MULBERRY STEPNEY GREEN

MATHS, COMPUTING & SCIENCE COLLEGE

EXAMS POLICY

Ratified on: November 2023
Ratified by: Full Governing Body
Date of next review: November 2024

Version	Reviewed	Changes since last version
Version 1	September 2021	New Policy
Version 2	September 2022	Reflect new JCQ regulations/guidance: 3.2, 3.3, 5.2 Appendix added

Mulberry Stepney Green Examinations Policy

Contents

SECTION A: Introduction

1. Introduction

1.1 Purpose of the policy

- Mulberry Stepney Green Maths Computing and Science College (MSG) plans and manages all assessed aspects of qualifications so that they are conducted efficiently, in line with Joint Council for Qualifications (JCQ) and awarding body requirements and in the best interest of candidates.
- This policy includes and meets JCQ and awarding body requirements and sets out MSG expectations and procedures, so that staff, students, parents and awarding bodies can have confidence in MSG practice and all staff understand and can enact their responsibilities.

1.2. Scope of the policy

- The policy applies to all assessed aspects of qualifications taken by students at MSG, including examinations and non-examination assessments. Currently, these qualifications are GCSE, GCE, BTEC and Cambridge National Assessments.

- The policy does not cover internal exams and assessments, although many of the same procedures are used to help build students' experience and confidence.

1.3. Principles underpinning the policy

- The policy adheres to all JCQ requirements.

- The policy upholds MSG values and supports students in achieving their potential and gaining the qualifications they need for successful and challenging next steps. It meets the requirements of the Equality Act 2010.

- The policy has impact when implemented: all staff must read, understand and fulfil their responsibilities. Staff will receive appropriate support, updates and training.

Equality Legislation

- All exam centre staff ensure that they meet the requirements of any equality legislation.
- Our centre complies with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Officer.

1.4. Policy review

- This policy is reviewed annually by SLT and Exams Manager. The review takes account of the annual JCQ inspection report and all available awarding body feedback. Copies of these reports are held centrally with the policy.

1.5. Qualifications offered

- MSG currently offers GCSE qualifications at KS4, BTEC and GCE and Cambridge Assessments at KS5. The curriculum, including the range of subjects and qualifications, is developed by the Senior Leader responsible for curriculum and the subject leaders. It is agreed annually by the Local Governing Body and published in MSG's prospectus.

- Decisions about specifications and awarding bodies are made by subject leaders in discussion with their line managers and the Senior Leader with responsibility for curriculum. This information is made available to students and parents via MSG's website.

- These qualifications include different modes of assessment, including written examinations, on-line examinations, and non-examination assessments, including practical assessments. All include an examined component.

SECTION B: Procedures

2. Procedures for entry/withdrawal of candidates to qualifications, examinations and other assessed components.

2.1. Entries

- MSG expects all students to be entered for examinations and assessments for which they have been prepared.

- The Exams Officer informs SLT and subject leaders of the deadlines associated with exam entry and withdrawal and informs them of the information required.

- If there has been a change of specification from the previous year, subject leaders must inform the Exams Manager when they submit estimated entries.

- Entries are submitted via the school's Management Information System. The Examinations Officer submits the entries to awarding bodies. Changes may be made without charge up to the date when awarding bodies charge fees.

- All registration and exam entry fees for internal candidates are met by MSG.

- Departments are not charged for changes of tier, withdrawals made following the proper procedures or alterations arising from administrative processes.

- Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series.

2.2. Withdrawals

- The Data Manager informs the Exams Officer if a student is taken off roll.
- In exceptional circumstances, following discussion with student, parent/carer, subject leader, SENDCo, Head of Year and the Senior Leader responsible for exams, students may be withdrawn from qualifications. The Senior Leader makes the final decision and informs the Exams Officer.

3. Procedures relating to external examinations

3.1. Delivery of examination materials

- Examination materials are always addressed 'For the attention of the Exams Manager' and marked confidential material and they are quickly recognised.
- Parcels are delivered to Reception and immediately are taken to the Exams Manager and stored in the secure exam storage

3.2. Storage and management of examination materials

- Materials are received in sealed boxes and plastic sealed envelopes and are stored in MSG's exam safe. The exam safe is accessible only by the Head of Centre, Examinations Manager and Examinations Officer who the Head of Centre has approved.
- Immediately on receipt, the Examinations Manager together with the Examinations Officer checks the papers and locks them in the exams safe and a log kept of papers once checked.
- Using the windows in the packaging, the Exams Manager cross-references all exam materials received against the timetable and logs those received.
- Exam materials are kept in the safe until the period immediately preceding the examination, as per JCQ procedures. On the day before any examination, exam materials are rechecked by the Exams Manager and the Exams Officer so that the correct paper packets will be opened.
- In accordance with JCQ regulations two invigilators check the day, date, time, subject, unit/component and tier of entry prior to opening and recorded on the appropriate log.
- Exam papers and awarding body stationery are taken out of secure storage within one hour of the stated examinations start time for exam room preparation. For access arrangements, a designated member of staff collects papers from the Exams Manager or Officer in the main exam hall.
- Spare papers for exams that have already been taken are returned to the exams safe.
- The Exams Manager/Officer informs the awarding body immediately if the security of the question papers or confidential supporting instructions is put at risk.
- After the examination, exam scripts are taken by an invigilator and/or the Exams Manager/Officer to the Exams Office. They are checked by the Exams Manager/Officer and prepared for dispatch.
- Exam papers are **never** left unattended. Care must always be taken to ensure the security of the question papers.
- Centre may open the packet(s) of question papers to make them up into more appropriately sized sets for different rooms on one or more sites provided the following conditions are met: a) as few packets as possible should be opened and this must be within 90 minutes of the awarding body's published starting time for the examination. Centres following this approach should note that prior awarding body approval is not required;
  - b) the question paper packet must be opened in the secure room and not in the examination room(s). The question paper packet must be re-sealed and placed back into the centre's secure storage facility. They must not leave the secure room any earlier than 60 minutes prior to the awarding body's published starting time for the examination;
  - c) the question papers extracted from the packet must be taken to the examination room(s)/site(s) in a sealed non-transparent envelope. An invigilator must always be present in the examination room(s). Question papers must not be left unattended.

- In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. 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 on the 'second pair of eyes' school template. If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately.

3.3 Arrangements for handling secure electronic materials

- Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre. The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.
- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.
- Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.
- Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.
- The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.
- The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.
- Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room.
- Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time.
- Report any deviation from these instructions to the awarding body using JCQ Form M2.
- Report any concerns of a potential breach of security to the awarding body immediately.

3.3. Dispatch of examination materials

- Prior to the start of each exam season, the Exams Officer liaises with Parcel Force to arrange exam parcel collection and informs reception staff of the collection window. Parcel Force collect parcels every weekday until the end of the exam season.

- Exam scripts are dispatched either on the same day as the exam or the following day.

- The Exams Manager takes packaged exam scripts that are ready for dispatch to Reception and leaves them for collection, with the dispatch log sheet. Reception staff inform the Exams Officer when Parcel Force are on site. If parcels are not ready for dispatch by the time Parcel Force arrives, they are left in the exams safe until the next day.

- If Parcel Force fails to collect for any reason, reception will notify the Exams Manager. Parcels will be stored in the exams safe overnight. Reception will notify the Exams Manager when Parcel Force arrive to collect the parcels next day.

- All collections are logged by the Exams Manager or Exams Officer on the dispatch log. The Exams Officer keeps a record of all dispatches identified by their unique reference number.

3.4. Information to students, parents and staff

- All students sitting exams are given information about exam expectations, routines and malpractice through assemblies prior to their pre-public exams and prior to the external exams. pre-public exams reflect all procedures required in external exams.

- Examination timetables and arrangements are distributed as follows:

- Individual timetable and information for candidates documents are given to each candidate.

- Full timetables (Y11 and sixth form) emailed to all staff and published on MSG website and posted around the school.

- As soon as entries are submitted, the Exams Officer will make arrangements to resolve any clashes. Candidates are spoken to and informed of any affected subjects that have clashed.

- The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given.
- 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 exam room candidates 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. This includes paper attached to calculators and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room such as paper attached to calculators.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Head of Centre.
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

3.5. Exam venues and environments

- MSG uses the following internal spaces for exams:
- The Main Hall
- Library and L01
- A203
- Room LSC for access arrangements and additional room as/when needed
- On-screen exams take place in one or all of computer rooms; 201 or 202
- The Exams Officer books all exam rooms through the Headteacher and arranges for them to be set up by the Premises Team.
- The Exams Manager ensures all materials and equipment required are in the correct rooms. The IT Technician supports on-screen exams.
- Students are responsible for bringing in the necessary equipment for exams i.e. calculators and geometry sets in a clear pencil case etc.

3.6. Invigilation: The invigilation team for each exam includes:

- A designated invigilator for each exam venue, with the exception of some individual access arrangements the invigilator will keep their phone on silent during the exam so that they can contact or be contacted by the Exams Officer if necessary during the exam;

- one to two invigilators for each group of 30 candidates (or fewer) sitting timetabled written exams; or

- one invigilator for each group of 20 candidates taking on-screen tests, or timed Art examinations unless the awarding body has given permission to do otherwise; an additional invigilator to provide cover if needed.

- This is, however, dependent on the nature of the test and the layout of the room, Further invigilators are used at the Exams Officer's discretion to ensure that all candidates are in view at all times.

- Invigilators are timetabled by the Exams Officer and deployed in each exam.

- Where an invigilator is acting as a practical support as part of one-to-one access arrangement, a "roving invigilator" as defined by JCQ is in place.

- External invigilators are used for all external written exams.

- The Exams Officer organises the invigilation team each year.

- All invigilators are trained by the Exams Officer each year on current regulations (annual update). The testing of invigilators understanding is rigorous. This also extends to those facilitating access arrangements.

3.7. Exam day routines

- Students assemble in the North Playground by 8.45am for a morning exam and by 1:45pm for an afternoon exam. The invigilators/members of SLT will take the registers and inform Exams Officer, who chase any absentees.
- The Exams Officer ensures necessary supervision for any candidates with exam clashes. Where candidates are taking two or more examinations in a session and the total time is three hours or less, any rest break is taken in the exam hall under exam conditions.

3.8. In the exam hall/exam venues (including on-screen exams)

- Senior and middle leaders supervise students into the hall only. The Exams Manager/Officer, and the invigilation team, are responsible for students once they enter the hall. The Senior Leader responsible for exams will remain until the exam has started.

- JCQ regulations concerning the people present in the examinations room are within the ICE booklet.

- An examination record sheet is completed in each exam room. This records the exam paper opening log (second pair of eyes sheet), seating plan, access arrangements, start time. This is held in the exams store after the exam. The invigilator sign in log is monitored by the Exams Officer.

- MSG's expectations for behaviour apply in and around the exam hall. Disruptive candidates will be dealt with in accordance with JCQ guidelines. JCQ regulations concerning candidates' use of mobile phones and all electronic devices (including watches) apply at all times.

- Candidates' personal belongings are kept in their bags in a designated area away from students. In smaller rooms students' bags are stored at the edge of the exam room with any phones turned off and handed into the Invigilator to store for the duration of the exam.

- Two invigilators check the day, date, time, subject, unit/component and tier of entry (if appropriate) immediately before the exam paper packet is opened and complete the appropriate log.

- An invigilator or the Exams Officer reads instructions about exam expectations to candidates at the start of each exam, including asking them to check the above information. Candidates are told when to complete the details on their answer booklets. The exam is formally started when the invigilator/Exams Manager announces that candidates may begin to write their answers.

- The date, Centre Number and start and finish times including students who have extra time, are displayed on a visible screen/whiteboard in all exam venues.

- Invigilators are made aware of students with Extra Time, supervised rest breaks or any medical needs. Candidates are required to remain in the exam room for the full length of the exam including any extra time.

- Examination papers may not be removed from the exam room during a session, and may not be read by teachers before the end of a session or within 24 hours of the exam. Papers are made available to subject leaders the next day.

- Candidates may only leave the exam hall for a genuine purpose with an immediate return. An invigilator accompanies them at all times.

- The Examinations Officer advise on the order of papers for students with a clash. Where successive exams would exceed 3 hours, an earlier or later session may be used and the candidates are kept under supervision by an invigilator, without access to electronic devices/internet.

- The Lead Invigilator for each venue stops the exam at the finish time and exam conditions are maintained as candidates' papers, question papers and any other materials are collected in. Candidates are dismissed by the Lead Invigilator and exam conditions are maintained until they are outside the room.

- Emergency evacuation procedures are available in each exam venue. In the case of an emergency, advice is sought from the relevant awarding body as soon as it is safe to do so. See Appendix A for Emergency Evacuation

3.9. Verifying candidates' identity

- MSG students' identity documentation is checked on admission to MSG, and full name and date of birth are recorded on the Management Information System.
- MSG candidates are well known to senior MSG staff who supervise students assembling for the exams, and oversee the Lead Invigilator take the register immediately before an exam, and to the Exams Manager who is present as students take their seats.

3.10. Candidates who arrive late

- A candidate who arrives after the start of the examination will usually be allowed to enter the examination room and to sit the examination, although this is at the discretion of the Head of Centre or Exams Manager.

- A candidate who arrives after the start of the examination will be allowed the full time for the examination, if MSG's organisational and supervision arrangements permit.

- 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 last one hour or more, or, for examinations that last less than one hour, if they arrive after the awarding body's published finishing time or 30 minutes after the awarding body's published starting time, whichever is later.

- Where a candidate arrives "very late" for an examination, the Exams Manager dispatches the script in the normal way and submits a written report to the awarding body in line with JCQ requirements. The candidate is warned that the awarding body is unlikely to accept the work.

3.11. Applications for special consideration

- Candidates may be eligible for special considerations if they are affected by adverse circumstances beyond their control. This applies to candidates who are present for the exam but disadvantaged, or who are absent for acceptable reasons.
- The circumstances where special consideration may apply form part of invigilators' training and are explained to staff and students prior to the start of each exam season. Students and parents are informed that, if they think they may be eligible, it is their responsibility to alert the Exams Manager/Officer.
- Applications must be supported by appropriate and up-to-date evidence. A candidate should bring any relevant evidence, for example a letter from their doctor, to the Exams Manager/Officer within three days of the exam.
- The Exams Officer submits the applications to the Awarding Body, within 7 days of the last exam in the subject.

3.12. Private candidates

- MSG does not accept private candidates.

3. Procedures relating to non-examination assessments and BTEC assignments

- Ofqual refers to any GCSE/GCE assessment which is not an examination taken on the same day, at the same time, by all students as 'non-examination assessment' (NEA).

4.1. Managing NEAs

- Each subject with an NEA has a published guidance document that includes internal guidance, awarding body guidance and JCQ guidance. This includes arrangements for securing the correct level of control.
- The Exams Manager confirms to subject leaders the deadlines relating to their non examination assessments and, later, the names of students whose work is required in the sample.
- Heads of Department/Heads of Faculty's plan and arrange the assessments and ensure appropriate training for all staff involved and information for students. They monitor the assessment processes and ensure all work is authenticated.
- In practical assessments, subject teachers and/or subject technicians are available for technical support.
- Students' work for an NEA is stored securely in a locked cupboard/cabinet unless students are working on it or teachers are marking/moderating it. Non-examination assessments requiring high control and completed electronically are saved into a dedicated secure area on MSG network.
- Where marking is internal, moderation processes involving all teachers who mark work are managed by the subject leader and outcomes are recorded. Marks are submitted online as required.
- Samples for internally-marked NEAs are collated by the subject leader and dispatched by the Exams Manager/Officer, who also records what has been sent, when and to whom.
- Subject leaders also liaise with visiting moderators where relevant and are responsible for making the required work and assessment records available.
- Students' work for externally marked NEAs and/or assessment record sheets are retained for a minimum of a full year.

4.2. Communication to students and parents

- Subject Leaders explain all procedures and expectations in relation to non-examination assessments to students. This includes talking through the JCQ guidance to candidates which is also available on MSG's website.

- Parents are informed of the assessments within each course through options booklets and course information. They are pointed to relevant JCQ guidance on MSG's website and information at parents' events.
- Details of exams procedures are given to students when they receive their timetables and in assembly.

5. Procedures relating to access arrangements

5.1. Assessment

- As students embark on a course leading to a qualification, the SENDCo uses their knowledge of students' special educational needs and/or disabilities to identify students who may be eligible for access arrangements. They also invite subject and pastoral leaders to identify students.
- The SENDCo compiles a list of students, their needs and supporting evidence for the qualified assessor.
- Following assessment, the assessor confirms the students who should have access arrangements and the SENDCo submits the applications to the Awarding Body via the JCQ website and confirms the response.
- A copy of applications, evidence of need, awarding body approval and signed data protection notice is held securely in individual files in the SENDCo's office.
- The SENDCo confirms for students the access arrangements that have been approved for them and trains them in how to make effective use of this resource.

5.2. Implementing Access Arrangements

- The SENDCo 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/exams.
- A candidate's access arrangements requirement is determined by the SENDCo.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo/Exams Officer.
- Rooming for access arrangement candidates will be arranged by the Exams Officer and Head of Centre.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.
- The SENDCo informs the Exams Officer of students entitled to access arrangements. Together they plan the provision and staffing needed in each exam. The arrangements for exams will always reflect students' subject specific "normal way of working".
- The SENDCo informs subject leaders of students entitled to access arrangements so that they can be applied to NEAs and online exams.
- Exam's Manager inform the SENDCo of the dates for NEAs and online exams. The SENDCo supports, as necessary, with implementation of the arrangements.
- The Exams Officer and the SENDCo schedule, as necessary, equipment (including laptops), rooms, staff providing practical support and invigilators to meet the access arrangements.
- Candidates with access arrangements are identified on seating plans and registers.

6. Procedures relating to results and post-results services

6.1. Results download

- The Data Manager and Exams Officer access the downloadable files from the awarding bodies, resolve any anomalies and produce statements of results for individual candidates.

6.2. Results day

- MSG is open and staffed on results days for students to collect their results. They must attend in person. MSG do not release results to third parties unless we have written confirmation from the student and ID from parent/carer.
- Arrangements for the school to be open on results day are made by the Head of Centre.
- Candidates receive individual statements of results from MSG staff. Candidates may arrange with the Exams Manager or Officer to collect them in person.
- Appropriate staff are available to support students with decisions about their next steps. This includes our Careers Advisor throughout the day.

6.3. Posts results services - Appeals

- Candidates are informed of these services in the letter detailing results day arrangements. This information is also updated on the school website.
- Enquiries about results (EARs).
- This is a request for a remark of a particular paper. EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- If a mark is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of requesting a re-mark. If a candidate requires a re-mark against the advice of MSG staff, they can appeal against the decision using the procedure and pay the fee. Alternatively, the candidate can pay for the re-mark.
- A request for a re-mark must have the written consent of the candidate showing that they are aware that the mark achieved following a remark is final and the mark could go down as well as up.
- If the Head of Centre is satisfied with the outcome of the EAR but the candidate or their parents/carers are not, appeals can be made against the procedure not the outcome.

6.4. Access to scripts

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results (not available for GCSE and student may have to pay for access to the script).
- Centre staff may also request scripts for investigation or for teaching purposes. The written consent of candidates must be obtained before the request is submitted.
- Re-marks cannot be applied for once a script has been returned.

6.5. Certificates

- Candidates are informed on results day of the arrangements for collecting certificates from MSG.
- Certificates are presented or collected in person and signed for.
- Certificates can be collected on behalf of a candidate by a third party under special circumstances but they must have written permission and ID.
- The Centre will keep certificates for 2 years, after which time they are shredded.

6.6. Procedures relating to malpractice

- Teaching staff, support staff and invigilators have a duty to report any incidents of malpractice within an exam or assessment procedures, by colleagues or students, to senior members of staff. Senior staff should report it to the Head of Centre/Exams Manager.
- In accordance with JCQ regulations, MSG will report any incident of malpractice immediately to the relevant awarding body.
- Incidents of malpractice by candidates may result in disqualification of the candidate from the paper or assessment or possibly the whole qualification.
- MSG will investigate any incident of suspected malpractice in accordance with JCQ regulations.
- The Head of Centre is responsible for investigating suspected malpractice.

SECTION C: ROLES RESPONSIBILITIES AND TRAINING

7. Roles Responsible for Training

7.1. The Head of Centre is responsible for:

- MSG as an Examination Centre and its compliance with all JCQ/awarding body requirements relevant to the qualifications offered at MSG;
- the implementation of this policy by all staff;
- keeping this policy up to date and ensuring its annual review;
- investigating and reporting all suspicions or actual incidents of malpractice.
- keeping abreast of updates and changes to JCQ requirements and ensuring that all staff are informed of these;
- with other senior staff, making decisions about withdrawing students from a qualification, exam or non-exam assessment and communicating this to the Exams Manager;
- managing any internal appeals for GCSE/GCE; advising on Enquiries About Results.

7.2. The Exams Manager who is responsible for exams is responsible for:

- ensuring that the Senior Leadership Team is fully informed of the implications of this policy for the day-to-day operation of MSG;
- ensuring all staff are appropriately informed and trained for their roles within this policy;
- line managing the Exams Officer;
- quality assuring subject teams' approaches to planning and managing non-examination assessments, in line with JCQ requirements and awarding bodies' subject-specific instructions;
- monitoring the procedures in this policy and ensuring exams and non-exam assessments are run efficiently and in the best interest of students;
- mapping overall resource management requirements for non-examination assessments over the year and resolving:
- clashes/problems over the timing or operation of non-examination assessments;
- issues arising from the need for particular facilities (rooms, IT networks, time out of school etc);
- ensuring that all staff have a calendar of assessment events;

7.3. If BTEC courses are run the Quality Nominee is responsible to SLT in charge of vocational qualifications for:

- fulfilling the role as set out in Pearson's quality assurance handbook;
- quality assuring technical subject teams' approaches to planning, managing, assessing and verifying assignments and students' work;
- ensuring the implementation of the academy BTEC Assessment, Internal Verification and Malpractice Policy and the academy BTEC Registration and Certification Policy;
- facilitating the Centre Quality Review and acting on any action points in the report;
- keeping abreast of updates and changes to awarding body requirements and ensuring that all BTEC staff are informed of these;
- managing any internal appeals for BTEC.

7.4. The Exams Manager and Exams Officer are responsible for:

- all aspects of public exams and non-exam assessment administration;
- communicating with awarding bodies and JCQ, in connection with registrations, entries, deadlines, submission of marks, claiming results, claiming certificates;
- advising the Head of Centre, Senior Leadership Team, subject teachers, tutors and relevant support staff on annual exam timetables, non-exam assessment deadlines and sample groups and the application of JCQ/awarding body procedures;
- producing and distributing to staff, governors and candidates an annual calendar for all exams taking place at MSG and communicating regularly with staff concerning deadlines and events;
- ensuring that candidates and their parents are informed of, and understand, those aspects of the exam timetable and JCQ/awarding body procedures that will affect them;
- scheduling pre-public exams around available spaces and liaising with the Premises Team about set-up requirements;
- organising the setup of the exam rooms to meet JCQ requirements and displaying regulatory and candidate information;
- receiving, checking, and securely storing all exam papers, other confidential material relating to assessments and completed scripts;
- with the SENDCo, administering and implementing Access Arrangements and applying for special consideration in accordance with JCQ requirements;
- identifying and managing exam timetable clashes;
- recruiting a team of external invigilators responsible for the conduct of exams;
- training, deploying and monitoring the invigilation team;
- ensuring the Lead Invigilator is aware of any necessary paperwork to be completed in the exam hall and notifies the Exams Officer of any other pertinent information relating to the conduct of the exam session;
- ensuring secure timely and recorded dispatch of examination scripts and non-exam assessment samples to awarding bodies;
- maintaining systems and processes to support the timely entry of candidates for exams and non-exam assessments;

- entering/registering candidates for qualifications and units, whether assessed by external exam, on-screen exam, non-exam assessment or assignment, before the deadline for final entries;
- assisting subject staff to submit candidates' non-examination assessment and assignment marks, and any other information required by the awarding bodies, correctly and on time.
- tracking return of non-examination assessment and assignment samples;
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests;
- keeping the Senior Leadership Team informed of developments in qualifications, assessments and JCQ requirements.

7.5. The SENDCo is responsible for:

- with input from subject and pastoral teams, identifying candidates who may be eligible for Access Arrangements and arranging their assessment by a qualified assessor;
- The SENDCo must provide information on the level of support required for each subject
- preparing and storing the evidence that supports each application;
- submitting the applications via the JCQ's Access Arrangements On-line system;
- informing subject leaders of students' agreed Access Arrangements and supporting them in implementing them in non-examination assessments;
- informing students of their access arrangements and preparing students to make effective use of them
- training MSG staff for their roles in Access Arrangements;
- with the Exams Manager and Exams Officer, planning, implementing and monitoring individuals' Access Arrangements in accordance with JCQ requirements, to help candidates achieve their course aims.
- At the beginning of year 11 the SENDCo will notify the Exams Officer of candidates with access arrangements. The SENDCo will update the Exams Manager and Exams Officer if these needs to change.

7.6. Senior leaders line managing subject areas are responsible for:

- supporting subject leaders in making entry decisions where alternatives are available;
- understanding the requirements of the awarding body's specification and being familiar with relevant teachers' guidance and any other subject-specific instructions
- discussing the timing of non-exam assessments with the subject leader, in the context of the whole-school schedule;
- the safe and secure conduct of non-examination assessments within their areas and for ensuring all non-exam assessments comply with JCQ requirements and awarding bodies' subject-specific instructions.

7.7. Subject leaders are responsible for:

- deciding on the awarding body, the specifications and the units for the qualifications offered in their subject and informing the Exams Manager of any changes;

- ensuring that individual teachers understand the requirements of the awarding body's specification and are familiar with relevant teachers' guidance and any other subject-specific instructions;
- decisions about entries where alternatives are available;
- accurate completion of entry and all other mark sheets and adhering to internal and external deadlines as set by the Exams Manager and awarding bodies;
- where appropriate, ensure new assessment tasks are developed, or sample awarding body assessment tasks are contextualised to meet local circumstances, in line with awarding body specifications and control requirements;
- ensuring that they, and all subject teachers, understand their responsibilities with regard to non-examination assessments, including producing a subject specific guide that all teaching/assessing team members sign;
- communicating with students and parents about expectations, routines and requirements relating to non-examination assessments;
- thorough and timely standardisation/moderation/internal verification of all internally-assessed components;
- submitting marks to the awarding body and keeping a record of the marks awarded.

7.8. Teachers are responsible for:
- forwarding qualification, exam, and assessment entry information to their subject leader;
- understanding and complying with the JCQ and awarding body requirements for their non examination assessments as included in their subject team's guidance booklet;
- where relevant, obtaining confidential materials/tasks set by awarding bodies in sufficient time to prepare for the assessment(s) and ensuring that such materials are stored securely at all times;
- asking the SENDCo for any assistance required for the management of Access Arrangements;
- Informing the SENDCo of students who may require access arrangements
- supervising assessments, at the specified level of control, in accordance with JCQ/awarding body requirements, only providing assistance to students as the specification allows;
- ensuring that students and supervising teachers sign authentication forms on completion of an assessment;
- marking internally-assessed components using the mark schemes provided by the awarding body and participating in standardisation/moderation activities;
- retaining candidates' work securely between high-control assessment sessions and safely for all other assessments when the students' work is on MSG site;
- post completion, retaining candidates' work securely until the closing date for enquiries about results; in the event that an enquiry is submitted, retaining candidates' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.

7.9. Candidates are responsible for:
- adhering to JCQ exam requirements at all times and observing all rules that apply when in an exam hall or under other controlled conditions;
- understanding non-examination and assessment and BTEC assignment regulations and signing a declaration that authenticates their work as their own:

- reading and adhering to the exam timetable (and any timetable for non-examination assessments) and arriving for exams at least 15 minutes before the start time, or as directed;
- discussing any exam clashes with the Exams Officer;
- bringing the correct equipment for the exam. Invigilators will not provide any stationary that has been forgotten;
- being attentive during the exam and listening, with great care, to the invigilator's instructions before the start of an exam.

7.10. Training for these roles

- MSG is committed to ensuring all staff are kept up to date with requirements relating to exams and non-exam assessments for qualifications. The exams policy is presented to all staff annually, following its review. Before the start of each exam season, all staff are also informed of procedures surrounding external exams, with a particular focus on any procedures that have changed.
- The senior leader with responsibility for exams, the Quality Nominee and the Exams Manager/Officer participate annually in relevant awarding body training, are part of awarding body networks for updates, and belong to local networks where available.
- Procedures relating to exams and non-exam assessments for qualifications form part of the induction training for middle leaders and all middle leaders discuss them annually at a Leadership meeting. Middle leaders inform their teams of requirements and in particular give faculty time to discussing procedures for non-examination assessments.
- The Exams Officer provides training for all new invigilators and annual update training for existing invigilators. A record of the content of this training and attendees is retained on file.
- The Exams Officer provides training annually to all staff who are providing students' Access Arrangements. A record of the content of this training and attendees is retained on file.

APPENDIX :

A: Emergency Evacuation Procedure

B: Risk Assessment/Contingency Plan

C: Role and Responsibilities (School Handbook)

Appendix A: Emergency Evacuation Procedure

An emergency evacuation is required where it is unsafe for candidates to remain in the exam room. This might include a fire in the exam room, the fire alarm sounding to warn of fire, bomb alert or other serious threat.

In exceptional situations, where candidates might be severely disadvantaged or distressed by remaining in the exam room, the emergency evacuation procedure may also need to be followed. This might include situations where there is severe disruption in the exam room, serious illness of a candidate or invigilator or similarly serious incidents.

As each incident may be different, advice will be sought from the relevant awarding body as soon as it is safe to do so, particularly where the centre is concerned about the security of the examination(s). (ICE 25.4)

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will 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. (ICE 25.5)

Emergency evacuation of an exam room

Roles and responsibilities

Head of centre
- Ensures the emergency evacuation policy for exams is fit for purpose and complies with relevant health and safety regulation
- Ensures any instructions from relevant local or national agencies are referenced and followed where applicable

Senior leader
- Where responsible for the centre-wide emergency evacuation procedure, ensures all staff and appointed fire marshals are aware of the policy and procedures to be followed when an emergency evacuation of an exam room is required

Additional learning support (ALS) lead/Special educational needs coordinator (SENCo)
- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams Manager & Officer
- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed of Fire Procedures prior to exams taking place, on what will happen in the event of an emergency whilst in the exam room They are instructed to assemble in the North Playground,
- Provides invigilators with a copy of the emergency evacuation procedure for every exam room

- Provides a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about emergency procedures and what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room
- Liaises with the ALS lead/SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
  - Ensures appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken through application of the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

In Case of an Emergency

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

- 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.
- Instruct the students to go to the North Playground next to the Gym.
- 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 whilst 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. This would be confirmed by the Exams Manager first.

Invigilators
- By attending training and/or update sessions, ensure they understand what to do in the event of an emergency in the exam room
- Follow the actions required in the emergency evacuation procedure issued to them for every exam room
- Confirm with the exams officer, where different procedures or assistance may need to be provided for a disabled candidate they are invigilating
- Record details on the exam room incident log to support follow-up reporting to the awarding body by the exams officer (see below)

Other relevant centre staff
- Support the senior leader, ALS lead/SENCo, exams officer and invigilators in ensuring the safe emergency evacuation of exam rooms

Recording details

As soon as practically possible and safe to do so, details should be recorded. Details must include:

- the actual time of the start of the interruption
- the actions taken
- the actual time the exam(s) resumed
- the actual finishing time(s) of the resumed exam(s)

Further details could include:
- report on candidate behaviour throughout the interruption/evacuation
- a judgement on the impact on candidates after the interruption/evacuation

Appendix B: Risk Assessment/Contingency Plan

Exam Contingency Plan 2022 - 2023

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the management and administration of the exam process at Mulberry Stepney Green School. By outlining actions/procedures to be followed 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 information contained in the *Joint contingency plan for 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.*

Causes of potential disruption to the exam process

Exam officer extended absence at key points in the exam process (cycle)

Criteria for implementation of the plan

- Key tasks required in the management and administration of the exam cycle not undertaken including:

Planning
- annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered
- annual exams plan not produced identifying essential key tasks, key dates and deadlines
- sufficient invigilators not recruited and trained

Entries
- awarding bodies not being informed of early/estimated entries which prompts release of early information required by teaching staff
- candidates not being entered with awarding bodies for external exams/assessment
- awarding body entry deadlines missed or late or other penalty fees being incurred

Pre-exams
- candidates not briefed on exam timetables and awarding body information for candidates
- exam timetabling, rooming allocation; and invigilation schedules not prepared
- exam/assessment materials and candidates' work not stored under required secure conditions
- internal assessment marks and samples of candidates' work not submitted to awarding bodies/external moderators

Exam time
- exams/assessments not taken under the conditions prescribed by awarding bodies
- required reports/requests not submitted to awarding bodies during exam/assessment periods e.g. very late arrival, suspected malpractice, special consideration
- candidates' scripts not dispatched as required to awarding bodies

Results and post-results
- access to examination results affecting the distribution of results to candidates
- the facilitation of the post-results services

Centre actions
- SLT to nominate a 'deputy' to cover the role / task. This would usually be the Exams Assistant. Extra help could be called on from the Lead Invigilator, currently Hamida Khanom
- ⬜SLT will source alternative venues/facilities
- Extra Hours should be allocated to the deputy to ensure there are sufficient hours to cover the work required.
- Extra help could be sought by networking with staff from other local centres.
- Refer to www.theexamsoffice.org for detailed instructions on all exam procedures. (A Valuable source of information)
- Relief staff to be given access to secure storage procedures, including key codes for the doors, usernames and passwords for the staff network and exams websites
- Always report long term absence to the Exam Boards so they are aware of the situation. They are quite often prepared to help and can be flexible with deadlines etc in these circumstances.

SENCo extended absence at key points in the exam cycle

Criteria for implementation of the plan

- Key tasks required in the management and administration of the access arrangements process within the exam cycle not undertaken including:

Planning

- candidates not tested/assessed to identify potential access arrangement requirements
- evidence of need and evidence to support normal way of working not collated

Pre-exams

- approval for access arrangements not applied for to the awarding body
- modified paper requirements not identified in a timely manner to enable ordering to meet external deadline
- staff providing support to access arrangement candidates not allocated and trained

Exam time

- access arrangement candidate support not arranged for exam rooms

Centre actions:

- SLT to nominate a 'deputy' to cover the role / task.
- SLT to appoint qualified assessor to test candidates in place of the SENCo.
- Approval from exam boards and exam arrangements could be passed to the Exams Office – with sufficient warning and planning time.
- SENDCo to arrange student support during all exams

Teaching staff extended absence at key points in the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received
- Final entry information not provided to the exams officer on time; resulting in:
- candidates not being entered for exams/assessments or being entered late
- late or other penalty fees being charged by awarding bodies
- Internal assessment marks and candidates' work not provided to meet submission deadlines
- Centre actions:
- HOF's/ HOD's should take responsibility for any missing entries, coursework marks and any assessment marks in the absence of a member of teaching staff.
- Entries must be made on time to meet deadlines and avoid late fees. Amendments can always be made at a later date to confirm final entries.

Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

Failure to recruit and train sufficient invigilators to conduct exams

- Invigilator shortage on peak exam days
- Invigilator absence on the day of an exam

Centre actions:

- First check availability of other invigilators who said they were available for that slot.
- Check 'freed staff' to see if there is anyone else available who has not been used from that teaching period. (Summer season - Daily staff timetables will be in the red Summer Timetable file)
- Check with cover to see if they have any free staff.
- See if it is possible to amalgamate any of the access arrangement rooms to release an invigilator.
- As a last resort, call upon SLTs to invigilate.

Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

Criteria for implementation of the plan

- Exams Officer unable to identify sufficient/appropriate rooms during exams timetable planning
- Insufficient rooms available on peak exam days
- Main exam venues unavailable due to an expected incident at exam time

Centre actions:

- A Clear rooming plan for exams should be determined at the beginning of the Academic year.
- 2022/2023 Default exam rooms – Gym, A002, N001, A203
- Room bookings must be made early enough in advance to ensure there are sufficient rooms for exam students.
- If there is an emergency on the day, the free room calendar must be checked first and moves made accordingly.
- If all students are in exams at any one time, then the rooms used by that Year group in that period, should be free and can be booked for exams.
- If no possibility of any free rooms, refer to SLT for advice.

Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- MIS system failure at results release time

Centre actions:

- All Exam entries should be made well in advance of the deadline to avoid this issue in the first place. If the entries are left to the last minute and there is an IT failure, firstly ring the relevant exam boards to explain (They may give you an extension, but get that in writing).
- Try to access SIMS through another computer i.e. from home, or another SIMS

Disruption of teaching time – centre closed for an extended period

Criteria for implementation of the plan
- Centre closed or candidates are unable to attend for an extended period during normal teaching or study supported time, interrupting the provision of normal teaching and learning.

Centre actions:

- Where there is disruption to teaching time and students miss teaching and learning, it remains the responsibility of centre to prepare students, as usual, for examinations.

- In the case of modular courses, Mulberry Stepney Green School may advise candidates to sit examinations in an alternative series.
- Centre should have plans in place to facilitate alternative methods of learning.

Centre unable to open as normal during the exams period

Criteria for implementation of the plan

- Centre unable to open as normal for scheduled examinations
- *In the event that the head of centre decides the centre cannot be opened for scheduled examinations, the relevant awarding body must be informed as soon as possible. Awarding

bodies will be able to offer advice regarding the alternative arrangements for conducting examinations that may be available and the options for candidates who have not been able to take scheduled examinations.

Centre actions:

- Centre to open for examinations and examination candidates only, if possible.
- Centre to use alternative venues in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public building, if possible)
- Centre may offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements.

Candidates unable to take examinations because of a crisis – centre remains open

Criteria for implementation of the plan

- Candidates are unable to attend the examination centre to take examinations as normal
- Centre actions:
- Centre to liaise with candidates to identify whether the examination can be sat at an alternative venue in agreement with the relevant awarding organisations.
- Centre to offer candidates an opportunity to sit any examinations missed at the next available series.
- Centre to apply to awarding organisations for special consideration for candidates where they have met the minimum requirements. 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 an examination for other reasons they should be aware that special consideration rules will not apply.

Exam Papers not arrived in time / Students issued with wrong exam papers.

Criteria for implementation of the plan

- Candidates are unable to sit exam due to wrong paper being delivered.
- Examination papers not delivered to school on time.

Centre actions:

- Centre will check all exam papers upon arrival in school and will alert the appropriate Awarding Bodies of any discrepancies.
- If this happens on the day of the exam, contact the Exam Boards immediately. Awarding organisations to provide centres with electronic access to examination papers via a secure external network.
- Awarding organisations to fax examination papers to centres if electronic transfer is not possible.
- The Examinations Officer would need to ensure that copies are received, made and stored under secure conditions.

Disruption to the transportation of completed examination scripts

Criteria for implementation of the plan

- Delay in normal collection arrangements for completed examination scripts

Centre actions:

- In the first instance centres to seek advice from awarding organisations and normal collection agency regarding collection. Mulberry Stepney Green School should not to make their own arrangements for transportation without approval from awarding organisations.
- Centre must ensure secure storage of completed examination papers until collection.
- All exams scripts must be stored in the secure Exams Office. If this is not accessible, then in the safe in the Main Office.

Assessment evidence is not available to be marked

Criteria for implementation of the plan
- Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Centre actions:
- Notify Awarding Bodies immediately.
- Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations
- Candidates to retake affected assessment at subsequent assessment window.

Centre unable to distribute results as normal

Criteria for implementation of the plan

- Centre is unable to access or manage the distribution of results to candidates, or to facilitate post-results services

Centre actions:

- Centre to notify Awarding Bodies
- Centre to make arrangements to access its results at an alternative site (Possible to access from home)
- Centre to make arrangements to coordinate access to post results services from an alternative site
- Centre to share facilities with other centres if this is possible. Further guidance to inform and implement contingency planning.

Ofqual
Joint Contingency Plan in the event of widespread disruption to the Examination System in England, Wales and Northern Ireland
http://dera.ioe.ac.uk/16235/1/2012-12-11-joint-contingency-plan-november-2012.pdf

GOV.UK
Emergencies and severe weather: schools and early years settings
https://www.gov.uk/emergencies-and-severe-weather-schools-and-early-years-settings

Teaching time lost due to severe weather conditions
https://www.gov.uk/government/publications/teaching-time-lost-due-to-severe-weather-conditions/teaching-time-lost-due-to-severe-weather-conditions

Dispatch of exam scripts guide - Contingency planning
https://www.gov.uk/government/publications/dispatch-of-exam-scripts-yellow-label-service/dispatch-of-exam-scripts-guide

JCQ
Guidance on alternative site arrangements
http://www.jcq.org.uk/exams-office/forms

Instructions for conducting examinations
http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations

Guidance on access arrangements and special consideration
http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration

Appendix C: Role and Responsibilities (School Handbook)

Prior to Exam
HOF/HODs responsibilities:
• When requested by DOS provide exam entry codes (including tiers) QAN codes and class codes.
• Ensure any amendments to the above emailed to DOS prior to the deadline
• Inform students of tier changes
• HOF to monitor coursework planning across faculty and ensure staff meet deadlines. Provide coursework sample within school deadline
DOS responsibilities:
• Inform HODs where the marksheets with unit codes are located for access on SIMS
• Organise seating, time amendments and locations including 'clash' students
• Organise creation and distribution of peach and white timetables to tutors for distribution
• Organise Parcel Force Yellow Label
• Amend students' names with evidence only
• Organise and train invigilators- update log/documents
• Full timetable to be placed around school venues
• Print attendance registers & seating plans
• Display on window in front of hall seating plans daily
• Organise labelling of desks
• Apply for emergency access arrangements and special considerations
• Set up welcome pack with procedures and ICE booklet for each venue
• BTEC online documents for use for exams
• Print registers for BTEC Exams
•
Tutor responsibilities:
• Distribute **Peach** timetables (Includes exam dates, subjects shown and a potential clash) to tutees **– Feb 2023**
• Ensure students check their official names that will be printed on their certificates
• Ensure students speak to their HOD if any subjects are missing or have been added in error
• Distribute **White** timetables (exams dates, subjects, seat number, venue and amendment of clash times)
• Ensure students are aware of their candidate numbers, seat number & venue
•
Learning Support Faculty responsibilities:
• All access arrangements to be in date and in place within folder
• Complete testing and required documentation for exam boards
• Inform DOS of students who have special requirements
• Arrange appropriate staff for SEN support
• Arrange modified papers as necessary
•
HOY responsibilities:
• Inform DOS of any ongoing or new medical conditions that could entail 25% extra time
• Contact parents who have punctuality and attendance concerns prior to exams and support on the da
SPL responsibilities:
• Discuss venues required with Head
• Arrange rooms and seating with DOS
• Inform premises staff of room and desk arrangements
• Display 'conduct of exams' & 'warning to candidate' notices in exam venues
• Invigilator training with DOS
• Ensure coursework deadlines are met
• Organise ICT team – digital clocks
• Keep exams folder up to date with policies and other information

Mulberry Stepney Green Examinations Policy

BTEC Lead/Coordinator responsibilities:
- Register students for the relevant courses
- Enter students for exams
- Create exam timetable and email to DOS
- Print registers for exam days
- Liaise with UDT for online exams and room use for exams
- Liaise with ICT support for online exams
- Coordinators to be off timetable to start the online exams