

MULBERRY STEPNEY GREEN

MATHS, COMPUTING & SCIENCE COLLEGE

EXAMS POLICY

Ratified on: November 2025

Ratified by: Full Governing Body

Date of next review: November 2026

| 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 |
| Version 3 | September 2024 | Reflect new JCQ regulations/guidance: 1.6, 2.5, 3.1, 3.6, 3.8, 4.4, 4.10, 4.18, 16.1, 18.4 Appendix amended |
| Version 4 | November 2024 | 3.2, 3.3, 3.4, 3.6, 3.8, 3.9, 7.1, 7.2, 7.3, 7.5, 7.6 -7.13, 7.16, 7.17 Appendix amended accordingly Appendix B, C, D |
| Version 5 | September 2025 | Reflect new JCQ regulations/guidance: 2.6, 2.8, 3.6, 18.1 3.1, 3.1, 4.13, 4.21, 5.11, 8.2 11.8, 14.25 (m), 19.3, 27.4 31.1, 7.3, 7.4, Appendix 4 & 7 Appendix amended accordingly Appendix E Appendix F |

Contents

| | |
|---|-----------|
| SECTION A: Introduction | 7 |
| 1.1 Purpose of the policy | 7 |
| 1.2. Scope of the policy | 7 |
| 1.3. Principles underpinning the policy | 7 |
| Equality Legislation | 7 |
| 1.4. Policy review | 7 |
| 1.5. Qualifications offered | 7 |
| SECTION B: | 8 |
| Procedures for entry/withdrawal of candidates to qualifications, examinations and other assessed components. | 8 |
| 2.1. Entries | 8 |
| 2.2. Withdrawals | 8 |
| 3.1. Delivery of examination materials | 8 |
| 3.2. Storage and management of examination materials and the secure storage facility | 9 |
| The secure room and the secure storage facility | 11 |
| 3.3 Arrangements for handling secure electronic materials | 11 |
| Dispatch of examination materials | 13 |
| 3.4. Information to students, parents and staff | 13 |
| 3.5. Exam venues and environments | 14 |
| 3.6. Invigilation: The invigilation team for each exam includes: | 14 |
| 3.7. Exam day routines | 16 |
| 3.8. In the exam hall/exam venues (including on-screen exams) | 16 |
| Exam rooms | 17 |
| 3.9. Verifying candidates' identity | 18 |
| 3.10. Candidates who arrive late | 18 |
| 3.11. Applications for special consideration | 19 |
| 3.12. Private candidates | 19 |
| Procedures relating to non-examination assessments and BTEC assignments | 19 |
| 4.1. Managing NEAs | 19 |
| 4.2. Communication to students and parents | 20 |
| Procedures relating to Access Arrangements | 20 |
| 5.1. Assessment | 20 |
| 5.2. Implementing Access Arrangements | 20 |
| Procedures relating to results and post-results services | 21 |
| 6.1. Results download | 21 |

Mulberry Stepney Green Examinations Policy 2025-2026

| | |
|--|-----------|
| 6.2. Results day | 21 |
| 6.3. Posts results services - Appeals | 21 |
| 6.4. Access to scripts | 22 |
| 6.5. Certificates | 22 |
| 6.6. Procedures relating to malpractice | 22 |
| SECTION C: ROLES RESPONSIBILITIES AND TRAINING | 22 |
| Roles Responsible and Training | 22 |
| 7.1. The Head of Centre is responsible for: | 22 |
| 7.2 Resilience and contingency arrangements | 24 |
| Cyber security | 24 |
| 7.3 Recruitment, selection, training and support | 25 |
| 7.4 Conflicts of interest | 26 |
| Centre inspections | 27 |
| Conflicts of interest | 28 |
| 7.5 Access arrangements and reasonable adjustments | 30 |
| Alternative Rooming Arrangements Policy (Exams) | 31 |
| Internal assessment and endorsements | 31 |
| 7.6 Malpractice | 31 |
| 7.7 Personal data | 32 |
| 7.8 The Exams Manager who is responsible for exams is responsible for: | 32 |
| 7.9 If BTEC courses are run the Quality Nominee is responsible to SLT in charge of vocational qualifications for: .. | 32 |
| 7.10. The Exams Manager and Exams Officer are responsible for: | 33 |
| 7.11 The SENDCo is responsible for: | 34 |
| . Senior leaders line managing subject areas are responsible for: | 34 |
| 7.12. Subject leaders are responsible for: | 35 |
| 7.13. Teachers are responsible for: | 35 |
| Invigilators are responsible for | 36 |
| 7.14. Candidates are responsible for: | 36 |
| 7.15. Training for these roles | 36 |
| 7.16 Information sharing | 36 |
| 7.17 Information gathering | 37 |
| Appendix A: Emergency Evacuation Procedure | 37 |
| Emergency evacuation of an exam room | 38 |
| Appendix B: Contingency Plan | 40 |
| 2025-2026 | 40 |
| 1. Exam officer extended absence a critical stage of the exam cycle | 40 |

| | |
|---|-----------|
| 2. ALS lead/SENCo extended absence at critical stage of the exam cycle | 41 |
| 3. Teaching staff extended absence at a critical stage of the exam cycle | 42 |
| 4. Invigilators - lack of appropriately trained invigilators or invigilator absence | 42 |
| 5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice | 43 |
| 6. Cyber-attack | 43 |
| 7. Failure of IT systems..... | 43 |
| 8. Emergency evacuation of the exam room (or centre lockdown) | 43 |
| 9. Disruption of teaching time in the weeks before an exam – centre closed for an extended period | 43 |
| 10. Candidates may not be able to take examinations - centre remains open | 44 |
| 11. Centre may not be able to open as normal during the examination period | 44 |
| 12. Disruption in the distribution of examination papers | 44 |
| 13. Disruption to transporting completed examination scripts | 45 |
| 14. Assessment evidence is not available to be marked | 45 |
| 15. Centre unable to distribute results as normal or facilitate post results services | 45 |
| Appendix C: Role and Responsibilities (School Handbook) | 46 |
| 2025– 2026 PUBLIC EXAMINATIONS | 46 |
| RESPONSIBILITIES OF STAFF | 46 |
| Appendix D..... | 52 |
| Planning: roles and responsibilities | 53 |
| Estimated entries | 54 |
| Final entries..... | 54 |
| Entry fees | 55 |
| Late entries | 55 |
| Re-sit entries | 55 |
| Private candidates | 55 |
| Candidate statements of entry | 55 |
| Access arrangements and reasonable adjustments | 55 |
| Briefing candidates | 56 |
| Dispatch of exam scripts | 56 |
| Estimated grades | 56 |
| Internal assessment and endorsements..... | 57 |
| Invigilation..... | 57 |
| JCQ Centre Inspections | 58 |
| Seating and identifying candidates in exam rooms | 58 |
| Security of exam materials | 58 |
| Timetabling and rooming..... | 59 |

Mulberry Stepney Green Examinations Policy 2025-2026

| | |
|---|----|
| Alternative site arrangements | 60 |
| Centre consortium arrangements..... | 60 |
| Transferred candidate arrangements | 60 |
| Internal exams/assessments..... | 60 |
| Exam time: roles and responsibilities | 60 |
| Access arrangements | 60 |
| Candidate absence | 61 |
| Candidate behaviour..... | 61 |
| Candidate belongings..... | 61 |
| Candidate late arrival | 61 |
| Policy in place..... | 61 |
| Conducting exams..... | 61 |
| Dispatch of exam scripts | 61 |
| Exam papers and materials..... | 61 |
| Irregularities..... | 62 |
| Malpractice | 63 |
| Special consideration | 63 |
| Unauthorised items | 63 |
| Internal exams/assessments..... | 63 |
| Internal assessment | 63 |
| Managing results day(s) | 64 |
| Accessing results | 64 |
| Post-results services..... | 64 |
| Analysis of results | 65 |
| Certificates | 65 |
| APPENDIX E | 66 |

SECTION A: 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. This policy covers Cambridge Advanced Nationals, NCFE Vocational and Technical qualifications and TQUK qualifications. Refer to ICE p9
- 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 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/carers, 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.

Procedures relating to 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 and the secure storage facility

- All staff accessing secure assessment material via awarding bodies' online systems must have a device complying with awarding bodies' multi-factor authentication (MFA) requirements.
- Devices used for the purposes of multi-factor authentication (MFA) must never be shared by more than one member of staff.
- 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 as key holders to the secure storage facility. All keyholders are directly employed by the school.
- 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.
- Awarding body contact details have been provided where a centre experiences an issue with the receipt of question papers.

| | | |
|---|---|--|
|  Questions matter  0800 197 7162 |  Oxford Cambridge and RSA  01223 553 998 |   02920 265 077 |
|   03333 583 344  tquk.org |   0192 4930 800 |  UK Centres:  0344 463 2535 International Centres:  +44 (0)120 4770 696 |
|  Rewarding Learning  028 9026 1213 |   0191 239 8000 | |

- Using the windows in the packaging, the Exams Manager cross-references all exam materials received against the timetable and logs those received.
- Care must be taken when handling question paper packets to ensure the packaging is not damaged.
- Centres must note the requirements for the second pair of eyes check
- The second pair of eyes check must take place immediately before each question paper packet is opened in the designated examination room. ICE 2.8, 18.1
- If the question paper packet needs to be split for different rooms on one or more sites or for an access arrangement, the check must take place in the secure room. ICE 2.8, 18.1
- Question papers must always be kept in their sealed packets until signed out for the appropriate exam session. ICE 2.8
- In either scenario the second pair of eyes check must be recorded. ICE 2.8, 18.1

- 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.
- Question papers must always be kept in their sealed packets until signed out for the appropriate exam session.
- 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.
- Centres must note the arrangements for unused question papers. Unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination.
ICE 31.1
- Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility, e.g. safe or security cabinet
- 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.

- In an emergency situation where the secure room and the secure storage facility cannot be accessed refer to contingency plan and contact JCQ Centre Inspection Service immediately.

Head of centre

(GR 3.6)

- Ensures the centre has a secure storage facility in a room solely assigned to examinations (ICE 3.1)

The secure room and the secure storage facility

The secure room

The secure room must only be used for the purpose of administering secure examination materials.

The secure room must be accessible throughout an examination series for the storage of question papers and be available for inspection. ICE3.1

Centres must note the requirements where the secure storage facility has an electronic digital lock (at present we do not have electronic digital lock).

Where an electronic digital lock is installed, it must meet EN1300 Class B, VdS Class 2 or a higher standard. The lock should support multiple identifiable users and include a designated lock manager, typically the exams officer. Additionally, the lock must feature an audit trail that records all lock-related activities, including the user, date and time of each event. To ensure reliability, batteries should be replaced annually before the June examination series and all authorised users must test the lock to confirm proper functionality.

Access to the secure room **must** be restricted to two to six key holders, one of whom **must** be the exams officer. The two to six key holders **must** be permanent members of staff or members of staff who have a formal contract of employment and are subject to standard HR policies and procedures.

Facilities staff **directly employed by or contracted by the centre** may have access to the secure room either as a named keyholder or accompanied by a keyholder

The secure storage facility

Access to the secure storage facility **must** be restricted to two to six key holders, one of whom **must** be the exams officer.

The two to six key holders **must** either be part of the exams team or the senior leadership team. A key holder from the exams team **must** be a permanent member of staff or a member of staff who has a formal contract of employment and is subject to standard HR policies and procedures.

When the secure storage facility is being accessed for the storage and preparation of secure assessment materials the door to the secure room **must** be closed.

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.
- Files must not be accessed or printed at alternative locations without the awarding body's prior permission.
- Where an electronic question paper is downloaded from an awarding body's online system, the centre must ensure that the question paper is printed correctly, is of good quality and is collated in the right order. ICE 4.13

- 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.
- Coloured or enlarged papers See ICE 5.10
- Computer reader see ICE 5.11
- 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.
- Telephone numbers are been provided below to report potential breaches of security. ICE4.21

Reporting to an awarding body

- Report any deviation from these instructions to the awarding body using JCQ Form M2.
- Report any concerns of a potential breach of security by telephone to the awarding body immediately

| | | |
|---|--|--|
|  AQA <small>Questions matter</small>  0800 197 7162 |  OCR <small>Oxford Cambridge and RSA</small>  01223 553 998 |  wjec cbac  02920 265 351 |
|  TQUK  03333 583 344  tquk.org |  City & Guilds  0192 4930 800 |  Pearson UK Centres:  0344 463 2535 International Centres:  +44 (0)120 4770 696 |
|  GCE <small>Rewarding Learning</small>  028 9026 1213 |  NCFE  0191 239 8000 | |

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.
- Centres must ensure that script packages are available at the agreed pickup point 15 minutes before the beginning of the collection slot. ICE 27.4
- 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 set in a clear pencil case etc.
 - The applications, programs and software packages which are not permitted during an on-screen assessment are listed.

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.

The devices candidates must not be in possession of during an on-screen assessment are listed below: refer to ICE 7.3

7.3 Candidates must not be in possession of devices which could provide an advantage, including:

- a. earphones or earbuds (e.g. AirPods);
- b. mobile phones;
- c. MP3/4 players or similar devices;
- d. smart glasses;
- e. tablets (e.g. iPads or iPods);
- f. watches;
- g. any other smart devices.

Unless permitted by the awarding body's subject-specific instructions, there must be no access to: a. AI tools; b. computer reading (text to speech) software, unless the candidate has permission to use a computer reader; c. data stored on the hard drive; d. graphics packages or computer aided design software, unless permission has been given to use these; e. other applications, such as a calculator (where prohibited in the examination), email, the internet, social media sites or spreadsheets; f. portable storage media, e.g. floppy disks, CDs, memory sticks; g. prepared templates; h. speech recognition technology, unless the candidate has permission to use a scribe. refer to ICE 7.4

Invigilation

Head of centre

- Ensures relevant support is provided to the EO in recruiting, training and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is maintained at all times
- Ensures that, wherever possible a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined or a Learning Support Assistant who has supported one or more candidates is not an invigilator during the examination

Exams Officer

- Recruits additional invigilators where required to effectively cover all exam periods/series' throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them

- Provides thorough training for new invigilators on the current instructions for conducting examinations and an update for the existing invigilation team so that they are aware of any changes in a new academic year, before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

3.7. Exam day routines

- Students assemble in the North Playground by 8.40am for a morning exam and by 1:40pm 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 which could provide an advantage** (including watches/ smart glasses and any other smart devices) 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.
- **Centres must be aware of candidates with disabilities and learning difficulties who may need the invigilator's announcement in an alternative format or may need to hear it more than once. . ICE 19.3**
- **Listening to music or white noise due to a substantial impairment A candidate with a substantial impairment may need to listen to music or white noise. Where the candidate will be wearing headphones, these must not be worn until the invigilator's announcement and any erratum notice have been read out**

to the candidate(s). Further information may be found within section 5.23 of the JCQ document Access Arrangements and Reasonable Adjustments 1 September 2025 to 31 August 2026: [jcq.org.uk/exams-office/access-arrangements-and-special-consideration](https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration) refer to ICE 18.4

- 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.
- Candidates must be able to see the board, flip chart or whiteboard and clock when sitting down. ICE 11.9
- 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.
- A word processor must not include AI tool. ICE 14.25

Exam rooms

Head of centre

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

Food and Drink Policy (Exams)

[See policy](#)

Leaving the Examination Room Policy

[See policy](#)

Exams Officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instruct the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated
- Ensure a procedure is in place in case of an emergency evacuation (lockdown)

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 SLT 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.

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.

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.
- Where a candidate uses a computer reader, centres should note the arrangements for downloading a PDF copy of the standard question paper. ICE 5.11

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.
- **Access to a mobile phone for medical purposes** A candidate with a medical condition, such as diabetes, may need access to their mobile phone during an examination. Further information may be found within section 5.19 of the JCQ document Access Arrangements and Reasonable Adjustments 1 September 2025 to 31 August 2026: [jqc.org.uk/exams-office/access-arrangements-and-special-consideration](https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration) Additional invigilators will be needed where a candidate requires access to a mobile phone. Once in possession of their mobile phone for medical purposes, each candidate must be individually supervised. ICE 18.4

Head of centre:

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

Roles Responsible and 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.

- compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
- The head of centre must ensure:
- relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- all relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.
- that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.
- appropriate controls are in place which ensure accurate data is submitted to the awarding bodies by the required deadlines, e.g. entries, internally assessed marks
- all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority.
- (ICE Introduction) all staff comply with the instructions in the Instructions for conducting examinations document. Failure to do so may constitute malpractice as defined in the JCQ document Suspected Malpractice: Policies and Procedures.
- they understand the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - General Regulations for Approved Centres (GR)
 - Instructions for conducting examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AARA)
 - Suspected Malpractice - Policies and Procedures (SMPP)
 - Instructions for conducting coursework (ICC)
 - Instructions for conducting non-examination assessments (NEA)
 - A guide to the special consideration process (SC)
- MSG has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- where/if using a third party to deliver any part of a qualification (including its assessments) at the centre:
- maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements
- has in place a written agreement with the third party (unless exclusions apply) to ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service
- that a copy of the written agreement is available for inspection if requested by the awarding body
- that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties (see **National Centre Number Register and other information requirements** section)
- that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications (including third party applications)

- members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with the names, addresses and contact details (including email addresses) of examiners, moderators, external verifiers and any other awarding body examining/assessment personnel/JCQ personnel

7.2 Resilience and contingency arrangements

MSG must ensure they are familiar with the regulators' guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering evidence of candidate performance in line with the published guidance.

MSG has an up to date written contingency plan.

The contingency plan covers all aspects of examination/assessment administration and delivery. Senior leaders have robust contingency arrangements in place that will minimise the risk to examination/assessment administration and delivery and any adverse impact on candidates.

The plan covers the following scenarios:

- the head of centre, relevant senior leader(s) with oversight of examination and assessment administration, SENCo/ALNCo, examinations officer or any other key staff essential to the examination process being absent at a critical stage of the examination cycle
- the potential impact of other events such as flooding which could lead to all or parts of the centre becoming unavailable
- potential issues with the centre's IT systems.

As part of our contingency plan, we have identified an alternative site if examinations cannot be conducted at the registered address.

MSG has a senior member of staff (senior designated contact) who is available to manage emergency requests from awarding bodies that are results related during the summer holidays. However, a number of contacts are also provided to reduce the risk of this falling on one individual throughout the summer holidays.

MSG must ensure that candidates' work is backed-up and should consider the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up. MSG Centres must implement appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks.

Cyber security

The head of centre ensures there are procedures in place to maintain the security of user accounts by:

- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever possible
- updating any passwords that may have been exposed
- setting up secure account recovery options
- reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*

Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.

- reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body

7.3 Recruitment, selection, training and support

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo (or equivalent role) to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ and awarding body regulations
- Ensures that the SENCo (or equivalent role) understands the JCQ document Access Arrangements and Reasonable Adjustments and is given sufficient time to manage the access arrangements process within the centre
- Ensures that the Examinations Officer understands relevant awarding body and JCQ documentation and has sufficient time to perform their role
- Ensures that any member(s) of the senior leadership team who are responsible for examination administration familiarise themselves with relevant awarding body and JCQ documentation (This will ensure the examinations officer and the SENCo are supported as well as ensuring effective centre decision making in line with the published regulations)
- Ensures that teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering to ensure they are delivered in line with the relevant regulations
- MSG in place a member of the senior leadership team who has a good working knowledge of the examination system, will provide effective line management support and supervision of the examinations officer to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- MSG can confirm to an awarding body the external governance arrangement so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments

Delivery of qualifications

- MSG delivers qualifications, as required by the awarding body and in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking and implementing reasonable adjustments for disabled candidates.

- Enables candidates to receive sufficient and up-to-date practical experience, or relevant training where required by the subject concerned

Public liability

- MSG complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

7.4 Conflicts of interest

Controlled assessments, coursework and non-examination assessments

- MSG has in place arrangements to co-ordinate and standardise all marking of centre-assessed components and to ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (This applies to both internal and private candidates)
- Submits in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments, returning all subject-specific forms by the required date

Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the security of all assessment materials
 - that assessment materials supplied to the centre by the awarding body, including pre-release materials and set assignments, and information about their contents are only shared with appropriate centre staff and candidates and are not shared outside the centre
 - reporting immediately to the awarding body/bodies any potential or actual breach of examination or assessment materials
- Makes arrangements to:
 - receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ document *Instructions for conducting examinations*
 - access, download, print (where appropriate) and store electronic assessment materials safely and securely at all times in accordance with section 4 of the current JCQ document *Instructions for conducting examinations*
 - receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Provides candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

National Centre Number Register and other information requirements

- Provides contact details as follows:
 - a physical address to which all examination and assessment materials will be despatched – this must be the registered address of the centre
 - a landline telephone number – this must be the number of the main office/ switchboard of the centre

Mulberry Stepney Green Examinations Policy 2025-2026

- a contact email address for communications – this must be the email address of the person or team responsible for the administration of examinations (Personal email addresses such as ‘Yahoo’, ‘Hotmail’ and ‘Gmail’ are not acceptable)

Note: Except for WJEC, if this is a shared email account it must not be used to access awarding body secure websites

- the name of the head of centre and their email address
 - senior designated contact details (this might include a personal mobile number and/or email address) (These must be the contact details of someone who can be reached in an emergency if the centre is closed over the summer and who can mobilise resources to respond to the issue)
 - Responds to the National Centre Number Register annual update by the end of October every year
 - informs the National Centre Number Register Team immediately (email address – ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place (This must be on centre headed stationery which can be sent as an email attachment including the signature of the head of centre)
 - informs the National Centre Number Register Team (email address – ncn@ocr.org.uk) of any changes to relevant contact details no later than 6 weeks prior to moving to a new address or re-locating of the secure storage facility (This must be on centre headed stationery which can be sent as an email attachment)
 - informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre’s status
 - responds, by completing the Head of Centre Declaration, to the National Centre Number Register request for confirmation that they are aware of and adhering to the latest versions of the JCQ regulations, and does so no later than the end of October every year
 - responds to any other reasonable requests made by the National Centre Number Register Team
 - Understands that this responsibility for completing the Head of Centre declaration survey cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre’s declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
- and ultimately, awarding bodies could withdraw their approval of the centre

Centre inspections

All policies available for inspection.

MSG co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection

- Understands the JCQ Centre Inspector will identify themselves with a formal identity document and **must** be accompanied throughout their tour of the premises, including inspection of the centre’s secure storage facility

Child Protection/Safeguarding Policy (Exams)

- MGS has in place the following policies for inspection that must be reviewed and updated annually:

Mulberry Stepney Green Examinations Policy 2025-2026

- a written child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

Complaints Policy (Exams)

- a written complaints policy is available

Conflicts of interest

- a written conflicts of interest policy is available.
- MGS manages conflicts of interest by informing the awarding bodies before the published deadline for entries for each examination series of any potential conflict of interest where:
 - any members of centre staff who are taking a qualification at this centre which includes internally assessed components/units*
 - any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units, **and** maintains internal records (that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected) of all instances where:
 - exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at this centre or other centres
 - centre staff are taking qualifications at this centre which do not include internally assessed components/units*
 - centre staff are taking qualifications at other centres
- MGS retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected (The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)
- *Notes that entering members of centre staff for qualifications at their own centre must be as a last resort in cases where the member of centre staff is unable to find another centre, and ensures:
 - proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials
 - during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

Data Protection Policy (Exams)

- a written data protection policy is available

Candidate information

Consideration may also need to be given to the centre's policy on sharing candidates' results and other exams related information with those with parental responsibility and third parties

Legislation on sharing information

Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate consent should be sought to share results or other exams-related information with a third party.

Other legislation and guidance may need to be taken into account regarding sharing information with parents, as example information from the DfE for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility
www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility
- School reports on pupil performance: guidance for headteachers www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers

Publication of exam results

Refer to ICO (Information Commissioner's Office) Schools, universities and colleges information and Exam results

Equalities Policy

a written equalities policy is available

Centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements.

Access arrangements and reasonable adjustments

Contingency Plan

- a written contingency plan which covers all aspects of examination/ assessment administration and delivery is available.

Internal Appeals Procedure

- a written internal appeals procedure available.

Malpractice Policy

- a written malpractice policy available.

Can also refer to the JCQ document **AI Use in Assessments: Protecting the Integrity of**

Qualifications (<http://www.jcq.org.uk/exams-office/malpractice>) with reference to the centre's malpractice/plagiarism policy to acknowledge the use of AI (e.g. what it is, the risks of using it, what AI misuse is, how this will be treated as malpractice, when it may be used and how it should be acknowledged)

Non-examination Assessment (including controlled assessments and coursework) Policy

- a written policy regarding the management of non-examination assessments including controlled assessments and coursework is available.

Whistleblowing Policy (Exams)

- a written whistleblowing policy is available.

Word Processor Policy (Exams)

- a written policy on the use of word processors in examinations is available.

7.5 Access arrangements and reasonable adjustments

The Head of MSG/Senior Leadership team will:

- appoint a SENCo, or an equivalent member of staff, who will coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidates for whom English is an additional language, as well as those with a temporary illness or temporary injury
- ensure that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs (The recruitment process must include the centre assessing each potential learner and making justifiable and professional judgements about the learner's potential to complete the examinations/assessments successfully and achieve the qualification(s). The centre's assessment must identify, where appropriate, the support that will be made available to the learner to facilitate access to examinations/assessments)
- recognise its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010[†], particularly Section 20 (7) (This must include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates. Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid)
[†]Or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect
- ensure that the SENCo undertakes the necessary and appropriate steps to gather a picture of need and demonstrate normal way of working for a private candidate such as a distance learner or a home educated student (The centre, where required, must lead on the assessment process. The candidate must be assessed by the centre's appointed assessor. In some instances, depending on their needs, the candidate may have to be assessed away from the centre, for example at home. The centre must comply with the obligation to identify the need for, request and implement access arrangements)
- ensure that where a candidate with a learning difficulty requires an assessment of their needs, they are assessed by an appropriately qualified assessor as appointed by the head of centre (Evidence of the assessor's qualification(s) must be obtained before they assess candidates and held on file for inspection)
- have a written process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ document *Access Arrangements and Reasonable Adjustments*

Head of centre

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures the SENCo (or equivalent role) is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo (or equivalent role)

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of the centre) to identify access arrangements/reasonable adjustment requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of the normal way of working for a candidate
- Determines candidate eligibility for arrangements or adjustments that are centre delegated
- Gathers signed *Personal data consent* forms from candidates where required and ensures *Data protection confirmation(s) by the examinations officer or SENCo* are completed
- Applies for approval using *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each candidate. The candidate's e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations
- Ensures criteria for candidates granted alternative rooming arrangements is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

[Alternative Rooming Arrangements Policy \(Exams\)](#)

Senior leaders, Teaching staff

- Support the SENCo (or equivalent role) in determining and implementing appropriate access arrangements/reasonable adjustments
- (Senior leader) Provides an annually reviewed and updated word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations

Internal assessment and endorsements

[Access Arrangements Policy](#)

Access Arrangements Policy is available.

7.6 Malpractice

MSG will:

- take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after assessments have taken place
- inform the awarding immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation
- as required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the current JCQ document *Suspected*

Malpractice - Policies and Procedures and provides such information and advice as the awarding body may reasonably require

- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ document *Suspected Malpractice – Policies and Procedures*

7.7 Personal data

MSG informs candidates of the processing that the centre undertakes. For example, that the centre will provide relevant personal data including name, date of birth, gender to the awarding bodies for the purpose of examining and awarding qualifications.

Materials which are submitted by candidates for assessment may include any form of written work, audio and visual materials, computer programmes and data ("Student Materials"). Awarding bodies may use the Student Materials to evaluate candidates' performance in the relevant assessment. They may also use the Student Materials for other purposes as outlined in their privacy policies and in accordance with their terms. Candidates should be directed to the relevant awarding body's privacy notice if they require further information about how their Student Materials may be used by the awarding body.

7.8 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; to confirm the centre's contact details or informs of any changes ((and follows the process (in GR 5.3) if any changes occur after the annual update has taken place)

7.9 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.

7.10. 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.

7.11 The SENDCo is responsible for:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ documents including:
 - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification

(GR 5.4)

- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENDCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s), supporting evidence of need and a signed candidate data personal consent form (This information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of examinations/ assessments to meet candidates' needs, e.g., sufficient readers and scribes
- 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.

. 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.

7.12. 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 member's 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.

7.13. 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;
- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SENCo (or equivalent role)
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events
- 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.

Invigilators are responsible for

- Attend/undertake training (on the current regulations), update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception staff

- Support the EO in the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials

7.14. 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.

7.15. 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.

7.16 Information sharing

Head of centre

- Directs relevant centre staff to annually updated JCQ documents including [GR](#), [ICE](#), [AARA](#), [SMPP](#), [ICC](#), [NEA](#) and [SC](#)

Exams officer

- Signposts relevant centre staff to JCQ documents and awarding body documentation relating to the examination/assessment process that have been updated
- Signposts relevant centre staff to JCQ information that must be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

7.17 Information gathering

Exams officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- (Where applicable to the role) Collects information on internal exams/assessments to enable preparation for and conduct of (insert the titles these internal exams/assessments are referred to in the centre)

Senior leaders

- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information
- Inform the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Note the internal deadlines in the annual exams plan and direct teaching staff to meet these

APPENDIX :

A: Emergency Evacuation Procedure

B: Contingency Plan

C: Role and Responsibilities (School Handbook)

D: JCQ specific guidance on roles and responsibilities

E: Examination room posters

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)

Reception staff

- Support the EO in the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials

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: Contingency Plan

2025-2026

Purpose of the plan

This plan examines potential risks and issues that could cause disruption to the exams process at Mulberry Stepney Green Maths, Science and Computing College (MSG). By outlining actions/procedures to be invoked in case of disruption it is intended to mitigate the impact these disruptions have on our exam process.

Alongside internal processes, this plan is informed by the Ofqual (and Northern Ireland Council for the Curriculum, Examinations and Assessment) **Exam system contingency plan: England, Wales and Northern Ireland** which provides guidance in the publication *What schools and colleges and other centres should do if exams or other assessments are seriously disrupted* and the **JCQ Joint Contingency Plan** for the Examination System in England, Wales and Northern Ireland and the JCQ document **Preparing for disruption to examinations** (Effective from 1 September 2023).

- This plan also confirms MSG compliance with JCQ's **General Regulations for Approved Centres** (section 5.3) that the centre has in place: a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered.

National Centre Number Register and other information requirementsThe head of centre will also ensure that MSG as a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself.

This policy identifies roles and responsibilities of centre staff within this cycle.

Head of centre absence at a critical stage of the exam cycle

Where the head of the centre may be absent at a critical stage of the examination cycle, main duties and responsibilities will be escalated in accordance with the centre's written escalation process identifying the first deputy to take on these responsibilities.

Possible causes of disruption to the exam process

1. Exam officer extended absence a critical stage of the exam cycle

Criteria for implementation of the plan

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

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*

Entries

- *awarding bodies not being informed of early/estimated entries which prompts the 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

- *invigilators not trained or updated on changes to instructions for conducting exams*
- *exam timetabling, rooming allocation; and invigilation schedules not prepared*
- *candidates not briefed on exam timetables and awarding body information for candidates*
- *confidential 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, for example very late arrival, suspected malpractice, special consideration*
- *candidates' scripts not dispatched as required for marking 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 to mitigate the impact of the disruption

- Exams Manager to take on the responsibilities alongside Admin Manager and other SLT members as necessary.

2. ALS lead/SENCo extended absence at critical stage of 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*
- *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- *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*
- *centre-delegated arrangements not put in place*
- *modified paper requirements not identified in a timely manner to enable ordering to meet external deadline*
- *staff (facilitators) providing support to access arrangement candidates not allocated and trained*

Exam time

- *access arrangement candidate support not arranged for exam rooms*

Centre actions to mitigate the impact of the disruption

- ALS and Assistant SENCo to lead on responsibilities if SENCo is absent.
- External SENCo as required to test/assess as necessary.
- SLT Line Manager to meet regularly with those staff.

3. Teaching staff extended absence at a critical stage of 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*
- *Non-examination assessment tasks not set/issued/taken by candidates as scheduled*
- *Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking*
- *Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines*

Centre actions to mitigate the impact of the disruption

- HOD/F to liaise with second in charge of departments/Co-ordinators.

4. 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 to mitigate the impact of the disruption

- Re-evaluate rooming (use sports hall), larger space with less invigilator requirements (ensuring JCQ requirements).
- Alternative centre staff to be recruited as appropriate.
- Alternative recruiting agencies to be used.

5. 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 unexpected incident at exam time

Centre actions to mitigate the impact of the disruption

- Sports hall used as a contingency plan.

Alternative Centre: Mulberry School for Girls

6. Cyber-attack

Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery

Centre actions to mitigate the impact of the disruption

- See IT contingency plan.

7. Failure of IT systems

Criteria for implementation of the plan

- MIS system failure at final entry deadline
- MIS system failure during exams preparation
- Power outage immediately prior to or during an on-screen test
- MIS system failure at results release time

Centre actions to mitigate the impact of the disruption

- See IT contingency plan.

8. Emergency evacuation of the exam room (or centre lockdown)

Criteria for implementation of the plan

Whole centre evacuation (or lockdown) during exam time due to serious incident resulting in exam candidates being unable to start, proceed with or complete their exams

Centre actions to mitigate the impact of the disruption

- Inform JCQ/exam boards.
- Mulberry School for Girls alternative location.

9. Disruption of teaching time in the weeks before an exam – 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 to mitigate the impact of the disruption

- Where there is disruption to teaching time and students miss teaching and learning, MSG to prepare students, as usual, for examinations.
- In the case of modular courses, centre to advise candidates to sit examinations in an alternative series.
- HOF's to have plans in place to facilitate alternative methods of learning.

10. Candidates may not be able to take examinations - centre remains open

Criteria for implementation of the plan

Candidates may not be able to attend the examination centre to take examinations as normal

Centre actions to mitigate the impact of the disruption

- Liaise with students, JCQ, alternative centre staff and exam boards to make alternative appropriate arrangements in regards to an alternative test centre or location (e.g. hospital).

11. Centre may not be able to open as normal during the examination period

(Including in the event of the centre being unavailable for examinations owing to an unforeseen emergency)

Criteria for implementation of the plan

Centre may not be able to open as normal for scheduled examinations

Centre actions to mitigate the impact of the disruption

- (This must focus on options that enable candidates to take their examinations)

(This could include implementing alternative arrangements for the conducting of examinations and notifying the JCQ Centre Inspection Service of an alternative site arrangement by submitting the JCQ Alternative Site form online, using the Centre Admin Portal (CAP).

Alternative venue details: Mulberry School for Girls

12. Disruption in the distribution of examination papers

Criteria for implementation of the plan

Disruption to the distribution of examination papers to the centre in advance of examinations

Centre actions to mitigate the impact of the disruption

- Ensure centre has electronic access to examination papers via a secure external network.
- Centres need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action.
- Follow awarding organisations provide guidance on the conduct of examinations in such circumstances.

- As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date.
- In an emergency situation where the secure room and the storage cannot be accessed JCQ should be informed immediately. Implement guidance from JCQ and alternative arrangements may include downloading secure material from exam boards and distribute accordingly.

13. Disruption to transporting completed examination scripts

Criteria for implementation of the plan

Delay in normal collection arrangements for completed examination scripts/assessment evidence

Centre actions to mitigate the impact of the disruption

- Where examinations are part of the national 'yellow label' service or where awarding organisations arrange collections, centre should seek advice from awarding organisations and not make own arrangements for transportation unless told to do so by the awarding body.
- Any examinations where centres make their arrangements for transportation, centres should investigate alternative dispatch options that comply with the requirements detailed in the JCQ *Instructions for conducting examinations*.
- Centres to ensure secure storage of completed examination scripts until collection.

14. 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
Completed examination scripts/assessment evidence does not reach awarding organisations

Centre actions to mitigate the impact of the disruption

Awarding organisations to generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement as defined by the awarding organisations.

Where marks cannot be generated by awarding organisations candidates may need to retake affected assessment in a subsequent assessment series.

15. Centre unable to distribute results as normal or facilitate post results services

(Including in the event of the centre being unavailable on results day owing to an unforeseen emergency)

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 to mitigate the impact of the disruption

- Distribution of results: ☐ centre to make arrangements to access its results at an alternative site, in agreement with the relevant awarding organisation ☐ 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, in agreement with the relevant awarding organisation.)
- Facilitation of post results services: ☐ centre to make arrangements to make post results requests at an alternative location ☐ centres to contact the relevant awarding organisation if electronic post results requests are not possible)

2025– 2026 PUBLIC EXAMINATIONS RESPONSIBILITIES OF STAFF

| Date | What needs to be done | Responsible |
|------------------|--|---|
| September | <ol style="list-style-type: none"> 1. Remarks request from June 2025 exams. <ol style="list-style-type: none"> a. Student Remark Deadline – 25rd September - final deadline b. Script access deadline – 25th September - final deadline 2. Ask for details of the Maths/English resits in November, details required from HOD's: candidate names, class codes & tiers. 3. Deadline for Access Arrangements/Modified papers and candidate assessment for GCSE November exams (JCQ guidance) - 20th September final deadline 4. Coursework deadlines reminder emailed out to HOF/HOD 5. Policies amended/updated and approved. 6. L3 external exams around 17th October. Level2 TBC | EO/HODs EO SENDCO/HOY SLT Lead SLT Lead/EO |
| October | <ol style="list-style-type: none"> 1. Deadline for GCSE resit Entries Nov 2025 Exams – 25th sept 2. Deadline to Register all BTEC students to the relevant BTEC courses - 17th Oct to EO <ul style="list-style-type: none"> o Class codes course codes with units to be emailed to DOS 3. Year 12/13 assembly exam regulations for resit exams and timetables 4. I.T. Cambridge National's Coursework entries 21st Oct to EO 5. Preparation for GCSE resits: Parclforce, venues, set up, posters and admin, timetables, equipment, invigilator training, digital clocks/ICT support 6. Invigilator timetable to Bursar | SLT/ EO/HOF BTEC Co-ord EO EO/SLT/ICT SUPPORT EO/HOY/SLT LEAD EXAM OFFICER |

| | | |
|-----------------|--|---|
| November | <ol style="list-style-type: none"> GCSE Maths and English resits begin: <ul style="list-style-type: none"> Tuesday 4th November – English Language - Paper 1 Wednesday 5th November - Maths – Paper 1 Thursday 6th November – English Language - Paper 2 Friday 7th November – Maths - Paper 2 Monday 11th November – Maths – Paper 3 Enter BTEC L3 students for January 2025 external assessments and onscreen exams – Date 17th October GCSE / GCE/ BTEC certificates prepared to be collected Certification Collection dates: <ul style="list-style-type: none"> Mon 17th Nov – 11M & 11T Tue 18th Nov – 11K & 11W Wed 19th Nov – 11Q & 11H Thurs 20th Nov – Y12 & Y13 Fri 21st Nov – Y12 & Y13 | <p>EXAM OFFICER/SLT LEAD</p> <p>BTEC LEAD/BTEC Co-ords.</p> <p>EXAM OFFICER EXAM OFFICER</p> |
| December | <ol style="list-style-type: none"> Prepare entries for Summer Exams: DOS to request entry codes, class codes & QAN Codes from HOD/HOF's Coursework deadlines emailed out to HOF/HOD BTEC timetable/exam dates given to DOS for January exams. Final deadline for all information: 5th Dec <ul style="list-style-type: none"> Basic Timetable to include: Date, mins, room, unit/level, paper code, BTEC award, sub/title, paper/comp, candidates. (Basic Information) Full timetable with ALL information - 17th December Book invigilators, training & inform OST of numbers. | <p>EO/HOD EO/HOD/HOF SLT LEAD BTEC LEAD</p> <p>BTEC LEAD</p> <p>SLT LEAD/EO</p> |
| January | <ol style="list-style-type: none"> DOS to email location of marksheets to HOD/HOF HODs to check marksheets before Peach Timetables are printed Distribute Peach Timetables to students including candidate warning on back (JCQ). Candidate amendments to DOS for any name changes – evidence required Nov GCSE English & Maths Resit results <ul style="list-style-type: none"> Weds 7th Jan – Restricted early release Thurs 8th Jan – Release of results to students Cambridge Assessment IT deadline Jan 8th. Final date for ordering modified papers using access arrangements online – 31st Jan Website: candidate warning and exam information to be checked on website/updated Tutor activity for all year groups sitting public examinations in summer 2026 BTEC exams begin TBC (retakes start on 5th Jan 2026) HOD/HOF's to enter all students with a Y for the appropriate exam and tier and complete marksheets on SIMS | <p>EO/HOD/HOF EO /HOD EO /Tutors EO</p> <p>SENDCO SLT LEAD/EO SLT LEAD/Tutors/HOY SLT LEAD/EO/ BTEC LEAD /Co-ords HOY/HOF/EO/SLT LEAD HOY/HOF</p> |
| February | <ol style="list-style-type: none"> Coursework SLT line management meeting – update on deadlines for coursework completion. REMINDER: coursework deadlines emailed Deadline for ALL Entries and amendments for exams is 21st Feb | <p>SLT/ /HOF/HOD SLT LEAD EO/HOD/HOF</p> |

| | | |
|--------------|---|--|
| March | <ol style="list-style-type: none"> 1. Brief students on exam procedures (JCQ guidance) and consequences through assemblies/PSHE/Tutor Time 2. Seating arrangements and venue decisions for public exams completed 3. Deadline for Access Arrangements 21st March 4. Enter BTEC L3 learners for May/June External Assessments 5. Deadline for BTEC exam timetable of dates to DOS – 21st March (Basic info) | <p>SLT LEAD /HOY/Tutors</p> <p>EO/SLT LEAD /HEAD SENDCO BTEC LEAD /BTEC Coord</p> |
| April | <ol style="list-style-type: none"> 1. Attend Y11, Y12 & Y13 Assemblies to inform of exam regulations. Tutor activity. 2. Distribute white timetables to students include candidate warning on back. 3. Collate examination papers on arrival 4. Deadline for Tier changes and withdrawal with no charge to DOS by 1st April 5. School deadline for coursework reminder 6. Website: exam timetable and any updates 7. BTEC exams begin 8. ALL candidates to sign and complete the coursework Declarations within subject areas 9. ALL candidates to sign candidate declaration on JCQ instructions during tutor time 10. ALL candidates and teachers to complete coursework register with final marks- complete and sign and hand to SPL for record keeping 11. ART and MFL to inform DOS on invigilators/exam arrangements for practical & speaking. Department training completed and signed/logged. 12. Speaking exam deadline 15th May. 13. Prepare for ART/MFL exams: folder SPL/DOS, seat plans, registers, ICE, declaration. 14. Reminder: deadline for submission of coursework marks 20th -27th April 15. Reminder: deadline for Art and Design Coursework – 13th April 16. All coursework moderated and marked. 20th April 17. HOF to inform candidates doing internally assessed work on appeals window 30th April- 2nd May <p style="text-align: center;">Please note all coursework grades to be entered by the school's deadline NOT the official deadline!</p> | <p>SLT LEAD/Tutor EO SLT LEAD/EO EO SLT LEAD EO SLT LEAD/EO HOD/HOY/SLT LEAD Tutors/HOY HOF/HOD/SLT LEAD</p> <p>HOF HOF/SLT LEAD</p> <p>HOF/SLT LEAD SLT LEAD/SLT HOF SLT LEAD HOF HOF</p> |
| May | <ol style="list-style-type: none"> 1. Appeal deadline for candidates completing internally assessed work. 2nd May 2pm 2. Re-moderation window. 27th April -5th May. 3. HOF/HOD to enter marks, candidate signature documents and download copy. 8^h May 1pm 4. SPL exam board checks. 8th May 2pm. 5. Coursework to be sent to moderators/posted with centre declaration, register and retain certificate of posting 6. Exam preparation: Parcellforce, venues including set up (Premise), posters and admin, timetables, equipment, invigilator training, ICT support/digital clocks, yellow stands updated/labelled, folders 7. MFL Speaking exams entries deadline 15th May | <p>EO/SLT LEAD HOF HOF/HOD</p> <p>SLT LEAD EO/SLT LEAD SPL/DOS</p> <p>ALL SENDCO/DOS SENDCO/DOS SENCO</p> |

| | | |
|---------------|---|--|
| | 8. ART/Graphics practical start 9. Monday 7th May GCSE & GCE examinations begin 10. Access arrangement applications as required throughout exams 11. Medical Forms to be completed for exams students as required 12. BTEC Exams begin TBC 13. BTEC Level 3 – Year 13 coursework deadline is 8th May 2026 14. BTEC Level 2 – Year 12 coursework deadline is 26th June 2026 | EXAM OFFICER SENCO BTEC LEAD & Coordinators |
| June | 1. Exams continue 2. End of Public Exams 3. Finalise all Special Considerations for absence/disadvantaged | SLT LEAD /EO EO/SLT LEAD |
| July | 1. GCSE and GCE Results day: email sent to all students 2. Arrange staff for collection of results including Careers Advisor 3. DOS to prepare registers/envelopes for results day 4. Claim BTEC L2/3 Full Award- Summer 2025 Deadline 3rd July. | EXAM OFFICER EO/SLT LEAD EXAM OFFICER BTEC LEAD |
| August | 1. RESULTS DATES FOR GCSE & GCE EXAMS <ul style="list-style-type: none"> ○ Wednesday 12th August - Early release of GCE results ○ Thursday 13th August - Release of GCE Results ○ Wednesday 19th August - Early release of GCSE results ○ Thursday 20th August - Release of GCSE results 2. Deadline for priority review of marking applications for university placements – 21nd August | EO/SLT LEAD / EXAMS ADMIN EO |

*The school believes in the principle of entering **all** students for all their examination courses*

Public Exams Organisation Checklist

| Prior to Exam | |
|-----------------------------------|--|
| HOF/HODs responsibilities: | <ul style="list-style-type: none"> • When requested by EO 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. • Keep record of staff training for instructions of exams and coursework from JCQ/exam boards • Ensure all coursework marks to be completed before school deadline! • All moderation to be completed. • Make students aware of JCQ and exam board guidance on coursework and malpractice. • Keep record of student signed declaration forms. • HOF to arrange up to date exam board training session and log teacher signatures for attendance – hand to SPL. • Responsible for all coursework and exam marks to be entered on exam board website. • Assessed work retain and keep in secure storage. |

EO 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 special considerations & remain in contact with SENDCO for students with medical needs.
- 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 2025**
- 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 EO of students who have special requirements
- Arrange appropriate staff for SEN support
- Arrange modified papers as necessary
- All medical conditions given & completed forms with decision of rest break or extra time
- Apply for emergency access arrangements
- Update Access Arrangements Policy

HOY responsibilities:

- Inform EO of any ongoing or new medical conditions that could entail 25% extra time or Rest breaks
- Contact parents who have punctuality and attendance concerns prior to exams and support on the day

SLT LEAD responsibilities:

- Discuss venues required with Head
- Arrange rooms and seating with EO
- Inform premises staff of room and desk arrangements
- Display 'conduct of exams' & 'warning to candidate' notices in exam venues
- Invigilator training with EO Ensure coursework deadlines are met
- Organise ICT team – digital clocks
- Keep exams folder up to date with policies and other information

| |
|---|
| <p>BTEC Lead/Coordinator responsibilities:</p> <ul style="list-style-type: none"> • Provide names & courses of BTEC students for the relevant courses to Sarah • Enter students for exams • Create exam timetable and email to EO • Print registers for exam days • Liaise with UDT for online exams and room use for exams (Any exam with 2 rooms uses side by side) • Liaise with ICT support for online exams • Coordinators to be off timetable to start the online exams |
| <p>SLT</p> <ul style="list-style-type: none"> • Line managers manage coursework deadlines • Support HOF as necessary to meet deadlines |

Day of Exam

| Day of Exam | |
|---|--|
| <p>Ensure exam venues set up as required:</p> <ul style="list-style-type: none"> • ICE booklet in ALL venues • Seating labels • Calculators as required • Boards prepare: digital clock, code/paper and date of exam • Exams Entry Code and Subject showing • Equipment boxes organised; pencils, rulers, black pens, erasers, tracing paper • Invigilators trained and co-ordinated • Venue packs with registers & invigilators procedures | <ul style="list-style-type: none"> • SLT member attached to each venue as necessary- venue checks. Yellow stands to be placed in order outside of venue by invigilators • Invigilators to complete register at door – report any absentees to EO • EO to communicate with students/parents • Lead Invigilator visit each venue and complete own central register • Invigilators to seat and settle students in exam venue following exam JCQ guidance • Invigilators to collect pouches of mobile phones, calculator cases and watches on entering exam venue • Invigilator announcement- no possession of other unauthorised items • Check that candidates have been issued with the correct question papers for their subject/unit and level or tier of entry according to seating plan/register • Ensure candidates have appropriate equipment and materials for the examination • Instruct candidates to write their name, candidate number, centre number on answer booklets and any extra sheets used • 25% students are given a clear finish time |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Ensure that loose 'additional' sheets are fastened with a treasury tag and details are completed correctly • Collection of papers and drop off with register to SLT LEAD/EO • Candidates that arrive late may be allowed to sit the examination (see relevant page of yellow JCQ booklet which is on front table in exam venue) • SLT members to dismiss students in an orderly fashion at dismissal time |
| SLT specific role on day of exams | <ul style="list-style-type: none"> • Attend venue prior to exam start time- at least 15 mins before • Collect invigilators from hall as required • Ensure yellow stands are placed outside for library and main hall • Ensure projector/white board is displaying; paper/code/tiers, start and finish times for each paper • Take/oversee register taken outside of venue and inform on who is missing • Ensure students are read out & informed on examination regulations. Including checks of unauthorised items e.g. notes in pockets, calculator cases, mobile phones turned off, handed in & not left in blazer pockets |

Please note that a copy of the **JCQ booklet 'Instructions for conducting examinations'** is in each exam venue and should be referred to for a more detailed account of conducting examinations.

Appendix D

The Exam Cycle

The exams management and administration process that needs to be undertaken for each **exam series** is referred to as the **exam cycle** and relevant tasks **which need to be undertaken before, during and after an exam series grouped** into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

Planning: roles and responsibilities

Head of centre

Controlled assessments, coursework and non-examination assessments

(GR 5.7)

- Ensures that where candidates are taking non-examination assessments, teaching staff check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities
- Ensures awarding bodies are notified of a consortium of centres with joint teaching arrangements for qualifications (This will allow the candidates for each specification to be treated as a single group for the moderation of centre-assessed work. This is only required if two or more member centres will be entering candidates for work that is centre-assessed)
- Ensures only current assessment materials/tasks are used to assess candidates' knowledge and skills (in cases where the awarding body provides such material)
- Before submitting marks to the awarding body ensures candidates are informed of their centre assessed marks and allows a candidate to request a review of the centre's marking
- Ensures that all associated administrative tasks are completed in an accurate and timely manner, e.g. marks are correctly calculated, recorded and submitted by the published date (It is the responsibility of the centre to carefully check the marks it is submitting to an awarding body)
- Ensures submission of centre-assessed marks and moderation samples, if required by the awarding body, by the published date (It is the responsibility of the centre to ensure that moderators receive the correct samples of work to review)
- Ensures a written internal appeals procedure relating to internal assessment decisions is in place and ensures that details of this procedure are communicated, made widely available and accessible to all candidates
- Ensures a written policy regarding the management of non-examination assessments, including controlled assessments and coursework is in place
- Ensures that candidates' work is backed-up and considers the contingency of candidates' work being backed-up on two separate devices, including one off-site back-up (Implementing appropriate security arrangements which protect candidates' work in the event of IT system corruption and cyber-attacks)

Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place
- Ensure teaching staff delivering relevant qualifications follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- Ensure teaching staff delivering GCE and GCSE specifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body
- Ensure teaching staff deliver qualifications which include (wholly or in part) units of coursework follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body
- For VET qualifications, ensure teaching staff follow appropriate instructions issued by the relevant awarding body

- Ensure teaching staff inform candidates of their centre-assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- Ensure candidates are informed of their centre-assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ [Information for candidate's documents](#) that are annually updated

Entries: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.4 Entries](#))

Estimated entries

Exams officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from senior leaders (or relevant roles) in a timely manner to ensure awarding body external deadlines for submission can be met

Estimated entries collection and submission procedure

Senior leaders

- Provide entry information requested by the EO to the internal deadline
- Inform the EO immediately of any subsequent changes to entry information

Final entries

Head of centre

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries

Exams officer

- Requests final entry information from senior leaders (or relevant roles) in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs senior leaders of subsequent deadlines for making changes to final entry information without charge
- Submits registrations, examination entries and certification claim by the deadline(s) and complies with the requirements of the specification including any terminal rules which need to be met at the point of certification
- Confirms with senior leaders the final entry information that has been submitted to awarding bodies
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

Final entries collection and submission procedure

Senior leaders

Mulberry Stepney Green Examinations Policy 2025-2026

- Provide information requested by the EO to the internal deadline
- Inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the EO and confirms information is correct

Entry fees

Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

Senior leaders

- Minimise the risk of late entries by
 - following procedures identified by the EO in relation to making final entries on time
 - meeting internal deadlines identified by the EO for making final entries

Re-sit entries

Private candidates

[Private Candidates Policy is in place and available](#)

Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking

Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO

Candidates

Why have a policy on this?

Whether a centre accepts private candidates is a centre decision. Having a documented policy will:

- support any member of centre staff dealing with a query in confirming if the centre considers accepting private candidates
- confirm any particular conditions in place before any entry from a private candidate would be considered for acceptance

detail how the private candidates process is managed in the centre

- Confirm entry information is correct or notify the EO of any discrepancies

[Pre-exams: roles and responsibilities](#)

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.8 Candidate information](#))

Access arrangements and reasonable adjustments

SENCo (or equivalent role)

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidate's documents, individual exam timetable, etc.) is adapted where this may be required for a candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Ensures the person appointed to facilitate an access arrangement must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant (Where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator must always be present)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

Briefing candidates

Exams officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency sessions awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams issues relevant JCQ Information for candidates documents (coursework, non- examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam rooms
 - when and how results will be issued and the staff that will be available
 - post-results services information and how the centre will deal with requests from candidates
 - when and how certificates will be issued

Dispatch of exam scripts

Exams officer

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

Estimated grades

Senior leaders

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

Exams officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

Internal assessment and endorsements

Head of centre

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking

SENCo (or equivalent role)

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies

Senior leaders

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline

Exams officer

- Submits marks, endorsement grades and samples to awarding bodies/moderators/monitors to meet the external deadline (or delegates this task to relevant teaching staff)
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work

Candidates

- Authenticate their work as required by the awarding body

Invigilation

Exams officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, **prompter**, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo (or equivalent role) regarding the facilitation and invigilation of access arrangement candidates

SENCo (or equivalent role)

- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series

JCQ Centre Inspections

Exams officer or Senior leader

- Will accompany the Inspector throughout a visit

SENCo (or equivalent role) or relevant **Senior leader** (in the absence of the SENCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

Seating and identifying candidates in exam rooms

Exams officer

- Ensures a procedure is in place to verify the identity of all candidates
- Ensures invigilators are aware of the procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO
- Seat candidates in exam rooms as instructed by the EO/on the seating plan

Security of exam materials

Exams officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff approved by the head of centre are accompanied by a keyholder at all times.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper materials is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment at the centre to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question paper materials)

At least two and no more than six members of centre staff should be authorised to handle secure electronic materials, one of whom must be the exams officer. Other members of centre staff may assist with printing and collation provided they are under supervision.

Reception staff

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transfer to the secure storage facility

Teaching staff

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

Exams Officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)

Overnight Supervision Arrangements Policy (see policy)

- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Liaises with the SENCo (or equivalent role) regarding rooming of access arrangement candidates
- If the candidate opts to sit all examinations in one day, then the supervised break between each examination can be more than 20 minutes. The supervised break may be conducted in an alternative location within the centre.
- Where the supervised break is conducted outside of the examination room, the candidate may revise using their own resources. However, the candidate must not: a. be in possession of an electronic communication or storage device or have access to the internet; b. has contact with any candidate who has sat the examination; c. be coached by a member of centre staff.
- A member of centre staff, or an invigilator, must always be in the same room as the candidate. The invigilator must not be the subject teacher for the rescheduled examination.
- The arrangements detailed in paragraphs 8.2 and 8.3 ICE do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A level candidate has six hours or less of examinations in one day.

SEnCo (or equivalent role)

- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements
- Where a GCSE candidate has more than five and a half hours of examinations in one day or where a GCE AS or A level candidate has more than six hours of examinations in one day and opts to sit all the examinations in the one day, the supervised break between each examination can be more than 20 minutes. This would be an alternative to an overnight supervision arrangement. ICE 8.2

Alternative site arrangements

Exams officer

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site form online using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

Centre consortium arrangements

Exams officer Processes applications for Centre Consortium arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

Senior leaders

- Inform the EO of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

Transferred candidate arrangements

Exams officer

- Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangement

Internal exams/assessments

Exams officer

- Prepares for the conduct of internal exams/assessments under external conditions (where applicable to the centre)
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation (where applicable to the centre)

SENCo (or equivalent role)

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff

- Provide exam papers and materials to the EO
- Support the SENCo in making appropriate arrangements for access arrangement candidates

Exam time: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.9 Conducting examinations and assessments](#))

Access arrangements

Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements

Mulberry Stepney Green Examinations Policy 2025-2026

- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exam
 - Liaises with the SENCo to apply for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

[Candidate Absence Policy](#)

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

- Are re-charged relevant entry fees for unauthorised absence from exams

Candidate behaviour

See *Irregularities* below.

Candidate belongings

See *Unauthorised items* below.

Candidate late arrival

Exams officer

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale
- Warns candidates that their script may not be accepted by the awarding body

Invigilators

- Are informed of the policy/process for dealing with late/very late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

[Candidate Late Arrival Policy](#)

Policy in place

Conducting exams

Head of centre

- Ensures venues used for conducting exams meet the requirements of JCQ and awarding bodies

Exams officer

- Ensures exams are conducted according to JCQ and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with and associated follow-up is completed

Dispatch of exam scripts

Exams officer

- Dispatches scripts as instructed by JCQ and awarding bodies
- Keeps appropriate records to track dispatch

Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility

Mulberry Stepney Green Examinations Policy 2025-2026

- Attaches erratum notices received to relevant sealed question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this second pair of eyes check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

Emergency Evacuation Policy (Exams)

Refer to ICE (25) in place and available

Lockdown Policy (Exams)

In place and available

Site staff

- Ensure exam rooms are available and set up as requested by the EO
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

Invigilators

- Conduct exams in every exam room according to *JCQ Instructions for conducting examinations* and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam

Irregularities

Head of centre

- Ensures (as required by an awarding body) any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body **immediately**, by completing the appropriate documentation

Managing Behaviour Policy (Exams)

In place and available

Senior leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

Malpractice

See *Irregularities* above.

Special consideration

Senior leaders

- Support eligible applications for special consideration by signing appropriate evidence

Exams officer

- Processes eligible applications for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

Special Consideration Policy

| |
|---------------------------|
| Is in place and available |
|---------------------------|

Candidates

- Provide appropriate evidence to support special consideration applications, where required

Unauthorised items

Arrangements for unauthorised items taken into the exam room

| |
|--|
| Refer for prompt to ICE (18) |
|--|

Invigilators

- Are informed of the arrangements through training

Internal exams/assessments

Exams officer

- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the EO

Results and post-results: roles and responsibilities

Head of centre

- Ensures the centre's obligations as detailed in the regulations are met. (With reference to [GR 5.12 Results](#), 5.13 [Post-results services and appeals](#), 5.14 [Certificates](#))

Internal assessment

Senior leaders

- Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ and awarding bodies
- Ensures work is returned to candidates after the retention period or disposed of according to the requirements

Managing results day(s)

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role
- Ensure senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensure candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

Results day programme

| |
|--|
| Data Protection Policy and Access to Scripts, Reviews of Results and Appeals Procedures are in place and available |
|--|

Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

Accessing results

Head of centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

Exams officer

- Informs candidates in advance of when and how results will be released to them for each exam series
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

Post-results services

Head of centre

- Ensures an **internal appeals procedure** is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its components/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

Exams officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees charged (see also above **Briefing candidates** and **Access to Scripts, Reviews of Results and Appeals Procedures**)
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met

Mulberry Stepney Green Examinations Policy 2025-2026

- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

Analysis of results

(EO)

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes the DfE School and College Checking Exercises

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

Certificate Issue Procedure and Retention Policy

| |
|---------------------------|
| Is in place and available |
|---------------------------|

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

Exams review: roles and responsibilities

Exams Officer

- Provides SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle
- Collects and evaluates feedback from staff, candidates and invigilators to inform an exams review

Senior leaders

- Work with the EO to produce a plan to action any required improvements identified in the review

Retention of records: roles and responsibilities

Exams officer

- Keeps records as required by JCQ and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exam archiving policy that identifies information held, retention period and method of disposal

Exams Archiving Policy

| |
|---------------------------|
| Is in place and available |
|---------------------------|

APPENDIX E

Warning to candidates poster, Unauthorised items poster:

| | | | | | | |
|--|--|---|---|--|--|---|
|  AQA |  City & Guilds |  CCEA |  NCFE |  OCR |  Pearson |  WJEC |
|--|--|---|---|--|--|---|



1

You **must** be on time for all your examinations.

2

Possession of a mobile phone or other unauthorised material **is not allowed** even if you do not intend to use it. You will be subject to penalty and possible disqualification from the examination or qualification.

3

You **must not** talk to, attempt to communicate with or disturb other candidates once you have entered the examination room.

4

You **must** follow the instructions of the invigilator.

5

You **must not** sit an examination in the name of another candidate.


6

You **must not** become involved in any unfair or dishonest practice in any part of the examination.

7

If you are confused about anything, only speak to an invigilator.

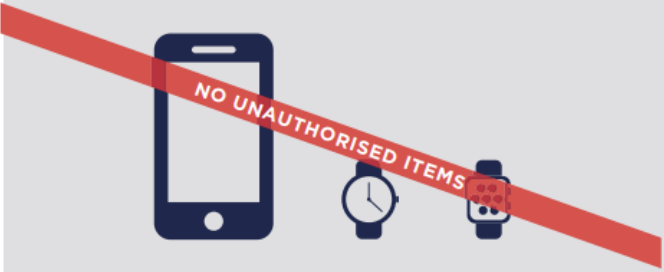
The *Warning to candidates* must be displayed in a prominent place outside each examination room. This may be a hard copy A3 paper version or an image of the poster projected onto a wall or screen for all candidates to see.



AQA City & Guilds CCEA NCFE OCR Pearson WJEC

**NO MOBILE PHONES
NO WATCHES**

**NO TECHNOLOGICAL OR WEB-ENABLED
POTENTIAL SOURCES OF INFORMATION**



Possession of unauthorised items, such as a mobile phone or any watch, is a serious offence and could result in

DISQUALIFICATION

from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.

APPENDIX F

Key changes for 2025–26

| PAGE | SECTION | PARAGRAPH | CHANGE |
|--------------------|------------------------------|--------------------------------|--|
| 9 | Introduction | | This document now covers Cambridge Advanced Nationals, NCFE Vocational and Technical qualifications and TQUK qualifications, as listed. |
| 14 | 2 | 2.6 | Awarding body contact details have been provided where a centre experiences an issue with the receipt of question papers. |
| 15 | 2, 3, 18 | 2.8, 3.6, 18.1 | Centres must note the requirements for the second pair of eyes check. |
| 15 | 3 | 3.1 | The secure room must be accessible throughout an examination series for the storage of question papers and be available for inspection. |
| 15 | 3 | 3.1 | Centres must note the requirements where the secure storage facility has an electronic digital lock. |
| 19 | 4 | 4.13 | Where an electronic question paper is downloaded from an awarding body's online system, the centre must ensure that the question paper is printed correctly, is of good quality and is collated in the right order. |
| 20 | 4 | 4.21 | Telephone numbers have been provided to report potential breaches of security. |
| 22 | 5 | 5.11 | Where a candidate uses a computer reader, centres should note the arrangements for downloading a PDF copy of the standard question paper. |
| 26 | 8 | 8.2 | Where a GCSE candidate has more than five and a half hours of examinations in one day or where a GCE AS or A level candidate has more than six hours of examinations in one day and opts to sit all the examinations in the one day, the supervised break between each examination can be more than 20 minutes. This would be an alternative to an overnight supervision arrangement. |

| PAGE | SECTION | PARAGRAPH | CHANGE |
|--------------------|----------------------------|---------------------------|---|
| 30 | 11 | 11.8 | Candidates must be able to see the board, flip chart or whiteboard and clock when sitting down. |
| 39 | 14 | 14.25 (m) | A word processor must not include AI tools. |
| 47 | 19 | 19.3 | Centres must be aware of candidates with disabilities and learning difficulties who may need the invigilator's announcement in an alternative format or may need to hear it more than once. |
| 57 | 27 | 27.4 | Centres must ensure that script packages are available at the agreed pickup point 15 minutes before the beginning of the collection slot. |
| 60 | 31 | 31.1 | Centres must note the revised arrangements for unused question papers. |
| 65 | Appendix 1 | 7.3 | The devices candidates must not be in possession of during an on-screen assessment are listed. |
| 65 | Appendix 1 | 7.4 | The applications, programs and software packages which are not permitted during an on-screen assessment are listed. |
| 70 | Appendix 4 | | The <i>Warning to Candidates</i> poster has been updated to include NCFE. Centres must now use the 2025/26 version of the poster. |
| 75 | Appendix 7 | | The <i>Unauthorised Items</i> poster has been updated to include NCFE. Centres must now use the 2025/26 version of the poster. |