

Exams Policy 2025-2026

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1. Purpose of the policy

The purpose of the exams policy is:

- to ensure the planning and management of exams is conducted efficiently in line with JCQ exam regulations primarily, and in the best interests of candidates subject to these regulations;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

The exams policy will be reviewed every year in light of changes to JCQ guidance.

The exams policy will be reviewed by the Exams Officer, Head of Centre and Assistant Headteacher (Raising Standards).

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

2. Exam responsibilities

The Head of Centre:

- has overall responsibility for the school as an exam centre and is the overall authority and final decision maker on review of marking and appeal request decisions;
- ensures all staff with access to awarding bodies' online services receive annual cyber security training
- ensures the centre maintains robust IT security to protect candidates' work and the delivery of exams
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document [Suspected Malpractice - Policies and Procedures](#).

Exams Officer¹:

- manages the administration of internal practice (i.e. mock) exams and external (public) exams;
- advises the Senior Leadership Team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies;
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them;
- checks with teaching staff that the necessary non-examination assessments (NEAs) and/or controlled assessments are completed on time and in accordance with JCQ guidelines;
- provides and confirms detailed data on estimated entries;
- maintains systems and processes to support the timely entry of candidates for their exams;
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines;

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

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- administers access arrangements as submitted by the SEND team 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;
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams;
- ensures candidates' coursework/controlled assessment marks and any other material required by an awarding body, are submitted correctly and on schedule, in collaboration with subject leaders;
- tracks, dispatches, and stores/distributes returned coursework/controlled assessments;
- ensures any unused exam papers are held securely for 24 hours after the published end time of an exam before releasing to anyone.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post-results service requests;
- ensures that any exam laptops/word processors have no AI tools, prohibited software or access to the internet.

Senior Leadership Team (SLT):

- manages candidates in relation to behaviour and expectations;
- ensures candidates are briefed on relevant JCQ information and guidance prior to a written exam.

Subject Leaders are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries;
- accurate completion of entry and all other mark sheets and adherence to guidelines and deadlines as set by the Exams Officer and awarding bodies;
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets;
- ensuring candidates are made aware of relevant JCQ and/or exam body guidelines and regulations for all coursework, NEA and non-timetabled assessments, including in relation to the use of AI;
- decisions on post-results procedures, where requested by the Exams Officer or Head of Centre.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the subject leader and/or Exams Officer;
- supporting Subject Leaders in carrying out their duties as directed by Subject Leaders or SLT;
- adhering to JCQ or exam body guidance wherever applicable.

The special educational needs coordinator (SENCo)/SEN administrator is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they are able to put in place exam day arrangements;

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- process any necessary applications to gain approval (if required);
- working with the Exams Officer to provide the access arrangements required by candidates in exams rooms;
- completing a dated and timed seating plan for all external examinations **taken by candidates receiving 1-1 support in an individual exam room;**
- ensuring learning support staff are trained in JCQ guidance where they need to act as invigilators, scribes, readers etc to offer access arrangements.

Lead invigilator/invigilators are responsible for:

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations;
- collection of exam papers and other material from the exams office before the start of the exam;
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office;
- **ensuring all candidates can see the clock and start/end times of exams from any place in the exam room while sitting down;**
- **undergoing invigilator training and safeguarding training annually.**

Candidates are responsible for:

- confirmation of entries;
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own;
- ensuring they conduct themselves in all exams according to the JCQ regulations and school policy;
- checking that they have the correct exam paper and their approved exam access arrangements once in the exam, and notifying an invigilator if they have any concerns about these;
- following the instructions of invigilators and staff at all times.

3. Exam administration

Qualifications offered

The qualifications offered at this Centre are decided by the Subject Leaders and SLT.

The types of qualifications which may be offered are GCSE, A-Levels, BTEC L2 and L3, BTEC Nationals, OCR Nationals, AQA Technical qualifications and level 1/2 vocational qualifications.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus or similar documents for that year. If there is to be a change of specification for the following year, the exams office must be informed by September of the academic year.

Informing the exams office of changes to a specification is the responsibility of the Subject Leader.

Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Leader in consultation with the SLT.

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Exam series

Internal exams (mock or trial exams) and assessments are scheduled in November/December, January/February, March and June/July.

External exams and assessments are scheduled in January and May/June.

Internal exams are held under external exam conditions.

The Subject Leaders decide which exam series are used in the Centre.

The Centre does not offer some assessments on an on-demand basis.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal, but this will be decided by the SLT.

The Centre does not accept entries from private candidates.

The Centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to Heads of Department/Curriculum via email and briefings.

Subject Leaders will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding body's deadline (i.e. late) require the authorisation, in writing, of Subject Leader and Exams Officer.

GCSE retakes are not allowed unless a student has been admitted into the Sixth Form through a social or medical consideration.

AS retakes are not allowed.

A level retakes are not allowed.

Vocational Qualification Level 3 retakes are allowed. Re-sit decisions will be made by Subject Leader in consultation with SLT.

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 actions well in advance for each exam series.

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A level entry exam fees are paid by the Centre.

Vocational qualification entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the department or candidate as appropriate.

Re-sit fees are paid by candidates (or via 6th form bursary or the Centre's department as appropriate).

University admission tests are paid for by the candidate, except if they receive pupil premium or a 6th Form Bursary – where the Centre will endorse and support their application as appropriate.

Fee reimbursements are sought from candidates:

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- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstance;
- if they request to change candidate details after the entry deadline;
- if they request a late withdrawal from a subject (this must be agreed to by the Centre);
- if they request a late entry (where this is not primarily the Centre's error);
- if there is a transfer of candidate fee involved to support a student sitting an exam.

If a candidate is pupil premium or has a 6th form bursary, the Centre will decide whether to pursue these fees on a case-by-case basis.

Equality legislation

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

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

Access arrangements

The SENCo may choose to delegate duties to an appropriately-trained member of staff within the SEND department, but retains overall responsibility for the following:

- Informing 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.
- Determining a candidate's access arrangement requirements.
- Ensuring there is appropriate evidence for a candidate's access arrangements.
- Submitting completed access arrangement applications to the awarding bodies (delegated to the SEND administrator).
- Rooming and staffing for access arrangement candidates with significant additional needs (e.g. individual room, scribe, or reader), to be arranged by the SEND administrator.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, to be organised by the SEND administrator and Exams Officer.

4. Before the examinations

Candidate ID numbers

Candidate Name:

Candidates are entered under the name format of First Name + One middle initial + (Legal) Surname, e.g. Adam J. Smith.

Candidate Number:

Each candidate has a four-digit candidate number. This is the number to be entered on examination papers. It will appear on seating plans and examination registers and the exam cards.

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UCI:

In addition to the candidate number, each candidate must have a Unique Candidate Identifier (12 numbers and 1 letter) which is shown on the top of statements of entry. This number will usually begin with the Centre Number (10871). The UCI is used for administration purposes only.

Timetables

A copy of the school's GCSE and GCE Timetable will be available on the school website. Each student will receive an **Individual Exam Timetable** by the end of March showing their specific examinations with details of date, time, and duration of exam. Students and staff are to check these to identify and issues and problems. In the event of an exam clash, the Exams Officer will rearrange exam timings in keeping with JCQ guidelines and inform the candidates about isolation or special supervision arrangements prior to the examinations.

Equipment

It is the students' responsibility to ensure that they have all the correct equipment and clear pencil cases only before the examinations. The Centre is not responsible for providing equipment, and will only hand equipment, if it is available, after the start of the exam, and collect it at the end.

Mobile phones, any form of watch (digital or analogue) and all electronic equipment are not permitted in the exam room and must be fully powered down in bags (*flight mode and Do Not Disturb mode are not sufficient*). Coats and bags must be removed and placed according to invigilator instructions.

Writing should be in black ink unless specified, and so a minimum of three black pens is recommended. Rulers must be transparent. Water bottles must be transparent with no writing. Calculators, where permitted, should be scientific (unless specified otherwise), cleared of data, and must have lids/covers/backs removed. For maths examinations, a pair of compasses, a clear protractor and a clear ruler are also required. For further guidance, please discuss with subject teachers.

Clash candidates

The Exams Officer will be responsible as necessary for arranging supervision of candidates during external exams, identifying a secure venue, staffing clash candidate rooms and arranging overnight stays for external examinations. For internal exams, this is at the discretion of the year group leader/SLT, and will be managed by them if applied.

5. During the examinations

Examination Regulations

A copy of the 'Notice to Candidates' poster, which is issued jointly by all the Awarding Bodies, is available on the JCQ website (under posters). All candidates must read this carefully and note that breaking any of the examination rules or regulations could lead to disqualification from all subjects. The school will report any breach of regulations to the awarding body. Students will be subject to random spot-checks before entering the exam hall.

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 a member of SLT.

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

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phones, watches (both digital and analogue) and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room. In the event of a mobile phone going off, the invigilation team will remove the phone from the exam hall to minimise disruption and identify the owner, with minimal disruption to students (potentially after the exam finishes).

Disruptive Candidates

Disruptive candidates are dealt with in accordance with JCQ guidelines. For internal exams candidates are expected to stay for the full exam time in line with the JCQ ICE guidance.

Late Arrivals

The Exams Officer is responsible for handling late or absent candidates on exam day, and it is at the Centre's discretion as to whether they are permitted to take the exam. Late candidates permitted entry are entitled to the full amount of time for the exam. Very late candidates (where arrival comes more than 1 hour after the published start time of the exam or after the published end time of an exam lasting less than 1 hour) will not be permitted entry except in exceptional circumstances, where the SLT or Exams Officer have been able to ensure the candidate's and the exam's integrity in accordance with JCQ guidelines.

Candidates, or parents or carers, should contact the Centre immediately if there are any reasons they cannot attend or are in danger of running late, at the earliest opportunity.

Exam rules

- All items of equipment, pens, pencils, mathematical instruments, etc. should be visible to the invigilators at all times.
- Pens should be black ink or ballpoint. No erasers or correction fluids are allowed.
- Items should not be put in any pocket in the candidates' clothing.
- For Mathematics and Science exams, pupils should make sure their calculators conform to the examination regulations. Remove any covers or instructions and make sure batteries are new.
- Examination regulations are very strict regarding items that may be taken into the examination room. Failure to comply may result in a number of school or awarding body sanctions, including disqualification from an exam or even exam series.
- Mobile telephones MUST NOT BE BROUGHT INTO THE EXAMINATION ROOM. If a mobile phone (or any other type of electronic communication or storage device) is found in the possession of a student during an examination (even if it is turned off) it will be taken, and a report made to the appropriate awarding body. No exceptions can be made.
- Other items banned from the exam room include:
 - earphones or earbuds (e.g. AirPods);
 - MP3/4 players or similar devices;
 - smart glasses;
 - tablets (e.g. iPads or iPods
 - watches including both analogue and digital;
 - any other smart devices.
- If any of these prohibited items are brought into the exam room a report will be made to the appropriate awarding body and may result in disqualification. No exceptions can be made.

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- No unauthorised material (e.g. beyond approved exam stationary for that exam) must be brought into the exam room. If in doubt, check with an invigilator or member of SLT before the exam begins.
- Any attempt to communicate, verbally or non-verbally, or look around, is not permissible as this will distract other candidates and may result in a malpractice proceeding that disqualifies the candidate.
- Follow invigilator instructions at all times. If you have an issue, raise your hand and wait to speak with an invigilator.
- No food or drink is allowed in the examination rooms, except water, and this must be in a clear plastic bottle with labels removed.
- Students should not draw graffiti or write offensive comments on examination papers — if they do, the awarding body may refuse to accept your paper.
- Students should not draw graffiti or write offensive comments on examination tables.
- Clear instructions will be given at the beginning of the examination by the invigilators — there may be amendments to the exam paper that you need to know about, therefore candidates are advised to listen carefully to these instructions.
- Students must sit in their chair properly and face the front.
- It is the student's responsibility to check they have the correct question paper – check the subject, paper and tier of entry.
- Read all the instructions carefully and number your answers clearly.
- Candidates must stay in the examination room for at least one hour after the published start time of the exam (or for the duration of the exam if it is less than one hour). Students will not be allowed to leave an examination room early.
- If a candidate leaves the exam room before the end of the exam, all exam materials (question papers, exam scripts etc) must be left in the exam room, and candidates will not be allowed to re-enter the exam room after leaving.
- At the end of the examination all work must be handed in. If a student has used more than one answer book, or loose sheets of paper, they must be fastened together in the correct order.
- Invigilators will collect exam papers before students leave the room. Absolute silence must be maintained during this time, and as students leave the exam room.
- Question papers, answer booklets and additional paper must NOT be taken from the exam room.

Invigilators

The school employs external invigilators to conduct the examinations at a ratio of one per thirty students (or as near as practicable), with a minimum of two for any exam in the main hall. Pupils are expected to behave in a respectful manner towards all invigilators and always follow their instructions.

Subject specialist teachers will normally be present at the start of an examination only, outside of the room for external exams.

Invigilators are in the examination rooms to supervise the conduct of the examination. They will distribute and collect the examination papers, tell candidates when to start and finish the examination, hand out extra writing paper if required and deal with any problems that occur during the examination, for example if a candidate is feeling ill.

Invigilators cannot discuss the examination paper with students or explain the questions, only the instructions.

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Pupils who are disruptive or behave in an unacceptable manner will be removed from the examination room by invigilators and/or members of the SLT. This will result in a potential disqualification from that exam, and further sanctions may be applicable.

Invigilators will support with the printing of exam scripts written on laptops/word processors, but it is the candidates' responsibility to ensure that these are properly completed with candidate and paper details, numbered, and to check the printed document contains their complete work at the time of printing.

Leaving the exam room

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of Centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence, if permissible by JCQ guidelines. A log will be kept of all students who leave the exam room and monitored by the lead invigilator/exams office with the time of exit and reason for exit.

Contingency and significant event planning

If the fire alarm sounds during an examination the examination invigilators will tell students what to do. If the students must evacuate the room, they will be asked to leave in silence and in the order in which they are sitting. They will be escorted to a designated assembly point, which is the back ball court (Sports Hall), Astro (044) or Main Gate steps (Admin/reception meeting rooms/isolation room). Students must leave everything on their desks. They must not attempt to communicate with anyone else during the evacuation. When they return to the exam room the invigilator will inform students of when to start writing. The students will be allowed the full working time for the examination and a report will be sent to the awarding body detailing the incident.

In the event of an incident requiring first aid or a senior member of staff, invigilators are to call the Exams Officer on 6604, Reception on 6600 or Data Manager on 6616, or alert the exam team by the quickest available means. In the event of these being unavailable call 0 and request Reception to radio for a senior member of staff. All calls should be made from either PE office or Drama office both of which are located immediately outside of the exam hall, or the staff room for examinations taking place in Room 044. All first aid incidents should be logged using the first aid policy.

Absence from examinations

If a student experiences difficulties during the examination period (e.g. illness, injury and personal problems) the school needs to be informed at the earliest possible point.

Only in 'exceptional circumstances' are candidates allowed special consideration for absence from any part of an examination. It is essential that medical or other appropriate evidence is obtained on the day by the candidate/parent and given to the Exams Officer without delay in all cases where an application is to be made for special consideration.

For the award of a grade by special consideration, where a pupil misses part of an examination through illness or personal misfortune, JCQ requirements for minimum levels of course completion must be met. These are available from the Exams Officer upon request.

Parents and candidates are reminded that the school will require payment of entry fees (this can be, as an example, in the approximate region of £50-£350) should a candidate fail to attend an examination without good reason and without informing the school. Failure to pay may result in your examination results being withheld.

Misreading the timetable will not be accepted as a satisfactory explanation of absence.

Malpractice

The Head of Centre is responsible for investigating suspected malpractice, and takes overall responsibility for any investigation, even if duties are delegated to appropriately experienced staff. Please refer to the Malpractice

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Policy for further details on this, but it is essential that students comply with guidance given before, during and at the end of exams.

6. After the examinations

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 Exams Officer to that effect, at the earliest possible opportunity.

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

The Centre must decide whether the candidate meets the published criteria for special consideration - the awarding body cannot determine the candidate's eligibility. The Centre will only submit an application for special consideration if it agrees that the candidate meets the published criteria. If the Centre does not support the application then it will not submit it to the relevant awarding body. Speculative applications for special consideration cannot be submitted.

The Exams Officer will make a special consideration application to the relevant awarding body before the applications for special consideration closes.

Internal assessment

It is the duty of Subject Leaders to ensure that all internal assessments (NEAs) 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.

Marks for all internally-assessed work are provided to students by the Subject Leader (members of the department or exam team may support with this). The Subject Leader will make candidates aware of their marks in a time that allows for a review of the provisional marking, as a review of marking is not available as a Post-Results Service.

Marks for all internally-assessed work are provided to the Exams Officer by the Subject 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. For more information, please refer to the NEA Policy.

Results

Notification of Results

Results will be available for collection on: Thursday 13th (A and AS Level) and Thursday 20th August 2026 (GCSE) at 9:00 am (to 12.30pm).

If you wish any other person (including family members) to collect your results on your behalf, you must give your written authorisation to school before Results Day.

Candidates who do not collect their results on results day will receive notification of their results via email. Emails will be sent on Results Day and not before.

No results will be given out by telephone under any circumstances.

Post-Results Enquiries

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Guidance will be issued to candidates, either on Results Day or earlier, regarding post-results services.

Awarding body and administrative fees, many of which are not available until August, will be shared upon enquiry about post-result services.

Requests for examination scripts, reviews of marking or other post-results enquiries should be sent to: postresults@charternorthdulwich.org.uk

Payments for this service will need to be made via ParentPay® and will only be processed once payment has been received.

A copy of the post-results queries form will be available on the school website and via email.

For further and more detailed information, please refer to the [External Exam Post Results & Appeals Policy](#).

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff or the exams team to request an electronic script of marked exam papers within 30 days of the receipt of results. The Centre will charge an administrative fee for this service. The cost of this must be paid by the candidate in order to complete the request.

Centre staff may also request electronic scripts for investigation or for teaching purposes. The consent of candidates must be obtained. The cost of this will be paid by the Centre, at the Exam Officer or Head of Centre's discretion.

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

Certificates

Candidates will receive their certificates

- in person at the Centre
- collected and signed for at reception.

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

When timetables are sent out, it is the **candidate's** responsibility to ensure details such as legal name and date of birth are correct. Any mistakes should be highlighted to the Centre within 7 days of individual timetables being published. After this time, it is the candidate's (or parent's/carer's) responsibility to pay for the cost of any re-issuing of certificates incurred, and the Centre will not request this until payment is made.

New replacement certificates will not be issued by the school. For replacement certificates, the awarding body must be contacted by the candidate and any fees paid directly by the candidate. A transcript of results may be the only option offered and issued if a candidate agrees to pay the costs incurred to the awarding body. The Centre can only offer results and candidate information if a certificate is lost.

7. Conduct of exams and procedures additional documents

This policy is supported by the:

- JCQ instructions for conducting an examination **'ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications**

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- Exam Information and Support for Students and Parents and Carers ***Exam Information and Support for Parents and Students.docx***
- Exam guidance invigilators (see Appendix 1)
- BTEC ICE (Pearson)

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APPENDIX 1

Welcome to The Charter School North Dulwich

Advice for visitors and casual workers

All visitors must sign in and out at Reception and wear a visitor badge.

Safeguarding

Everyone who visits our school should be aware of their responsibility to make sure that all young people are safe. Please ask for Ms Pitts, Designated Safeguarding Lead, or Ms Hamilton, Safeguarding Officer, if you are unclear about areas linked to child safety during your visit.

If you are worried about the safety of any young person in our school, you must report this to Ms Pitts or Ms Hamilton. If you have concerns about a member of staff, you should contact Mr Pain, The Headteacher. They can be contacted through Reception.

As a visitor, it is important that you remember the following:

- If you are working in a 1:1 situation with a pupil, the school must view your Enhanced DBS check or have evidence from your organisation that you have an Enhanced DBS in place. Please see Ms Ebinezer, Director of HR, if you have any queries.
- Do not have physical contact with any pupil
- Never exchange contact details with a pupil or agree to meet a child outside the school environment. Do not communicate with pupils through social media.
- Keep a record of the times and dates of any unplanned contact with pupils and let Ms Pitts or Ms Hamilton know as soon as possible
- Do not take photographs or video footage while you are on site
- If a child has a conversation with you which leads you to think they are being harmed or their safety is at risk, you have a duty to pass the information on to protect the child. You must inform Ms Pitts or Ms Hamilton immediately.

Health and Safety

While on site, you are legally responsible for taking reasonable care of your own health and safety and the safety of others affected by your activities.

Exam Invigilation Guidance

Timings

The morning exams normally start at 9am and the afternoon sessions start at 2pm. Please make sure you arrive at least 30 minutes before the start of the exam to support with exam set up.

Equipment

Candidates must not be in possession of the following items: iPods; mobile phones; MP3/4 players or similar devices; watches, unauthorised materials. Any pencil cases taken into the examination room must be see-through. Calculator cases are not allowed and should be placed in bags.

Identifying candidates

Senior leaders or staff must establish the identity of all candidates sitting examinations. Invigilators support this by taking the attendance register at the beginning of the exam, and by noting absentees.

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Beginning the exam

Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s).

This is to: a) identify and settle candidates and instil discipline; b) check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate; c) check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted; d) start the examination.

The invigilator or centre staff must:

- a) announce clearly to the candidates when they may complete the details on their answer booklet;
- b) announce clearly to the candidates when they may begin to write their answers. The examination will formally start at this point;
- c) specify the time allowed for the paper(s);
- d) remind candidates that they are not allowed to communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
- e) only answer questions from candidates about the instructions on the front of the question paper.

The invigilator must not:

- a) direct candidates to particular questions or particular sections of the question paper;
- b) make any comment where a candidate believes that there is an error or omission on the question paper. The invigilator must however, refer the matter immediately to the exams officer. The exams officer will then verify the error or omission with the relevant subject teacher before reporting the matter to the awarding body;
- c) give any information to candidates about possible mistakes in the question paper, unless there is an erratum notice or permission has been given by the awarding body;
- d) comment on the content of the question paper;
- e) read a word or words printed on the question paper to a candidate, other than instructions on the front cover;
- f) re-phrase a question for a candidate;
- g) explain any subject-specific or technical terms to a candidate;
- h) offer any advice or comment on the work of a candidate;
- i) give any indication of the time elapsed or remaining unless the candidate has been awarded a prompter. This also extends to where a question paper consists of distinct sections. (A five-minute warning to candidates may only be given at the end of the examination.)

Supervision

Invigilators must supervise the candidates throughout the whole time the examination is in progress, always giving their complete attention to this duty. Place invigilators at the front, back and sides of the room if possible.

Invigilators must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who, for example, may be feeling unwell or require a toilet break. These incidents must be recorded on an incident log. Invigilators are required to move around the assessment area quietly and at frequent intervals.

Toilet requests

Students are permitted to go to the toilet during an exam. They will not be allowed to go to the toilet for the first 30 minutes or the last 30 minutes, unless they have a medical/toilet pass. If a student needs to go to the toilet they should raise their hand for an invigilator to escort them, if another student is going to the toilet during this time, then they will need to wait until that student has returned.

For full information on exam invigilation, view the Instruction for Conducting Exams (ICE) document on the JCQ website.