

## **Bishop Young C of E Academy Policies & Procedures**

### Examinations Policy 2025-2026

**Approved on**

21 January 2026

**Approved by**

Local Governing Board

**Next review due**

31 January 2027

# **EXAMINATIONS POLICY 2025 - 2026**

**Centre Number: 37618**

**Bishop Young Academy**

**Head of Centre:** Mrs R Lacey-Cole  
**Exam Staff:** Mrs C Davison-Culmer  
Mrs R Carroll  
Mrs D Scargill  
**SENCO:** Mr G Hall  
Ms R Markey

The purpose of this policy is to ensure that:

- The planning and management of exams is conducted efficiently and in the best interest of all our students.
- All centre staff involved in the exam process clearly understand their roles and responsibilities.
- All exams and assessments are conducted in accordance with JCQ and awarding body regulations, guidance and instructions.
- Exam candidates understand the exam process and what is expected of them.
- This policy will be reviewed annually.

**It is the responsibility of all centre staff to read, understand and implement the policy.**

## **Responsibilities.**

**Head of Centre:**

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

- Ensures the exams officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- Ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- 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 examination or on-screen test;" [ICE 6]
- Ensures security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions

### **Please read Exam Contingency Plan 2025-26**

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

### **Please read The Disability Policy (exams)**

- Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place. (Responsibility of the SENCO)

### **Please read Access Arrangements Policy**

- Ensure the centre has documented processes in place relating to access arrangements and reasonable adjustments. (Responsibility of the SENCO)

### **Exams Manager/Exams Officer**

- Manages the administration of public exams.
- Manages the administration of some internal exams. (This includes CATS, GL assessments, Years 10 -11 Practice Examinations)
- Ensures that parents and pupils are informed of the exam timetable.
- Consults with teaching staff that the necessary coursework/controlled assessment/NEA is completed on time and in accordance with JCQ guidelines.
- Provides and confirms data on estimated entries.
- Ensures the appropriate steps are taken where a candidate being entered for exams is related to a member of centre staff
- Maintains systems and processes to support the timely entry of students for their exams.
- Receives, checks and stores securely all exam papers and ensures that scripts are dispatched as per JCQ guidelines.
- In consultation with SENCO administer
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- access arrangements.

- Submits applications for special consideration in accordance with the JCQ regulations.
- Accounts for income and expenditure relating to exam costs/charges.
- Line manages the team of invigilators.
- Ensure that coursework/controlled assessment marks are submitted on time and samples posted to moderators.
- Retain returned work until it can be given back to departments/students.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with SLT any post results service requests.

### **Subject leaders/teachers**

- Keep updated with awarding body teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- Guidance and pastoral oversight of students who are unsure about exam entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Informing Exam Officer of any changes to tiers etc.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.
- Stores returned coursework / controlled assessments.
- Supplying information on entries, coursework and controlled assessments as required by the head of subject and/or exams officer.

### **SENCO**

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including - Access Arrangements and Reasonable Adjustments
- Identification and testing of students' requirements for access arrangements and making the necessary application online.
- Working in conjunction with exam officer to provide the access arrangements required by students in the exam room.
- Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

### **Invigilators**

- Attend training, update, briefing and review season as required.
- Assist with the efficient running of exams according to the JCQ regulations and as directed by the exam officer.

### **Students**

- Must check that their personal details are correct.
- Confirm and sign that the entries are correct.

- Abide by the JCQ regulations (It is assumed that all candidates read and understand 'The Notice to Candidates')

### **Reception Staff.**

- Support the exams officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential material.

### **Site Staff.**

- Support the examinations officer in relevant matters relating to exam rooms and resources

### **Qualifications Offered.**

The qualifications offered at this centre are decided by the Head of Centre.

The main types of qualifications offered are GCSE, BTEC, CNAT

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus.

The AMAT change of specification form must be completed and submitted for consideration in advance of any changes. If there is to be a change of specification for the next year, the exams office must be informed before the end of term.

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

Decisions on whether a student should be entered for a particular subject will be taken by the Assistant Principal (CDC), Principal (RCO) Achievement Director (KWI) in consultation with the Head of Subject, the class teacher and parents/carers.

## **THE EXAM CYCLE**

### **Planning: roles and responsibilities**

#### **Information sharing**

##### **Head of Centre**

- Directs relevant centre staff to annually updated JCQ publications including GR, ICE, AA, SMEA and NEA (and the instructions for conducting controlled assessment and coursework)

##### **Exams Officer**

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates

- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

## **Information Gathering**

### **Exam Officer**

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct of Year 10 & 11 Mock Exams

### **Head of Department**

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering
- Meets the internal deadline for the return of information
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

## **Access Arrangements**

### **SENCO**

- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements thereby ensuring that
- Liaises with the EAL Lead on Access Arrangements for students who are new to country / new to English
- Gathers evidence to support the need for Access Arrangements for a candidate
- Consults with teaching staff to gather evidence of Normal Way of Working (NWOW) of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre delegated
- Gathers signed data protection notices from candidates where required
- Applies for approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes
- Employs good practice in relation to the Equality Act 2010

- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the arrangements
- Provides and annually reviews centre procedures for the use of word processors in exams and assessments

### Word Processor Procedures (exams)

- Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

### Please read Separate invigilation within the centre

Senior Leaders, Head of department, Teaching staff

- Support the SENCO in identifying and implementing appropriate access arrangements
- Collate evidence of NWOW for the evidence file for the JCQ inspection

## Internal Assessment

### Non-Examination Assessment Procedures

Senior Leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work
- Ensure appropriate internal moderation, standardisation and verification processes are in place

Head of Department

- Ensures teaching staff delivering GCSE and vocational qualifications follow JCQ Instructions for conducting controlled assessments and the specification provided by the awarding body
- Ensures teaching staff delivering Entry Level or Project qualifications follow JCQ Instructions for conducting coursework and the specification provided by the awarding body
- For other qualifications, ensures teaching staff follow appropriate instructions issued by the awarding body

Teaching Staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed

Exams Officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment

## **Invigilation**

### Head of Centre

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

### Exams Officer

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides an annual training event for new invigilators and an update event for invigilators on the conduct of exams
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues
- Collects evaluation of training to inform future events

## **Appeal Procedure**

If a candidate requests a remark, against the wishes of the Subject Leader, the candidate will have to pay privately and sign a form to confirm that the Centre takes no responsibility for the outcome.

## **Entries: Roles and Responsibilities**

### Exams Officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from Heads of Subject in a timely manner to ensure awarding body external deadlines for submission can be met.

### Head of Department

- Provides information requested by the EO to the internal deadline
- Informs the EO immediately of any subsequent changes to information

## **Final entries**

### Exams Officer

- Requests final entry information from Heads of Subjects in a timely manner to ensure the awarding body external deadlines for submission can be met



- Informs Heads of Subjects of subsequent deadlines for making changes to final entry information without charge
- Confirms with Heads of Subjects final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed, reducing the potential for late or other penalty fees being charged by awarding bodies

#### Head of Subject

- Provides information requested by the EO to the internal deadline
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
- Changes to candidate personal details
- Amendments to existing entries
- Withdrawals of existing entries (in conjunction with Achievement Director)
- Checks final entry submission information provided by the EO and confirms information is correct

### Entry Fees

Entry fees are paid for by the Trust with the following exceptions:

- If a parent/carer insists on a level of entry not supported by the class teacher/Head of Subject.
- If the subject is a resit.
- If an amendment is made after the deadline date.

### Late Entries

#### Exams Officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets
- Head of department
- Minimises the risk of late entries by
- Following procedures identified by the EO in relation to making final entries on time
- Meeting internal deadlines identified by the EO for making final entries

#### Re-sit entries

- Pupils wishing to resit must see the exam officer in person and confirm entry details and pay the correct fee.

#### Private Candidates

- Private candidates are only accepted in exceptional circumstances with the agreement of the Head of Centre and Exam Officer.
- Pupils who have left the Academy may return to resit examinations.

## **Transfer of Credit**

Exams Officer

- Provides information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- Meets the awarding body deadline for requesting transfer of credit

Teaching Staff

- Identify affected candidates to the EO

## **Candidate Statements of Entry**

Exams Officer

- Provides candidates with statements of entry for checking

Teaching Staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO

Candidates

- Confirm entry information is correct or notify the EO of any discrepancies

## **Briefing Candidates**

Exams Officer

- Issues individual exam timetable information to candidates
- Issues relevant JCQ information for candidate's documents
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam clashes
  - Arriving late for an exam
  - Absence or illness during exams
  - What equipment is/is not provided by the centre
  - Food and drink in exam rooms
  - When and how results will be issued and the staff that will be available
  - The post-results services and how the centre deals with requests from candidates
  - When and how certificates will be issued

Information regarding access to scripts, enquiries about results and appeals procedures are available on the website and are issued to students before the written examinations begin.

## **Dispatch of Exam Scripts**

Exams Officer

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

## **Estimated Grades**

Head of Department

- Ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

Exams Officer

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

## **Internal Assessment**

Head of Centre

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

SENCO

- Consults with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments

Teaching Staff

- Support the SENCO in implementing appropriate access arrangements for candidates undertaking internal assessments
- Ensure candidates are informed of internal assessment decisions prior to marks being submitted to awarding bodies
- Head of department
- Ensures teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- Ensures teaching staff authenticate candidates' work to the awarding body requirements
- Ensures teaching staff provide required samples of work for moderation to the EO to the internal deadline
- Exams officer
- Submits marks and samples to awarding bodies/moderators to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated work returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
- Candidates
- Authenticate their work as required by the awarding body

## **Invigilation**

Exams Officer

- Provides an invigilation handbook or briefs invigilators accordingly

- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator to check the rooms where a candidate and invigilator are accommodated on a 1:1 basis)
- Allocates invigilators to exam rooms according to the required ratios
- Consults with the SENCO regarding the facilitation and invigilation of access arrangement candidates

## **JCQ Inspection Visit**

Exams officer or Senior leader

- The exams officer or a member of SLT will accompany the inspector throughout the course of the inspection.

## **Seating and Identifying Candidates in Exam Rooms**

Exams Officer

- Ensures a procedure is in place to verify candidate identity including private candidates

### **Verifying candidate identity procedure**

Candidate label stickers with name, photo, candidate number and subject are produced by the school MIS and placed on examination desks for every exam sitting.

Invigilators

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

## **Security of Exam Materials**

Exams Officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception Staff

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching Staff

- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

## **Timetabling and Rooming**

### **Exams Officer**

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms according to required ratios
- Consults with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Consults with the SENCO regarding rooming of access arrangement candidates

### **SENCO**

- Consults with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

### **Site Staff**

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

## **Transferred Candidate Arrangements**

### **Exams Officer**

- Consults with the host or entering centre, as required
- Processes requests to the awarding body deadline
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements
- Internal exams
- Exams officer
- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

### **SENCO**

- Consults with teaching staff to make appropriate arrangements for access arrangement candidates
- Teaching staff
- Provide exam papers and materials to the EO
- Support the SENCO in making appropriate arrangements for access arrangement candidates

## **Exam Time: Roles and Responsibilities**

Access arrangements

Exams Officer

- Provides cover sheets for access arrangement candidates' scripts where required for arrangements
- Has a process in place to deal with emergency access arrangements as they arise at the time of exams
- applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

## **Candidate Absence**

- If a pupil is absent at the beginning of the exam, then every effort is made to contact the pupil. Heads of Year and Office staff contact parents/carers.
- Persistent absentees from exams are referred to SLT.

Invigilators

- Are informed of the procedures/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

- Are re-charged relevant entry fees for unauthorised absence from exams

## **Candidate Behaviour**

See Irregularities below.

## **Candidate Belongings**

Candidates will leave their belongings that are not needed for the exam in the designated area. This room will be locked for the duration of the exam.

## **Candidate Late Arrival**

Exams Officer

- Ensures that candidates who arrive extremely late for an exam are reported to the awarding body as soon as practically possible after the exam has taken place
- Warns candidates that their work may not be accepted by the awarding body

Invigilators

- Are informed of the procedures/process for dealing with late/extremely late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

Candidates who arrive late should report to reception and must be accompanied into the exam room by the exams officer. The exams officer will have the final decision whether or not to allow a student into the exam room. If a pupil persistently arrives late, they will be reported to SLT and parents/carers informed. If the lateness persists then the pupil may not be allowed to enter late into the exam room again.

## **Conducting Exams**

Head of Centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

Exams Officer

- Ensure exams are conducted according to JCQ and awarding body instructions
- Ensures each exam session is fully prepared and that unplanned events can be dealt with and the associated follow-up is completed

## **Dispatch of Exam Scripts**

Exams officer

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

## **Exam Papers and Materials**

Exams officer

- Organises exam question papers and associated confidential resources in date order in secure storage
- Attaches erratum notices received to relevant exam question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or inbox for updates from awarding bodies
- To avoid potential breaches of security, ensure prior to question paper packets being opened, that another member of staff or an invigilator checks the time, date and paper details
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any clash candidates have completed the exam

## **Exam Rooms**

Head of Centre

- Ensures only approved centre staff are present in exam rooms
- Ensures information relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Food and drink in exam rooms
- Food is not allowed in the exam room. Water is permitted if it is in a clear bottle with labels removed and has a sports capped lid.

- Pupils with chronic illnesses such as diabetes type 1 may be allowed to take food and drink into the exam room.

#### Exams Officer

- Ensure exam rooms are set up as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session-by-session basis
- Ensures sole invigilators have an appropriate means of summoning assistance
- Ensure invigilators understand how to deal with candidates who may need to leave the exam room temporarily
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensure invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

#### Senior Leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

#### Site Staff

- Ensure exam rooms are available and set up as requested by the EO
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

#### Invigilators

- Conduct exams in every exam room as instructed in training/update events and briefing sessions

#### Candidates

- Are required to remain in the exam room for the full duration of the exam

## **Emergency Evacuation Procedures**

- In the event of an evacuation, candidates sitting an exam would evacuate to the Moyes car park. They remain in candidate order and maintain exam conditions (silence / no communication.)
- Invigilators maintain the security of papers and liaise with pastoral staff / form tutors for the roll call.
- The Exams Officer reports the incident to the Exam Boards.
- All JCQ contingency is followed.
- During the trial examinations for Year 11 there may be an evacuation practice.



## **Irregularities**

### Head of Centre

- Ensures any cases of suspected malpractice (by centre staff, candidates, invigilators) are investigated and reported to the awarding body as required
- The Head of Centre has the authority to remove a candidate from the exam room if the candidates would disturb others by remaining in the examination room.

### Senior Leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

### Exams Officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

### Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/extremely late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

## **Malpractice**

See Irregularities above.

## **Special Consideration**

### Exams Officer

- Processes appropriate requests for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies by the external deadline
- Consults JCQ Special Consideration Guidelines

### Candidates

- Provide appropriate evidence to support special consideration requests, where required

## **Unauthorised Materials**

- Pupils are reminded at the beginning of the exam to hand in any unauthorised materials. These will be placed at the front of the room and can be collected by the student at the end of the exam. Items such as

mobiles and wristwatches will be collected and taken from the exam room and may be collected at the end of the exam.

Invigilators

- Are informed of the arrangements through training

## **Internal Exams**

Exams Officer

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

Invigilators

- Conduct internal exams as briefed by the EO

## **Results and Post-Results: Roles and Responsibilities**

Internal assessment

Head of Department

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

## **Managing Results Day**

Senior Leaders

- Identify centre staff who will be involved in the main summer results day and their role
- Ensure senior members of staff are accessible to candidates after the publication of results

Exams Officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place
- students will be informed of the date, venue and time for collecting their results statements in the summer term" If students are not able to attend and would like another person to collect their results same statement that is included in the collecting certificates procedure should be included on results day.

## **Post-Results Services**

Head of Centre

- Ensures internal appeals procedures are available where candidates disagree with a centre decision:
  - not to support an enquiry about results
  - not to appeal against the outcome of an enquiry about results

#### Exams Officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above Briefing candidates and Access to scripts, enquiries about results and appeals procedures)
- Publishes internal deadlines for requesting services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and collect candidate informed consent and fees where relevant
- Submits requests to awarding bodies to meet the external deadline
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

#### Teaching Staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

#### Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

### **Analysis of Results**

#### Data Manager

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the secondary school and college (key stage 4/16-18) performance tables September checking exercise

### **Certificates**

- Certificates are provided to centres by awarding bodies after results have been confirmed.

### **Issue of Certificates Procedure**

Students are invited to a presentation. Those not in attendance must make arrangements to collect certificates in person or by a third person- provided that written authorisation is given by the candidate. Authorised persons must provide ID evidence on collection.

### **Retention of Certificates**

Certificates will be stored for a minimum of four years up to a maximum of six, after which they will be shredded. A list of shredded certificates will be kept by the exams officer.

## **Review: Roles and Responsibilities**

### Exams Officer

- Provides Exams Manager/SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collect and evaluates feedback from staff, candidates and invigilators to inform review

### Senior Leaders

- Work with the Exams manager/EO to produce a plan to action any required improvements identified in the review

## **Retention of Records: Roles and Responsibilities**

### Exams Officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management procedure
- Provides an exam archiving procedure that identifies information held, retention period and method of disposal