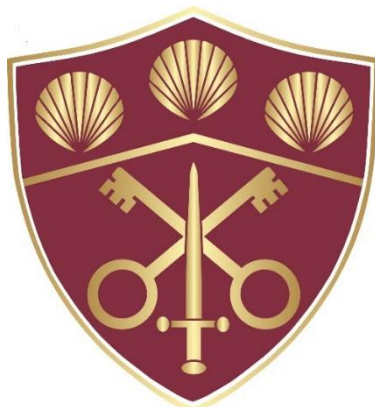


Ad Gloriam Dei et Servitium Omnium

EXAMINATIONS POLICY

The Palmer Catholic Academy

MISSION STATEMENT



Ad Gloriam Dei et Servitium Omnium

The Academy's Mission promotes the academic and personal development of each member of its community, both students and staff alike.

We serve Christ in each other to the Glory of God and Service of all.



Adoption by Governing Body of The Palmer Catholic Academy:

Date of Implementation: November 2021

Signature of Chair of Governors:

Signature of Headteacher:

Review Date: November 2022

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Appendix 1 – Controlled Assessment Risk Assessment Policy

Appendix 2 – Exam Procedures Risk Assessment Policy

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Head of Centre, Heads of Departments, Senior Leadership Team and the Data and Examinations Manager.

1. Exam Responsibilities

Head of Centre

Overall responsibility for the academy as an exam centre:

- advises on appeals and re-marks
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualifications' document '*Suspected Malpractice in Examinations and Assessments*'.

Data and Examinations Manager

Manages the administration of public and internal exams and provides data analysis of exam results:

- advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the Joint Council's *Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- accounts for income and outgoings relating to all exam costs/charges
- line manages the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams

- prepares and presents reports to the Senior Leadership Team showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Senior Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.

Heads of Department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams and Data Assistant.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.

SENCO

- Administration of access arrangements.
- Identification and testing of candidates' requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

Senior Invigilator/invigilators

- Duties as per job description

Candidates

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

Administrative staff

- Posting of exam papers.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Heads of Department and the Head of academic study for the Sixth Form.

The qualifications offered are GCSE, A levels, BTEC's, Applied and Entry Level GCSE.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by July of the year before the new syllabus applies.

At Key Stage 3

All candidates will take English, Mathematics and Science. The academy will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

Decisions on whether candidates should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, head of key stage and the deputy head.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At post-16

All candidates will complete GCE's in Year 13.

3. Exam seasons and timetables

Exam seasons

Internal exams are scheduled in November/December and March for students studying for external examinations to be taken in the Summer term.

External exams are scheduled in November, January and June.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Head of Centre, Heads of Subject and the Heads of Department.

Timetables

The Exams and Data Assistant will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

Entries

Candidates are selected for their exam entries by the Heads of Subject and the Heads of Department.

A candidate, teacher or parent/carer can request a subject entry, change of level or withdrawal which will be considered by the relevant Head of Subject in conjunction with the Deputy Head.

The centre accepts external entries from former students only.

Late entries

Entry deadlines are circulated to Heads of Department via email and post.

Late entries are authorised by Heads of Subject, Heads of Department and Exams Officer.

Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, Head of Post-16, Exams and Data Assistant, Heads of Department and the Heads of Subject. (See also section 5: Exam fees.)

5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

A2/GCE initial registration and entry exam fees are paid by the centre.

BTEC initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

Retake fees for first and any subsequent retakes are paid by the candidates. (See also section 4: Retakes.)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry. (See also section 11: Enquiries about results [EARs].)

6. The Disability Discrimination Act (DDA), special needs and access arrangements

DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. Wheelchair access is available to the main examination hall and the smaller examination hall in Mother Teresa House.

Special needs

A candidate's special needs requirements are determined by the SENCO, pastoral teacher and the educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams and Data Assistant.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the Exams and Data Assistant.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams and Data Assistant.

7. Estimated grades

The heads of subject will submit estimated grades to the Exams and Data Assistant when requested by the Exams and Data Assistant.

8. Managing invigilators and exam days

Managing invigilators

External invigilators will be used for exam supervision.

The recruitment of invigilators is the responsibility of the Director of Finance and Resources and the Data and Examinations Manager.

Securing the necessary Data Barring Service (DBS) clearance for new invigilators is the responsibility of the Director of Finance and Resources.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams and Data Assistant and the Senior Invigilator.

Invigilators' rates of pay are set by the centre administration.

Exam days

The Exams and Data Assistant will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilators.

Site management is responsible for setting up the allocated rooms.

The Head of Year, where possible, (or a member of SLT) will start all exams in accordance with JCQ guidelines.

Subject staff may be present outside the exam venue at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical exams, subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department and heads of subject within 24 hours after the end of the exam session.

9. Candidates, clash candidates and special consideration

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

The Exams and Data Assistant will attempt to contact any candidate via the attendance office who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Clash candidates

The Exams and Data Assistant will inform candidates of arrangements to accommodate examination clashes and be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, Exams and Data Assistant or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example, a letter from the candidate's doctor.

The Exams and Data Assistant will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Responsibilities for Non-Examination Assessment

The revised GCSEs have removed the requirement for coursework and controlled assessments but will result in non-examination assessments taking place within the academy. The following is designed to delineate responsibilities to avoid ambiguity, omissions, conflict and confusion. Please refer to the Non-Examination Assessment (NEA) Policy for detailed information.

Head of Centre Responsibilities

The Head of Centre is responsible for ensuring that controlled assessment work is conducted in accordance with JCQ regulations (Instructions for Conducting Controlled Assessments) and any subject specific instructions issued by the Awarding Bodies

Teachers' responsibilities

- To be familiar with and adhere to the general guidelines contained in the JCQ regulations
- To be familiar with and adhere to the specific instructions for conducting controlled assessments contained in the awarding body regulations, specifications and websites for each specific subject. See addresses below.
- To supply to the Exams and Data Assistant details of all assessments (controlled assessments and written examinations) and the codes, cash in codes and assessment details, deadlines and specific requests at the start of the academic year.
- To obtain from the Exams and Data Assistant confidential material and tasks as set by the awarding bodies in sufficient time to make preparation for the assessments.
- To supervise to the correct standard all assessments for which they are responsible, undertaking such tasks as the regulations require and permitting only such assistance as the specifications allow.

- To ensure that students maintain a research diary/folder detailing time spent on the assessment, and to comment in such a diary.
- To ensure that authentication forms are signed by students and supervising teachers on completion of the assessment.
- To mark such assessments according to the mark schemes provided by the awarding bodies and submit the marks through the Exams and Data Assistant to the awarding bodies when required, retaining a copy of the marks awarded.
- To retain the work of candidates securely at all times between assessment sessions and after the work has been completed until any date set by the awarding bodies for the release of material.
- To request from the SENCO any assistance required for the administration or management of access arrangements
- To request from the Exams and Data Assistant any additional invigilators or accommodation required for conducting controlled assessments in the event of certain assessments being defined as 'examinations' rather than 'tests and assessments in class during normal teaching time'.

Exams and Data Assistant's responsibility

- To enter all units whether for controlled assessments or written exams before the awarding body deadline
- To be responsible for the receipt, safe storage and safe transmission of all confidential materials for conducting controlled assessments, whether that be downloaded electronically, CDs or hard copy.
- To download, create or distribute marksheets for the use of teaching staff and to collect and send such marksheets to the Awarding Bodies before any deadlines.
- To supply invigilators and arrange accommodation as and when requested by the teaching staff in the situations defined above.
- To create, publish and keep up to date an Internal Appeals Policy covering controlled assessments.
- To apply on line for any access arrangements relating to controlled assessments
- To supply support staff as and when requested by teaching staff

Senior Leadership Team responsibilities

- To oversee the safe and secure conduct of controlled assessment and ensure that they adhere to both the JCQ general guidelines and the awarding body specific instructions.
- To co-ordinate the dates of controlled assessments by liaison with heads of department/subject so that these dates are fixed by the start of the academic year. It is advised that controlled assessments be spread throughout the academic years of KS4.
- To resolve any clashes or problems arising over the timing or operation of controlled assessments.
- To resolve any issues arising from the need for particular facilities (rooms, IT networks, time out of school, activities etc.).

11. Security of Examination Papers and Scripts and Materials

The Exams and Data Assistant is responsible for the security of examination papers prior to the examination date and the security of candidate scripts prior to despatch.

The Head of Department is responsible for the security and safe keeping of students' controlled assessment materials and coursework portfolios.

Pre-release materials (including Modern Foreign Language Oral support materials) will remain in the secure examination area in the FED office. These may be released to the Head of Department at the start of each academic day but must be returned to the secure examination area in the FED office for overnight secure storage.

A log of the materials released to the Head of Department will be kept in the secure examination area. It will contain the date, time, a description of the examination materials, who they are released to and the time they are returned to the secure examination area. All entries in the log will be signed by the Head of the relevant Department and the Exams and Data Assistant.

Pre-release materials **must** be kept locked in the departments secure area at all times when they are not being worked on and returned to the secure examination area in the FED office at the end of the school day. Pre-release materials must **not** be kept in classrooms.

Centre copies of recordings of all student performances must be kept in the secure examination area and the contents remain secure in line with Board specifications. Digital copies will be stored electronically in a password protected folder. Only the Head of Centre and the Exams and Data Assistant will be authorised to access the folder.

12. Appeals against internal assessments (GCSE controlled assessments and GCE coursework units)

The Palmer Catholic Academy is committed to ensuring that whenever its staff mark candidates' controlled assessment/coursework this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have trained in this activity. The Palmer Catholic Academy is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

If a candidate believes that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

N.B. an appeal may only be made against the assessment process and not against the mark submitted to the awarding body.

- Appeals should be made as early as possible, and no later than two weeks before the last timetabled examination in the series (e.g. the last GCSE written paper in the June GCSE examination series)
- Appeals must be made in writing by the candidate's parent/carer to the Head of Centre.
- The Head of Centre will appoint a senior member of staff, i.e. a member of the Senior Leadership Team, to conduct the investigation. The appointed member of staff will not have had any involvement in the internal assessment process for that subject.
- The purpose of the appeal will be to decide whether the process used for internal assessment conformed to the awarding body's specification and subject-specific associated documents.
- The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body, and any changes made to internal assessment procedures.
- The outcome of the appeal will be made known to the Head of Centre and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any irregularity in procedures to light, the awarding body will be informed.

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of The Palmer Catholic Academy and is not covered by this procedure.

13. Results, enquiries about results (EARs) and access to scripts (ATS)

Results

Candidates will receive individual results slips on results days in person at the centre. Those not collected will be posted to their home addresses.

The academy is open from 8.30 am on results days.

The provision of staff on results days is the responsibility of the Head of Centre.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. (See section 5: Exam fees.)

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

If a result is queried, the Exams and Data Assistant, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark. Remarks are paid for by the student. Should the overall grade increase then the fee is refunded.

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

GCSE re-marks cannot be applied for once a script has been returned.

14. Certificates

Certificates may be collected on behalf of a candidate by a third party, provided the candidate has stipulated in writing the person they authorise to collect their certificates on their behalf. The authorised person must provide the centre with the candidate's written authority together with photographic ID confirming their identity.

Certificates are not withheld from candidates who owe fees.

The centre retains uncollected certificates.

15. Fire Evacuation & Bomb Alert Procedures – Examination Halls

In the event of a fire alarm or bomb alert, the following procedures apply:

- The invigilator will note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the Hall with the candidates.
- Tell the students to remain calm and ask them to leave their belongings and papers on their desk and leave by the nearest fire exit. These are located at opposite ends of the Sports Hall.

- IMPORTANT – BEFORE the students exit the Sports Hall, remind them that they are still under examination board conditions and under NO CIRCUMSTANCES should talk to one another or use a mobile phone. Remind them that a breach of regulations could mean disqualification from their examination.
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them. This will be a breach of examination board regulations and they will risk disqualification from their examination.
- Students should leave the examination hall under the supervision of an invigilator. Use all fire exits. The seating plan and attendance sheets should be taken out with the invigilators, together with pens. Invigilators should take a roll-call, to ensure that all students are present and accounted for.
- IMPORTANT - the students should assemble in the playground just outside the Sports Hall. This will ensure that they are isolated from the other classes/students. Please line up the students according to the examination taken e.g. 1 line for GCE Media, 1 line for GCSE French etc.
- Check with the Site Staff and ask them if you have the all clear for re-entering the Sports Hall.
- Note the time of re-starting the examination and change the finish time. Inform the Exams and Data Assistant of the incident so that an application for Special Consideration can be completed and submitted to the board.

For smaller examination rooms, the same rules apply. Just leave by the nearest exit and assemble on the playground outside the Sports Hall.

Risks and issues	Possible remedial action		Staff
	Forward planning	<i>Action</i>	
Timetabling			
Assessment schedule clashes with other activities	Plan/establish priorities well ahead (e.g. start of academic year) for all subjects or lines of learning	Plan dates in consultation with school calendar – negotiate with other parties	HOD for subject R Slack for calendar Exams and Data Assistant
Too many assessments close together across subjects or lines of learning	Plan assessments so they are spaced over the duration of the course	Space assessments to at least allow candidates some time between assessments	HOD Exams and Data Assistant
Accommodation			
Insufficient space in classrooms for candidates	Once group sizes are known at the start of the year, flag instances where regular classroom space may not be suitable to conduct controlled assessment	Use more than one classroom or multiple sittings where necessary	R Slack for cover HOD
Insufficient facilities for all candidates	Careful planning ahead and booking of rooms / centre facilities	Use more than one classroom or multiple sittings where necessary	R Slack HOD Exams and Data Assistant
Control levels for task taking			
Assessment is undertaken under incorrect level of control (time, resources, supervision and collaboration)	Ensure teaching staff/assessors know what level is applicable and understand what is involved. Provide training if required	Seek guidance from the awarding body	HOD Exams and Data Assistant

Control for ICT based tasks			
Students' work not secure	Ensure students have individual passwords for computers which are activated only when under supervision	Use more than one ICT suite if necessary	HOD Network Manager Data and Examinations Manager
Supervision			
Student study diary/plan not provided or completed*	Ensure teaching staff/assessors are aware of the need for study diary/plans to be completed early in course	Ensure candidates start, continue and complete study diary/plans that are signed after every session*	HOD
Teaching staff/assessors do not understand supervision of controlled assessment is their responsibility	Ensure teaching staff/assessors understand nature of controlled assessments and their role in supervision	Training session at departmental meeting	HOD Data and Examinations Manager
Suitable supervisor has not been arranged for an assessment where teaching staff/assessors are not supervising	A suitable supervisor must be arranged for any controlled assessment where a teacher/assessor is not supervising, in line with the awarding body specification.	Liaise with cover for staff to be made available	R Slack HOD

* Not all controlled assessment whether for the Diploma or GCSEs will require the completion of a study diary or study plans

Task setting			
Teaching staff/assessors fail to correctly set tasks	Ensure teaching staff/assessors understand the task setting arrangements as defined in the awarding body specification**	Seek guidance from the awarding body	HOD
Assessments have not been moderated as required in the awarding body specification	Check specification and plan required moderation appropriately	Seek guidance from the awarding body	HOD
Security of materials			
Assessment tasks not kept secure before assessment	Ensure teaching staff understand importance of task security	Request/obtain different assessment tasks	Data and Examinations Officer/Exams and Data Assistant HOD
Candidates' work not kept secure during or after assessment	Define appropriate level of security, in line with awarding body requirements, for each department as necessary	Take materials to secure storage	Data and Examinations Officer/Exams and Data Assistant HOD
Insufficient or insecure storage space	Look at provision for suitable storage early in the course	Find alternative spaces	HOD
IT areas are not individual	Ensure students have individual passwords for computers which are activated only when under supervision	Use more than one ICT suite if necessary	Data and Examinations Officer/Exams and Data Assistant HOD

** All tasks whether set by the awarding body or the centre/consortium must be developed in line with the requirements of the specification.

Deadlines			
Deadlines not met by candidates	Ensure all candidates are briefed on deadlines/penalties for not meeting them	Mark what candidates have produced by deadline and seek guidance from awarding body on further action.	HOD and teachers Data and Examinations Officer/Exams and Data Assistant
Deadlines for marking and/or paperwork not met by teaching staff/ assessors	Ensure teaching staff/assessors are given clear deadlines (prior to awarding body ones) to complete marking/paperwork so the exams office can process and send off marks ahead of AB deadlines	Seek guidance from awarding body	HOD Data and Examinations Officer/Exams and Data Assistant
Authentication			
Candidate fails to sign authentication form	Ensure all candidates have authentication forms to sign and attach to work when it is completed before handing in	Find candidate and ensure form is signed	HOD Data and Examinations Officer/Exams and Data Assistant
Teaching staff/assessors fail to complete authentication forms or leave before completing authentication	Ensure teaching staff/assessors understand importance of authentication forms and the requirement of a signature	Return form to staff for signature. Ensure forms are signed as work is marked, not at end of season	HOD Data and Examinations Officer/Exams and Data Assistant
Marking			
Teaching staff/assessors interpret marking descriptions incorrectly	Ensure appropriate training and practicing of marking. Plan for sampling of marking during the practice phase.	Arrange for remarking. Consult awarding body specification for appropriate procedure	HOD Data and Examinations Officer/Exams and Data Assistant
Centre does not run standardisation activity as required by the awarding body	Plan against the requirements for standardisation for the awarding body when and how this activity will be conducted.	Check with the awarding body whether a later standardisation event can be arranged.	HOD Data and Examinations Officer/Exams and Data Assistant

Risk Assessment & Contingency for examination procedure

Risk	Early warning	Control to prevent	Control to resolve
Invigilator does not turn up	Phone Call	Invigilator timetables – email to confirm duty days	On busy days employ emergency invigilator or SI to cover
Fire alarm goes or bomb alert off			Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Allocate specific area for exams.
Student taken ill during exam			Invigilator aware of policy, first aider on call. Special Consideration for students and depending on the situation may need to be considered for all students.
Bad weather or transport problems	Weather report	Possible delay to start of exam	Delay start, contact Exam Board, isolation of candidates if late and hold staggered sessions if necessary. Special Consideration
Students do not turn up for exam		Student timetables and information from subject teachers	Exams and Data Assistant arranges for students to be contacted. Late arrival procedures to be followed
Students turn up who are not entered		Subject teachers/HODs ensure entry checklists are correct	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department.
Student has tested positive for COVID-19	Phone call from parent/carer		Special Consideration for student and depending on the situation may need to be considered for all students.
Students have been asked to self-isolate	Notify Public Health England and Local Authority	Students are taught in bubbles to minimise contact with other students	Special Consideration for students and depending on the situation may need to be considered for all students.
Cheating in the room	Invigilator reports problem	Warning to candidate notices distributed to students earlier in year, and displayed around exam hall.	Invigilator aware of policy, SLT on-call to deal with malpractice issue
Disruption in the room	Invigilator reports problem	Warning to candidates and information from HOY. Information from tutors to EO re problem students in order to isolate.	Invigilator aware of policy, SLT on-call to deal with malpractice issues

Risk	Early warning	Control to prevent	Control to resolve
Late arrivals	Phone call or just turn up late	Candidate timetable	Invigilator aware of policy. Complete Late arrivals form.
Exams and Data Assistant does not turn up	Phone call	Regular meetings with line manager	SLT to have back-up policy
Exam room flooded	Check room, or invigilator reports problem	Regular premises checks	Find alternative accommodation. Special Consideration
Wrong entry made – incorrect paper		Subject teachers/HOD's ensure entry checklists are correct	Contact Board for copy of paper if necessary. Provide exam paper, seat and amend entry.
Exams and Data Assistant leaves/long term sick	Notification from Exams and Data Assistant	Regular meeting with line manager	SLT to have back-up policy
Curriculum model changes	Government white paper. Information from NAA and QCA, and AB's		Planning and Action Plan to implement changes. Review of job description?
Damage to office		Regular premises checks	Need AB's handbooks, new equipment, phone line and office space. Copies of relevant information from HOD's.
System failure or power cut			Contact IT support or electrician and if necessary. Contact AB to inform entries will be late.
Receiving inaccurate or late entry information	Entries not complete or with conflicting evidence	Subject teachers/HOD's ensure entry checklists are correct and on time.	Charge late fee to department.
Change of syllabus and no notification	Pre-release material does not arrive. Materials arrive that are not expected.	Subject teachers/HOD's ensure entry checklists are correct.	Contact AB
HOD long term sick or leaves	Resignation or sick note.		Replacement to be nominated and Data & Examinations Manager to have input in training.
AB communications systems fail	Papers do not arrive, on-line systems incorrect, difficult to contact by telephone.		Give extra time for checking.