

EXAMINATIONS POLICY

2024-25

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Harrow Independent College (HIC is an approved exam centre for Edexcel, AQA and OCR. HIC facilitates GCSE, IGCSE and GCE AS, A-Level, and Functional Skills exams for

Internal and private candidates. HIC accommodates candidates with Access Arrangement following the latest JCQ guidelines.

HIC follows the guidance given by the JCQ for managing exams at its centre.

HIC will ensure that no candidate is disadvantaged by not being heard on time. HIC will ensure that timely communication will take place with all exam candidates.

HIC will provide fair chance of siting the exams to all internal and private candidates.

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# Purpose of the Policy

The purpose of this Exams policy is to ensure the planning and management of Exams is conducted efficiently and in the best interests of candidates to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

The center 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’s exam process are documented and other relevant exams- related policies, procedures and plans are signposted.
* The workforce is well informed and supported.
* All center staff involved in the exams process clearly understand their roles and responsibilities.
* All exams and assessments are conducted according to JCQ and awarding body regulations, guidance, and instructions, thus always maintaining the integrity and security of the exam/assessment system.
* Exam candidates understand the exam process and what is expected of them.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk.](http://www.jcq.org.uk/)

This policy must be read in conjunction with the Exams Contingency Procedure, Internal Appeals Policy, Post Results Policy(reviewed and published within 10days before the final result day), Non-Exam Assessment (NEA) Policy, Disability Policy, Complaints and Appeals Policy, Child Protection and Safeguarding Policy, DBS, Data Protection Policy, [Access Arrangement Guidance](https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/), Health and Safety Policy, [Suspected Malpractice Guidance](https://www.jcq.org.uk/wp-content/uploads/2023/02/Malpractice_Feb23_v1.pdf), Word Processor Policy, [Special Considerations Guidance](https://www.jcq.org.uk/wp-content/uploads/2023/05/Guide_to_spec_con_process_May23_FINAL.pdf), and Fire Safety & Emergency Evacuation Policy.

# Key Staff Involved in the Exams Policy

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| **ROLE** |
| **Head of Centre** |
| **Examinations Officer** |
| **Educational Psychologist** |
| **Senior Leadership Team Members** |

**Exam Responsibilities**

The principal (Head of Centre) has overall responsibility for the school as an Exams Centre and advises on appeals and re-marks.

The principal (Head of Centre) is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected Malpractice in Examinations and Assessments.

# Head of Centre Responsibilities

Understands the contents, refers to and directs relevant Centre staff to annually updated JCQ publications including:

* [General regulations for approved centers (GR)](https://www.jcq.org.uk/wp-content/uploads/2022/08/Gen_regs_approved_centres_22-23_FINAL.pdf)
* [Instructions for conducting examinations (ICE)](https://www.jcq.org.uk/wp-content/uploads/2022/10/ICE_22-23_Oct22_FINAL.pdf)
* [Access Arrangements and Reasonable Adjustments (AA)](https://www.jcq.org.uk/wp-content/uploads/2023/05/AA_regs_22-23_May23_revision_FINAL.pdf)
* [Suspected Malpractice - Policies and Procedures (SM)](https://www.jcq.org.uk/wp-content/uploads/2023/02/Malpractice_Feb23_v1.pdf)
* [Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting controlled assessment and coursework)](https://www.jcq.org.uk/wp-content/uploads/2022/08/Instructions_NEA_22-23_FINAL.pdf)
* [A guide to special consideration process (SC)](https://www.jcq.org.uk/wp-content/uploads/2022/09/Guide_to_spec_con_process_2223_FINAL.pdf)

Ensures the Centre has appropriate accommodation to support the size of the cohorts being taught.

Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ’s regulations by responding to the head of center’s declaration which is managed as part of the National Centre Number Register (NCNR) annual update.

Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of center’s declaration, will result in:

* the center status is being suspended.
* the center not being able to submit examination entries.
* the center not receiving or being able to access question papers.

As in place a written escalation policy should the Head of Centre, or a member of the Senior Leadership Team with oversight of examinations administration, be absent.

Ensures the Exams Officer (EO) attends appropriate training events offered by awarding bodies to enable the exam process to be effectively managed and administered.

Ensures a named member of staff acts as the Educational Psychologist. The college has an appointed external Educational Psychologist responsible for undertaking the educational psychologist assessment and to prepare the JCQ Form 8 to apply for Access Arrangements for candidates with learning difficulties.

Ensures center staff are supported and appropriately trained to undertake key tasks within the exams process.

Ensures center 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 candidate’s preparation for the examination, is not an invigilator during the timetabled written examination or on-screen test.

Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions including:

* The location of the center’s secure storage unit is in an area solely assigned to examinations.
* The secure room only contains exam-related material.
* There are between two and four keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility.
* Access to the secure room and secure storage facility is restricted to the authorized two to four keyholders and staff named and approved by the head of center are accompanied by a keyholder at all times.
* The relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk.
* That when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened – Second Pair of eyes check.

Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the Head of Centre to act immediately in the event of an emergency or staff absence).

Ensures required internal appeals procedures are in place.

Ensures a disability policy for exams showing the center’s compliance with relevant legislation is in place.

Ensures a *complaints and appeals procedure* covering general complaints regarding the center’s delivery or administration of a qualification is in place.

Ensures the center has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.

Ensures the center has a data protection policy in place.

Ensures the center has documented processes in place relating to access arrangements and reasonable adjustments.

Ensures staff are only entered for qualifications through the center as a last resort where entry through another center is not available.

Ensure the appropriate steps are taken where a candidate being entered for exams is related to a member of the center staff.

Ensure members of center staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as Facebook.

Ensure members of center staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly.

Complies with local health and safety rules which are in place and ensures that the center is adequately covered for public liability claims.

Ensures any person involved in administering, teaching, or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected malpractice – Policies and procedures.

# Exams Officer Responsibilities

The Exams Officer manages the administration of external and internal exams.

Understands the contents of annually updated JCQ publications including:

* [General regulations for approved centers](http://www.jcq.org.uk/exams-office/general-regulations)
* [Instructions for conducting examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations)
* [Suspected Malpractice in Examinations and Assessments](http://www.jcq.org.uk/exams-office/malpractice)
* [Post-results services](http://www.jcq.org.uk/exams-office/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.

Recruits, trains, and deploys a team of internal/external invigilators; appoints invigilators, as required and keeps a record of the training provided to invigilators for the required period.

Ensures awarding bodies are notified before the associated entries are submitted, where a candidate is being taught and prepared for examinations and assessments by a relative or where a relative of exams office staff is being entered for examinations and assessments.

Advice will be given to the Senior Leadership Team (SLT), subject and class teachers, and other relevant support staff on annual exams, timetables and procedures as set by the various Awarding Bodies.

The Exams Officer will oversee the production and distribution to all School staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.

Ensures that candidates and their parents/carers are informed of and understand those aspects of the exams timetable that will affect them.

Checks with teaching staff that the necessary controlled assessments and/or non- examination assessments are completed on time and in accordance with JCQ guidelines.

Maintains systems and processes to support the timely entry of candidates for their exams.

Receives checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments, and special consideration.

Identifies and manages exam timetable clashes.

Ensures candidates’-controlled assessments and/or non-examination assessments marks are submitted, and any other material required by the appropriate awarding bodies is correct and on schedule.

Tracks, dispatches, and stores returned controlled assessments and/or non-examination assessments.

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

# Senior Leadership Team Responsibilities

Are familiar with the contents, refer to and direct relevant center staff to annually updated JCQ publications including:

* [General regulations for approved centers](http://www.jcq.org.uk/exams-office/general-regulations).
* [Instructions for conducting examinations](http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations).
* [Access Arrangements and Reasonable Adjustments](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance).
* [Suspected Malpractice in Examinations and Assessments](http://www.jcq.org.uk/exams-office/malpractice).
* [Instructions for conducting non-examination assessments](http://www.jcq.org.uk/exams-office/non-examination-assessments) (and the instructions for conducting controlled assessment and coursework).

# Curriculum Advisor Responsibilities

Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and Educational Psychologist.

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.

Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.

Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Accurate completion of controlled assessments and/or non-examination assessments mark sheets and declaration sheets.

Decisions on post-results procedures.

# Teachers Responsibilities

Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and Educational Psychologist.

Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications.

Attending relevant awarding body training and updating events.

Supplying information on entries, controlled assessments and/or non-examination assessments as required by the Curriculum Advisor and/or Exams Officer.

# EDUCATIONAL PSYCHOLOGIST Responsibilities

Is familiar with the contents, refers to and directs relevant center staff to annually updated JCQ publications including:

* [Access Arrangements and Reasonable Adjustments](http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/regulations-and-guidance)

Leads on the access arrangements and reasonable adjustments process (referred to in this policy as ‘access arrangements’)

If 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.

Identification and testing of candidates’ requirements for access arrangements and notifying the Exams Officer in good time so that they can process any necessary applications in order to gain approval (if required).

Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

# Invigilators Responsibilities

Assisting the Exams Officer in the efficient running of exams according to JCQ regulations. Attend training, update, briefing and review sessions as required.

Provide information as requested on their availability to invigilate.

Collection of exam papers and other material from the exam’s office before the start of the exam.

Collection of all exam papers in the correct order at the end of the exam and ensuring they’re returned to the Exams Officer.

# Other Relevant Staff Responsibilities

Support the Exams Officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.

Support the Exams Officer in relevant matters relating to exam rooms and resources.

# Candidates Responsibilities

Candidates will be responsible for confirmation and signing of entries.

Understanding controlled assessments and/or non-examination assessments regulations and signing a declaration that authenticates the assessment as their own.

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

Notifying the center if there is any exam clash.

# Qualifications Offered

The qualifications offered at this School are decided by the Curriculum Advisor.

The types of qualifications offered are GCSEs, IGCSE, GCE AS & A-Levels and Functional Skills. The subjects offered for these qualifications in any academic year may be found in the school’s published prospectus or similar documents for that year. If there is to be a change of specification for next year, the exams office must be informed by 1 July.

Informing the exams office of changes to a specification is the responsibility of the Curriculum Advisor.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Curriculum Advisor in consultation with the subject teacher.

The center accepts Private Candidates for GCSE, IGCE, GCE AS & A-Level a Functional Skills. Harrow Independent College is an approved exam center for AQA, Edexcel and OCR.

# Exam Series

Internal Exams (PPE Exams) are scheduled throughout the academic year and can be found on the academic calendar for that year.

External exams and assessments are scheduled in May and June. Some subjects may run a November series.

Internal exams are held under external exam conditions.

The Senior Leadership Team decides which internal exam series is used in the School.

# Exam Timetables

Once confirmed, the exams office will circulate the exam timetables for internal and 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, in consultation with Curriculum Advisor and subject teachers.

The school accepts entries from private candidates.

Entry deadlines are circulated to Curriculum Advisor via handbook and reminders by email and briefing meetings.

Curriculum Advisor will provide estimated entry information to the Exams Office to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organization’s deadline (i.e. late) should be brought to the attention of the principal.

Re-sit decisions will be made by the principal in consultation with Curriculum Advisor

# Exam Fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The Exams Officer will publish the deadline for action well in advance for each exam series.

All exam related fees are paid by the candidates including any Late entry or amendment fee.

# Equality Legislation

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

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

# Access Arrangements

Educational Psychologist 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 Educational Psychologist**.**

Ensuring there is appropriate evidence for a candidate’s access arrangement is the responsibility of Educational Psychologist**.**

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exam office.

Rooming for access arrangement candidates will be arranged by the exam office.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organized by the exam’s office.

A full Access Arrangement Policy including information on separate invigilation has been created and is reviewed annually to keep in accordance with JCQ regulations.

# Conflicts of Interest

Harrow Independent College has a set process for collection staff information to avoid possible conflicts of interest between its staff and examination candidates for the academic year.

Harrow Independent College ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

* A member of center staff is taking a qualification at the center which includes internally assessed components/units (taking at the center as a last option where unable to find an alternative Center).
* A candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of the center staff with a close relationship to the candidate.

Harrow Independent College maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:

* A member of exams office staff has a close relationship with a candidate being entered for exams and assessments at the center or at another center.
* A member of center staff is taking a qualification at the center which does not include internally assessed components/units (taking at the center as a last option where unable to find an alternative Center).
* A member of the center staff is taking a qualification at another center.

All Conflicts of Interest are captured in the first week of the new academic year or in the first week of an employee starting. This information is then processed via the Exams Officer to identify any possible Conflicts of Interest. They then work with the Head of Centre to confirm the measures needed to reduce the risk.

# Word Processors

A full Word Processor Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

At Harrow Independent College the ‘normal way of working’ for exam candidates, as directed by the head of the center, 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 scribe/speech recognition technology.

## The Use of Word Processors

There are also exceptions where a candidate may be awarded/allocated the use of a word processor in exams where the candidate has a firmly established need and reflects the candidate’s normal way of working and by not being awarded a word processor would be at a substantial disadvantage to the candidate.

This may include where a candidate has, for example:

* A learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly.
* A medical condition.
* A physical disability.
* A sensory impairment.
* Planning and organizational problems when writing by hand.
* Poor handwriting.

The only exception to the above where the use of a word processor may be considered for a candidate would be:

* on a temporary basis because of a temporary injury at the time of the assessment.
* where a subject within the curriculum is delivered electronically and the center provides word processors to all candidates.

**Arrangements For the Use of Word Processors at the time of the Assessment** Appropriate exam-compliant word processors will be provided by the Examinations Officer in liaison with the Educational Psychologist and Assessor at the beginning of each examination. A review of the cohort will take place at the beginning of each year to ensure sufficient appropriate word processors are available to those candidates with this access arrangement.

# Contingency Planning

Contingency planning for exams administration is the responsibility of the Principal and Exams Officer.

A full Contingency Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

# External Candidates

Harrow Independent College accepts private candidates.

# Managing Invigilators

Internal/External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams. Recruitment of invigilators is the responsibility of the principal.

Securing the necessary Disclosure and Barring Service (DBS) check for new invigilators is the responsibility of the HR Department**.**

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

# Malpractice

Any suspected malpractice will be investigated by the principal in consultation with the Exams Officer.

# Exam Days

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

Facilities management staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Invigilators will start and finish all Exams in accordance with JCQ guidelines.

Subject teachers may be present at the start of the exam to assist with the identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed 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 Curriculum Advisor in accordance with JCQ’s recommendations and no later than 24 hours after candidates have completed it.

After an exam, the exams office will arrange for the safe dispatch of completed Examination scripts to awarding bodies, working in conjunction with the Invigilator.

# Candidates

The exams office will provide written information to candidates in advance of each Exam series for both center and private candidates.

The school’s published rules on acceptable dress and behavior that always applies. Candidates' personal belongings remain their own responsibility and the school 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. All wristwatches must be removed and placed on the exam desk.

Any candidates who are disruptive during an exam are dealt with in accordance with JCQ guidelines.

Candidates are expected to stay for the full exam time at the discretion of the principal.

Candidates who leave an exam room must be always accompanied by an appropriate member of staff.

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

# Clash Candidates

The Exams 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 school’s exams office in the first instance or student absence line to that effect.

The candidate must support any special consideration claim with appropriate evidence within two school days of the exam which should be given to the exam’s office directly.

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

A full Special Consideration Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

# Internal Assessment

It is the duty of the Curriculum Advisor to ensure that all internal assessments are ready for dispatch at the correct time. The exams office will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exam office by the Curriculum Advisor. The exams office 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 school’s internal appeals procedure.

# Results

Candidates will receive individual result slips on results days either in person at the school or by post to their home address - candidates will need to request this by email.

Arrangements for the School to be open on results days are made by the principal.

The provision of the necessary staff on results days is the responsibility of the principal.

# Enquiries about Results and Post Results Services

EARs may be requested by school staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted.

The cost of EARs will be paid by the candidates.

All processing of EARs will be the responsibility of the exam’s office, following the JCQ guidance.

A full Results Day and Post Results Service Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

# Access to Scripts (ATS)

After the release of results, candidates may ask Exams Office for Access to Scripts within the deadline outlined in the Post Results Policy.

School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

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

A full Results Day and Post Results Service Policy has been created and is reviewed.

annually to keep in accordance with JCQ regulations.

# Certificates

Candidates will receive their certificates in person at the school. 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 school retains certificates for 12 months, after which time they will be securely destroyed.

A new certificate will not be issued by an Awarding Organization. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

# Complaints & Appeals Procedure

A full Internal Appeals Policy and Complaints and Appeals Policy has been created and is reviewed annually to keep in accordance with JCQ regulations.

# Non-Examination Assessments

Full policies for Non-Examination Assessments have been created and reviewed annually to keep in accordance with JCQ regulations.

# Emergency Evacuation Procedure For Examinations

A full Centre Emergency Evacuation policy has been created and is reviewed annually to keep in accordance with JCQ regulations.