



## Examinations Policy

*This policy should be read in conjunction with the following documents/policies:*

- 1) Joint Council for Qualifications: *Instructions for conducting examinations 2025-2026*
- 2) Joint Council for Qualifications: *Instructions for conducting controlled assessments 2025-2026*
- 3) Joint Council for Qualifications: *General regulations for approved centres 2025-2026*
- 4) Joint Council for Qualifications: *Access arrangements and reasonable adjustments 2025-2026*
- 5) Joint Council for Qualifications: *Instructions for conducting coursework 2025-2026*
- 6) Joint Council for Qualifications: *Instructions for conducting non-examination assessments 2025-2026*
- 7) Joint Council for Qualifications: *Guidance for centres on cybersecurity*
- 8) Suspected Malpractice – Policies and Procedures 2025-2026
- 9) Emergency Evacuation Policy for Public Examinations
- 10) Child Protection Policy
- 11) Health & Safety Policy
- 12) Exam Contingency Policy
- 13) CCEA GCSE Controlled Assessment Task Taking arrangements and possible exceptions 2025-2026
- 14) Non-Examination Assessment Policy (with Appeals Process/Key Dates)
- 15) CCEA: *Ensuring the resilience of the qualifications system* (June 2024)

# Statement

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## ***Summary:***

This policy has been compiled in consultation with Heads of Department and the Senior Leadership Team.

## ***Additional Notes***

Policy Number: 2014/08/28

## ***History***

Drafted: 28<sup>th</sup> August 2014

*Examination Policy 2014* combined with *Invigilation Policy 2011* on 29<sup>th</sup> September 2015 by Ms Tracy Beare

Reviewed and updated October 2016 by Ms Tracy Beare

Reviewed and updated October 2017 by Ms Tracy Beare

Reviewed and updated May 2018 by Ms Tracy Beare

Reviewed and updated November 2018 by Ms Tracy Beare

Reviewed and updated November 2019 by Ms Tracy Beare

Updated and amended 29<sup>th</sup> June 2020 by Ms Tracy Beare in line with CCEA appeals information for August 2020

Reviewed and updated November 2020 by Ms Tracy Beare

Reviewed and updated November 2021 by Ms Tracy Beare and Ms Catherine Delaney

Reviewed and updated November 2023 by Ms Heather Kennedy (Exams Officer)

Reviewed and updated November 2024 by Ms Lindsay Hunter (Exams Officer)

Reviewed and updated November 2025 by Ms Lindsay Hunter (Exams Officer)



# EXAMINATION POLICY FOR ASSESSMENT DECISIONS AT GCSE, AS- & A-LEVEL

## ***Introduction***

This policy is designed to promote quality, consistency, accuracy and fairness in assessment and awarding. The policy is to ensure the planning and management of examinations is conducted efficiently and in the best interest of all candidates so that the integrity of the assessment process can be maintained. In all cases, the final awarding decisions are taken by the Awarding Bodies: AQA; OCR; Edexcel; CCEA and others (Cambridge Nationals/Technical, OCN NI, WJEC, BTEC Firsts, Technicals, Nationals, Awards).

This document covers the school's policy in dealing with the Awarding Bodies, the Joint Council for Qualifications (JCQ), internal departments, staff of the school and any other parties involved in awarding matters. The policy will ensure the operation of an efficient examination system with clear guidelines for all relevant staff. These instructions must be used in timetabled written and on-screen examinations. Failure to adhere to these instructions could adversely affect candidates.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy (Heads of Centre, SLT members, exams officers, invigilators, communication professionals, language modifiers, practical assistants, prompters, readers and scribes). This policy will be reviewed annually in line with JCQ requirements.

The Head of Centre (Maire Thompson/Alix Jackson) is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **IT IS THE RESPONSIBILITY OF THE HEAD OF CENTRE TO ENSURE THAT ALL STAFF COMPLY WITH THE INSTRUCTIONS IN THIS BOOKLET AND THAT OF JCQ REQUIREMENTS.**

## ***Examinations and procedures relating to examinations***

This Examinations Policy is decided by the Leadership Team with reference to the guidance and regulations supplied by the JCQ and the Awarding Bodies. The Lead Examinations Officer, Lindsay Hunter, is responsible to the Principal for the day-to-day administration of the examinations system. Heads of Centre, senior leaders and examinations officers must familiarise themselves with the content of JCQ documents 2025-2026.

All candidates should note that the Awarding Bodies are often unable to process appeals and queries relating to the examinations process, timetabling, internal assessment or complaints from students or parents. All queries of this type must be raised in the first instance with the school's Examinations Officer. Should a complaint relating to the administration of some part of the exams process be made against the Examinations Officer, this must first be notified to the Principal, Maire Thompson/Alix Jackson. The Examinations Officer must be available after the completion of afternoon exams. Any booklets, papers must be placed in the centre's secure storage facility.

At the time of the exams, candidates must be aware of the JCQ 'Warning to Candidates' and 'Unauthorised Items' posters (ref. p.70 and p.75 of *JCQ ICE booklet 2025-2026*), copies of which must be posted inside and outside each examination room. During examinations, candidates must follow any instructions given to them by the Examinations Officer or any invigilator present. Candidates must also be aware of the regulations regarding the submission of coursework and Controlled Assessment, particularly those relating to the proper acknowledgement of sources. Failure to do so can result in the Awarding Bodies or the JCQ

setting penalties which can include official reprimands, loss of examination marks or in extreme cases the loss of all examination results and banning from future examinations.

The school undertakes to run the examinations system in accordance with the published JCQ guidance, given in the *Instructions for the Conduct of Examinations* (ICE) document, and others.

### ***Mobile Phones in Examinations/Controlled Assessments***

The personal possession of a mobile phone during an Examination or Controlled Assessment (ref. Appendix 7 p.75 *JCQ ICE booklet 2025–2026*), whether switched on or not, is an offence under JCQ regulations. School policy is that mobile phones should not be brought into the examination/assessment room, and if they are they should be handed to an invigilator/assessor who will secure them until the end of the examination session. Failure to observe this regulation may result in the loss of all results for the exam.

Hazelwood will ensure that the JCQ information for candidates (on-screen tests, social media and written examinations) are distributed to all candidates electronically or in hard format prior to examinations taking place.

### ***Internal Assessment***

Under the Joint Council Code of Practice, the Awarding Bodies require schools offering their examinations to:

- have a published appeals procedure relating to internal assessment decisions;
- make this document available and accessible to candidates.

The Awarding Body will moderate the assessed coursework/Controlled Assessment and the final mark awarded is that of the Awarding Body. This mark is outside the control of the school and is not covered by this procedure.

#### ***The school will ensure that:***

- 1) work submitted by the candidate for assessment has been authenticated as original work according to the guidance issued by the Joint Council for Qualifications;
- 2) at the beginning of the school year, candidates are given written guidance about the Awarding Bodies regulations on the production of coursework & Controlled Assessment, the school's deadlines for submission as well as information about the school's appeals procedure;
- 3) within each department, candidates are given adequate and appropriate time to produce the coursework & Controlled Assessment;
- 4) internal assessments are conducted by staff who have an appropriate level of knowledge, understanding and skill;
- 5) the consistency of the internal assessment is secured through the departmental mark scheme or marking criteria and internal standardization, as necessary;
- 6) the staff responsible for internal standardization of a subject will endeavour to attend appropriate training sessions given by the relevant Awarding Body;
- 7) all staff accessing secure assessment material via awarding bodies' online systems have a device complying with awarding bodies' multi-factor authentication requirements. These devices must never be shared by more than one member of staff.

## **Written Examination Contingency Plan:** ***Please refer to the Contingency Policy June 2018 ONWARDS***

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Hazelwood Integrated College. By outlining actions/procedures to be invoked in case of disruption, it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by scenarios contained in the Joint Contingency Plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland where it is stated that “Centres should prepare plans for any disruption to examinations as part of their general emergency planning. It is important to ensure that relevant centre staff are familiar with the plan. Consideration should be given as to how these arrangements will be communicated to candidates, parents and staff should disruption to examinations occur”.

This plan complies with JCQ general regulations (Section 2 Chapter 15) in that:

The centre agrees to “have in place a written examination contingency plan/examinations policy which covers all aspects of examination administration. This will allow members of the senior leadership team to have a robust contingency plan in place, minimising risk to examination administration, should the examinations officer be absent at a crucial stage of the examination cycle. **Wednesday 24<sup>th</sup> June 2026** is designated by the awarding bodies as a “contingency day” for examinations.

### ***Criteria for implementation of the policy plan:***

- Exams Officer unable to identify sufficient/appropriate rooms during exams timetable planning;
- Insufficient rooms available on peak exam days;
- An emergency situation where the secure room and the secure storage facility cannot be accessed. The centre will need to invoke the contingency arrangement and the JCQ Inspection Service must be contacted immediately;
- Main exam venues unavailable due to an expected incident at exam time or in the event of our Assembly Hall or Sports Hall being out of Action, the College’s examinations contingency plan will be put in place.

# **Ensuring the Resilience of the qualifications system**

Following the cancellation of public exams in 2020 and 2021 due to COVID-19, the College is prepared for the possibility of a similar event and has in place measures to ensure the Resilience of the qualification system. In line with CCEA Regulation and similar guidance issued by the regulators in Wales (Qualifications Wales) and England (Ofqual), the College intends to utilise existing assessment plans and will offer assessment opportunities that are already integrated into normal teaching and learning in order to gather sufficient evidence and avoid over-assessment and added burden on teaching staff.

## **Assessment material**

The range, style and demand of questions in an assessment should reflect what would be found in an examination paper for that subject. Questions from previous examination papers can be used in whole or in part. This should also help students in their preparation for their examinations.

## **Assessment conditions**

As far as possible, assessments used for Resilience purposes should mirror normal examination and assessment conditions. These conditions include:

- Students should not know the questions in the assessment beforehand (if that is the normal condition of the specification in question).
- Students should work independently and without assistance unless required by a reasonable adjustment.
- Students should not have access to books (unless permitted in the formal examination timetabled session) or to revision notes.
- Students should be supervised during assessment although not necessarily by an external invigilator.
- If using external assessments, for example like a mock examination, students should be assessed under timed conditions equivalent for the most part to the duration of the normal examination.

## **Reasonable adjustments and special consideration**

Reasonable adjustments for any assessments undertaken for the purposes of gathering evidence of student performance are to be offered and applied in line with the JCQ Access Arrangements and Reasonable Adjustments, and the student's normal ways of working.

HIC will make a note of any special consideration that some students may be entitled to. If a student is affected by an event outside of their control such as an illness or family bereavement shortly before or during an assessment, they should inform their teacher or the EO. The assessment should be marked as normal and a note of the issues should be made and kept on file alongside the assessment, to be taken into account should the evidence be needed at a later stage.

During their biannual exams assemblies (approx. October and April), students will be made aware that they must let their teacher or the EO know either before or immediately after the assessment of any adverse events or circumstances that they feel may have affected their performance.

## **Marking and retention of the assessment evidence**

In marking assessments, teachers should use the published relevant mark schemes and guidance where appropriate. HIC will work to support teachers in ensuring work for the same

qualification is marked to the same standard across classes. Assessment evidence collected will be retained in either original form or as a copy. Copies of assessments taken may be given to students to aid them in their studies and preparation for examinations. Student work can be stored in hard copy or digitally to help alleviate any pressure on centre resources and space.

### **Non-exam assessment and results of AS and GCSE unit examinations taken early**

Non-exam assessment, i.e. coursework and controlled assessment, can be used as evidence. For those subjects which include this type of assessment, such as Art and Design, HIC will support and encourage students to complete this in line with the normal assessment schedule. In the unlikely event that examinations are cancelled, the expectation is that a student's performance in these non-exam assessments would be used as evidence.

For those subjects which are based wholly on non-exam assessment, there is no need to generate any extra written assessment. Work completed for the specification should be enough.

The outcomes of units that have already been sat by a student during the course of their study can be used as evidence for that qualification. Awarding organisations will provide more guidance on this in the unlikely event that a contingency is triggered, and alternative arrangements need to be put in place to award grades.

### **How should these arrangements be communicated?**

Students and parents/carers will be informed via ParentMail that their performance in specified assessments may be used as part of evidence to help award a grade in the unlikely event that examinations and assessments are cancelled.

In exceptional circumstances, it might be necessary for assessments that were not taken in line with this guidance to be used as evidence to inform a grade should exams not go ahead as planned. This could be, for example, where a student misses the centre's planned assessments because of serious illness. In such cases, the student might not have been told in advance of taking the assessment that their performance might be used as evidence.

It is important that undue stress is not caused to students as a result of the arrangements outlined in this Resilience document. HIC will provide clear and reassuring messages to both students and parents/carers about what these arrangements mean.

The following points are to be communicated:

- Any future cancellation of examinations and the need for alternative arrangements to be used is very unlikely.
- A decision to cancel examinations is an exceptional one and can only be taken by government.
- Teaching and learning will continue as planned and students should prepare for examinations as normal.
- Not all work/assessments undertaken during the school year would be used as evidence.
- Students will be told in advance what assessments would be used to collect evidence of performance, to be used in the unlikely event that examinations are cancelled and contingency arrangements are triggered.
- Centres have been asked to collect this evidence as a contingency. Further guidance and instruction will be given to centres on how this evidence will be used and how grades will be awarded only in the unlikely event that examinations need to be cancelled.

The following page details the College's assessment plan for the 2025/26 academic year:

## Reporting & Assessment 2025-26

Month/ year	Year groups	Assessment type	Assessment window	Reports window	Report type	Student feedback window	Review of data analysis (department meeting)
Oct 2025	10	In class assessment (to include English and Maths mocks)	6 <sup>th</sup> –10 <sup>th</sup> Oct	6 <sup>th</sup> –17 <sup>th</sup> Oct	DD	13 <sup>th</sup> –17 <sup>th</sup> Oct	22 <sup>nd</sup> Oct – Curriculum Team 1
	DD						
	DD						
Dec 2025	10	Winter exams	1 <sup>st</sup> –9 <sup>th</sup> Dec	1 <sup>st</sup> –12 <sup>th</sup> Dec	WR	10 <sup>th</sup> –19 <sup>th</sup> Dec	7 <sup>th</sup> Jan – Curriculum Team 1
	12				WR		
	14				WR		
	8	Winter exams	1 <sup>st</sup> –9 <sup>th</sup> Dec	1 <sup>st</sup> –12 <sup>th</sup> Dec	DD	10 <sup>th</sup> –19 <sup>th</sup> Dec	14 <sup>th</sup> Jan – Curriculum Team 2
9	DD						
11	DD						
	13				DD		
Mar 2026	8	In class assessment	2 <sup>nd</sup> –6 <sup>th</sup> Mar	2 <sup>nd</sup> –13 <sup>th</sup> Mar	DD	9 <sup>th</sup> –13 <sup>th</sup> Mar	18 <sup>th</sup> Mar – Curriculum Team 2
	9				DD		
	11				WR		
		13			WR		
	12	Predicted grade assessment	2 <sup>nd</sup> –6 <sup>th</sup> Mar	2 <sup>nd</sup> –13 <sup>th</sup> Mar	DD	9 <sup>th</sup> –13 <sup>th</sup> Mar	25 <sup>th</sup> Mar – Curriculum Team 1
	14				DD		
Jun 2026	8	Summer exams	4 <sup>th</sup> –12 <sup>th</sup> Jun	4 <sup>th</sup> –19 <sup>th</sup> Jun	WR	15 <sup>th</sup> –24 <sup>th</sup> Jun	N/A
	9				WR		
		10	Summer exams	4 <sup>th</sup> –12 <sup>th</sup> Jun	4 <sup>th</sup> –19 <sup>th</sup> Jun	DD	15 <sup>th</sup> –24 <sup>th</sup> Jun
	11	DD					
	13				DD		

DD = Data drop = %/Effort & target grade

WR = Written report = Target grade/%/Effort/Written Statement

# Examination Coursework/Controlled Assessment Procedure at Hazelwood Integrated College

Coursework/Controlled Assessment is defined as any piece of written or practical work that is marked by the school/an external examiner and which contributes to a GCSE/AS/A Level.

Students must read and understand fully the Notice to Candidates from the Joint Council for Qualifications about Coursework & Controlled Assessment Regulations.

Irregularities in coursework or Controlled Assessment discovered **prior to** the student signing a declaration of authentication will not be reported to the Awarding Body but dealt with as an internal disciplinary matter (the only exceptions to this are where the offence relates to a breach of the conditions of the assessment, e.g. possession of notes, communication with other candidates or where the awarding body's confidential assessment material has been breached, in which case the awarding body must be notified). The work will not gain any credit. An irregularity in coursework or Controlled Assessment discovered **after** the signing of the declaration of authentication by the student will be reported to the Awarding Body which may lead to disqualification from the subject.

Coursework & Controlled Assessment must be handed in by the agreed published departmental deadline.

Controlled Assessment must never leave the school building in the possession of the student. It should be handed to teachers at the end of each session and secured until the next. Coursework and portfolios including controlled assessments need to be secure and confidential at all times whilst in a teacher's possession. It is not acceptable for teaching staff to share a candidate's live work with other candidates. Work must be stored safely and securely and retained until moderation has passed or an appeal/malpractice investigation has been completed.

All students are given the same and sufficient time to complete work. Students are given clear instructions as to the time and place for handing in work. The work must be handed in by the student to the designated teacher and not given to another student to hand in. If the student is absent from school on the deadline day, a parent/carer or friend must bring the coursework to school to be handed in to meet the deadline. If it is impossible to deliver coursework to school, the appropriate Head of Department or, in case of absence, his or her representative, must be contacted by phone on the deadline day for advice.

If the coursework or Controlled Assessment has not been completed by the deadline, the incomplete work must be handed in on the deadline day to receive a mark. There will be no further opportunity to complete this work for an improved mark. Normally there will be no extension of a coursework or Controlled Assessment deadline if a student is absent for a day or two during the period that the coursework/Controlled Assessment is being completed. If there are any special circumstances (e.g. a prolonged absence covered by a medical certificate) there is a possibility of an extension, but this must be negotiated with the appropriate HoD.

The school policy is that mobile phones should not be brought into the examination/assessment room, and if they are, they should be handed to the assessor who will secure them until the end of the session.

Secure Storage is required from the point at which candidates embark on producing work for assessment. All work that will be submitted for assessment must always be collected at the end of each session and stored securely between sessions (i.e. securely locked cabinet or cupboard).

*Please read in conjunction with JCQ Instructions for Conducting Non-Examination Assessments 2025-2026.*

## ***Internal Appeals Procedure***

The grounds for appeal relate only to the procedures used in arriving at internal assessment decisions or the production of externally assessed work and do not apply to the judgement themselves.

The appeal must be made in writing to the school's Examinations Officer (refer to the school's Non-Examination Assessment Policy with Appeals Process). The grounds for the appeal must be clearly stated. The candidate can be supported in the presentation of their case by a parent/carer/friend.

The Principal will nominate a member of staff, normally the Examinations Officer (EO), to lead the enquiry provided that the EO has played no part in the original assessment process. An experienced Head of Department or School Governor to act as an independent member will also be on the panel. This panel will examine the evidence for the procedures used in the assessment, decide upon their appropriateness and that the procedures have been properly followed as required by the Awarding Body concerned. The enquiry will be completed by the end of that examination series. The panel's findings will be formally reported back to the candidate/parent/carer.

Records of the request for the appeal, the evidence, deliberations of the panel and the result will be kept by the Examinations Officer, Lindsay Hunter, and made available to the Awarding Body if required.

## **APPEALS COMMITTEE**

There will be an Appeals Committee to investigate any requests for appeal by a candidate, or parent/guardian of a candidate.

If any individual teacher has an issue with any CAG queries brought to them by students in their teaching groups or form class, they must inform the Head of Department who can then direct the candidate to make a written appeal to the Vice Principal and also inform the Examinations Officer for the need to investigate. This Committee will sit to look at appeals against any issues of malpractice, or any other issues reported to awarding bodies, that a candidate or parent/guardian may disagree with.

The Appeals Committee will report its findings of the investigation to the Vice Principal who will then decide whether the process used conformed to the necessary requirements. The Vice Principal's findings will be notified in writing, copied to the Examinations Officer and recorded for inspection.

**This committee will comprise of two Senior members of staff not involved with the subject/department in question, appointed by the Head of Centre and the Examinations Officer.**

***Please note that the procedures mentioned above for calculating CAG are also applicable for all Exam Boards used by the College (e.g. CCEA, AQA, EDEXCEL, WJEC, OCR, OCN NI).***

## ***Results, Enquiries about Results (EARs) and Access to Scripts (ATS)***

### *Results*

Candidates will receive individual results slips on results days in person at the centre. Arrangements for the school to be open on results days are made by the Head of Centre. The provision of staff on results days is the responsibility of the Head of Centre. Candidates who cannot be present may authorise/nominate someone (in writing only) to collect their results. Results will only be shared in person.

### *EARs (Enquiry About Results)*

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Candidates must be made aware that with reviews of marking there is the possibility that their marks may be lowered, unchanged or increased. The fee for this remark will be paid by the candidate unless it is a centre-based request which has had written consent obtained from the parent/guardian. This fee will be reimbursed if the appeal is upheld and only if an upgrade is awarded.

### *ATS (Access to Scripts)*

After the release of results, candidates may ask subject staff to request the return of papers. The fee will be paid by the candidate. Centre staff may also request scripts for investigation or for teaching purposes. In either case, the consent of candidates must be obtained. The fee for this service will be paid by the relevant department. Reviews of marking cannot be applied for once an original script has been returned.

### *Certificates*

Certificates are presented in person, through tutor groups and the general office and are signed for by the candidate. Certificates may be collected on behalf of a candidate by a third party from the School Office, provided they have been authorised to do so (written consent is required). The Centre retains certificates in the general office for one year only after which they are stored securely en masse for a maximum of ten years.

## ***Special Considerations***

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be unwell during the examination itself, it is the candidate's responsibility to alert the Centre, or the invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor. The Examinations Officer will then forward a completed Special Consideration application electronically to the relevant awarding body.

## Internal Examinations

At Hazelwood Integrated College internal examinations will take place for all year groups as outlined below:

	<b>DECEMBER</b>	<b>SUMMER</b>
<b>Year 8</b>	Christmas exams	Summer exams
<b>Year 9</b>	Christmas exams	Summer exams
<b>Year 10</b>	Christmas exams	Summer exams
<b>Year 11</b>	Christmas exams	Summer exams/GCSE module exams
<b>Year 12</b>	December mock exams	GCSE exams
<b>Year 13</b>	Christmas exams	AS module exams
<b>Year 14</b>	December mock exams	A2 exams

# ***Procedures/Responsibilities for Internal Examinations***

## ***Exams Officer/Assistant Principal/Timetabler***

- In consultation with the Leadership Team, sets dates for exams
- Inform Heads of Department of exam paper requirements
- Prepares exam timetables and distributes to teachers and students
- Prepares exam information and advice for students
- Organises examinations rooms and informs caretaker of room changes
- Prepares supervision schedule alongside Cover manager (if required)
- Reviews the organisation of exams and reports back to Curriculum Council

## ***Heads of Department/Subject staff***

- Prepare exam papers and mark schemes
- Engage students in revision activities as appropriate
- Prepare revision notes for students
- Liaise with Reprographics re: processing of exam papers
- Proof exam papers and, when photocopied, collect from Reprographics
- Pack and label exam papers for use and deposit in exam papers pick-up area
- Attach class list to appropriate set of exam papers as required

## ***Class tutors***

- Take a series of lessons on study skills/exam preparation/behaviour during an exam (registration + LLW time)
- Draw up seating plan for exam rooms

## ***AEN***

- Distributes lists of Individual Needs students to Year Co-ordinators, Heads of Department and Examinations Officer
- Organises exam arrangements for Individual Needs students and the deployment of Teaching Assistants to include Access Arrangements
- Advises Heads of Department on format/readability/accessibility of exam papers

## ***Reprographics***

- Prepare sets of exam papers and distribute to Heads of Department

## ***Office Staff***

- Liaise with buses/transport as appropriate
- Liaise with Cafeteria staff regarding alterations to school day timing
- Preparation of boxes for examination papers for each Tutor Group/Year Group

# ***Procedures/Responsibilities for External Examinations***

## ***Head of Centre/Principal***

- Overall responsibility for Hazelwood Integrated College as an Examination Centre
- Advises on appeals and reviews of marking
- Is responsible for reporting all suspicions or actual incidents of malpractice (refer to the JCQ document *Suspected Malpractice: Policies and Procedures 2025-2026*)

The Head of Centre is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

**IT IS THE RESPONSIBILITY OF THE HEAD OF CENTRE TO ENSURE THAT ALL STAFF COMPLY WITH THE INSTRUCTIONS IN THIS BOOKLET AND THAT OF THE JCQ REQUIREMENTS.**

## ***Examinations Officer***

- Must read the JCQ documentation prior to external exams beginning to ensure the College is compliant in all areas
- Manages the administration of public examinations
- Advises the Senior Leadership Team, subject and class teachers and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Oversees the production and distribution to staff and candidates of an annual calendar for all examinations in which candidates will be involved and to communicate regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed and understand those aspects of the examination timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and securely stores all exam papers and completed scripts
- Administers Access Arrangements and makes applications for Special Considerations using the respective JCQ regulations and guidance relating to candidates who are eligible for adjustments in examinations in conjunction with the SENCo
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Manages the Chief Invigilator in organising the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams (a meeting with this invigilation team will take place at the start of each examination series to outline protocol)
- Oversees the submission of candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Applies for any appeals/review of marking/access to script requests
- Maintains systems and processes the timely entry of candidates for their examinations

## ***Senior School VP***

- Informs Examinations Officer of information on pupil class changes

## ***Heads of Department***

- Provide guidance to candidates who are unsure about examination entries or amendments to entries
- Are involved in post-results procedures
- Accurately complete coursework mark sheets and declaration sheets
- Accurate complete entry and other marksheets and adhere to deadlines as set by the Examinations Officer and relevant exam boards
- Confirm and sign entries marksheets
- Disseminate information from regular Examinations Officer emails
- Standardise coursework marks
- Store all completed coursework securely and include details of how it is stored in departmental policy

## ***Subject teacher***

- Prepare pupils for external examinations
- Display examination dates clearly in classrooms
- Follow JCQ coursework guidelines
- Mark coursework accurately following departmental/school policy
- Return all coursework to Head of Department for secure storage

## ***Form teacher***

- Update pupils on “*Information for Candidates – Written examinations*” (to be sent electronically in November)
- Distribute timetables and collect pupil signatures as verification
- Release pupils on time for examinations taken in the morning session

## ***Careers teacher***

- Provide guidance and careers information to candidates

## ***AEN Assistant Principal/Learning Mentors***

- Provide examination requirements for:
  - a) Statemented pupils
  - b) Pupils requiring extra time/modified papers.
  - c) Pupils on long term absence
- Give notice of Access Arrangements (as soon as possible after the start of the course and no later than two weeks before each examination season)
- Submit candidate names to Heads of Department
- Ensure the robust administration of Access Arrangements
- Identify and test candidates’ requirements for Access Arrangements

- Provide additional support for candidates with identified additional needs including, English for speakers of other languages, IT equipment, tablets to help candidates achieve their course aims, etc.
- As recommended by JCQ, all Special Consideration candidates and their details should be recorded and updated on SIMS (SENCo records)

### ***Chief Invigilator/Invigilators***

- Collect exam papers and other material from the Exams Officer before the start of each examination
- Collect all exam papers in the correct order according to the attendance register at the end of the exam and return them to the Examinations Office for collection by CCEA (or for posting)
- Attend relevant training courses (new invigilators must attend a training session provided by the Examinations Officer and read all invigilation documents)
- All invigilators should be aware and have read the “*Checklist for invigilators*” for written examinations
- Anyone facilitating an access arrangement for a candidate under exam conditions must attend a training session (records and dates must be kept of those attending these sessions by the Examinations Officer)

### ***Candidates***

- Understand coursework regulations and sign a declaration that authenticates the coursework as their own
- Appropriately reference any use of AI in assessment work (name of AI tool used, date content was generated, explication of how the tool was used, screenshot of the prompt input and the AI response given)
- Inform Examinations Officer if additional qualifications are being undertaken in a different centre
- Arrive on time and fully equipped for timetabled examinations

### ***IT Technician***

- Provide and prepare suitable computers as needed in consultation with the Examinations Officer
- Set up Language Listening exams and MIA/ICT/Business onscreen exams on shared computers immediately prior to the examination start time
- Configure software per JCQ guidelines

### ***Administrative staff***

- Support the input of data
- Record and collect exam deliveries (confidential exam materials must be held in the secure cupboard in the General Office until such a time that the Exams Officer can facilitate their safe transfer to the secure cupboard in the Exams Office)
- Record and post completed exam scripts
- Provide lanyards and signing in book for external invigilators

## ***Accessibility guidelines for examinations***

Hazelwood Integrated College is committed to equality and promotes learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group. Please refer to Section 13/14 invigilation arrangements for candidates with access arrangements (*JCQ: Instructions for Conducting Examinations 2025–2026* (pages 34-40) and *Access Arrangements and Reasonable Adjustments 2025-2026*).

<b>Type of Disability or Disadvantage</b>	<b>Centre Solution</b>
<b><i>Wheelchair user</i></b>	The main exam rooms are on the ground floor, but should a candidate need access to upper floors we have a lift that is available for wheelchair users. Corridors are wide enough to allow easy access for wheelchairs users and the school has a ramp for access to the main examination room. The adapted toilet in the same building provides basic welfare facilities. Where any further need is identified, facilities will be put in place to support this.
<b><i>Use of crutches for broken leg or other lower limb complaint</i></b>	The main exam rooms are on the ground floor, but should a candidate need access to upper floors, there is lift access.
<b><i>Broken arm/collar-bone/finger or other such complaint</i></b>	The centre will arrange for candidates to have a scribe, laptop and/or extra time for the exam.
<b><i>Generally feeling unwell</i></b>	The centre may be able to arrange for the candidate to sit the exam in a room on his/her own (invigilation staff permitting).
<b><i>Visual disability</i></b>	All corridors and entrances to the exams areas in school are well lit. Candidates are permitted the use of their coloured film overlays as required.
<b><i>Hearing disability</i></b>	Candidates may have the use of a live speaker for pre-recorded exam components, or a sign language interpreter. In scenarios such as these, candidates will be accommodated in a room on their own.
<b><i>Long-term illness or disability</i></b>	Candidates with long-term illness or a disability that makes travel to the centre difficult may be allowed to sit their exams at home with permission from the individual exam boards.
<b><i>Learning disabilities</i></b>	Candidates within the centre are assessed and permitted the use of a scribe, reader and/or extra time as recommended by the centre's SENCo.
<b><i>Emergency Evacuation</i></b>	We comply with the school procedure for Emergency Evacuation in the event of an emergency.

# Invigilation Policy

## ***The Invigilator***

The invigilator is the person in the examination room responsible for conducting a particular examination session in the presence of the candidates. Invigilators have a key role in upholding the integrity of the external examination/assessment process (see Appendix 1). The JCQ ICE booklet **must** be available to invigilators in each examination room. The role of the invigilator is to ensure that the examination is conducted according to this document.

**Note:** CCTV cannot be used for the purposes of invigilation.

### ***Invigilators must:***

- Be familiar with the most up-to-date version of the JCQ document *Instructions for conducting examinations* and know what is expected of them
- Be aware of the *Checklist for Invigilators* for written exams
- Ensure all candidates have an equal opportunity and can demonstrate their abilities
- Ensure the security of the examination materials before, during and after the examination
- Give all their attention to conducting the examination properly
- Be able to observe each candidate in the examination room at all times
- Be familiar with the JCQ Warning to Candidates poster, Information for candidates for written examinations, Information for candidates for on-screen tests, and the Unauthorised Items poster (Appendices 4, 5, 6, and 7 of the ICE booklet), as well any specific instructions relating to the subjects being examined
- Prevent possible candidate malpractice
- Prevent possible administrative failures
- Inform the Principal if they are suspicious about the security of the examination papers (the Principal will contact the awarding body immediately and send a full written report within 7 days of the suspicion arising by using JCQ Form M2B)

### ***Invigilators must not:***

- Carry out **any** other task (non-examination related) in the examination room (e.g. marking, reading (including a spare copy of the question paper), using their phone (other than for an exam-related emergency), etc.

### ***The Head of Centre/Exams Officer will:***

- Ensure this document is available to invigilators in the main examination hall/room (printed or electronic)

The Exams Officer **must** appoint invigilators to ensure that all examinations in a given series are conducted according to the following requirements:

- Ensure training sessions are held for new and existing invigilators, and also for those who are facilitating access arrangements for any candidate under exam conditions. A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews has passed or other results enquiries have been completed, whichever comes later.

- A timed Art exam will normally be invigilated by an Art and Design teacher. Additional invigilators should be deployed at the Head of Centre's discretion to ensure supervision of candidates is maintained at all times (page 30).
- In CCEA Science Practical examinations it is essential that a teacher of the subject is present in the examination room at the start of the test to deal with any technical difficulties that may arise, including matters of Safety.
  - At least one invigilator must be present for each group of 30 candidates or fewer taking timetabled written exams.
  - Invigilators may be changed as long as the number of invigilators present in the exam room **does not** fall below the required number.
  - At least one invigilator must be present for each group of 20 candidates or fewer sitting timed Art examinations, timetabled CCEA Science practical examinations or WJEC GCE AS/A2 Science practical examinations.
  - One senior teacher to be appointed for all exams over 50 students to monitor and control candidate behaviour. This person will be responsible for the orderly conduct of candidates entering and leaving the examination room.
  - Where one invigilator is present, they must be able to access help easily without leaving the exam room or disrupting the candidates (i.e. mobile phone). An invigilator is **only** allowed a mobile phone in the exam room for this purpose. The mobile phone **must** be kept on silent mode and checked before an exam begins.
- Make sure that all invigilators are suitable qualified and experienced adults who **must not** be current students at the centre. No relative, friend or peer of a candidate can be the sole or chief invigilator.
- Make sure that invigilators are appropriately trained in their duties.
- Make sure that a teacher/tutor/senior member of teaching staff who has prepared the candidates for the subject of the examination during the academic year **is not** an invigilator during the timetabled written examinations or onscreen test.
- Keep signed records of the seating plan, the 'Invigilation Arrangements' and copies of the attendance records for each examination.
- An invigilator should be asked to declare whether he/she has invigilated previously and whether he/she has any current malpractice applied to them.

### ***Starting the Examination (page 43 onwards)***

The Head of Centre has a duty at all times to maintain the integrity of the examination. Senior members of centre staff, approved by the Head of Centre, and who has not had overall responsibility for the candidate's preparation for the exam, may be present at the start of the examination. ***No member of staff should be in the room if they have had overall responsibility for the candidate's preparation for the examination.*** Only those members of senior staff authorised by the Principal (e.g. VP's) and agreed with the Exams Officer should be present in the examination room to assist with the identification of all candidates;

- Appointed invigilators must carry out their duties as defined on pages 46-48
- Examinations Officer
- Principal/Vice Principals
- Senior Leadership Team
- Awarding body/JCQ inspectors

Other members of staff may be approved by the Principal to be present at the start of examinations. When members of staff enter an examination room, they must identify

themselves and their purpose for being there to the Chief Invigilator and/or Exams Officer. Invigilators must be informed of those candidates with access arrangements and be aware of the access arrangements awarded.

***Where specifically approved by the Principal and agreed with the Exams Officer, members of staff have a very clear role (Appendix 8 JCQ document). Principally:***

- To confirm the identity of candidates before they enter the exam room;
- To settle candidates and instil discipline;
- To deal with any disciplinary matters;
- To start the examination;
- To check that candidates have been issued with the correct question papers for the day, date, time, subject, unit, component and tier of entry, if appropriate;
- Senior members of centre staff **MUST NOT** provide advice and guidance with regard to the completion of the examination. They must not comment on the questions paper or advise which sections of the paper or questions should be attempted;
- To check that candidates have the necessary equipment & materials for the examination where permitted (i.e. calculators, anthologies, set texts, scale rulers, etc);
- Centre staff may only take a question paper out of the examination room if they need to check a possible problem with the relevant awarding body. No advice must be provided to the candidates without the permission of the awarding body (i.e. a candidate has identified a possible problem which the invigilator is unable to resolve such as a suspected error on the question paper). They do not need prior permission from the Head of Centre. If the award body has not issued an erratum, then the instruction to candidates must be to answer the question as printed. Centre staff must not provide advice to candidates without the permission of the awarding body.

***NOTE: Persons responsible for the candidate's preparation for the exam should not enter the exam room.***

***NOTE: Only candidates actually sitting the examination/assessment can be present in the examination room while an examination is taking place.***

***Under no circumstances may members of College staff who have prepared students for the exam:***

- Be present at the start of the examination and read the examination question paper before leaving the room;
- Enter the exam room uninvited, with the sole intention of accessing the question paper;
- Provide advice or guidance with regard to the completion of the exam to candidates;
- Comment or advise on the question paper in regard to which sections to complete;
- Have access to the question paper unless this is specifically requested by the Exams Officer or an invigilator (e.g where a possible printing error has been identified);
- Give any indication of their opinion of a question paper to candidates having been asked to inspect its content;
- Communicate with candidates except where maintaining discipline in the exam room;
- Enter the exam room to provide encouragement;
- Enter the exam room and read candidates scripts.

***NOTE:* Support and encouragement may be offered at any point up until the time the candidates enter the exam room. From that moment, they are under formal exam conditions and the strict protocols MUST be adhered to.**

Only those Candidates actually sitting the examination can be present in the examination room while an exam is taking place. Notice to centre (reference to Appendix 8 of JCQ ICE booklet, page 76 – also included at the back of this policy) must be brought to the attention of all members of centre staff so they are clear about their role in the exam room. The JCQ Centre Inspection Service and awarding body representatives have the right to visit centres during the examinations to inspect the arrangements made for the security of examinations material and for conducting the examinations.

Authorised inspectors must identify themselves by means of an identity card or letter of authority. The Exams Officer/Senior member of staff must be available to accompany the inspector on his/her centre visit, including inspection of the secure storage facility.

### ***Question papers, stationery, materials and other equipment***

Question papers must always be kept in their sealed packets until signed out for the appropriate exam session. To avoid potential breaches of security, care must be taken to ensure the correct question paper packets are opened and that none are damaged. An additional member of centre staff, who can be an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded. Question papers must never be left unattended once they have been removed from the centre's secure storage facility.

Secure files must be accessed and printed in a secure location at the centre (Reprographics).

The invigilator must take all reasonable steps to ensure the following conditions are met:

- The correct examination question papers have been placed face upon candidate's desks;
- Question papers must never be left unattended (including modified papers or those printed on coloured paper);
- The official examination stationery, including additional answer sheets, must be issued to candidates. No other stationary (including paper for rough work) can be provided;
- Candidates must not have access to any items other than those clearly allowed in the instructions for that paper, the stationery list or the specification for that subject;
- Any pencil cases **MUST** be see-through;
- Items not permitted include: iPods, mobile phones, MP3/4 players or similar devices, smart watches or any form of watch, AirPods, earbuds or headphones of any kind unless cleared as part of an access arrangement (e.g. a candidate listening to white noise) and only where authorised by the AEN department.

This means that:

- All unauthorised items are to be left outside of the examination room;
- Unauthorised items taken into the examination room **must** be placed out of reach of the candidates before the examination starts (not under desks, at the front of the examination room) and put on silent and turned off where applicable;

- Mobile phones and other electronic devices must be handed to invigilators before the exam begins (refer to Appendix 7 page 75 of JCQ ICE booklet);
- If candidates have access to unauthorised items in the examination room, this may be considered malpractice and will be subject to penalties in accordance with JCQ requirements. Following the invigilator's announcement prior to an exam starting, any mobile phone or unauthorised possession must be handed to the invigilator. If candidates have access to unauthorised items in the exam room, this is considered malpractice;
- In a subject where there is an objective test or a personalised question paper and individual pre-printed sheet or question paper, this must be given to that specific candidate;
- The invigilator, prior to the examination starting, must ensure that candidates have removed any and all wrist watches, placed them in their bags at the back of/outside the hall or handed them to the invigilator to store at the front the examination room. No watches of any kind are allowed in exam rooms;
- Only bottled water may be consumed in the examination, on the condition that all labels have been removed from containers (note: food and drink are allowed in the exam room at the discretion of the Head of Centre and may be necessary if a candidate has a medical condition such as diabetes);
- **For timed Art exams**, candidates may take into the examination room preparatory supporting studies, notes on sketches which they have produced, which are in turn to be submitted along with the work done during the timed test. They may also take objects and materials required to set up a still life group. These examinations must be taken under formal conditions. Candidates **are not permitted** to listen to music during these exams.

**An examination is treated as 'in progress' from the time the candidates enter the room until the point at which they are permitted to leave. No revision sessions or coaching of candidates must take place in the designated exam room. THIS IS MALPRACTICE. The Senior Teacher appointed to each exam will have responsibility for ensuring the following regulations are adhered to:**

- Candidates are under formal conditions from the minute they enter the room in which they will be taking examinations until the point at which they are permitted to leave;
- Candidates may not leave an exam room once they have entered;
- Candidates are not allowed to communicate with each other in any way once they have entered the exam room;
- Use of unauthorised material in the examination room is deemed as malpractice (i.e. coaching, PowerPoints, presentations on subject specific material, etc).

***Before candidates are allowed to start work in the examination, the invigilator must always:***

- Open the packets of question papers and give the papers to the candidates;
- Make sure that candidates are seated according to the set seating plan provided by the Exams Officer (page 30-31 of JCQ ICE booklet);
- Tell the candidates that they must now follow the regulations of the examination;
- Ask candidates to check they have the right question paper for the day, date, time, subject, unit, component and tier;

- Tell candidates to read the instructions on the front of the question paper, and **ask them to check that they have been given the examination paper for the correct day, date, time, subject, unit, component and/or tier, if appropriate;**
- Inform candidates of any erratum notices;
- Instruct candidates about emergency procedures;
- Check that candidates have all the materials they need for the exam.

***Invigilators must also give candidates the following information before the examination.***

**You must:**

- Hand in your mobile phone and any other unauthorised items if you have not already done so. This is your final chance. Failure to do so may lead to disqualification;
- Write clearly in black ink, unless the instructions on the front of the question paper say otherwise;
- Write your name/surname (except for CCEA examinations) as it appears on your statement of entry, centre number, candidate number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used;
- Fill in any other details as necessary;
- Do all work, including rough work, on examination stationery unless otherwise stated;
- Write your answers in the designated section of the answer booklet;
- Neatly cross through any rough work but not make it totally illegible, as it will be forwarded to the examiner;
- Do any rough work for multiple-choice papers in the question book;

As candidates complete the details on their answer booklet, invigilators should move around the room ensuring that this is being done.

***Remain in the examination room until all the papers have been collected. NO student is allowed to leave the examination hall early per Hazelwood policy.***

Students must not use:

- Correcting pens, fluid or tape;
- Erasable pens;
- Highlighter pens in your answer (although they may be used to highlight questions, words or phrases within the question paper or question/answer booklet); Candidates may use a highlighter pen to highlight extracts in any resource material provided;
- Gel pens;
- Blotting paper.

***The invigilator must:***

- Announce clearly to the candidates when they may complete the details on their paper;
- The invigilator may read the question paper rubric (instructions at front of question papers) to the candidates;
- Announce clearly to the candidates when they may begin and write their answers. **The examination will formally start at this point;**
- Specify the time allowed for the paper(s);

- Remind candidates that they are not allowed to leave before the end of the examination, communicate in any way with, ask for help from or give help to another candidate while they are in the examination room;
- Only answer questions from candidates about the instructions on the front of the examination paper;
- Remind candidates sitting timed Art exams that the work produced must be their own.  
**TIMED ART EXAMS MUST BE CARRIED OUT IN FORMAL EXAMINATION CONDITIONS.**

***The invigilator must not:***

- Direct candidates to particular questions or particular sections of the question paper;
- Make any comment where a candidate believes that there is an error in 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;
- 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;
- Comment on the content of the question paper;
- Read a word or words printed on the question paper to a candidate, other than the instructions on the front cover;
- Offer any advice or comment on the work of a candidate;
- Re-phrase a question for a candidate;
- Explain any subject specific or technical terms to a candidate;
- Give any indication of the time elapsed or remaining, where a question paper consists of distinct sections;
- Provide a 5-minute warning to candidates, but this may only be given near the end of the examination;
- The invigilator must not undertake any of the above as they constitute **malpractice**.

**DURING THE EXAMINATION (PAGES 50-54 JCQ ICE BOOKLET)**

***Supervising the candidates***

- Invigilators must supervise the candidates throughout the whole time the examination is in progress and give complete attention to this duty at all times.
- Invigilators should be placed at the front, back and sides of the room if possible.
- Invigilators must be vigilant and remain aware of emerging situations, looking out for cheating and malpractice or candidates who may be feeling unwell or require a toilet break. Any irregularities must be recorded on an incident log as provided by the Exams Officer via the JCQ website.
- Invigilators are required to move around the assessment area quietly and at frequent intervals.
- During a practical examination (e.g. CCEA Science practicals), candidates may need to move around and spoken instructions may be necessary. These must be limited to those which are essential to achieve the objectives of the examination.
- Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. Those candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

- Question papers must not be removed from the examination room until all candidates have completed the examination. In cases where an examination has been moved from an afternoon session to a morning session due to a timetable variation, the invigilator must collect all question papers and pass all copies to the Exams Officer for return to secure storage.

## **CANDIDATES WHO ARRIVE LATE (SECTION 21 P.50)**

A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the paper. **This is entirely at the discretion of the centre.**

A candidate who arrives after the start of the examination should be allowed the full time for the examination, depending on the centre's organisational arrangements and provided that adequate supervision arrangements are in place.

### ***A candidate will be considered very late if they arrive:***

- more than one hour after the awarding body's published starting time for an examination which lasts one hour or more, i.e. **after 10.00am for a morning examination (10:15am for CCEA exams) or after 2.30pm for an afternoon examination.**

***For examinations that last less than one hour, a candidate will be considered very late if they arrive:***

- after the awarding body's published finishing time for the examination.

### ***Where a candidate arrives very late for an examination you must:***

- send the script to the awarding body/examiner in the normal way
- complete and submit on-line using the Centre Admin Portal (CAP) **Form JCQ/VLA-Report on candidate admitted very late to examination room** within seven days of the examination having taken place. Form JCQ/VLA may be downloaded from the JCQ website: <http://www.jcq.org.uk/exams-office/forms/very-late-arrival-form>
- The Centre Admin Portal can be accessed via any of the awarding bodies secure extranet sites. The accompanying guidance notes must be read before completing the online form: [jqc.org.uk/exams-office/online-forms](http://www.jcq.org.uk/exams-office/online-forms).

### ***You must provide the following information:***

- the time the candidate came under centre staff supervision;
- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre;
- the actual starting and finishing times of the examination;
- the time the candidate started the examination;
- the time the candidate finished the examination;
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the examination.

**The candidate must be warned that the awarding body may not accept their work.**

- If a candidate arrives in the afternoon for a paper that has been re-arranged for a morning session, the candidate may be allowed to take the paper at the published time as long as he/she has not had contact with other candidates.

**Note:** There is no requirement to complete any paperwork for those candidates who arrive within one hour of the awarding body's published starting time for an examination which last an hour or more (arriving between 9.00am and 10.00am for a morning exam (9.15am and 10.15am for CCEA exams) or between 1.30pm and 2.30pm for an afternoon examination).

Form JCQ/VLA **must not** be sent to an examiner.

Please note that City & Guilds centres do not need to complete **Form JCQ/VLA**. A report giving full details of the candidate's very late arrival **must** be sent to City & Guilds. The candidate **must** complete a *Declaration of no prior knowledge* form, which is obtainable from City & Guilds.

When deciding whether to accept any of the work done by a candidate who arrives very late, the awarding body will pay particular attention to how far it can be sure that the security of the examination has been maintained.

Given that candidates may have left the examination room one hour after the awarding body's published starting time, the awarding body is unlikely to be able to accept the work of very late candidates unless they have been supervised.

Where a candidate is identified as being absent at the start of an exam by centre personnel, the centre may wish to make contact with the candidate's parent/carer. An absent candidate form will be completed by the lead invigilator/Exams Officer at the start of each examination and sent to the General Office in an attempt to establish contact with the absentee. The exams officer may need to liaise with a senior member of staff who has pastoral responsibilities. The completed form will be emailed to the Exams Officer, Head of Centre, Assistant Principal: Curriculum, Head of Department and Head of Year.

The parent/carer should be advised to keep the candidate under supervision at all times until the candidate is handed over to a member of centre staff. Candidates will leave unauthorised items at the General Office and wait to be escorted to the exam room by a member of staff. In such circumstances, the parent/carer and the candidate may be asked to sign an appropriate statement to confirm the supervision arrangements which were put in place.

The awarding body will consider each case individually in light of statements from the parent/carer, the candidate and the centre. The awarding body will then decide whether or not to accept the script.

## **COMPLETING THE ATTENDANCE REGISTER (SECTION 22 JCQ ICE BOOKLET)**

The attendance register is a key point of the process of identifying candidates present in the examination room. Centres must play close attention to the completion of the attendance register. Centres may record candidate attendance data for examinations through their MIS and produce a centre-generated register. Centres do not have to use the paper attendance registers produced by the examining board (page 51).

### ***The invigilator must:***

- Accurately complete the attendance register during the examination, in line with the awarding body's instructions, clearly indicating those candidates who are either present, absent or transferred;
- Write on the attendance register the details of candidates who took the examination but are not shown on the register;

- Cross through the numbers and names of candidates who have been officially withdrawn from a paper or subject but who are still shown on the register;
- Write “transferred to (centre no)” on the attendance register for a candidate who is sitting the relevant unit/component at another registered centre; invigilators must be briefed on this (p. 52);
- Ensure that a separate attendance register is completed for a candidate who has transferred to Hazelwood;
- Follow the instructions on the ICM for City & Guilds examinations and Assessments;
- Keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or enquiries have been completed;
- The attendance register **MUST** have been completed before the end of the examination.

### **LEAVING THE EXAM ROOM (PAGE 52 OF JCQ ICE BOOKLET)**

- For examinations that last one hour or more, candidates must stay under centre supervision until 10am for a morning exam (10.15am for a CCEA exam) or 2.30pm for an afternoon exam.
- For exams less than 1 hour, candidate’s must be supervised and question papers kept in secure storage until the published finishing time.
- Students who are allowed to leave the exam room temporarily must be accompanied by a member of staff.
- Candidates who have finished the exam and have been granted permission to leave early, must hand in their script and other materials before they leave the examination room. These candidates are **NOT** allowed back into the room (this also applies to the end of the exam). Hazelwood policy is to keep candidates in the exam room until the scheduled end of the exam.
- Scripts, question papers and other materials must not be removed from the examination room until all candidates have completed the examination.
- Upon completion of on-demand BTEC examinations, question papers must not be released to centre personnel and/or candidates at any time (this applies to both written and on-screen exams).

## **AT THE END OF THE EXAMINATION (PAGE 56-57 OF JCQ ICE BOOKLET)**

### ***Finishing the examination***

#### **At the end of the examination invigilators must:**

- tell the candidates to stop working and remind them that they are still under exam conditions;
- allow candidates who arrived late the full working time to do their examination and continue after the normal finishing time; tell them to stop working after the full working time allowed has passed;
- instruct candidates taking written examinations to make sure they have put all the necessary information on their scripts and any additional answer sheets (e.g. candidate name, candidate number, centre number);
- make sure their answers are correctly numbered;
- make sure they have any loose answer sheets inside the answer booklet;
- paper clips or staples must not be used;
- follow the instructions on the ICM for City & Guilds examinations and assessments;
- candidates granted extra time and/or supervised rest breaks should carry on for the necessary additional time. Invigilators must be aware in advance of the examination which candidates have been granted extra time to complete their examination and those with supervised rest breaks;
- ensure candidates hand in all scripts, question paper and any other material before they leave the exam room.

### ***Collecting scripts***

#### **Invigilators must:**

- collect all the scripts/objective test sheets/question papers and any other materials before candidates are allowed to leave the examination room;
- check that there is a script/objective test sheet for every candidate marked as present on the attendance register;
- check that the names on the scripts match the details on the attendance register (all awarding bodies except CCEA);
- put the scripts/objective test sheets in the order shown on the attendance register (normally by ascending candidate number);
- check that candidates have used their correct centre and candidate numbers;
- give the scripts/objective test sheets to the person responsible for despatching them to the awarding body/examiner;
- ensure that scripts are kept secure at all times until they are despatched to the awarding body/examiner.;
- When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet and/or any supplementary sheets. For example, centre number, candidate number, candidate name or component unit/title. In such a situation the correction should be counter signed on the script. Centres must not alter any other details on the candidate's script;

**NOTE:** Question papers must not be removed from the exam room until all candidates have completed the examination.

- **Scripts are confidential between candidates and the awarding body.** They may not be read or photocopied before they are sent to the awarding body/examiner unless the awarding body has stated otherwise. All scripts must be kept secure until they are despatched to the awarding body;
- The invigilator must collect all unused stationary in the exam room, check for any loose sheets candidates may have missed and return it to the exams officer.

## **EMERGENCIES (PAGE 53 OF JCQ ICE BOOKLET)**

Invigilators should attend training and/or updated sessions ensuring they understand what to do in the case of an emergency as listed below and have also read the College's Evacuation Procedure. They must follow the actions stipulated in this document which is to be issued to them in each exam room and record any incidents as and when they happen to support follow-up reporting to the awarding body by the Examination Officer.

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

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body.

**PLEASE REFER TO EMERGENCY EVACUATION POLICY.**

## **MALPRACTICE (PAGE 53 OF JCQ ICE BOOKLET)**

- Where a candidate is being disruptive, the invigilator must warn the candidate that he/she may be removed from the exam room. They should also be told that the awarding body will be informed and may decide to penalise them, which could include disqualification.
- The invigilator must record what has happened. Wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the examination. Assistance can be summoned.
- The Head of Centre must report to the awarding body immediately all cases of suspected or actual malpractice involved in the exam (Form JCQ/M1 Form must be completed). Examination scripts must be packed as normal.

- The Head of Centre can remove a candidate from the exam room if the candidate is disruptive to others.
- The Head of Centre has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.
- Where candidates commit malpractice, the awarding body may decide to penalise them which could include disqualification.

## **AFTER THE EXAMINATION (PAGES 59-60 JCQ ICE BOOKLET)**

### ***Packing scripts***

#### **You must:**

- Check you have enough large plastic envelopes;
- Use the plastic envelopes provided by the appropriate awarding body regardless of the number of scripts you have to send;
- Ensure that every script or objective test sheet from the exam has been included (only one set of examination papers per plastic envelope);
- Enclose the relevant attendance registers with the scripts in the same order as listed on the attendance register (the attendance register must still be completed and sent even when there are no scripts);
- Ensure cover sheets accompany scripts where appropriate (e.g. for those candidates granted access arrangements). The cover sheet must be placed inside the script;
- Use the pre-addressed labels provided by the awarding bodies (one label per package, use the whole address label, fasten envelopes secure, no staples, string or brown tape). The address label must be visible and legible.

#### **You must not:**

- Include anything other than the examination scripts and the attendance register(s);
- Identify the College in any way to the examiner;
- Combine packages, even where scripts for more than one exam are going to the same address;
- Overfill packages as they may split open during transit;
- Write on labels or alter them in any way.

Once sealed exam envelopes should be secured by the Exams Officer or Office Supervisor who will record them and secure them until they are collected by Royal Mail or CCEA in the centre's secure storage facility. For sending scripts, please refer to page 60 of the JCQ ICE booklet.

Unused question papers will be stored in the secure storage facility in the exams office on the top shelf away from upcoming question paper packs. These will not be released to any individual until 24 hours after the awarding body's published finishing time for the examination.

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Lindsay Hunter

***Lead Examinations Officer***

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Maire Thompson/Alix Jackson

***(Acting) Principal and Head of Centre***

# APPENDICES

## 1. THE ROLE OF THE INVIGILATOR – CHECKLIST FOR INVIGILATORS & JCQ ICE BOOKLET (PAGES 32-34)

The role of the Invigilator is to ensure that the examination is conducted according to the JCQ guidelines in order to:

- Ensure all candidates have an equal opportunity to demonstrate their abilities;
- Ensure the security of the examination before, during and after the examination;
- Prevent possible candidate malpractice;
- Prevent possible administrative failures.

## 2. INVIGILATION ARRANGEMENTS FOR CANDIDATES WITH ACCESS ARRANGEMENTS (PAGES 34-40)

### Oral Language Modifier/Practical Assistant/Scribe

- Candidates requiring any of the above will be accommodated separately and a separate invigilator will be appointed.

## 3. CANDIDATES WHO ARRIVE LATE (PAGE 50)

- A candidate who arrives after the start of the examination should be allowed the full time for the examination if it is possible to accommodate them in the College.

### A candidate will be considered very late if they arrive:

- more than one hour after the published starting time for an examination which lasts one hour or more i.e. after 10.00am for a morning examination (10.15am for a CCEA exam) or after 2.30pm for an afternoon examination.

### For examinations that last less than one hour, a candidate will be considered very late if they arrive:

- after the awarding body's published finishing time for the examination or 30 minutes after the awarding body's published starting time, whichever is later.

### Where a candidate arrives very late for an examination you must:

- send the script to the awarding body/examiner in the normal way;
- send a full written report to the awarding body on Form JCQ/VLA;
- warn the candidate that the awarding body may not accept their work.

## 4. LEAVING THE EXAMINATION ROOM (PAGE 52)

For examinations that last one hour or more, candidates must stay under College supervision until the published end of the examination. **NO STUDENT MAY LEAVE THE HALL UNDER ANY CIRCUMSTANCES UNLESS SUPERVISED.**

For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination or 30 minutes after the awarding body's published starting time, whichever is later.

**Candidates who take an examination earlier than the published starting time shown on the timetable must stay under supervision until one hour after the awarding body's published starting time for that examination.**

Also, you **must** make sure that question papers used by those candidates are kept in secure storage until one hour after the published starting time for that examination.

A member of staff **must** accompany candidates who are allowed to leave the examination room temporarily. Those candidates may be allowed extra time at the discretion of the College to compensate for their temporary absence.

Candidates who have finished their work earlier than the time allotted are **not allowed** to leave the examination room early. Examination papers will be collected by the invigilator at the end of the exam.

Question papers **must not** be removed from the examination room until the end of the examination session in the College.

## **5. MALPRACTICE (PAGE 53) – ALSO REFER TO SUSPECTED MALPRACTICE: POLICIES AND PROCEDURES JCQ 2025–2026.**

If a candidate is suspected of malpractice, the invigilator **must** warn the candidate that he/she may be removed from the examination room. The candidate should also be warned that the awarding body will be informed and may decide to penalise them which could include disqualification.

The invigilator **must** record what has happened in the Exams Incident Log and wherever possible, the invigilator should remove and keep any unauthorised material that a candidate may have in the exam. If necessary, the invigilator should summon assistance.

***The Principal must report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination. Form JCQ/M1 — Report of Suspected Malpractice must be completed.*** The Principal has the authority to remove a candidate from the examination room but should only do so if the candidate would disrupt others by remaining in the room.

**The Principal has a duty to monitor and report potential malpractice by invigilators and centre staff to the awarding body immediately.**

## **6. EMERGENCIES (PAGE 53) – REFER TO EMERGENCY EVACUATION POLICY**

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room. Candidates should leave the room in silence. Candidates must be advised to close their answer booklet.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination. Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.

- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken and send to the relevant awarding body. Where candidates are unable to return to the building to complete the examination, the relevant awarding body must be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control.
- Candidates must be given the opportunity to sit the examination for its published duration. Advice must be sought from the relevant awarding body as soon as it's safe to do so particularly where the centre is concerned about the security of the examination.

## **Appendix 8 – Notice to centres: The people present in the exam room**

The JCQ awarding bodies wish to provide further guidance and clarity on the role of centre staff in the examination room, other than exams officers and invigilators. Section 17 of these *Instructions* provides clarity on who may be present in the examination room.

**The Head of Centre has a duty to maintain the integrity of the examination and to ensure that fully trained invigilators are in place for examinations and on-screen tests.**

Invigilators must have been thoroughly trained to undertake their duties (see section 12).

### **Rules relating to centre staff other than exams officers and invigilators**

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). When entering an examination room, the senior member of centre staff must identify themselves and their purpose for being there to the senior invigilator and/or exams officer.

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper for the day, date, time, subject, unit or component and, if appropriate, tier of entry;
- to check that candidates have the appropriate equipment and materials for the exam;
- to commence the examination.

**Under no circumstances** may members of centre staff:

- be present at the start of the examination and then sit and read the examination question paper before leaving the examination room;
- enter the examination room with the intention of accessing the examination question paper;
- have access to the examination question paper, unless this is specifically requested by either the exams officer or an invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the exams officer needs this verified by the relevant subject teacher before reporting the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates (except in timed Art tests and timetabled CCEA and WJEC GCE A2 Science Practical examinations or when maintaining discipline in the examination room). This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts.

**Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under formal examination conditions and the strict protocols must be adhered to.**