



## Roles and Responsibilities

### The Head of Centre:

- has overall responsibility for the school as an exams centre and advises on appeals and enquiries about results
- is responsible for reporting all suspected or actual incidents of malpractice to the relevant awarding body or JCQ
- *Is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualifications issued by the awarding bodies* [JCQ general regulations for approved centres]
- is the individual who is accountable to the awarding bodies for ensuring that the centre is always 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.**

### The Head of Centre will ensure:

- the National Centre Number Register (NCNR) annual update is responded to and will not delegate this task to anyone else.
- the Head of Examinations and the Examinations Team attend appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered
- centre staff are supported and appropriately trained to undertake key tasks within the exams process
- risks to the exam process are assessed and appropriate risk management processes and contingency plans are in place. The policies relating to this can be found on the school website
- an internal appeals procedure and controlled assessment policy are in place. These policies can be found on the school website
- they understand the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#) (GR)
  - [Instructions for Conducting Examinations](#) (ICE)
  - [Access Arrangements and Reasonable Adjustments](#) (AA)
  - [Suspected Malpractice - Policies and Procedures](#) (SM)
  - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
  - [A guide to the special consideration process](#) (SC)
- the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments
- that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- the centre has in place a written escalation process should the Head of Centre, or a member of the senior leadership team with oversight of examination administration, be absent. This policy can be found on the school website.
- the centre has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO

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**The Head of Examinations:**

*“This is the person appointed by a Head of Centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments.”* [JCQ general regulations for

**The Exams Administrators will:**

- assist the Head of Examinations with the above
- be aware of the JCQ and awarding body rules and regulations as well as updates

**Invigilators will:**

**Heads of Department will:**

- ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- ensure teaching staff attend relevant awarding body training and update events
- guide candidates who are unsure about exams entries or amendments to entries
- accurately complete entries and all other mark sheets and adhere to deadlines as set by the Head of Examinations
- accurately complete coursework / controlled assessment/NEA mark sheets and declaration sheets
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### **Internal Assessment:**

**Heads of Department** will ensure:

- the school website.
- provide marks for internally assessed components of qualifications to the exams office by the internal deadline
- teaching staff provide required samples of work for moderation to the Examinations Office by the internal deadline

The **Examinations Office** will:

- submit marks and samples to awarding bodies/moderators to meet the external deadline
- keep a record to track what has been sent
- log moderated work returned to the centre
- ensure teaching staff are aware of the guidelines in terms of retention and subsequent
- inform staff of the date when appeals against internal assessments must be made by. Examinations Appeals Procedure (EAP) document. This can be found on the school website

**Candidates** will:

- authenticate their work as required by the awarding body

### **Exam Paper Storage:**

When exam papers are delivered to the school, a member of the site management team will make a note on the examinations delivery log and then deliver it to the exams office immediately. They must contact a member of the exams team to ensure someone is available to receive the boxes.

Two members of the team will open, check and store the papers within 24 hours of them arriving. The same procedure applies to exam stationery.

Exam papers will be stored in date order and erratum notices will be attached to the relevant exam packets. Attendance registers will be collated in exam date order and stored separately.

For listening and oral exams, the Head of Examinations and teaching staff will adhere to the regulations to track confidential materials taken from, or returned to, secure storage throughout the time the material is confidential.

### **Forecast/Estimated Grades:**

**Heads of Department** will:

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

The **Exams office** will:

- Submit estimated grade information to awarding bodies to meet the external deadline

Lead invigilators and members of the Examinations Team will start and finish all exams in accordance with JCQ and awarding body guidelines. Once the candidates are seated, the lead invigilator will read the examination script and then begin the exam.

Subject staff will not be present at the start of the exam to assist with identification of candidates.

At the end of the examination, candidates must hand in their script, question paper and any other material before they leave the examination room.

The lead invigilator should log any incidents or irregularities on the incident log sheet in the exam room folder and make a member of the Examinations Team aware of the incident as soon as possible and certainly by the end of the exam session. The Head of Examinations will follow up on any incidents and inform the awarding body if need be.

Exam papers will be distributed to Heads of D and awarding body recommendations and hence will be held for 24 hours after the key time for that session.



The provision of the necessary staff on results days is the responsibility of the Senior Deputy Head (Academic).

### **Post-Result Services**

No Enquiry about Result (EAR) will be processed without candidate authorisation. The candidate must fill in the EAR form and sign to give their consent; email consent will not be accepted.

The cost of post-result services will be paid by the candidate unless stated by the relevant Head of Department.

All decisions on whether to make an application for an EAR must be made by the candidate in consultation with Heads of Department and, if necessary, the Senior Deputy Head (Academic).

approval, but will take individual responsibility for the outcome.

Candidates will be made aware that results can go down as well as up.

All requests must be made by the centre deadline; requests made after this date will be refused.

All processing of EARs will be the responsibility of the Head of Examinations following the JCQ and awarding body guidelines.



## **Archiving**

The Examinations department archive all paper based material relating to access arrangements and led into the candidates archive folder 3 years after they leave the school.

Candidate exam results will not be archived; these will be maintained on the school system and hardcopies will be stored in a secure locked cabinet for the purpose of reference request, statistical analysis and other school related admin.

All other paper-based exam related paperwork are destroyed before the relevant admin for the next cycle begins. This includes (but is not exhaustive):

- attendance registers
- dispatch and delivery logs
- awarding body exam material
- paperwork relating to entries, exams and results
- paperwork relating to post review services
- conflicts of interest records
- exam room documents

Head of Examinations  
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