

Presdales School



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The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.
- Ensure compliance with the Joint Council for Qualifications (JCQ) regulations and awarding body guidelines.

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

The exams policy will be reviewed every *year*.

The exams policy will be reviewed by the *Head of Centre and the Examinations Officer*.

1. *Examinations responsibilities*

The Head of Centre:

- has overall responsibility for the school as an examinations centre.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- Is responsible, together with the Examinations Officer and/or SLT members, for investigating all cases of malpractice.

Examinations Officer¹:

- manages the administration of internal and external examinations.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examinations timetables and procedures as set by the various awarding bodies.
- ensures that candidates are informed of and understand those aspects of the examinations timetable, as well as the JCQ regulations, through issuing documentation and arranging briefings for year groups of students.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their examinations.
- produces a timetable of exams along with rooming and invigilation arrangements.
- receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- liaises with the SENCo to ensure access arrangements are made in compliance with JCQ requirements.
- identifies and manages examination timetable clashes.
- accounts for income and expenditures relating to all examination costs/charges.
- manages the recruitment, training, and monitoring of a team of invigilators responsible for the conduct of examinations.
- ensures candidates' coursework / controlled assessment and marks are submitted by subject staff and any other material required by the appropriate awarding bodies correctly and on schedule.
- arranges for dissemination of examination results and certificates to candidates
- manages requests for EARs and ATS, and disseminates outcomes
- Identifies and logs any conflicts of interest for school staff and report to relevant exam boards as appropriate.

Heads of department:

- guidance of candidates who are unsure about examinations entries or amendments to entries.
- accurate completion of estimated entry information, final entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.

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

- accurate completion and despatch of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or Examinations Officer.

Special Educational Needs Coordinator:

- identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer in good time so that they are able to put in place examination day arrangements.
- Ensures suitability of access arrangements/facilities
- process any necessary applications in order to gain approval (if required)
- maintains records.
- working with the Examinations Officer to provide the access arrangements required by candidates in examination rooms.

Network Manager (supported by ICT Technician)

- creating examination condition log-ons for each student for every paper to be sat
- Download software for online examinations and prepare ICT rooms
- Prepare rooms for GCSE MFL listening examinations
- Support/ upload other examinations using ICT
- Being available at the start of the examination period to ensure all students and invigilators have followed the log on procedures and are able to print off scripts

Invigilators:

- Attendance at training events
- Assisting the Examinations Officer in the efficient and calm running of examinations according to JCQ regulations.
- Assisting with the setting up of the rooms according to prepared seating plans
- Collection of examination papers and other material from the examinations office before the start of the examination
- Double checking the correct examination papers have been given out and completing the JCQ "second pair of eyes" check form.
- Supervision of the candidates
- Collection of all exam papers in the correct order at the end of the examination and ensuring their return to the examinations office.
- Understanding the JCQ Instructions for conducting examinations and ensuring examinations are conducted accordingly
- Printing examination scripts for candidates who have word processed their scripts

Candidates:

- Checking examination entries, personal information and timetables, notifying the Examinations Officer of any errors or exam clashes.
- Ensuring they have an up to date copy of their personal timetable
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all examinations according to the JCQ regulations

Failure to check personal details could result in certificates being printed incorrectly. The cost of replacement certificates will have to be met by the candidate.

2. Qualifications offered

The qualifications offered at this centre are decided by the Headteacher, SLT and Departmental Heads.

The types of qualifications offered are GCSE, GCE AS/A2, BTEC

The subjects offered for these qualifications in any academic year may be found in the school's prospectus. Informing the examinations office of changes to a specification is the responsibility of the *Head of Department*.

Decisions on whether a candidate should be entered for a particular subject will be taken by subject teachers in consultation with the pastoral and SLT staff.

3. Examination series and timetables.

External examinations are scheduled in May /June, with some GCSE re-sits and University Admissions Tests in November and some BTEC exams in February. The Examinations Officer will circulate the timetables for these examinations once the entries have been finalised and any clash arrangements processed.

Internal examinations which are under external examination conditions are held during the academic year. The dates are included in the school calendar.

4. Entries, entry details and late entries

Heads of department will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines. It is the responsibility of heads of department to check all entries, codes and details are correct.

The centre only accepts entries from private candidates under exceptional circumstances.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of *the head of department*. *Departments or students wishing to make a late entry or amendments will incur the penalty charge incurred.*

Re-Sits

Year 13 or former students may re-sit AS and A2 units at their own cost. Students should consider carefully whether re-sitting AS units may compromise their preparation for A2 units. GCSE Maths and English Language re-sits are allowed.

All re-sit decisions should be made after consultation between the student and subject staff. The Head of Y13 will be informed where a student has applied to re-sit a large number of units and may veto this.

5. Examination fees

Registration and first time entry fees will be paid for by the centre. Re-sit fees will be paid for by the student, with the exception of those re-sitting GCSE Maths or English Language for the first time.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies. Re-sit students will not be refunded for withdrawals after the amendment date. Late entry fees or amendments will be paid for by the student or the department depending on the circumstances.

The Examinations Officer will advise teaching staff of the deadline for actions well in advance for each series.

Fee reimbursements are sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

6. Equality legislation and access arrangements

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

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

Access arrangements

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the *SENCo and other Specialist Teachers as recognised by JCQ*.

The SENCo's qualification/certificate are checked annually and procedures followed by SENCo are checked to ensure they are adhered to.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the *SENCo*.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the *SENCo*.

Rooming for access arrangement candidates will be arranged by the Examinations Officer and *SENCo*.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer and *SENCo*.

7. Managing invigilators

External staff will be used to invigilate external examinations.

Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators *is the responsibility of the Finance Manager*. DBS fees for securing such clearance *are* paid by the centre.

Invigilators' rates of pay are set by the Finance Manager.

Conflicts of interest are checked by the Examinations Officer prior to exams to ensure JCQ requirements are met.

8. Examination days

The exams officer will produce an examination timetable which will be available in the staff room as a hard copy for all staff and as a soft copy for the cover manager, invigilators and heads of year. Examination rooms will be booked following liaison with the cover manager

Site management staff are responsible for setting up the Hall and Gym, and will be advised of requirements in their hall booking log and on the Finance Manager's calendar in advance. Other rooms will be set up by invigilation staff and the Examinations Officer.

The Examinations Officer or invigilator will start and finish all examinations in accordance with JCQ and exam board guidelines. Heads of Year may also be asked to start examinations on occasions where a large number of rooms in use. Any teaching staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ and exam board guidelines.

Examination papers must not be read by invigilators or subject teachers and cannot be removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than twenty four hours after candidates have completed them.

After an examination, the Examinations Officer together with invigilators will arrange for the safe dispatch of completed scripts to awarding bodies.

9. Candidates

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates will be given by the Examinations Officer and/or year heads.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an examination room a candidate must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an examination room. No food will be allowed in the exam room. Still water will be allowed in a clear bottle with any labels removed.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time.

Note: candidates who leave an examination room must be accompanied by an appropriate member of staff at all times.

The Examinations Officer /Head of Year or KS4 Pastoral Head is responsible for handling late or absent candidates on examination day. Candidates who arrive late for their exam will be allowed to sit their exam wherever possible.

Identifying candidates

Heads of year, form Tutors or a member of SLT will be available before the start of each examination to assist in the identification of students. All students will also be issued with a Photo Exam ID which they will place on their desk for each exam.

Clash candidates

The Examinations Officer will be responsible as necessary for organising supervising escorts, identifying a secure venue and arranging overnight supervision. Overnight supervision arrangements will be reviewed on an individual basis.

Separate Invigilation

Where a candidate has the relevant authorised Access Arrangements to require separate invigilation, the Examinations Officer will organise a separate room and lone invigilator to ensure JCQ requirements are met – including a roaming invigilator.

Special consideration

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre's Examinations Officer or Head of Year. The candidate must support any special consideration claim with appropriate evidence within seven days of the examination.

The Examinations Officer will make a special consideration application to the relevant awarding body within seven days of the examination.

The relevant "Absent Candidate" form must be completed for the student and sent to the awarding body with the other exam scripts.

10. Internal assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The head of department must ensure there is a record of each dispatch, including the recipient details and the date. Items must be despatched via the school office.

Marks for all internally assessed work are provided to the examinations office by the head of department. The Examinations Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure.

11. Results

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address - candidates to provide a self-addressed envelope before the end of the summer term
- collected by a pre-arranged adult. Results are not passed to other students or available by e mail or phone

The results slip will be in the form of a centre produced document.

Arrangements for the centre to be open on results days are made by the Examinations Officer / Site Management Team.

The provision of the necessary staff on results days is the responsibility of the Headteacher.

Enquiries about Results (EAR)

Reviews of marking may be requested by centre staff or the candidate following the release of results. A request for a review or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs will be paid by the candidate although occasionally the department may decide to challenge a result.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written examination papers within days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained and retained.

An EAR cannot be applied for once an original script has been returned. The cost of EARs will be paid by the centre or candidate.

Processing of requests for EARs and ATS will be the responsibility of the Examinations Officer

All processing of EARs will be the responsibility of the Examinations Officer following the JCQ guidance.

13. Certificates

Candidates will receive their certificates

- *in person at the centre on Speech Day (date available on the school calendar)*
- *collected and signed for at the Centre following Speech Day*
- Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

Centre's are only required to keep certificates for one year after which remaining certificates should be either returned to the exam board or destroyed securely. Records of destroyed certificates should be held for four years from date of destruction.

A new certificate will not be issued by an awarding organisation. Students must contact the examination boards themselves to arrange for transcript of *results for which they will be responsible for* the costs incurred.

Head of Centre

Examinations Officer

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Date

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13. Appendix 1: Presdales School

Contingency plan in the event of widespread disruption to the examination system

1. Background

1.1 Who the plan is for

The plan is designed all members of staff responsible for administering public examinations.

1.2 The purpose of the plan

The purpose of the plan is to ensure there is a consistent and effective response in the event of major disruption to the examination system.

All awarding organisations are required to have their own well-established contingency plans in place to respond to such disruptions, which have been used on numerous occasions.

This joint contingency plan is based on the Ofqual “Joint contingency plan in the event of widespread disruption to the examination system in England, Wales and Northern Ireland” (Feb 2015).

1.3 The outcomes of the plan

The overall outcome of the plan is to ensure that the interests of candidates are safeguarded while maintaining the integrity of the examination system and qualification standards.

There are three specific outcomes the plan seeks to achieve:

- delivering assessments to published timetables
- delivering results to published timetables
- complying with regulatory requirements in relation to assessment, marking and standards

1.4 Qualifications covered by the plan

The qualifications covered by the plan are primarily large entry, externally assessed examinations delivered at Presdales. These include GCSEs, BTECs, AS levels, A levels, and university admission tests.

1.5 When the plan would be triggered

The plan would be triggered in the event of a major disruption to the examination system affecting significant numbers of candidates across several awarding organisations.

This could include severe weather, widespread illness, travel disruption, fires, logistical problems or system failures.

Any actions taken will be subject to the advice of the official agencies dealing with the specific circumstances being faced, for example the police, Environment Agency or Health Protection Agency.

1.6 If planned contingency actions are not sufficient

If the contingencies set out in this plan are not proving sufficient to tackle the issue, Ofqual will convene an identified crisis management team consisting of representatives of all organisations involved, to agree the additional actions required.

1.7 Reviewing the plan

The plan is reviewed and updated on an annual. A revised version is then published on [Ofqual's website](#).

2. Communications

In the event of a major disruption, communication is an important factor in ensuring an effective and consistent response across the agencies involved.

This includes communications between the school, the examination bodies, candidates, and their parents or guardians.

Details of whether specific contingencies have been agreed across organisations will be confirmed on [Ofqual's website](#) and proactively communicated to relevant stakeholders.

Presdales is committed to:

- sharing timely and accurate information as required to meet the aims of the plan
- communicating with stakeholders so they are aware of disruption to the exams, the contingency measures being implemented and any actions required of them, ensuring that any messages to the public are clear and accurate

3. Scenarios

Seven specific scenarios are set out in this plan relating to widespread disruption of the examination system where Presdales would need to invoke contingency plans. The scenarios are set in sequence, following the way in which an examination would be planned and delivered, from issuing scripts to offering post results services.

Scenario 1 – Disruption of teaching time – Centre is closed for an extended period.

Type of scenario	Disruption to candidates
Impact on	Teachers, candidates, parents and carers
When to implement the plan	In the event that a significant number of centres are closed, and candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning
Example of scenario	Severe flooding
Recommended actions	<p>Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centres to prepare students for examinations as usual</p> <p>It is recommended that centres:</p> <ul style="list-style-type: none"> - have contingency plans in place to facilitate alternative methods of learning, alternative venues or both - prioritise candidates who will be facing examinations shortly - advise candidates, where appropriate, to sit examinations in the next available series
Specific communication	The centre to communicate with parents, carers and students about the potential for disruption to teaching time and plans to address this
Success criteria	Students continue to be taught either through an alternative method of learning or at an alternative venue
Further advice and information	<p>Guidance on emergency planning, with advice on severe weather, is available from the Department for Education</p> <p>There is also statutory guidance on school closures</p> <p>Further advice from the Department of Education Northern Ireland can be found in the Useful Information section of this document</p>

Scenario 2 – Candidates unable to take examinations because of a crisis – Centre remains open

Type of scenario	Disruption to candidates
Impact on	School and college staff, teachers, candidates, parents and carers
When to implement the plan	In the event that candidates are unable to attend examination centres to take examinations as normal.
Example of scenario	A sickness bug means that a number of candidates are not able to attend a centre to take an examination.
Actions	<p>Centre:</p> <ul style="list-style-type: none"> - liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations - offer candidates an opportunity to sit any examinations missed at the next available series - apply to awarding organisations for special consideration for candidates where they have met the minimum requirements <p>Please note: candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit</p>

	an examination for other reasons they should be aware that special consideration rules will not apply
Specific communication	The centre to communicate with relevant awarding organisations at the outset to make them aware of the issue. The centre to communicate with parents, carers and candidates regarding solutions to the issue.
Success criteria	Candidates are able to sit examinations with minimum disruption or additional stress to them.
Further advice and information	JCQ's guidance on special consideration and alternative site arrangements can be accessed through the JCQ website .

Scenario 3 – Disruption in the distribution of examination papers

Type of scenario	Transport or delivery
Impact on	Awarding organisation staff, teachers, candidates
When to implement the plan	In the event that there is a disruption to the distribution of examination papers to centres in advance of examinations.
Example of scenario	A courier delivers a wrong set of examination papers to a centre.
Actions	<p>It is recommended that awarding organisations:</p> <ul style="list-style-type: none"> - source alternative couriers for delivery of hard copies - provide centres with electronic access to examination papers via a secure external network <p>Please note that the examinations officer would need to ensure that copies are received, made and stored under secure conditions</p>
Specific communication	The centre to communicate with awarding organisations to organise alternative delivery of papers.
Success criteria	Students are able to proceed with taking examinations without having to reschedule examinations.
Further advice and information	not applicable

Scenario 4 – Disruption to the transportation of completed examination scripts

Type of scenario	Transport or delivery
Impact on	Courier staff, centre staff, awarding organisation staff
When to implement the plan	In the event that there is a delay in normal collection arrangements for completed examination scripts
Example of scenario	A courier contacts a centre to report a problem about picking up scripts on time
Recommended actions	<p>It is recommended that centres:</p> <ul style="list-style-type: none"> - in the first instance, seek advice from awarding organisations and their normal collection agency regarding collection - do not make their own arrangements for transportation without approval from awarding organisations - ensure secure storage of completed examination scripts until collection
Specific communication	The centre to communicate with relevant awarding organisations at the outset to resolve the issue.
Success criteria	Scripts are stored 'securely' in line with JCQ guidance. Scripts are collected and delivered to awarding organisations with the minimum of delay

Further advice and information	JCQ guidance regarding the 'secure storage of scripts' can be found in section 1 of the 2022-2023 ICE book. https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/ Guidance on the 'Life of a script' is also available on the JCQ website
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Scenario 5 – Centres are unable to open as normal during the examination period

Type of scenario	Disruption to centre
Specific communication	A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible
Success criteria	Students are able to take examinations in alternative venues in a timely way
Further advice and information	Centres should cover the impact on examinations as part of their general planning for emergencies The responsibility for deciding whether it is safe for a centre to open lies with the head of centre. The head is responsible for taking advice, or following instructions, from relevant local or national agencies in deciding whether they are able to open. DfE guidance on school closures is available on the GOV.UK website
Recommended actions	It is recommended that centres: - open for examinations and examination candidates only, if possible - use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public buildings if possible) Presdales would use the sports hall in the event the hall and gym could not be used, as this is a separate building where access can be achieved without using any other building. Other options available to the school, are Pinewood School (close to Presdales), or the Rugby Club hall (5 minutes from the school). A further option is the drill hall in Ware, which can be hired out. - apply to awarding organisations for special consideration for candidates where they have met the minimum requirements (see Scenario 3) - offer candidates an opportunity to sit any examinations missed at the next available series, if possible
Specific communication	A centre which is unable to open as normal for examinations must inform each awarding organisation with which examinations are due to be taken as soon as is possible
Success criteria	Students are able to take examinations in alternative venues in a timely way
Further advice and information	Centres should cover the impact on examinations as part of their general planning for emergencies The responsibility for deciding whether it is safe for a centre to open lies with the head of centre. The head is responsible for taking advice, or following instructions, from relevant local or national agencies in deciding whether they are able to open. DfE guidance on school closures is available on the GOV.UK website

Scenario 6 – Assessment evidence is not available to be marked

Type of scenario	Marking
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Impact on	Candidates, teachers, school and college staff, parents, carers and awarding organisation staff
When to implement the plan	In the event of large scale damage to, or destruction of, completed examination scripts or assessment evidence before it can be marked
Example of scenario	A fire at the centre destroys completed examination scripts
Recommended actions	It is recommended that: - awarding organisations generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement, as defined by the awarding organisations in consultation with the regulators - candidates retake the assessment that has been affected at a subsequent assessment window, if possible
Specific communication	It is the responsibility of the head of centre to communicate this immediately to the relevant awarding organisation(s) and subsequently to students and their parents or carers
Success criteria	Candidate marks are able to be generated (if possible) from existing assessment materials
Further advice and information	To be sought from the relevant awarding organisation

Scenario 7 – Centres are unable to distribute results as normal

Type of scenario	Issuing results
Impact on	Awarding organisation staff, school and college staff, candidates, parents and carers
When to implement the plan	In the event that schools or colleges are unable to access or manage the distribution of results to candidates
Example of scenario	A school or college is closed and therefore candidates are not able to visit to find out their results
Recommended actions	It is recommended that schools and colleges: - make arrangements to access results at an alternative site - share facilities with other schools and colleges if possible
Specific communication	Centres to contact awarding organisations about alternative options
Success criteria	Candidates receive results in a timely way
Further advice and information	not applicable

Summary of responsibilities in the event of disruption to examinations

Awarding organisations are responsible for:	Examination centres are responsible for:
Offering advice regarding communication with candidates, parents and carers	Communicating with candidates, parents and carers
	Preparing plans for any disruption to exams as part of general emergency planning
Ensuring centres receive examination materials for scheduled examinations	Preparing candidates for examinations
	Ensuring examinations and assessments are taken under the conditions prescribed by awarding organisations

	Ensuring, where relevant, that assessment materials and candidate work are stored under secure conditions
	Deciding whether the centre can open for examinations as scheduled and informing relevant awarding organisations if the centre is unable to open
Advising centres on possible alternative examination arrangements and declining or approving proposals for alternative examination arrangements	Exploring the opportunities for alternative arrangements if the centre cannot open for examinations and agreeing such arrangements with the awarding organisations
Evaluating and declining or approving requests for special consideration	Judging whether candidates meet the requirements for special consideration as a result of any disruption and submitting these requests to the relevant awarding organisations
	Assessing and liaising with awarding organisations in the event of disruption to the transportation of papers
Marking, moderating and grading candidate work	
Issuing results to centres on scheduled dates	The distribution of examination results to candidates
Advising UCAS and CAO about any delays that may impact on their deadlines	
Making a post results service available	Offering a post results service

14. Appendix 2: Presdales School

Contingency to delegate responsibilities in the absence of key exams staff

Before public exam season starts:

Person absent	Key activities to be covered	Delegated to
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Exams Officer	Make exam entries by deadline	Exams Administrator
	Make resit entries	Exams Administrator
	Print and distribute exam timetables. Deal with clashes etc.	Exams Administrator
	Arranges rooming, timetable and number of invigilators.	Exams Administrator
	Receives, checks and stores exam papers	Exams Administrator
	Book invigilators	Exams Administrator Cover Manager/
	Arrange training for invigilators	Exams Administrator / SENCO
	Plan use of rooms / readers/ scribes and equipment for those with access arrangements.	Exams Administrator /SENCO
SENCo	Applies for access arrangements and organises Form 8s	Exams Officer and Qualified Assessor in collaboration

During the exam season

Person absent	Key activities to be covered	Delegated to
Exams Officer	Takes exam papers from secure storage, makes up exam boxes and passes to invigilator	Exams Administrator
	Deals with issues arising during exams	Exams Administrator /SLT/ Nominated Invigilator depending on issue
	Receives completed scripts and organises preparation for despatch via Parcel Force	Exams Administrator
	Receives and deals with communications from exam boards	Exams Administrator
	Manages exams in separate facilities	Exams Administrator
	Makes applications for special consideration	Exams Administrator
	Books and liaises with invigilators	Exams Administrator
ICT Manager	Accesses and Uploads electronic exam papers	ICT Technician
	Uploads materials and prepares rooms for ICT based exams	ICT Technician
Head of Depts	Records and despatches coursework marks and samples	Other dept staff
Year Head/Form staff	Contacts absent candidates	SLT
Exams Officer/ Invigilator/ HoY/	Starts exams and reports absences	Exams Administrator SLT/Hoy/ Invigilator

Results preparation

Person absent	Key activities to be covered	Delegated to
Exams Officer	Prepares for receipt of results in conjunction with advice from SITTS	Exams Administrator /A Gale

	Downloads exam results, prints candidate results	Exams Administrator
	Passes provisional results to HCC	A Gale
	Administers EARS (Enquiries about results)	Exams Administrator
A Gale	Produces overall results analysis for SLT/ DFE etc.	SLT

15. Appendix 3 Presdales School

Escalation process should the Head of Centre, or a member of the senior leadership team with oversight for examination administration, be absent.

In the event that the Head of Centre is absent during an exam or exam period, responsibility would fall to the Deputy Head in charge of Curriculum to oversee the exams officer. In the event that the Head of Centre and Deputy Head in charge of Curriculum are both absent, responsibility for oversight of exams would fall to the Deputy Head in charge of Pastoral.

It is school policy that the Head of Centre and the Deputy Heads will not be out of school at the same time.