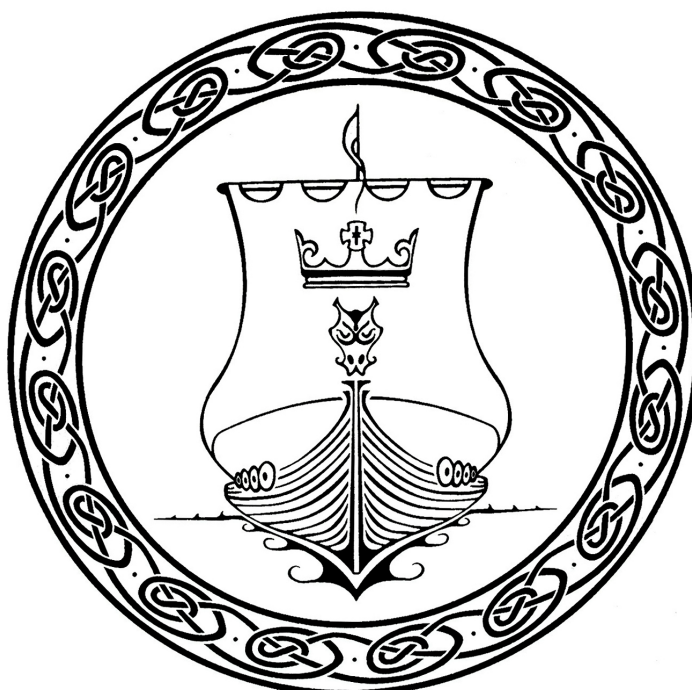




Queen Elizabeth II High School

Examinations Policy 2025/2026



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Key staff involved in the exams policy

Role	Name(s)
Head of Centre	Mrs Charlotte Clarke
Examinations Officer line manager (Senior leader)	Mrs Julie Ozer
Examinations Officer	Mrs Paula Venezia
Learning Support Manager	Mrs Leanne Edge
Senior Leader (Exams)	Mr Steven Slack
Senior Leadership Team	Mr Jason Coole (Deputy Head) Mrs Joanne Steriopulos (Assistant Head), Mr John Kinley (Assistant Head) Mr Steven Slack (Assistant Head) Mrs Olivia Graham (Assistant Head) Mrs Emma Lewis (Associate Assistant Head)



Purpose of the policy

The centre is committed to ensuring that the exam management and administration process is run effectively and in compliance with the published JCQ regulations and Awarding Body requirements.

It is intended to provide information and guidance on the following:

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Roles and Responsibilities Overview

The Head of Centre is the individual who is accountable to the Awarding Body's for ensuring that the centre is always compliant with the published JCQ regulations and Awarding Body requirements to ensure the security and integrity of the examinations/assessments.

The Examinations Officer is the person appointed by the Head of Centre to act on behalf of and be the main point of contact for the centre in matters relating to the general administration of awarding body examinations and assessments.

The Head of Centre cannot also be the Examinations Officer. A Head of Centre and an Examinations Officer are two distinct and separate roles. (GR 2.5)

Head of Centre responsibilities

It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions in this booklet. Failure to do so may constitute malpractice as defined in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2025 to 31 August 2026. The centre always refers to the latest policy from JCQ.

<https://www.jcq.org.uk/exams-office/malpractice>

Head of Centre

- **Must ensure that relevant members of staff respond to requests and/or actions raised by the JCQ and CIE Inspection services.**
- **Must respond to the NCNR annual update, the head of centre declaration and/or any requests or actions raised by the JCQ or CIE Inspection Services.**
- Must ensure 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 3.1, 3.2, 3.6 5.1, 5.3, and 5.4. **Changes are highlighted in yellow.**
- Must ensure that where a third-party is used to deliver any part of a qualification (including the assessments or the administration), the third-party has appropriate capacity and capabilities to comply with its arrangements for the delivery of all qualifications.
- Must ensure there is a robust written agreement with the third party that includes provisions which ensure that qualifications are delivered in a way that complies with their agreement with the awarding body. This will 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.

- Must ensure that a copy of the written agreement is available for inspection if requested by the awarding body.
- Must monitor the delivery of qualifications by the third party to maintain compliance with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of examinations and assessments. Sufficient managerial and other resources must be in place to resolve any issues.
- Must take into consideration the updated requirements for third-party providers, especially Third-party arrangements now needed
 - Support services provided by third parties for the administration of examinations and assessments are now included in third-party agreements
 - Exclusions from third-party arrangements
 - A teacher examiner conducting an MFL Speaking assessment contracted directly by the centre.
 - Administrative staff contracted directly by the centre.
- Will consider that contact will be made with each awarding body for new qualifications the centre wish to offer and ensure that centre approval process is a robust and rigorous one. The centre should not assume they will be successful.
- 3.2 Regarding Cyber security changes
- Must ensure that all members of centre staff who access awarding bodies' online systems must undertake annual cyber security training.

Cyber security training for school staff - NCSC.GOV.UK

The training must include:

- the importance of creating strong, unique passwords for all accounts;
- keeping all account details strictly confidential;
- the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access;
- how to properly set up and use MFA for both centre and awarding bodies' systems;
- an awareness of all types of social engineering/phishing attempts;
<https://www.ncsc.gov.uk/blog-post/ncsc-cyber-security-training-for-staffnow-available>
- the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture.



Certificates of completed staff cyber training must be downloaded and held on file for inspection.

Must ensure a comprehensive cyber security policy is developed and maintained

Must ensure that the implementation and enforcement of robust security measures include

- mandatory MFA for all accounts and systems containing exam-related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data
- regularly reviewing and updating security settings to align with current best practices
- Must ensure that there are robust IT security measures which are implemented

GR 5.3

- Must ensure that
- **a) The centre's contingency planning must include succession arrangements for members of staff involved in examination and assessment administration.**
- **c) The SENCo, the centre's appointed access arrangements assessor, and the examinations officer must all undertake regular CPD, such as attending an annual update course.**
- **r) Completion of the National Centre Number Register annual update by the end of October every year, even if there are no changes to centre**
- **Must ensure that**
 - **All relevant exam related policies are made available for inspection and**
 - **z) has in place written policies for inspection that must be reviewed and updated annually by a member of the senior leadership team and communicated within the centre:**
- **There is a policy regarding the management of non-examination assessments, including controlled assessments and coursework, which includes details on how candidates' work will be authenticated.**
- Must ensure that 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.
- Must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- Understands the contents, refers to, and directs relevant centre staff to the annually updated JCQ publications, 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](#) (GCE and GCSE Specifications) (NEA)
 - [A guide to the special consideration process](#) (SC)
 - [AI Use in Assessments: Your role in protecting the integrity of qualifications](#)
 - [Guidance for centres on cyber security:](#)
 - [Instructions for conducting non-examination assessments \(Vocational and Technical Qualifications\):](#)
 - [Notice to Centres – Informing candidates of their centre-assessed marks:](#)
 - [Plagiarism in Assessments – Guidance for Teachers/Assessors:](#)
- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials
 - Ensures the centre has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements for exams and assessments
 - Responds directly to the annual National Centre Number Register update
 - GR 5.3
 - a)retains a workforce of an appropriate size and competence, including sufficient managerial and other appropriate resources, to undertake the delivery and administration of the qualification and assessments 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. Enables relevant training for all staff involved to facilitate the effective delivery of examinations and assessments
 - Appoints a Learning Support Manager who will determine appropriate arrangements for candidates with learning difficulties and disabilities
 - Has in place a member of the senior leadership team who will provide support and guidance to the Examinations Officer and ensure that the integrity and security of the examinations and assessments are maintained throughout an examination series
 - Compliance with the published JCQ regulations and awarding body requirements to deliver the qualification(s)
 - Must ensure that 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
 - Must take all reasonable steps to respond promptly to requests for information or documentation made by an awarding body or regulatory authority
 - Ensures the centre 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
 - ensures that a copy of the written agreement is available for inspection if requested by the awarding body
- Ensures 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
- Ensures 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
- Ensures 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)
- Ensures members of centre staff do not advise parents/carers/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
- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resources, 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

GR 5.3 c)

- 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
- The SENCo, the centre's appointed access arrangements assessor, and the examinations officer, must all undertake regular CPD, such as attending an annual update course.
- Ensures that the examinations officer understands the 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

Invigilation

- 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

Examinations Officer

- Understands the contents of annually updated JCQ documents including:
 - [General Regulations for Approved Centres](#)
 - [Instructions for conducting examinations](#)
 - [Suspected Malpractice - Policies and Procedures](#)
 - [Post-Results Services \(PRS\)](#)
 - [A guide to the special consideration process](#)
 - *[AI Use in Assessments: Your role in protecting the integrity of qualifications](#)*
 - *[Guidance for centres on cyber security](#)*
 - *[Instructions for conducting non-examination assessments \(Vocational and Technical Qualifications\)](#)*
 - *[Notice to Centres – Informing candidates of their centre-assessed marks](#)*
 - *[Plagiarism in Assessments – Guidance for Teachers/Assessors](#)*
- Is familiar with the contents of annually updated information from Awarding Body's on administrative procedures, key tasks, key dates and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of external invigilators, appoints lead invigilators, as may be applicable to the centre and keeps a record of the content of training provided to invigilators for the required period
- Works with the Learning Support Manager to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access



arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room

- Ensures the relevant Awarding Body's are informed before the published deadline for entries for each examination series of any potential conflict of interest
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials
- Completes/submit the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October every year 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)
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential materials on the requirements for maintaining the integrity and security of confidential examination/assessment materials

Invigilation

- 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
- Ensures invigilators are made aware of students with medical needs and give clear instructions on how to respond to incidents. This will be further clarified with the use of student health care plans, asthma cards etc.
- Collects evaluation of training to inform future events

Entries and Final Entries

- Requests estimated or early entry information, where this may be required by awarding bodies, from Heads of Department in a timely manner to ensure awarding body external deadlines for submission can be met
- Requests final entry information from Heads of Department in a timely manner to ensure awarding body external deadlines for submission can be met



- Informs Heads of Department of subsequent deadlines for making changes to final entry information without charge
- Submits registrations, examination entries and certification claims 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 HODs senior leaders 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

Senior leaders

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ documents including:
 - General Regulations for Approved Centres
 - Instructions for conducting examinations
 - Access Arrangements and Reasonable Adjustments
 - Suspected Malpractice - Policies and Procedures
 - Instructions for conducting coursework
 - Instructions for conducting non-examination assessments
 - A guide to the special consideration process
 - Post-Results Services
 - AI Use in Assessments: Your role in protecting the integrity of qualifications
 - Guidance for centres on cyber security:
 - Instructions for conducting non-examination assessments (Vocational and Technical Qualifications):
 - Notice to Centres – Informing candidates of their centre-assessed marks:
 - Plagiarism in Assessments – Guidance for Teachers/Assessors:
- 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 reformed 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 delivering 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 VTQs 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

Entries

- 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

Learning Support Manager

- 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 SENCo 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

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exams Officer and Learning Support Manager



- Keep updated with Awarding Body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant Awarding Body training and update events

Invigilators

- Attend/undertake training, 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

Site staff

- Support the Examinations Officer in relevant matters relating to exam rooms and resources

Section 1 – Examination Entries (including those for students with Access Arrangements)

All Key Stage 4 and 5 students will be entered for external examinations in the majority of subjects they study. However, some students may study subjects where there is no option offered to sit external examinations. Some students are offered the opportunity to study subjects at the University College of Man. In these situations, it will be the responsibility of the Examinations Manager at the University College of Man to enter students for any external examinations that are associated with the courses offered there.

In exceptional circumstances, a student may be excluded from entry; the final decision in this case will be made by the Director of Key Stage and the Assistant Headteacher (Examinations) after discussion with other stakeholders, including Heads of Department.

If the student will not be able to achieve a grade, they will not be entered for the examination.

Key Stage 4

iGCSE/GCSE Examinations/ SQA and BTEC qualifications

The main form of assessment at the end of Key Stage 4 for students following the Manx National Curriculum will be iGCSE/GCSE examinations in their subjects of study. Some subjects are assessed as BTEC qualifications or an SQA qualification.

In very special circumstances, the Director of Key Stage and the Assistant Head (Examinations) or the Learning Support Manager and Deputy Headteacher may agree to a reduced curriculum, after discussion with parents/carers and with the agreement of subject teachers. All modified timetables must be approved by the School Governors.



For a small number of students, alternative courses and qualifications at level one may be offered. A rationale regarding evidence to support entry to this course should be available, and a programme of study to include flexibility to allow access to level two for students making good progress is desirable.

The final decision in these cases will be made by the Director of Key Stage and the Assistant Headteacher (Examinations), concerning the overall curriculum provision for the student again, after discussion with Heads of Department.

Key Stage 5

Starting A-level courses is limited to those who meet the entry requirements set out in the Sixth Form admissions document found on the school website.

<https://qe2.sch.im/pages/index/view/id/87/Sixth%20Form%20Admissions>

Students who are not making the required progress by the end of Year 12 and seem unlikely to pass the A-level will be advised to consider their options.

Access arrangements and reasonable adjustments

([GR 5.4](#))

The head of centre/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)
- ensure that the SENCo or equivalent staff member undertakes the necessary and appropriate steps to gather a picture of need and demonstrate the 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*
- assist the awarding bodies in the discharge of their duty to make reasonable adjustments by requesting access arrangements, where required, and fully support the SENCo in effectively implementing those arrangements once approved;
- ensure any applications for access arrangements or reasonable adjustments are submitted by the published deadline. The SENCo 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;
- ensure a file is presented by the SENCo, 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);
- ensure requests for modified papers are submitted by the published deadline.
- ensure there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes.

Section 2 – Coursework/Non-Examination Assessments

Coursework and Non-Examinations Assessment Guidelines are reproduced as a separate document, Non-examination and Assessment Policy. Students are responsible for making sure that coursework and Non-Examination Assessments are their own work and that they comply with Awarding Body's regulations. Failure to produce coursework and Non-Examination assessment will not be accepted as the sole reason for withdrawing the entry of a candidate. It is unlikely that candidates will fail to produce coursework. Guidelines are strictly adhered to, and appropriate action is taken at the intermediate monitoring stages. However, if failure to produce coursework means the student is unable to achieve a grade, then the exam entry will be withdrawn.

Reference should be made to the Management of Non-Examinations assessments policy and the Internal Appeals Procedures for GCSE and GCE Examinations.

Internal assessment and endorsements

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)

Examinations Officer

The Examinations Officer will:

- Draw candidates' attention to the appropriate regulations at an early stage by issuing *Information to Candidates* through tutors early in Year 10. The importance and significance of signing a declaration will be reinforced at an assembly early in Year 11.
- Investigate doubts about authenticity: All doubts about the validity or authenticity of work should be investigated immediately. The subject teacher must inform the Examinations Officer at this stage to discuss appropriate action.
- Retain any moderated coursework from the previous academic year until the designated release time to the Head of Department. This typically occurs after the Examination Awarding Bodies have finalized all reviews of marking or subsequent to the resolution of any appeals, malpractice



cases, or other results inquiries, and subsequent to the issuance of examination certificates, whichever occurs later.

- notify awarding bodies 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.
- ensure 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
- submit centre-assessed marks and moderation/verification samples, if required by the awarding body, by the published date.
- ensure that moderators receive the correct samples of work to review;
- have in place and be available for inspection purposes, a written internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available, and accessible to all candidates;
- have in place and be available for inspection purposes, a written policy regarding the management of non-examination assessments, including controlled assessments and coursework, which includes details on how candidates' work will be authenticated.
- Centres must ensure that where candidates' work is produced electronically, it is backed up
- ensure when conducting examinations that the JCQ *Unauthorised items* and *Warning to candidates* posters are displayed in a prominent place for all candidates to see prior to entering the examination room
- ensure that the JCQ *Information for candidates* documents (coursework, non-examination assessments, on-screen tests, social media and written examinations) and awarding body privacy notices are distributed to all candidates, whether electronically or in hard copy format, prior to assessments and/or examinations taking place.
- ensure that all candidate data, where required by the awarding body, has been supplied within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies (see section 6 for more information);
- draw to the attention of candidates and their parents/carers their written complaints policy, which will cover general complaints regarding the centre's delivery or administration of a qualification and their internal appeals procedure.

Subject Staff

Subject staff will:

- check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities;
- use only current assessment materials/tasks to assess candidates' knowledge and skills (in cases where the awarding body provides such material);



- before submitting marks to the awarding body, inform candidates of their centre-assessed marks and allow a candidate to request a review of the centre's marking.
- Reinforce the appropriate regulations reference the *Information to Candidates* – this must happen early in Year 10, to send the message that coursework is ongoing, and not something dealt with solely in Year 11. At this stage, it is also important to clarify the requirements for the particular piece(s) of work. Inform students of the criteria for the award of marks and the procedures for requesting a review of marks before submission to the Awarding Body.
- Ensure that all candidates entitled to access arrangements receive them whenever coursework or Non-Examination Assessment is in progress. Staff should liaise with Support for Learning well in advance to organise support as required. They should also check up-to-date lists for those with access arrangements and, if necessary, confirm with the Examinations Officer.
- Set dates for intermediate progress targets and final deadline. Work should be checked regularly, and progress should be noted at intermediate target dates. Staff should take action, if necessary, as soon as concerns arise. Any action taken must include informing parents/carers and form tutors/ Directors of Key Stage. Teachers should encourage pupils to retain draft material that supports their progress.
- Standardise marking at an early stage. Teachers should use material from the previous year if appropriate or exemplar material provided by the Awarding Body's as this reduces the possibility of inconsistencies causing large-scale remarking at a very late date.
- Remind candidates of the significance and importance of the *Candidate Record form* at the end of the course – all candidates submitting coursework must sign the form.
- When work is being undertaken by candidates under formal supervision, ensure work is securely stored between sessions (if more than one session)
- When work is submitted by candidates for final assessment, ensure work is securely stored. Staff should follow secure storage instructions as defined in the JCQ publication **Instructions for conducting non-examination assessments**
- Be aware of the administrative requirements before the despatch of work to the Awarding Body – this is stated in the syllabus.
- Have work ready for dispatch on or before the school deadline.

After the submission of marks to the Awarding Body's marks input portals by the Examination Officer, staff will store and retain students' non-examined work in accordance with the Non-examination Assessment policy.



Section 3 – Registrations and Examinations

The Examination Officer will

- Issue a calendar of dates and deadlines, which will be issued and will be displayed on the Examinations noticeboard within the staff room and Microsoft Teams. It will contain dates for:
 - submission of coursework/Non-Examination Assessment;
 - examination estimated and final entries;
 - amendments to entries;
 - results and enquiries about results.
 - mock exam dates
- ensure there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes.
- follow each awarding body's terms and conditions for the registration, entry and timely withdrawal of candidates for their examinations and assessments. The centre must observe any regulatory requirements for the qualification.
- accurately register or enter candidates for an examination or assessment in accordance with the awarding body's published procedures for that qualification
- submit registrations, examination entries and certification claims by the deadline(s) and comply with the requirements of the specification, including any terminal rules which must be met at the point of certification;
- maintain a Unique Candidate Identifier (UCI) or Unique Learner Number (ULN) for each candidate entered for an examination or assessment and to ensure that the same UCI or ULN is used consistently for the candidate over time to enable aggregation of units and qualifications;
- enter candidates who are receiving tuition at the centre as internal candidates;
- not enter candidates for a qualification at the same level and in the same subject multiple times in the same series (e.g. by entering a candidate for the same subject qualification with different awarding bodies)
- enter candidates for more than one WJEC Design and Technology entry combination, even though the Qualifications Wales Approval Number (QiW) is the same for all endorsed titles at GCSE and GCE;
- submit any applications for transferred candidate arrangements in accordance with the JCQ document *Guidance notes concerning transferred candidates*;
- verify the identity of all students that they enter for examinations or assessments.
- Issue a Statement of Entry to candidates after entries have been entered onto SIMS. Candidates must check personal details and exam entries (1st check).
- Issue final examination entries sent to Awarding Body's.
- Provide an examination schedule for each candidate (2nd check).
- Amend entries as necessary and send to Awarding Body's.
- Manage the organisation and invigilation of exams, including exam clashes and any supervision required.
- Support the Head of Centre in ensuring that Awarding Body's are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- Process the applications for Access Arrangements and special consideration for relevant students, liaising with Awarding Body's and the School's Support for Learning and Unit, ensuring compliance with the Disability Discrimination Act 2006 and the Isle of Man Equality Act 2017.



Ensures invigilators support access arrangement candidates, and fully understand the role of the facilitator and what is and what is not permissible in the exam room.

- provide fully trained invigilators for examinations, including computer-based and on-screen assessments
- provide fully trained Communication Professionals, Language Modifiers, practical assistants, prompters, readers and scribes for examinations, where permitted, in accordance with the JCQ document *Access Arrangements and Reasonable Adjustments*;
- have in place written procedures to verify the identity of all candidates at the time of the examination or assessment
- conduct all examinations/assessments governed by these regulations in accordance with the following JCQ documents for the academic year 2025/26: *Access Arrangements and Reasonable Adjustments*, *Instructions for conducting coursework*, *Instructions for conducting examinations*, *Instructions for conducting non-examination assessments*
- inform the JCQ Centre Inspection Service, using the JCQ *Alternative Site form*, of any alternative sites, in accordance with the JCQ document *Instructions for conducting examinations, 1 September 2025 to 31 August 2026*, that will be used to conduct timetabled examination components/units in the qualifications for 2025/2026
- keep records for inspection purposes of all cases where overnight supervision is required, in accordance with the JCQ document *Instructions for conducting examinations, 1 September 2025 to 31 August 2026*;
- submit any applications for special consideration where candidates meet the published criteria.
- GR 6.13 Ensure that unused question papers are not released to any individual for use until 24 hours after the awarding body's published finishing time for the examination.
- GR 6.13 Where a candidate is sitting an examination scheduled for the afternoon session on the following morning with an overnight supervision arrangement, unused question papers for that examination will not be released to any individual until the candidate has completed that examination.

The Head of Subject will:

- Bring to the attention of the Examinations Officer any new courses as soon as possible. It is highly important that any change of syllabus, or the introduction of a new syllabus, is discussed with the Headteacher, Deputy Headteacher, or Assistant Headteacher, together with the Department of Education Sport and Culture. There are many potential ramifications for a change of course – e.g. invigilation increase in costs, higher costs of entry to some awards – and all of these must be clarified before the introduction of a new course.
- GR 3.2 Contact each awarding body whose qualifications they wish to offer in order to gain centre approval, considering that the centre approval process is a robust and rigorous one, and that they shouldn't assume that they will be successful with their application.
- Discuss entries with candidates and parents/carers before submitting entries to the Examinations Officer.
- Inform candidates of the subject title and tier of entry in each subject (this is essential for the checks procedure above)
- Check entries from a completed marksheet and return it to the Examinations Officer no later than the deadline provided.
- Amend entries as early as possible and before the "no fee amendment" deadline. The Examinations Officer must be informed when a student drops a subject or changes a unit tier. NB Late entries and amendments made after the "no fee amendment" deadline will be paid for by the department initiating the request.



Section 4 – Resilience and contingency arrangements

GR 3.16 Centres must ensure they are familiar with the relevant regulator's guidance and/or awarding body guidance on ensuring resilience in the qualifications system. Centres should consider putting in place a process for gathering and securely retaining evidence of candidate performance in line with the published guidance.

GR 3.16 In the unlikely event that the government determines that examinations cannot go ahead, centres will need evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades.

Centres in England should refer to the document published by Ofqual:
Guidance on collecting evidence of student performance to ensure resilience in the qualifications system - GOV.UK (www.gov.uk)

Centres in Wales should refer to the document published by Qualifications Wales:
contingency-assessment-arrangements-guidance-nov-22-final-eng.pdf

The Head of Subject will:

- Retain all students' mock examination papers securely until after all review of marking or appeals deadlines have passed.
- Allow students to make copies of mock examination papers for revision purposes
- Retain copies of class tests securely which could be used to further serve as evidence until after all review of marking or appeals deadlines have passed.
- Periodically check with the Exams Officer to confirm the timing of disposal of students mock and class tests
- Confirm with the Exams Officer that mock examinations and class tests have been securely disposed of.

Section 5 - Results

The Examinations Officer will

- keep results and grade boundaries entirely confidential and restricted to the head of centre, examinations office staff and, at the discretion of the head of centre, key members of teaching staff within the centre,
- report immediately to the awarding body/bodies any potential or actual breach of the results and/or grade boundaries
- distribute provisional statements of results to all candidates without delay and regardless of any disputes (such as non-payment of fees).

Section 6 – Whistleblowing

- Centre staff who witness activity that they are concerned may be malpractice, must act upon it.
- Centres delivering exams and assessments are required by the JCQ Suspected Malpractice – Policies and Procedures document to report malpractice to the appropriate awarding body.



- Reports of malpractice should be reported to the Head of Centre together with the completion of a JCQ M2 Notification of Suspected Malpractice Involving Centre Staff form (found together with JCQ M1 Candidate Suspected Malpractice form)
- Centre staff who do not feel safe raising the matter within the centre, or have done so and are concerned that no action has been taken, could consider making their disclosure to a “prescribed person” which includes Ofqual and Qualifications Wales (the regulators in England and Wales respectively).

Section 6 – Payment of Fees

- The school will pay registration, entry, and certification fees for candidates entering an examination for the first time which is part of a course a student is studying at the school.
- In line with Department of Education Sport and Culture policy, candidates must pay for subsequent entries and associated costs, when re-sitting examinations.
- Students that are repeating Year 13 (going into Year 14) are funded by the Department of Education Sport and Culture and so the cost of resitting exams at this stage are paid for by the centre.
- It is the student’s responsibility to liaise with the Examinations Officer about all aspects of re-sits, including relevant information and meeting deadlines.
- The school reserves the right to invoice the parents/carers of students who fail to attend an exam without a reasonable excuse for absence.

Section 7 – Post Results Services and Appeals

- Results will be issued only to the student concerned unless written authorisation is given by the student to permit another person to collect the results.
- Candidates must initiate and pay for any enquiries about their results and provide their **written consent** for clerical re-checks, reviews of marking and access to scripts services offered by the Awarding Body’s after the publication of examination results (GR 5.13) Although a teacher may assist the student in interpreting the module raw mark scores a review must be the candidate’s decision – as marks/grades could be lowered as a result of the review. **NB** parents/carers may **not** initiate a review on their child’s behalf.
- In exceptional cases, and with the permission of the candidates, an enquiry may be requested by the Head of Subject if there is serious concern over the award of component marks or final grades in their subject.
- All enquiries must be initiated by the published deadlines.
- Heads of Subject may request marked scripts, the costs of which will be met from their departmental budget; however the following regulations apply:
 - If it is intended to use the scripts as examples for other students the candidate’s written permission will be required;
 - Written permission of the candidate is required in all circumstances.
- Requests will only be processed on the advance payment of the relevant fee.
- All enquiries about results must be dealt with by the Examinations Officer.

The Examinations Officer will

- have in place written procedures for how it will deal with candidates’ requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies.
- Ensure that these procedures are made widely available and accessible to all candidates before the issue of results



- Ensure that all internal and external candidates are made aware that all post results services are made through the school
- ensure that candidates have provided their written consent for clerical re-checks, reviews of marking, and any subsequent appeal, and access to scripts services offered by the awarding bodies after the publication of examination results;
- submit requests electronically for clerical re-checks, reviews of marking, and reviews of moderation by the published deadline(s), in accordance with the JCQ document *Post-results services*
- submit requests for appeals in accordance with the JCQ document *A guide to the awarding bodies' appeals processes*;
- ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation, and appeals are made known to candidates as soon as possible
- have available for inspection purposes and draw to the attention of candidates and their parents/carers, a written internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation, or an appeal
- submit late subject awards for unitised qualifications by the published deadline

Section 8 – Certificates

The Examinations Officer will

- obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates
- distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees).
- Keep a record of the certificates issues
- retain securely all unclaimed certificates for a minimum of 12 months from the date of issue;
- destroy any unclaimed certificates after retaining them for a minimum of 12 months
- keep a record of certificates that have been destroyed and retain this for at least 4 years. The record will list the candidate number, the awarding body, the qualification and the examination series the certificates apply to
- return any certificates requested by the awarding bodies

Section 9 – Study Leave

Study leave will only be granted one session before the external published timetabled exam. Study leave will not be granted for mock exams, etc.

Section 10 – General Procedures

Late arrivals

Invigilators are briefed on the procedure for dealing with late/very late arrival of candidates through training.



If a candidate is late for their exam, the Examinations Officer or a member of the Support Staff will ring the candidate or candidates' parents/carers. If necessary, they will be collected and brought to school.

- If candidates arrive less than one hour after the published start time of the examination, they are admitted to the exam room by the Examinations Officer and given the full time for the examination. (ICE 21.1)
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)
- A candidate who arrives within one hour of the Awarding Body's published starting time for an examination that lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination **will** be permitted by the centre to sit the examination
- A candidate who arrives after 10.00 am for a morning examination will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination
- A candidate who arrives after 2.30pm for an afternoon examination will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination
- A candidate who arrives after the Awarding Body's published finishing time for an examination that lasts less than one hour will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination
- A candidate who arrives in the afternoon for a paper that had been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier. The Awarding Body will be informed of the situation and will decide whether or not to accept the script (ICE 21.5)
- If candidates arrive more than one hour after the published start time of the examination or after the key time for Cambridge Assessment, they are admitted to the exam room by the Examinations Officer and then interviewed after the exam to determine the reason for the lateness. Warn candidates that their script may not be accepted by the Awarding Body.

When dealing with late arrivals the Examinations Officer will:

- Inform invigilators of the policy/process for dealing with candidates who arrive late/very late through training
- Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late/very late
- Warn a candidate who arrives very late that the Awarding Body may not accept their script (ICE 21.4)
- Send the script of a candidate who arrives late/very late to the Awarding Body/examiner in the normal way (ICE 21.4)
- submit declarations for very late arrival of candidates for examinations, in accordance with the JCQ document *Instructions for conducting examinations, 1 September 2025 to 31 August 2026*; The accompanying guidance notes must be read before completing the online form:



<https://www.jcq.org.uk/exams-office/online-forms/>

Centres must provide the following information:

- the time the candidate came under centre staff supervision
- the reason the candidate arrived late, including any details of special arrangements made for the candidate to reach the centre
- the actual starting and finishing times of the examination
- the time the candidate started the examination
- the time the candidate finished the examination
- any assurances that the candidate did not access and was not made aware of the paper's content prior to sitting the exam (ICE 21.4)

Absentees

- Invigilators are briefed on the procedure for dealing with absent candidates through training.
- If a candidate is late for their exam, the Examinations Officer or a member of the Support Staff will ring the candidate or candidates' parents/carers. Candidates are asked to ring the school as soon as possible to confirm if they are unable to attend.
- If the candidate is unwell or unable to attend for an acceptable reason, evidence will be asked for/established.
- Special consideration in cases of acceptable absences is applied for via the Awarding Body's extranet services providing the minimum requirement for enhanced grading has been met.
- Candidates are charged the relevant entry fee for unauthorised absence from exams.

Alternative Rooming Arrangements within the centre (Formerly known as separate invigilation)

Alternative rooming arrangements (for example, a room for a smaller group of candidates with similar needs) is an available access arrangement as defined in the JCQ regulations. This is an arrangement where a candidate with an established difficulty may be eligible to take their examinations in a smaller environment away from the main examination room.

The purpose of this policy is to confirm the criteria when this arrangement may be considered and granted for a candidate in compliance with the regulations.

Decisions on the awarding of the arrangement

Decisions on the awarding of this arrangement are made by the Support for Learning Manager in consultation with Exams Officer

Date of Last Review: September 2025 by PVe

Date of Next Review: September 2026



Decisions are based on:

- Whether the candidate has a substantial and long-term impairment that has an adverse effect (AA 5.11) **and**
- The candidate's normal way of working within the centre (AA 5.11)
Preparation students for the workplace (AA pg 8)

Decisions are also based on

- Ensuring the proposed arrangement does not disadvantage or advantage the candidate (AA 4.2.1)
- Nervousness, low-level anxiety, or being worried about examinations is not sufficient grounds for separate invigilation within the centre (AA 5.16)

Criteria for the awarding of the arrangement

Alternative rooming arrangements will be considered where the arrangement would prevent a candidate from being placed at a substantial disadvantage and where the following conditions are met:

- The candidate has an established difficulty as defined in section 5.16 of the JCQ's Access Arrangements and Reasonable Adjustments publication (ICE 14.18)
- The candidate's disability is established within the centre and known to relevant staff or a senior member of staff with pastoral responsibilities (AA 5.16)
- 1:1 invigilation and the use of an alternative room would apply where the candidate has a serious medical condition such as frequent seizures, Tourette's, or significant behavioural issues which would disturb other candidates in the examination room (AA5.16)
- Alternative rooming arrangements reflect the candidate's normal and current way of working in internal tests and mock examinations (AA 5.16)
- Where a candidate sits their examinations in a smaller environment away from the main examination room, the regulations and guidance within the JCQ publication Instructions for conducting examinations will be adhered to, particularly in relation to accommodation and invigilation arrangements (ICE 14.18)

Other rooming arrangements



At the discretion of the Head of Centre arrangements for seating candidates in rooms separate to the main cohort may be put in place in other circumstances. The reasons include but are not limited to:

- School refusers usually unable to attend the centre
- Students with disruptive behavioural tendencies who will distract other students in the main room

Overnight supervision arrangements

Overnight supervision is arranged when candidates are entered for **multiple examinations (three or more examinations)** timetabled for the same day and the total duration for these papers is:

- a) **more than** six hours for GCE examinations (AS, A-level), **including approved extra time allowances and/or supervised rest breaks;** or
- b) **more than** five and a half hours for IGCSE/GCSE examinations, **including approved extra time allowances and/or supervised rest breaks;**

Candidates may, at the schools' discretion, be allowed to take the examination the following morning, including Saturdays. Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

Where overnight supervision is required, the school, more directly the Examinations Officer, will appoint a member of centre staff or an invigilator to supervise the candidate at all times while he/she is on the premises sitting examinations. The candidate must be under centre supervision from 30 minutes after the Awarding Body's published starting time for the delayed examination. The school will ensure there is no contact with other candidates.

The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The school will determine a method of supervision that ensures the candidate's well-being.

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone and radios, which could report key details of the day's examinations.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. These are completed online using the Centre Admin Portal (CAP).

The Examinations Officer will arrange for the supervisor to complete the Timetable variation and confidentiality declaration for overnight supervision.



Food and drink in the exam rooms

Candidates are allowed to bring in water providing the label has been removed. No food (unless there are medical reasons) or drink is allowed, this includes canned or cartons of drinks, chewing gum, or any other food – these items will be confiscated. Candidates are made aware of this in their respective Examination Guidance Booklets.

Managing behaviour in exam rooms

- The Head of Centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.
- The invigilator must record what has happened.
- Senior Leaders will provide support for the Examinations Officer and invigilators when dealing with disruptive candidates in exam rooms.
- The Examinations Officer and Head of Centre will interview the candidate concerned. After the incident has been investigated the Examinations Officer may report malpractice to the Awarding Body. The candidate must be warned that the awarding body may be informed and may decide to penalise them, which could include disqualification.

Policy on leaving the exam room temporarily

Candidates who are allowed to leave the examination room temporarily for a rest break or illness are accompanied by the Examinations Officer or a member of staff (not teaching staff).

Candidates entitled to rest breaks, including those entitled due to medical reasons, will be allowed the additional time when they have reached the published end time for that exam.

A single supervised rest break should be no more than 30 minutes in duration. Candidates cannot be given as many supervised rest breaks as they like for as long as they like. A supervised rest break will not normally be required within the first 10 minutes of an examination but maybe thereafter. (AA 5.12)

The duration of the supervised rest break must be determined by the SENCo based on their knowledge of the candidate's needs and the candidates' normal way of working when placed under timed conditions. (AA 5.12)

Access arrangements

The Examinations Officer will:

- Provide cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Have a process in place to deal with emergency access arrangements as they arise at the time of exams



- Apply for approval through Access Arrangements Online, where required, ensuring compliance with the Disability Discrimination Act 2006 and the Isle of Man Equality Act 2017

Special consideration

- Head of Centre provides signed evidence to support eligible applications for special consideration.
- The Examinations Officer will process eligible applications online for special consideration to Awarding Body's extranet sites.

Exam archiving policy

The Examinations Officer will keep records and exam certificates as required by JCQ and Awarding Body's for the required period.

Retention of certificates

Queen Elizabeth II High School will:

- Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue.
- Destroy any unclaimed certificates confidentially, and keep a record. This record will list the candidate number, the awarding body, the qualification/s and the examination series
- Return any certificates requested by the Awarding Body's.