

Policy Name:	EXAM GUIDANCE (EXAMS)
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Glossary of abbreviations

JCQ	Joint Council of Qualifications
JCQ AA	Joint Council of Qualifications : Access Arrangements
JCQ GR	Joint Council of Qualifications : General Regulations
JCQ ICE	Joint Council of Qualifications : Instructions for Conducting Exams
JCQ SC	Joint Council of Qualifications : Special Considerations

1. Aims

- a. The purpose of this document is to outline a number examination functions, confirming the agreed measures in place to mitigate potential risk to the integrity of the qualification affected. The following functions will be outlined in this document:
 - 1) Candidate entry to examination
 - 2) Alternate rooming arrangements
 - 3) Overnight supervision
 - 4) Candidate identification in the exam room
 - 5) Candidate absence on exam day
 - 6) Candidate late arrival on exam day
 - 7) Food and Drink within the exam room
 - 8) Candidate leaving the exam room

2. Candidate Entry to examination

- a. At the centre, examination entry is confirmed by the head of subject and determined by the candidate participation in activities to prepare for examination and assessment in the qualification.
- b. The centre will work to awarding body deadlines to ensure examination withdrawal or amendment dates are met, communicating relevant deadlines to staff in a timely manner.
- c. Candidates electing to re-examine in a specific unit or assessment will be required to pay a re-sit fee prior to their entry being processed with the relevant awarding body.

- d. Candidates who have paid to re-sit but then choose to withdraw their entry will not be issued with a refund if the awarding body withdrawal deadline has passed.

3. Alternative Rooming Arrangements

- a. Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.
- b. Where a decision is made to allow an alternative rooming, In accordance with the regulations: A centre must make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they cannot make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo (or equivalent role within the centre) to make appropriate and informed decisions based on the JCQ regulations.
- c. At the centre, decisions on the awarding of the arrangement are made based on:
- 1) The candidate having a substantial and long-term impairment which has an adverse effect (JCQ AA 5.16)
 - 2) The candidate's normal way of working within the centre (JCQ AA 5.16)
 - 3) Ensuring the arrangement does not unfairly disadvantage or advantage the candidate (JCQ AA 4.2.1)
 - 4) Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre
 - 5) 1:1 invigilation and the use of an alternative room would apply where the candidate has a serious medical condition such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room (JCQ AA 5.16)
- d. Alternative rooming arrangements will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:
- 1) The candidate has an established difficulty as defined in section 5.16 of the JCQ's Access Arrangements and Reasonable Adjustments document (JCQ ICE 14.18)
 - 2) The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (JCQ AA 5.16)
 - 3) Alternative rooming arrangements reflects the candidate's normal and current way of working in internal tests and mock examinations (JCQ AA 5.16)
 - 4) Where a candidate sits their examinations in a smaller environment away from the main examination room, the regulations and guidance within the JCQ publication Instructions for conducting examinations will be adhered to, particularly in relation to accommodation and invigilation arrangements (JCQ ICE 14.18)
- e. At the centre arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances.
- f. As and when applicable, these circumstances include:
- 1) candidate behaviour
 - 2) candidate attendance
 - 3) other factor affecting the candidate and or exam room

4. Overnight supervision arrangements

- a. When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is more than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks or more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks, Candidates may, at the centre's discretion, be allowed to take an examination scheduled for the afternoon session the following morning, including Saturdays. (JCQ ICE 8.1)
- b. These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day (JCQ ICE 8.1)
- c. Candidates are not allowed to take exams on an earlier day than scheduled on the timetable (JCQ ICE 8.1)
- d. Overnight supervision arrangements should only be applied as a last resort and once all options have been exhausted (JCQ ICE 8) and the head of centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the exam throughout (JCQ ICE 8)
- e. The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone, e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations (JCQ ICE 8.3)
- f. The role of the head of centre is to:
 - 1) Ensure where a candidate takes an exam the following morning, a member of centre staff /invigilator is appointed to supervise the candidate at all times while on the premises sitting examinations (JCQ ICE 8.2)
 - 2) Be satisfied that the arrangements maintain the integrity and security of the examination (JCQ ICE 8.6)
 - 3) Inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate (JCQ ICE 8.6)
- g. The role of the exams office/officer is to:
 - 1) Discuss with an affected candidate all possible options to resolve, within the same day, their timetable clash of multiple examinations, only applying overnight supervision arrangements as a last resort and once all other options have been exhausted (JCQ ICE 8)
 - 2) Re-arrange any exam that cannot be taken in the scheduled afternoon session for the following morning, ensuring if an exam is deferred from Friday afternoon, it is re-arranged for Saturday morning (JCQ ICE 8.5)
 - 3) Ensure the JCQ Overnight Supervision and Overnight Supervision Declaration forms are completed before the overnight supervision is to commence (JCQ ICE 8.5)
 - 4) Confirm the supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carers or centre staff, determining a method of supervision which ensures the candidate's wellbeing (JCQ ICE 8.3)

- 5) Download the JCQ Overnight Supervision Declaration form for signing by the candidate, the supervisor and the head of centre (JCQ ICE 8.5)
- 6) Inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/or the application of sanctions as detailed in the JCQ document Suspected Malpractice: Policies and Procedures (JCQ ICE 8.6)
- 7) Keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later, and not send to an awarding body, unless specifically requested (JCQ ICE 8.6)
- 8) Ensure where a candidate takes an examination the following morning, the candidate is under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and ensure there is no contact with other candidates (JCQ ICE 8.2)
- 9) If a candidate is allowed to take an examination on a later day than other candidates at the centre, ensure all copies of the question paper used on the scheduled day of the examination are sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken the examination (JCQ ICE 8.9)

5. Candidate Identification in the exam room

- a. The identity of students on roll at the centre is checked as part of the initial registration process. (JCQ GR 5.6)
- b. The process is on admittance, identification and school records are checked to confirm the student ID, along with previous education, UPN and ULN information.
- c. The identity of any student who has not received tuition at the centre but who may be accepted to enter exams as a private candidate will be checked by a verification process which involves photo-ID. (JCQ GR 5.6)
- d. The procedure detailing how the identity of all candidates sitting examinations is confirmed as:
 - 1) Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (JCQ ICE 16)
 - 2) The process at the centre is a senior member of staff (approved by the head of centre, who has not taught the subject) will be present at the start of the exam to assist with the candidate identification.
 - 3) The following arrangements are also in place a private/external candidate or a transferred candidate who is not known to the centre will be asked to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence (JCQ ICE 16.5)
 - 4) Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes (JCQ ICE 16.6)
 - 5) Invigilators will be informed of candidates with access arrangement awards (JCQ ICE 16.8)
- e. The role of the exams office/officer is:
 - 1) Through training, ensure invigilators are aware of the procedure for confirming the identity of all candidates sitting examinations (JCQ ICE 16.1)
 - 2) Prior to the examination, inform a private/external candidate or a transferred candidate who is not known to the centre that they must show photographic documentary evidence to prove that they are the same

person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence. (JCQ ICE 16.5)

- 3) Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination (JCQ ICE 16.6)
- 4) Prior to the beginning of the examination, brief invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded (JCQ ICE 16.8)

6. Candidate Absent of exam day

- a. A candidate will be considered absent from an examination if the candidate is not present on completion of the attendance register once candidates are seated and have started the examination (JCQ ICE 22.5)
- b. Once a candidate is identified as absent from an exam, the following action will be taken the candidate will be contacted as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival
- c. If a candidate fails to sit an examination, the candidate absence is clearly recorded on the attendance register which is sent to the awarding body/examiner. The candidate absence is also noted on the seating plan.
- d. An absent candidate may subsequently arrive once the exam is underway, becoming a late or very late arrival, at which point the centre reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination.
- e. Based upon the circumstances for the absence, and subject to the required conditions being met, an application for special consideration may also be made to the relevant awarding body.
- f. It is the responsibility of the Attendance Officer, Head of Year or Subject Lead to deal with candidate absence once it has been identified and it is the responsibility of the Head of Year or Subject Lead to deal with candidates who are persistently absent
- g. The role of the invigilator is to be informed of the process for dealing with absent candidates through training and to ensure that absent candidates are clearly indicated on the attendance register (JCQ ICE 22.4)
- h. The centre may choose to re-charge any relevant entry fees for unauthorised absence from examinations.
- i. At the centre if a candidate is absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment may be made to the candidate's grade by the awarding body, providing the following conditions are met:
 - 1) The examination is in the candidate's terminal exam series (JCQ SC 4.2)
 - 2) The candidate has completed or will be able to complete the required percentage of the assessment to meet the minimum requirements for enhanced grading in cases of acceptable absence (JCQ SC 4.5)
 - 3) The application for special consideration can be supported by appropriate evidence signed by a member of the senior leadership team (JCQ SC 6)

- j. It is the responsibility of the Exams officer to deal with special consideration requests and applications

7. Candidate Late Arrival to the exam

- a. A candidate will be considered late if they arrive after the start of the examination and (for an examination which lasts an hour or more) up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination
- b. 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 or after 2.30pm for an afternoon examination or after the awarding body's published finishing time for an examination that lasts less than one hour (JCQ ICE 21.3)
- c. This policy confirms that the centre reserves the right to exercise discretion whether to allow a candidate who arrives after the start of the examination to enter the examination room and sit the examination, and confirms:
 - 1) the correct procedures are followed when dealing with a candidate who arrives late to an examination
 - 2) appropriate arrangements are in place for the management of late arrivals in order to maintain the security and integrity of the examination
- d. The following procedures are applied at the centre in relation to candidates who arrive late to examinations:
 - 1) A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination (JCQ ICE 21.1)
 - 2) A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (JCQ ICE 21.2)
 - 3) A candidate who arrives within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination will be permitted by the centre to sit the examination
 - 4) A candidate who arrives after 10.00am for a morning examination will be considered very late (JCQ ICE 21.3) and will be permitted by the centre to sit the examination
 - 5) A candidate who arrives after 2.30pm for an afternoon examination will be considered very late (JCQ ICE 21.3) and will be permitted by the centre to sit the examination
 - 6) A candidate who arrives after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late (JCQ ICE 21.3) and will be permitted by the centre to sit the examination
 - 7) A candidate who arrives very late will be warned that the awarding body may not accept their script (JCQ ICE 21.4)
 - 8) A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. (JCQ ICE 21.5)
 - 9) The awarding body will be informed of the situation and will decide whether to accept the script (JCQ ICE 21.6)
 - 10) In all cases the centre will submit declarations for the very late arrival of candidates for examinations, in accordance with the current JCQ document Instructions for conducting examinations (JCQ GR 5.9)
- e. The role of the exams office/officer is to:

- 1) Inform invigilators of the policy/process for dealing with candidates who arrive late/very late through training
- 2) Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late/very late
- 3) Warn a candidate who arrives very late that the awarding body may not accept their script (JCQ ICE 21.4)
- 4) Send the script of a candidate who arrives late/very late to the awarding body/examiner in the normal way (JCQ ICE 21.4)
- 5) 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, providing the following details:
 - 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 (JCQ ICE 21.4)

f. The role of invigilators is to:

- 1) Ensure candidates who arrive late/very late are given the required instructions prior to starting the examination (the invigilator's announcement) without disturbing other candidates
- 2) Ensure relevant information is recorded on the exam room incident log relating to candidates who arrive late/very late
- 3) Allow a candidate who arrived late/very late, and is allowed the full working time to do the examination, to continue after the normal finishing time, instructing them to stop working after the full working time allowed has passed (JCQ ICE 26.2)

8. Food and Drink in the exam room

- a. Food and drink is allowed in the examination room at the discretion of the head of centre (JCQ ICE 18.2)
- b. To enable invigilators to check these items quickly and efficiently:
 - 1) food brought into the examination room by the candidate must be free of packaging and in a transparent container
 - 2) drink bottles must be transparent with all labels removed which would include transparent, reusable plastic bottles (JCQ ICE 18.2)
- c. Candidates requiring food for medical conditions must have SENCo permission and food must be given to the Invigilator during the exam. If needed, the Exams Office or Nurse will be present to supervise the candidate outside the exam room.
- d. The role of the exams office/officer is to:

- 1) Through briefings, ensure candidates are aware of the regulations, and centre-specific arrangements, relating to food and drink in the examination room
 - 2) Ensure invigilators are trained and aware of the regulations/centre-specific arrangements relating to food and drink in the examination room
 - 3) Escalate any issue or breach of centre-specific arrangements to the relevant senior leader for the application of internal sanction(s)
 - 4) Escalate any breach of JCQ regulations immediately to the head of centre (a breach of the regulations constitutes suspected or actual malpractice)
- e. The role of the invigilator is to:
- 1) Be vigilant in the examination room and remain aware of incidents or emerging situations, looking out for malpractice (JCQ ICE 20.2)
 - 2) Record what has happened and actions taken on the exam room incident log in relation to any breach of regulations/centre-specific arrangements regarding food and drink in the examination room
- f. The role of the head of centre is to report to the awarding body immediately all cases of suspected or actual malpractice in connection with the examination (JCQ ICE 24.3)

9. Leaving the Exam Room

- a. The centre will ensure the correct procedures are followed in relation to candidates leaving the examination room in accordance with JCQ guidance.
- b. The centre reserves the right to exercise discretion whether to allow extra time to compensate candidates for their temporary absence from the examination room
- c. For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination (JCQ ICE 23.1)
- d. 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 (JCQ ICE 23.2)
- e. Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. (JCQ ICE 23.3)
- f. Candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence. (JCQ ICE 23.5)
- g. Candidates can only leave the examination room where necessary or where supervised rest breaks have been granted by the SENCo. The centre must ensure that candidates who leave the room do not have access to any unauthorised materials. (JCQ ICE 23.4)

- h. Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room (JCQ ICE 23.6)
- i. At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room (JCQ ICE 23.7)
- j. The following arrangements are applied at the centre:
 - 1) Candidates with SENCo approved Rest Breaks, are allowed to leave the examination room temporarily but will remain under supervision at all times. The time taken for the Rest Break will be added to the duration of the exam to compensate for their temporary absence (JCQ ICE 23.5)
 - 2) Candidates (without approved Rest Breaks) who need to leave the exam room temporarily must be supervised by an Invigilator until the Exam Office is available to investigate the reason for leaving the room and determine if the time of the temporary absence should be added to the original exam end time.
- k. The role of the exams office/officer is to through training, ensure invigilators are aware how candidates who may be allowed to leave the examination room temporarily should be managed and recorded
- l. The role of the invigilator is to:
 - 1) Ensure a candidate who may be allowed to leave the examination room temporarily is accompanied by a member of centre staff who is not the candidate's subject teacher or a subject expert for the examination in question (JCQ ICE 23.3)
 - 2) Record instances on the exam room incident log of candidates who may be allowed to leave the examination room temporarily because they may be feeling unwell or require a toilet break (JCQ ICE 20.2)
 - 3) Ensure candidates who have finished the examination and have been allowed to leave the examination room early hand in their script, question paper and any other material before they leave the examination room. Ensure those candidates are not allowed back into the room (JCQ ICE 23.6)
 - 4) At the end of the examination, ensure candidates hand in their script, question paper and any other material before they leave the examination room (JCQ ICE 23.7)