Contingency planning (see annex A)

- Contingency planning for exams administration is the responsibility of the examinations officer
- Contingency plans are available via email, noticeboard, briefing meetings, the school intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.
- The contingency for Ellesmere College in terms of examination space is the use of the Riverside Pavilion. Prior to its use the awarding body will be notified for approval and if this is a planned change then the appropriate JCQ/Alt Site form is submitted
- Papers will be transported down to the pavilion by two members of staff, of which one must be a senior leader
- The examination body will be informed on the day of the change in venue
- Should a pupil be adversely effected by the change in venue and alternative arrangements then the College, having contacted and agreed with parents, will apply for special consideration

Estimated grades

- Curriculum and Phase Leaders are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

Storage of examination papers (including electronic copies), internal assessments and pupil records

- All examination papers and internal assessments will be stored in a secure room and safe in accordance with the rules as detailed in the JCQ guidance, or the awarding body.
- Pupil electronic records and examinations will be held on the secure staff server, and a disc back-up will be available
- Where papers and tests are downloaded (for example via the standards web-site or examining body) then papers will be held on a separate memory device and stored in the exam safe.
- Any sharing and storage of information will be in accordance with the college GDPR policy

Managing invigilators and student access support

- External staff will not be used to invigilate examinations.
- Recruitment of internal invigilators is the responsibility of the Examinations Officer
- Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer in conjunction with allocated curriculum/phase leaders
- It is the responsibility of the exams administration officer to ensure access to readers, signers, alternative formats of test papers to meet student requirements. This includes training and supporting any readers/scribes/signers in their role

Malpractice

- The Principal in consultation with Examinations Officer is responsible for investigating suspected malpractice, including administrative. See appendix B

Exam/assessment days/controlled tasks

- Prior to any exam or internal task the subject or class leader will complete an internal assessment form for examinations which will detail information relating to the test, exam or internal assessment being undertaken
- The curriculum or phase leader will book all exam rooms after liaison with other users, and ensure that all examination equipment is available
- The examination officer will make the question papers and materials available for the invigilator.
- Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements at least 2 weeks in advance by the curriculum/phase leader
- The examinations officer will start and finish all exams in accordance with JCQ guidelines. If the examination officer is not available then the assessment/exams administrator will deputise in this role
- Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.
- 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 24 hours after candidates have completed them.
- After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the assessment/exams officer and administration team.

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 curriculum or phase leader.
- 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 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.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the examinations officer or lead invigilator. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The examinations officer is responsible for arranging the handling late or absent candidates on exam day.

Clash candidates

- The examinations officer 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 centre's examinations officer to that effect.
- The candidate must support any special consideration claim with appropriate evidence within 1 day of the exam.
- The exams officer will make a special consideration application to the relevant awarding body within 2 days of the exam.

Internal assessment

- It is the duty of curriculum or phase leaders to ensure that all internal assessments are 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.
- It is the duty of curriculum or phase leaders to ensure moderation of all internal assessments in line with the awarding body. Minutes and notes of moderation meetings should be held on record and available for inspection
- Marks for all internally assessed work are provided to the exams office by the curriculum or phase leader. 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 Internal Appeals Procedure (IAP) document.

Results

- Result slips will be prepared by the assessment/exams officer in conjunction with the examinations administration officer
- Candidates will receive individual GCSE results slips on results days in person at the centre. All result slips not collected on the day will be posted to candidates.
- The results slip will be in the form of a centre produced document.
- Arrangements for the centre to be open on results days are co-ordinated by the examinations officer.
- The provision of the necessary staff on results days is the responsibility of the examinations officer.

Enquiries about Results (EAR)

- EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark 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 centre.
- All decisions on whether to make an application for an EAR will be made by the curriculum or phase leader.
- 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 (appendix B)
- All processing of EARs will be the responsibility of the examinations officer, following the JCQ guidance.

Access to Scripts (ATS)

- After the release of results, candidates may ask curriculum or phase leaders to request the return of written exam papers or work within 30 days of the receipt of results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

- An EAR cannot be applied for once an original script has been returned.
- Processing of requests for ATS will be the responsibility of examination officer

Certificates

- Candidates will receive their certificates posted (first class) in the year that they leave College. Until then all exam and award certificates will be kept in the examination store. A photocopy of the certificate will be sent home. It is the responsibility of the data officer to manage the safe storage of certificates.
- 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 photocopied certificates for 5 years after the student has left the College. The centre shall not provide replacement or duplicate certificates once posted to parents/carers.
- Replacement certificates by an examination body once a student leaves Ellesmere College is the responsibility of parents/carers. Up to this point in time Ellesmere will retain all certificates in the exam store.
- The College will provide a transcript of student accreditations and awards on request by a parent/carers.

Please refer to Appendices:

- Appendix A – Process for alternative arrangements
- Appendix B – Exam responsibilities
- Appendix C – Internal Appeals Policy for External Qualifications
- Appendix D – Evacuation procedures
- Appendix E – Processing examination papers

Principal

Date.....

Exams Officer.....

Date.....

Governor.....

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Author: Mark Botterill
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Date.....



Appendix B - Exam responsibilities

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
Possible role options for inclusion in policy (select as many as required)	<ul style="list-style-type: none"> • Principal • Deputy and Assistant Principal • Curriculum leaders • Phase Leaders • Senior leadership team • Exams officer • Subject teachers • Teaching Assistants • Premises Officer • Governors • Candidate • Parent/carers • Other (please specify) 	<ul style="list-style-type: none"> • Doctor • Phase Leaders/Tutors • Student Support Officers • Educational psychologist • Specialist teacher • Exams officer • MAST staff • Principals 	<ul style="list-style-type: none"> • Exams officer • Centre administration • Support staff • Senior leaders • External staff • Agency employees • Principal • Senior Leadership Team • Invigilators

The Principal of College:

- has overall responsibility for the college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice and for the overview of any recommendations in terms of JCQ annual audits - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- will ensure that the annual NCNR annual update is completed and will also complete head teacher declarations through the DFE standards site. The actual completion submission of this information is currently delegated to the exams officer

Exams officer¹:

- ensures the co-ordination of the administration of internal and external examinations, along with overall strategic liaison with external agencies such as VESA and examination bodies.
- ensures that the centre is compliant with the JCQ guidelines.
- advises the senior leadership team, curriculum and phase leaders and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.

¹ This is the individual to whom the Principal has delegated responsibility for the administration of exams in their centre.

- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams/awards 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 phase and curriculum leaders that teaching staff have the necessary coursework and/or controlled assessments completed on time and in accordance with JCQ guidelines.
- liaise with curriculum and phase leaders to create detailed data on estimated entries.
- ensures that internal and external systems and processes 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.
- co-ordinates access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- manages any exam invigilators, readers and other support staff responsible for the conduct of exams and student access requirements
- 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.
- identification and testing of candidates' requirements for access arrangements, the processing of any necessary applications in order to gain approval (if required), and management of access arrangements

Curriculum and phase leaders are responsible for:

- co-ordination of examinations and awards in a subject
- establishment of long and medium term planning along with overall quality assurance of the subject as detailed in the College quality assurance guidelines
- provision of information related to examination entries *along with* guidance and to students 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.
- moderation and the collation of moderation samples for despatch to the examination body.
- Ensuring access arrangements are in place for examinations
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the curriculum or phase leader exams officer or designated staff.
- ensuring that students work is presented in line with the awarding bodies guidance, including marking and annotations as required.
- meeting internal assessment criteria to ensure JCQ and exam board requirements for conducting tests and internal moderation is completed

Assessment/Exam officer is responsible for:

- The collation of information relating to examinations including entries, predicted results, collation of results and the production of information ready for parents and other outside agencies
- The storing and quality assurance of the information in electronic formats
- The co-ordination of examination awards including collation, photocopying, filing and despatch to parents/carers
- The generation of report information related to examinations
- Inputting pupil information to appropriate awarding bodies
- 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.
- deputising for the exams officer in their absence

AIM co-ordinator is responsible for:

- providing information related to AIM in terms of student entries and modules completed
- co-ordination of information with VESA in relation to student entries and results
- the storing and quality assurance of the information in electronic formats
- the co-ordination and internal verification process related to AIM
- maintaining resources both securely and electronically to support the programme delivery

Administration staff are responsible for:

- Maintaining a log of examination correspondence both into and out of the College including carriers
- Ensuring late students for examinations are supported
- Ensuring that external moderators/assessors sign in and are aware of health and safety and safeguarding procedures on arrival to the College

Premises staff are responsible for:

- Setting up the examination room

Candidates are responsible for:

- confirmation and signing of entries.

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- 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.

Appendix C - Internal Appeals Policy for External Qualifications

ELLESMERE COLLEGE Policy on Appeals is in two parts:

- 1. Policy on Internal Assessments for External Qualifications**
- 2. Policy on External Assessments for External Qualifications (Enquiries about Results)**

1. Policy on Internal Assessments for External Qualifications

Ellesmere College is committed to ensuring that:

- Internal assessments are conducted by members of the teaching staff who have the appropriate knowledge, understanding and skills and who have been trained in this area.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the Awarding Body for the subject concerned.
- The consistency of internal assessment will be maintained by internal moderation and standardisation through curriculum or phase leaders
- All student work being assessed by teaching staff for external qualifications is carried out fairly, consistently and in accordance with the rules and regulations of the specification relating to the qualification.

If a student has any concerns about the procedures used in assessing their internally assessed work for public exams (i.e. controlled assessment/coursework/portfolios) s/he should discuss the matter with the Curriculum or Phase Leader immediately. Following that, if the matter remains unresolved, the formal appeal procedure may be used by the student concerned.

The regulations for GCSE, GCE, Entry Level and Project Qualification Coursework Assignments and GCSE Controlled Assessments state that:

- “The work you submit for assessment must be your own”
- “You must not copy from someone else or allow another candidate to copy from you”
- “If you copy the words or ideas of others and don’t show your sources in references and a bibliography, this will be considered as cheating or malpractice”

Teachers have the right to reject a student’s work on the grounds of malpractice if any of the above regulations are broken. The student, parent or guardian of a student has the right to appeal against any decisions to reject to a candidate’s internally assessed work on the grounds of malpractice.

Written Appeals Procedure

The student, parent or guardian of a student wishing to appeal against the procedures used in internal assessment should write to the Examinations Officer as soon as the matter arises.

The deadline for the receipt of appeal applications to reach the school is ten days prior to the start of the written examination series. Internal appeals will be considered, and resolved, by the date of the last externally assessed paper of the series [e.g. by the end of June for the summer series].

On receipt of a written appeal, an enquiry into the internal assessment will be conducted by the Examinations Officer, a member of the Senior Management Team and an appropriate curriculum or phase leader not involved in the internal assessment decision. This enquiry will consider whether the procedures used in the internal assessment conformed to the published requirement of the Awarding Body and the ACCAC Code of Practice.

The outcome of the appeal will be reported in writing to the student, parent or guardian [including relevant correspondence with the Awarding Body] before public exam results day for the award.

A written record of the appeal and the outcome will be kept on file at the centre and the Awarding Body will be informed of any amendments.

2. Policy on External Assessments for External Qualifications [Enquiries about Results - EARs]

Any student who wants to query a mark/grade awarded by an Awarding Body upon issue of results should follow the following procedure:

- I. Contact the Examinations Officer **and** the subject teacher as soon as possible [but at least **5 working days before the published deadline for EARs**] in person to discuss the mark/grade. The Examinations Officer will advise on the options available to query the mark/grade and the costs involved.
- II. Students should be aware that EARs can result in marks/grades being raised, confirmed or lowered. Students must sign a consent form to confirm that they understand the consequence of an EAR. Consent forms will be issued by the Examinations Officer.
- III. The subject teacher will review the student's marks/grades and discuss with the Phase Leader or Curriculum Leader to agree on the appropriate action taking into account the breakdown of marks, the grade boundaries and the student's predicted grades.

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If the Department agrees to support the EAR:



The request, together with the students consent form, should be made to the Examinations Officer **before the published deadline for EARs**. The cost of the enquiry will be met by the departmental budget. If the EAR is successful, the fee will be refunded.

If the Department does not agree to support the EAR:

A student may appeal against the decision not to support an EAR. Appeals should be made in writing to the Examinations Officer, at least **5 working days before the published deadline for EARs**. The appeal should state, in detail, the reason(s) for the appeal. This appeal should be signed and dated and should include the daytime contact telephone number of the student, parent or guardian. The appeal information will be reviewed by the Examinations Officer and a further member of the Senior Management Team; the outcome of the appeal will be communicated by telephone and 1st class letter post within 24 hours of receipt. This decision is final.

If the centre does not support the EAR the student may still proceed with the EAR but all costs involved will be paid by the student at the time the EAR is made. No EARs will be made until fees are paid. Requests must be made in person to the Examinations Officer **before the published deadline for EARs**. If the enquiry is successful the fee will be refunded to the student.

Outcomes following EARs will be forwarded by the Examinations Officer to the student as soon as they have been received from the Awarding Bodies.

On Hearing the Fire Alarm

The invigilator must take the following action in an emergency such as a fire alarm:

- **Tell the candidates to stop writing and leave the question papers and scripts on their desks.**
- **Evacuate the room in an orderly fashion without talking. The candidates must not attempt to collect bags or coats.**
- **The invigilator should collect the exam register and evacuate the candidates by following the emergency exit signs.**
- **Ensure that any Personal Evacuation Procedures in place are followed**
- **Assemble the candidates in:**

Rear car park (or designated meeting point)

- **When assembled check the candidates against the exams register and inform the fire marshals that all students and staff are accounted for**
- **The examination candidates must not have contact with other pupils and must not have mobile phones in their possession.**
- **Make sure that the candidates are supervised as closely as possible while they are out of the examination room.**
- **Make sure there is no discussion about the examination. Inform the candidates that they are still under examination regulations.**
- **Make a note of the time of the interruption and how long it lasted.**
- **At the end of the emergency the Examinations Officer or a senior member of staff will inform you when to return to the examination room.**
- **On return to the examination room allow the candidates **the full working time** set for the examination.**
- **Make a full written report of the incident to the EXAMINATIONS OFFICER.**

Appendix E – Processing examination papers

Receipt of exam papers

1. It is important that examination papers are processed in a secure manner within the College
2. If delivery of examination papers is made to Ellesmere College the exam officer should be contacted immediately. If the exam officer is unavailable the administration manager or a member of SLT should be contacted
3. Papers should be logged into the examination receipt book by the administration team, noting the date, time, and signing for them
4. Papers should be taken directly to the examination store by the designated person as detailed in 2 – the date and time that this happens should also be logged in the receipt book. Spare keys for the exam room and safe are kept locked in the College safe
5. If it is not the examination officer dealing with the receipt of the papers an e-mail should be sent to the exam officer detailing which papers have been received

Collection of exam papers

1. It is important that examination papers are processed in a secure manner within the College
2. The exam officer should be contacted immediately that the courier has come to collect examination papers. If the exam officer is unavailable the administration manager or a member of SLT should be contacted
3. Papers should be collected from the safe in the examination store and taken directly to reception. The spare keys for the exam room and safe are kept locked in the College safe
4. The examination papers should be logged out through the despatch log
5. If the examination officer does not sign out the papers a confirmation e-mail should be sent to the examination officer

Transferring papers around the College

1. Papers will not be collected from the exam room until absolutely required.
2. Should readers/signers or other support staff require access to the exam paper they will do this only in the examination room and under supervision
3. Once exam papers have been collected they will remain under supervision
4. Any completed exam papers will be processed in the location of the exam (until the papers have been sealed in the carrier bag) prior to being locked in the safe

Appendix F – Information relating to emergency procedures

No entry to the exam office

- Two key holders are the Assistant Principal (Exams) and the Exams Officer.
- The key will be kept with both officers and available to gain entry into the room.
- If either person is due to be out of school (e.g. attending a course) then a key will be handed to a designated senior leader and reception will be aware of its location.
- A final master key is held securely within the finance office.

Access to the exam safe

- Two key holders are the Assistant Principal (Exams) and the Exams Officer.
- The key will be kept with both officers and available to gain entry into the room.
- If either person is due to be out of school (e.g. attending a course) then a key will be handed to a designated senior leader and reception will be aware of its location.
- A final master key is held securely with the finance office.

Unavailability of the emergency location and the school

- If the school and emergency facility (Riverside) is unavailable then contact will be made with Fullhurst College to request an examination room
- If no room is available then New College will be contacted, followed by Lancaster and Crown Hills

Exam Officer and the Exam administrator is not in school

- Should neither the examination officer or exam administrator be in the building then the Principal or Vice-Principal will assume or delegate the role of examinations officer

Storage of exam information

- Pupil entries will be stored on the shared drive and backed-up to an encrypted memory stick in case of failure of systems
- The memory stick will also have copies of guidance and also test papers/materials if required
- All test papers will be stored securely in the exam office

Access to the exam room

- If there is no caretaker present then the setting-up of the exam room will be the responsibility of the exam administration officer followed by the exam officer

Non-attendance of readers, signers and interpreters

- Where this relates to an exam other staff with similar levels of expertise will be used and class teaching groups changed accordingly
- The VI/HI service will be contacted for additional support
- Alternatively pupils will be supervised and allowed to take the exam at a separate time during the same day

Non-collection of exam paper and/or last post has been missed

- Any non-posted exam papers will be kept in the safe and posted on the 1st working day following the exam
- Only the exam administrator, officer or a member of the senior leadership team can take the papers for external posting. Under no circumstance can this be a teacher or curriculum leader related to a child taking an exam.

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