

MULBERRY STEPNEY GREEN

MATHS, COMPUTING & SCIENCE COLLEGE

EXAMS POLICY

Ratified on: 25 September 2024

Ratified by: Trust Board

Date of next review: September 2025

Version	Reviewed	Changes since last version
Version 1	September 2021	New Policy
Version 2	September 2022	Reflect new JCQ regulations/guidance: 3.2, 3.3, 5.2 Appendix added
Version 3	September 2024	Reflect new JCQ regulations/guidance: 1.6, 2.5, 3.1, 3.6, 3.8, 4.4, 4.10, 4.18, 16.1, 18.4 Appendix amended

Contents

SECTION A: Introduction	6
1. Introduction	6
1.1 Purpose of the policy	6
1.2. Scope of the policy.....	6
1.3. Principles underpinning the policy	6
Equality Legislation	6
1.4. Policy review	6
1.5. Qualifications offered	6
SECTION B: Procedures	7
2.1. Entries	7
2.2. Withdrawals.....	7
3. Procedures relating to external examinations	8
3.1. Delivery of examination materials	8
3.2. Storage and management of examination materials and the secure storage facility	8
3.3 Arrangements for handling secure electronic materials	9
3.3. Dispatch of examination materials.....	10
3.4. Information to students, parents and staff	10
3.5. Exam venues and environments	11
3.6. Invigilation: The invigilation team for each exam includes:	11
3.7. Exam day routines	11
3.8. In the exam hall/exam venues (including on-screen exams)	11
3.9. Verifying candidates' identity.....	12
3.10. Candidates who arrive late	13
3.11. Applications for special consideration	13
3.12. Private candidates	13
3. Procedures relating to non-examination assessments and BTEC assignments	13
4.1. Managing NEAs	13
4.2. Communication to students and parents.....	14
5. Procedures relating to access arrangements	14
5.1. Assessment	14
5.2. Implementing Access Arrangements.....	14
6. Procedures relating to results and post-results services	15
6.1. Results download	15
6.2. Results day	15
6.3. Posts results services - Appeals	15

6.4. Access to scripts.....	15
6.5. Certificates.....	16
6.6. Procedures relating to malpractice	16
SECTION C: ROLES RESPONSIBILITIES AND TRAINING	16
7.1. The Head of Centre is responsible for:	16
7.2. The Exams Manager who is responsible for exams is responsible for:	16
7.3. If BTEC courses are run the Quality Nominee is responsible to SLT in charge of vocational qualifications for:	17
7.4. The Exams Manager and Exams Officer are responsible for:.....	17
7.5. The SENDCo is responsible for:.....	18
7.6. Senior leaders line managing subject areas are responsible for:.....	18
7.7. Subject leaders are responsible for:	18
7.8. Teachers are responsible for:	19
7.9. Candidates are responsible for:.....	19
7.10. Training for these roles.....	20
Appendix A: Emergency Evacuation Procedure	21
Emergency evacuation of an exam room	21
Roles and responsibilities	21
Recording details	22
Appendix B: Contingency Plan	23
2024-2025	23
Purpose of the plan.....	23
National Centre Number Register and other information requirementsThe head of centre will also ensure that MSG as a contingency to enable the prompt handling of urgent issues only, responds to the awarding bodies' request for information regarding the contact details of a senior member of staff (which might include a personal mobile number and/or email address). This will ensure that any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk, can be addressed by awarding bodies with the support of that member of staff. Heads of centre should ensure that this member of staff has the necessary authority to mobilise resources to provide this support, which might include resolving issues within the centre itself.	23
Head of centre absence at a critical stage of the exam cycle	23
Possible causes of disruption to the exam process.....	23
1. Exam officer extended absence a critical stage of the exam cycle	23
2. ALS lead/SENCo extended absence at critical stage of the exam cycle	24
3. Teaching staff extended absence at a critical stage of the exam cycle.....	25
4. Invigilators - lack of appropriately trained invigilators or invigilator absence	25
5. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice	25
6. Cyber-attack.....	26
7. Failure of IT systems	26

Mulberry Stepney Green Examinations Policy 2024-2025

8. Emergency evacuation of the exam room (or centre lockdown)	26
9. Disruption of teaching time in the weeks before an exam – centre closed for an extended period	26
10. Candidates may not be able to take examinations - centre remains open.....	27
11. Centre may not be able to open as normal during the examination period.....	27
12. Disruption in the distribution of examination papers	27
13. Disruption to transporting completed examination scripts	27
14. Assessment evidence is not available to be marked	28
15. Centre unable to distribute results as normal or facilitate post results services.....	28
Appendix C: Role and Responsibilities (School Handbook)	29
2024 – 2025 PUBLIC EXAMINATIONS	29
RESPONSIBILITIES OF STAFF.....	29

SECTION A: Introduction

1. Introduction

1.1 Purpose of the policy

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

1.2. Scope of the policy

- The policy applies to all assessed aspects of qualifications taken by students at MSG, including examinations and non-examination assessments. Currently, these qualifications are GCSE, GCE, BTEC and Cambridge National Assessments.
- The policy does not cover internal exams and assessments, although many of the same procedures are used to help build students' experience and confidence.

1.3. Principles underpinning the policy

- The policy adheres to all JCQ requirements.
- The policy upholds MSG values and supports students in achieving their potential and gaining the qualifications they need for successful and challenging next steps. It meets the requirements of the Equality Act 2010.
- The policy has impact when implemented: all staff must read, understand and fulfil their responsibilities. Staff will receive appropriate support, updates and training.

Equality Legislation

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

1.4. Policy review

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

1.5. Qualifications offered

- MSG currently offers GCSE qualifications at KS4, BTEC and GCE and Cambridge Assessments at KS5. The curriculum, including the range of subjects and qualifications, is developed by the Senior Leader

responsible for curriculum and the subject leaders. It is agreed annually by the Local Governing Body and published in MSG's prospectus.

- Decisions about specifications and awarding bodies are made by subject leaders in discussion with their line managers and the Senior Leader with responsibility for curriculum. This information is made available to students and parents via MSG's website.
- These qualifications include different modes of assessment, including written examinations, on-line examinations, and non-examination assessments, including practical assessments. All include an examined component.

SECTION B: Procedures

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

2.1. Entries

- MSG expects all students to be entered for examinations and assessments for which they have been prepared.
- The Exams Officer informs SLT and subject leaders of the deadlines associated with exam entry and withdrawal and informs them of the information required.
- If there has been a change of specification from the previous year, subject leaders must inform the Exams Manager when they submit estimated entries.
- Entries are submitted via the school's Management Information System. The Examinations Officer submits the entries to awarding bodies. Changes may be made without charge up to the date when awarding bodies charge fees.
- All registration and exam entry fees for internal candidates are met by MSG.
- Departments are not charged for changes of tier, withdrawals made following the proper procedures or alterations arising from administrative processes.
 - Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series.

2.2. Withdrawals

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

3. Procedures relating to external examinations

3.1. Delivery of examination materials

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

3.2. Storage and management of examination materials and the secure storage facility

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

storage facility. They must not leave the secure room any earlier than 60 minutes prior to the awarding body's published starting time for the examination;

- c) the question papers extracted from the packet must be taken to the examination room(s)/site(s) in a sealed non-transparent envelope. An invigilator must always be present in the examination room(s). Question papers must not be left unattended.
- In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. A member of centre staff, additional to the person removing the question paper packets from secure storage, e.g. an invigilator, must check the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened. This check must be recorded on the 'second pair of eyes' school template. If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately.
- In an emergency situation where the secure room and the secure storage facility cannot be accessed refer to contingency plan and contact JCQ Centre Inspection Service immediately.

3.3 Arrangements for handling secure electronic materials

- Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre. The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies.
- Files must not be accessed or printed at alternative locations without the awarding body's prior permission.
- At least two and no more than six members of centre staff should be authorised to handle secure electronic materials. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Email accounts used for secure material access must belong to named individuals or be a group email account accessed solely by individuals authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks must be conducted to ensure all authorised individuals in the group still require access.
- Files must only be accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- Accounts used to access secure material must be audited regularly. Any unused or unneeded accounts must be closed promptly, for example when a member of staff has left the centre or changed roles.
- Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. Passwords must never be written down or shared.
- The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.
- The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.
- Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- Secure files must be accessed and printed within a secure environment. Only authorised members of staff must be present in the room.
- Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time.
- Report any deviation from these instructions to the awarding body using JCQ Form M2.

- Report any concerns of a potential breach of security to the awarding body immediately.

3.3. Dispatch of examination materials

- Prior to the start of each exam season, the Exams Officer liaises with Parcel Force to arrange exam parcel collection and informs reception staff of the collection window. Parcel Force collect parcels every weekday until the end of the exam season.
- Exam scripts are dispatched either on the same day as the exam or the following day.
- The Exams Manager takes packaged exam scripts that are ready for dispatch to Reception and leaves them for collection, with the dispatch log sheet. Reception staff inform the Exams Officer when Parcel Force are on site. If parcels are not ready for dispatch by the time Parcel Force arrives, they are left in the exams safe until the next day.
- If Parcel Force fails to collect for any reason, reception will notify the Exams Manager. Parcels will be stored in the exams safe overnight. Reception will notify the Exams Manager when Parcel Force arrive to collect the parcels next day.
- All collections are logged by the Exams Manager or Exams Officer on the dispatch log. The Exams Officer keeps a record of all dispatches identified by their unique reference number.

3.4. Information to students, parents and staff

- All students sitting exams are given information about exam expectations, routines and malpractice through assemblies prior to their pre-public exams and prior to the external exams. pre-public exams reflect all procedures required in external exams.
- Examination timetables and arrangements are distributed as follows:
- Individual timetable and information for candidates documents are given to each candidate.
- Full timetables (Y11 and sixth form) emailed to all staff and published on MSG website and posted around the school.
- As soon as entries are submitted, the Exams Officer will make arrangements to resolve any clashes. Candidates are spoken to and informed of any affected subjects that have clashed.
- The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given.
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones. This includes paper attached to calculators and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room such as paper attached to calculators.
- Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Head of Centre.
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

3.5. Exam venues and environments

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

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

- A designated invigilator for each exam venue, with the exception of some individual access arrangements the invigilator will keep their phone on silent during the exam so that they can contact or be contacted by the Exams Officer if necessary during the exam;
- one to two invigilators for each group of 30 candidates (or fewer) sitting timetabled written exams; or
- one invigilator for each group of 20 candidates taking on-screen tests, or timed Art examinations unless the awarding body has given permission to do otherwise; an additional invigilator to provide cover if needed.
- This is, however, dependent on the nature of the test and the layout of the room, Further invigilators are used at the Exams Officer's discretion to ensure that all candidates are in view at all times.
- Invigilators are timetabled by the Exams Officer and deployed in each exam.
- Where an invigilator is acting as a practical support as part of one-to-one access arrangement, a "roving invigilator" as defined by JCQ is in place.
- External invigilators are used for all external written exams.
- The Exams Officer organises the invigilation team each year.
- All invigilators are trained by the Exams Officer each year on current regulations (annual update). The testing of invigilators understanding is rigorous. This also extends to those facilitating access arrangements.

3.7. Exam day routines

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

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

- Senior and middle leaders supervise students into the hall only. The Exams Manager/Officer, and the invigilation team, are responsible for students once they enter the hall. The Senior Leader responsible for exams will remain until the exam has started.
- JCQ regulations concerning the people present in the examinations room are within the ICE booklet.

Mulberry Stepney Green Examinations Policy 2024-2025

- An examination record sheet is completed in each exam room. This records the exam paper opening log (second pair of eyes sheet), seating plan, access arrangements, start time. This is held in the exams store after the exam. The invigilator sign in log is monitored by the Exams Officer.
- MSG's expectations for behaviour apply in and around the exam hall. Disruptive candidates will be dealt with in accordance with JCQ guidelines. JCQ regulations concerning candidates' use of mobile phones and all electronic devices (including watches/ smart glasses and any other smart devices) apply at all times.
- Candidates' personal belongings are kept in their bags in a designated area away from students. In smaller rooms students' bags are stored at the edge of the exam room with any phones turned off and handed into the Invigilator to store for the duration of the exam.
- Two invigilators check the day, date, time, subject, unit/component and tier of entry (if appropriate) immediately before the exam paper packet is opened and complete the appropriate log.
- An invigilator or the Exams Officer reads instructions about exam expectations to candidates at the start of each exam, including asking them to check the above information. Candidates are told when to complete the details on their answer booklets. The exam is formally started when the invigilator/Exams Manager announces that candidates may begin to write their answers.
- The date, Centre Number and start and finish times including students who have extra time, are displayed on a visible screen/whiteboard in all exam venues.
- Invigilators are made aware of students with Extra Time, supervised rest breaks or any medical needs. Candidates are required to remain in the exam room for the full length of the exam including any extra time.
- Examination papers may not be removed from the exam room during a session, and may not be read by teachers before the end of a session or within 24 hours of the exam. Papers are made available to subject leaders the next day.
- Candidates may only leave the exam hall for a genuine purpose with an immediate return. An invigilator accompanies them at all times.
- The Examinations Officer advise on the order of papers for students with a clash. Where successive exams would exceed 3 hours, an earlier or later session may be used and the candidates are kept under supervision by an invigilator, without access to electronic devices/internet.
- The Lead Invigilator for each venue stops the exam at the finish time and exam conditions are maintained as candidates' papers, question papers and any other materials are collected in. Candidates are dismissed by the Lead Invigilator and exam conditions are maintained until they are outside the room.
- Emergency evacuation procedures are available in each exam venue. In the case of an emergency, advice is sought from the relevant awarding body as soon as it is safe to do so. See Appendix A for Emergency Evacuation

3.9. Verifying candidates' identity

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

3.10. Candidates who arrive late

- A candidate who arrives after the start of the examination will usually be allowed to enter the examination room and to sit the examination, although this is at the discretion of the Head of Centre or Exams Manager.
- A candidate who arrives after the start of the examination will be allowed the full time for the examination, if MSG's organisational and supervision arrangements permit.
- A candidate will be considered "very late" if they arrive more than one hour after the awarding body's published starting time for an examination which last one hour or more, or, for examinations that last less than one hour, if they arrive after the awarding body's published finishing time or 30 minutes after the awarding body's published starting time, whichever is later.
- Where a candidate arrives "very late" for an examination, the Exams Manager dispatches the script in the normal way and submits a written report to the awarding body in line with JCQ requirements. The candidate is warned that the awarding body is unlikely to accept the work.

3.11. Applications for special consideration

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

3.12. Private candidates

- MSG does not accept private candidates.

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

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

4.1. Managing NEAs

- Each subject with an NEA has a published guidance document that includes internal guidance, awarding body guidance and JCQ guidance. This includes arrangements for securing the correct level of control.
- The Exams Manager confirms to subject leaders the deadlines relating to their non examination assessments and, later, the names of students whose work is required in the sample.
- Heads of Department/Heads of Faculty's plan and arrange the assessments and ensure appropriate training for all staff involved and information for students. They monitor the assessment processes and ensure all work is authenticated.
- In practical assessments, subject teachers and/or subject technicians are available for technical support.

- Students' work for an NEA is stored securely in a locked cupboard/cabinet unless students are working on it or teachers are marking/moderating it. Non-examination assessments requiring high control and completed electronically are saved into a dedicated secure area on MSG network.
- Where marking is internal, moderation processes involving all teachers who mark work are managed by the subject leader and outcomes are recorded. Marks are submitted online as required.
- Samples for internally-marked NEAs are collated by the subject leader and dispatched by the Exams Manager/Officer, who also records what has been sent, when and to whom.
- Subject leaders also liaise with visiting moderators where relevant and are responsible for making the required work and assessment records available.
- Students' work for externally marked NEAs and/or assessment record sheets are retained for a minimum of a full year.

4.2. Communication to students and parents

- Subject Leaders explain all procedures and expectations in relation to non-examination assessments to students. This includes talking through the JCQ guidance to candidates which is also available on MSG's website.
- Parents are informed of the assessments within each course through options booklets and course information. They are pointed to relevant JCQ guidance on MSG's website and information at parents' events.
- Details of exams procedures are given to students when they receive their timetables and in assembly.

5. Procedures relating to access arrangements

5.1. Assessment

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

5.2. Implementing Access Arrangements

- The SENDCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
- A candidate's access arrangements requirement is determined by the SENDCo.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCo.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo/Exams Officer.
- Rooming for access arrangement candidates will be arranged by the Exams Officer and Head of Centre.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

- The SENDCo informs the Exams Officer of students entitled to access arrangements. Together they plan the provision and staffing needed in each exam. The arrangements for exams will always reflect students' subject specific "normal way of working".
- The SENDCo informs subject leaders of students entitled to access arrangements so that they can be applied to NEAs and online exams.
- Exam's Manager inform the SENDCo of the dates for NEAs and online exams. The SENDCo supports, as necessary, with implementation of the arrangements.
- The Exams Officer and the SENDCo schedule, as necessary, equipment (including laptops), rooms, staff providing practical support and invigilators to meet the access arrangements.
- Candidates with access arrangements are identified on seating plans and registers.

6. Procedures relating to results and post-results services

6.1. Results download

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

6.2. Results day

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

6.3. Posts results services - Appeals

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

6.4. Access to scripts

- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results (not available for GCSE and student may have to pay for access to the script).

- Centre staff may also request scripts for investigation or for teaching purposes. The written consent of candidates must be obtained before the request is submitted.
- Re-marks cannot be applied for once a script has been returned.

6.5. Certificates

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

6.6. Procedures relating to malpractice

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

SECTION C: ROLES RESPONSIBILITIES AND TRAINING

7. Roles Responsible for Training

7.1. The Head of Centre is responsible for:

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

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

- ensuring that the Senior Leadership Team is fully informed of the implications of this policy for the day-to-day operation of MSG;
- ensuring all staff are appropriately informed and trained for their roles within this policy;
- line managing the Exams Officer;

Mulberry Stepney Green Examinations Policy 2024-2025

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

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

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

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

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

- ensuring the Lead Invigilator is aware of any necessary paperwork to be completed in the exam hall and notifies the Exams Officer of any other pertinent information relating to the conduct of the exam session;
- ensuring secure timely and recorded dispatch of examination scripts and non-exam assessment samples to awarding bodies;
- maintaining systems and processes to support the timely entry of candidates for exams and non-exam assessments;
- entering/registering candidates for qualifications and units, whether assessed by external exam, on-screen exam, non-exam assessment or assignment, before the deadline for final entries;
- assisting subject staff to submit candidates' non-examination assessment and assignment marks, and any other information required by the awarding bodies, correctly and on time.
- tracking return of non-examination assessment and assignment samples;
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests;
- keeping the Senior Leadership Team informed of developments in qualifications, assessments and JCQ requirements.

7.5. The SENDCo is responsible for:

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

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

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

7.7. Subject leaders are responsible for:

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

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

7.8. Teachers are responsible for:

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

7.9. Candidates are responsible for:

- adhering to JCQ exam requirements at all times and observing all rules that apply when in an exam hall or under other controlled conditions;
- understanding non-examination and assessment and BTEC assignment regulations and signing a declaration that authenticates their work as their own;
- reading and adhering to the exam timetable (and any timetable for non-examination assessments) and arriving for exams at least 15 minutes before the start time, or as directed;
- discussing any exam clashes with the Exams Officer;

Mulberry Stepney Green Examinations Policy 2024-2025

- bringing the correct equipment for the exam. Invigilators will not provide any stationary that has been forgotten;
- being attentive during the exam and listening, with great care, to the invigilator's instructions before the start of an exam.

7.10. Training for these roles

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

APPENDIX :

A: Emergency Evacuation Procedure

B: Contingency Plan

C: Role and Responsibilities (School Handbook)

Appendix A: Emergency Evacuation Procedure

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

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

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

Where candidates are unable to return to the building to complete the examination, the relevant awarding body will be contacted immediately for advice. The awarding bodies have procedures in place to ensure that candidates are not disadvantaged where they are unable to complete the examination due to circumstances beyond their control. (ICE 25.5)

Emergency evacuation of an exam room

Roles and responsibilities

Head of centre

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

Senior leader

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

Additional learning support (ALS) lead/Special educational needs coordinator (SENCo)

- Ensures appropriate arrangements are in place for the emergency evacuation of a disabled candidate from an exam room where different procedures or assistance may need to be provided for the candidate
- Ensures the candidate is informed prior to taking their exams of what will happen in the event of an emergency evacuation

Exams Manager & Officer

- Ensures invigilators are trained in emergency evacuation procedures and how an incident and actions taken must be recorded
- Ensures candidates are briefed of Fire Procedures prior to exams taking place, on what will happen in the event of an emergency whilst in the exam room They are instructed to assemble in the North Playground,
- Provides invigilators with a copy of the emergency evacuation procedure for every exam room
- Provides a standard invigilator announcement for each exam room which includes appropriate instructions for candidates about emergency procedures and what will happen if the fire alarm sounds
- Provides an exam room incident log in each exam room
- Liaises with the ALS lead/SENCo and other relevant staff prior to each exam where different procedures or assistance may need to be provided for a disabled candidate
- Briefs invigilators prior to each exam where different procedures or assistance may need to be provided for a disabled candidate

- Ensures appropriate follow-up is undertaken after an emergency evacuation, reporting the incident to the awarding body and the actions taken through application of the special consideration process where applicable (in cases where a group of candidates have been disadvantaged by a particular event)

In Case of an Emergency

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

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**) and evacuate the examination room in line with the instructions given by the appropriate authority.
- Instruct the students to go to the North Playground next to the Gym.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible whilst they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination. This would be confirmed by the Exams Manager first.

Invigilators

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

Other relevant centre staff

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

Recording details

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

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

Further details could include:

- report on candidate behaviour throughout the interruption/evacuation
- a judgement on the impact on candidates after the interruption/evacuation

Appendix B: Contingency Plan

2024-2025

Purpose of the plan

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

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

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

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

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

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

Possible causes of disruption to the exam process

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

Criteria for implementation of the plan

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

Planning

- *annual data collection exercise not undertaken to collate information on qualifications and awarding body specifications being delivered*

- *annual exams plan not produced identifying essential key tasks, key dates and deadlines*
- *sufficient invigilators not recruited*

Entries

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

Pre-exams

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

Exam time

- *exams/assessments not taken under the conditions prescribed by awarding bodies*
- *required reports/requests not submitted to awarding bodies during exam/assessment periods, for example very late arrival, suspected malpractice, special consideration*
- *candidates' scripts not dispatched as required for marking to awarding bodies*

Results and post-results

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

Centre actions to mitigate the impact of the disruption

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

2. ALS lead/SENCo extended absence at critical stage of the exam cycle

Criteria for implementation of the plan

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

Planning

- *candidates not tested/assessed to identify potential access arrangement requirements*
- *centre fails to recognise its duties towards disabled candidates as defined under the terms of the Equality Act 2010*
- *evidence of need and evidence to support normal way of working not collated*

Pre-exams

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

Exam time

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

Centre actions to mitigate the impact of the disruption

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

3. Teaching staff extended absence at a critical stage of the exam cycle

Criteria for implementation of the plan

Key tasks not undertaken including:

- *Early/estimated entry information not provided to the exams officer on time; resulting in pre-release information not being received*
- *Final entry information not provided to the exams officer on time; resulting in candidates not being entered for exams/assessments or being entered late/late or other penalty fees being charged by awarding bodies*
- *Non-examination assessment tasks not set/issued/taken by candidates as scheduled*
- *Candidates not being informed of centre assessed marks before marks are submitted to the awarding body and therefore not being able to consider appealing internal assessment decisions and requesting a review of the centre's marking*
- *Internal assessment marks and candidates' work not provided to meet awarding body submission deadlines*

Centre actions to mitigate the impact of the disruption

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

4. Invigilators - lack of appropriately trained invigilators or invigilator absence

Criteria for implementation of the plan

Failure to recruit and train sufficient invigilators to conduct exams

Invigilator shortage on peak exam days

Invigilator absence on the day of an exam

Centre actions to mitigate the impact of the disruption

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

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

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- Sports hall used as a contingency plan.

Alternative Centre: Mulberry School for Girls

6. Cyber-attack

Criteria for implementation of the plan

Where a cyber-attack may compromise any aspect of delivery

Centre actions to mitigate the impact of the disruption

- See IT contingency plan.

7. Failure of IT systems

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- See IT contingency plan.

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

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

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

9. Disruption of teaching time in the weeks before an exam – centre closed for an extended period

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

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

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

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

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

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

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

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

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

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

Alternative venue details: Mulberry School for Girls

12. Disruption in the distribution of examination papers

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

- Ensure centre has electronic access to examination papers via a secure external network.
- Centres need to ensure that copies are received, made and stored under secure conditions and should have plans in place to facilitate such an action.
- Follow awarding organisations provide guidance on the conduct of examinations in such circumstances.
- As a last resort, and in close collaboration with centres and regulators, awarding organisations to consider scheduling of the examination on an alternative date.
- In an emergency situation where the secure room and the storage cannot be accessed JCQ should be informed immediately. Implement guidance from JCQ and alternative arrangements may include downloading secure material from exam boards and distribute accordingly.

13. Disruption to transporting completed examination scripts

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

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

14. Assessment evidence is not available to be marked

Criteria for implementation of the plan

Large scale damage to or destruction of completed examination scripts/assessment evidence before it can be marked

Completed examination scripts/assessment evidence does not reach awarding organisations

Centre actions to mitigate the impact of the disruption

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

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

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

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

Criteria for implementation of the plan

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

Centre actions to mitigate the impact of the disruption

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

Alternative venue details: Mulberry School for Girls.

Appendix C: Role and Responsibilities (School Handbook)

**2024 – 2025 PUBLIC EXAMINATIONS
RESPONSIBILITIES OF STAFF**

Public Examinations: Key Dates for 2024– 2025

Date	What needs to be done	Responsible
September	<ol style="list-style-type: none"> Remarks request from June 2024 exams. <ol style="list-style-type: none"> Student Remark Deadline – 23rd September - final deadline Script access deadline – 26th September - final deadline Ask for details of the Maths/English resits in November, details required from HOD's: candidate names, class codes & tiers. Deadline for Access Arrangements/Modified papers and candidate assessment for GCSE November exams (JCQ guidance) - 20th September final deadline Coursework deadlines reminder emailed out to HOF/HOD Policies amended/updated and approved. 	<p>DOS/HODs</p> <p>DOS</p> <p>SENDCO/HOY</p> <p>SPL</p> <p>SPL/DOS</p>
October	<ol style="list-style-type: none"> Deadline for GCSE resit Entries Nov 2024 Exams – 1st Oct Deadline to Register all BTEC students to the relevant BTEC courses - 11th Oct to DOS <ul style="list-style-type: none"> Class codes and course codes to be emailed to DOS Year 12/13 assembly exam regulations for resit exams and timetables I.T. Cambridge National's Coursework entries 14th Oct to DOS Preparation for GCSE resits: Parcelforce, venues, set up, posters and admin, timetables, equipment, invigilator training, digital clocks/ICT support Invigilator timetable to OST TBC STEP deadlines May 2025 	<p>SPL/ DOS/HOF</p> <p>AHK/BTEC Co-ord</p> <p>DOS/SPL/ICT</p> <p>SUPPORT</p> <p>UDT</p> <p>DOS/HOY/SPL</p> <p>DOS</p> <p>HUK/AKR</p>
November	<ol style="list-style-type: none"> GCSE Maths and English resits begin: <ul style="list-style-type: none"> Tuesday 5th November – English Language - Paper 1 Wednesday 6th November - Maths – Paper 1 Thursday 7th November – English Language - Paper 2 Friday 8th November – Maths - Paper 2 Monday 11th November – Maths – Paper 3 Enter BTEC L3 students for January 2025 external assessments and onscreen exams – Date TBC GCSE / GCE/ BTEC certificates prepared to be collected Certification Collection dates: <ul style="list-style-type: none"> Mon 18th Nov – 11M & 11T Tue 19th Nov – 11K & 11W Wed 20th Nov – 11Q & 11H Thurs 21st Nov – Y12 & Y13 Fri 22nd Nov – Y12 & Y13 	<p>DOS/SPL</p> <p>AHK/BTEC Co-ords.</p> <p>DOS</p> <p>DOS</p>

Mulberry Stepney Green Examinations Policy 2024-2025

<p>December</p>	<ol style="list-style-type: none"> 1. Prepare entries for Summer Exams: 2. DOS to request entry codes, class codes & QAN Codes from HOD/HOF's 3. Coursework deadlines emailed out to HOF/HOD 4. BTEC timetable/exam dates given to DOS for January exams. Final deadline for all information: 2nd Dec <ul style="list-style-type: none"> o Basic Timetable to include: Date, mins, room, unit/level, paper code, BTEC award, sub/title, paper/comp, candidates. (Basic Information) o Full timetable with ALL information - 17th December 5. Book invigilators, training & inform OST of numbers. 	<p>DOS/HOD DOS/HOD/HOF SPL AHK AHK SPL/DOS</p>
<p>January</p>	<ol style="list-style-type: none"> 1. DOS to email location of marksheets to HOD/HOF 2. HODs to check marksheets before Peach Timetables are printed 3. Distribute Peach Timetables to students including candidate warning on back (JCQ). 4. Candidate amendments to DOS for any name changes – evidence required 5. Nov GCSE English & Maths Resit results Weds 8th Jan – Restricted early release Thurs 9th Jan – Release of results to students 6. Cambridge Assessment IT deadline Jan 10th. 7. Final date for ordering modified papers using access arrangements online – 31st Jan 8. Website: candidate warning and exam information to be checked on website/updated 9. Tutor activity for all year groups sitting public examinations in summer 2025 10. BTEC exams begin TBC 11. HOD/HOF's to enter all students with a Y for the appropriate exam and tier and complete marksheets on SIMS 	<p>DOS/HOD/HOF DOS/HOD DOS/Tutors DOS SENDCO SPL/DOS SPL/Tutors/HOY SPL/DOS/AHK/Co-ords HOY/HOF/DOS/SPL HOY/HOF</p>
<p>February</p>	<ol style="list-style-type: none"> 1. Coursework SLT line management meeting – update on deadlines for coursework completion. 2. REMINDER: coursework deadlines emailed 3. Deadline for ALL Entries and amendments for exams is 7th Feb 	<p>SLT/SPL/HOF/HOD SPL DOS/HOD/HOF</p>
<p>March</p>	<ol style="list-style-type: none"> 1. Brief students on exam procedures (JCQ guidance) and consequences through assemblies/PSHE/Tutor Time 2. Seating arrangements and venue decisions for public exams completed 3. Deadline for Access Arrangements 21st March 4. Enter BTEC L3 learners for May/June External Assessments 5. Deadline for BTEC exam timetable of dates to DOS – 21st March (Basic info) 	<p>SPL/HOY/Tutors DOS/SPL/BHP SENDCO AHK AHK/BTEC Coord</p>

<p>April</p>	<ol style="list-style-type: none"> 1. Attend Y11, Y12 & Y13 Assemblies to inform of exam regulations. Tutor activity. 2. Distribute white timetables to students include candidate warning on back. 3. Collate examination papers on arrival 4. Deadline for Tier changes and withdrawal with no charge to DOS by 1st April 5. School deadline for coursework reminder 6. Website: exam timetable and any updates 7. BTEC exams begin 8. ALL candidates to sign and complete the coursework Declarations within subject areas 9. ALL candidates to sign candidate declaration on JCQ instructions during tutor time 10. ALL candidates and teachers to complete coursework register with final marks- complete and sign and hand to SPL for record keeping 11. ART and MFL to inform DOS on invigilators/exam arrangements for practical & speaking. Department training completed and signed/logged. 12. Speaking exam deadline 7th May. 13. Prepare for ART/MFL exams: folder SPL/DOS, seat plans, registers, ICE, declaration. 14. Reminder: deadline for submission of coursework marks - 5th May 15. Reminder: deadline for Art and Design Coursework - 31st May 16. All coursework moderated and marked. 22nd April 17. HOF to inform candidates doing internally assessed work on appeals window 30th April- 2nd May <p style="text-align: center;">Please note all coursework grades to be entered by the schools deadline <i>NOT</i> the official deadline!</p>	<p>SPL/Tutor DOS SPL/DOS DOS SPL DOS SPL/DOS HOD/HOY/SPL Tutors/HOY HOF/HOD/SPL HOF JOC/SPL SPL./JOC/BAD SPL/SLT JOC SPL</p>
<p>May</p>	<ol style="list-style-type: none"> 1. Appeal deadline for candidates completing internally assessed work. 2nd May 2pm 2. Re-moderation window. 6th May-8th May. 3. HOF/HOD to enter marks, candidate signature documents and download copy. 9th May 4. SPL exam board checks. 9th May 2pm. 5. Coursework to be sent to moderators/posted with centre declaration, register and retain certificate of posting 6. Exam preparation: Parcelforce, venues including set up (Premise), posters and admin, timetables, equipment, invigilator training, ICT support/digital clocks, yellow stands updated/labelled, folders 7. MFL Speaking exams entries deadline 7th May 8. ART/Graphics practical start 9. Monday 12th May GCSE & GCE examinations begin 10. Access arrangement applications as required throughout exams 11. Medical Forms to be completed for exams students as required 12. BTEC Exams begin TBC 13. BTEC Level 3 – Year 13 coursework deadline is 12th May 2025 14. BTEC Level 2 – Year 12 coursework deadline is 12th May 2025 	<p>SPL/DOS HOF HOF/HOD SPL SPL/DOS SPL/DOS ALL SENDCO/DOS SENDCO/DOS SENCO SENCO BTEC Coordinators (TRD, CHS, BIM) AHK</p>

Mulberry Stepney Green Examinations Policy 2024-2025

June	<ol style="list-style-type: none"> 1. Exams continue 2. End of Public Exams 3. Finalise all Special Considerations for absence/disadvantaged 	<p>SPL/DOS</p> <p>DOS/SPL</p>
July	<ol style="list-style-type: none"> 1. GCSE and GCE Results day: email sent to all students 2. Arrange staff for collection of results including Careers Advisor 3. DOS to prepare registers/envelopes for results day 4. Claim BTEC L2/3 Full Award- Summer 2025 Deadline 5th July. 	<p>DOS</p> <p>DOS/SPL</p> <p>DOS</p> <p>AHK</p>
August	<ol style="list-style-type: none"> 1. RESULTS DATES FOR GCSE & GCE EXAMS <ul style="list-style-type: none"> ○ Wednesday 14th August - Early release of GCE results ○ Thursday 15th August - Release of GCE Results ○ Wednesday 21st August - Early release of GCSE results ○ Thursday 22nd August - Release of GCSE results 2. Deadline for priority review of marking applications for University placements – 22nd August 	<p>SPL / DOS / SHJ</p> <p>DOS</p>

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

Public Exams Organisation Checklist

Prior to Exam
<p>HOF/HODs responsibilities:</p> <ul style="list-style-type: none"> • When requested by DOS provide exam entry codes (including tiers) QAN codes and class codes. • Ensure any amendments to the above emailed to DOS prior to the deadline. • Inform students of tier changes. • HOF to monitor coursework planning across faculty and ensure staff meet deadlines. Provide coursework sample within school deadline. • Keep record of staff training for instructions of exams and coursework from JCQ/exam boards • Ensure all coursework marks to be completed before school deadline! • All moderation to be completed. • Make students aware of JCQ and exam board guidance on coursework and malpractice. • Keep record of student signed declaration forms. • HOF to arrange up to date exam board training session and log teacher signatures for attendance – hand to SPL. • Responsible for all coursework and exam marks to be entered on exam board website. • Assessed work retain and keep in secure storage.
<p>DOS responsibilities:</p> <ul style="list-style-type: none"> • Inform HODs where the marksheets with unit codes are located for access on SIMS • Organise seating, time amendments and locations including ‘clash’ students • Organise creation and distribution of peach and white timetables to tutors for distribution • Organise Parcel Force Yellow Label • Amend students’ names with evidence only • Organise and train invigilators- update log/documents • Full timetable to be placed around school venues • Print attendance registers & seating plans • Display on window in front of hall seating plans daily • Organise labelling of desks • Apply special considerations & remain in contact with SENDCO for students with medical needs. • Set up welcome pack with procedures and ICE booklet for each venue • BTEC online documents for use for exams • Print registers for BTEC Exams
<p>Tutor responsibilities:</p> <ul style="list-style-type: none"> • Distribute Peach timetables (Includes exam dates, subjects shown and a potential clash) to tutees – Feb 2025 • Ensure students check their official names that will be printed on their certificates • Ensure students speak to their HOD if any subjects are missing or have been added in error. • Distribute White timetables (exams dates, subjects, seat number, venue and amendment of clash times) • Ensure students are aware of their candidate numbers, seat number & venue
<p>Learning Support Faculty responsibilities:</p> <ul style="list-style-type: none"> • All access arrangements to be in date and in place within folder • Complete testing and required documentation for exam boards • Inform DOS of students who have special requirements • Arrange appropriate staff for SEN support • Arrange modified papers as necessary • All medical conditions given & completed forms with decision of rest break or extra time • Apply for emergency access arrangements • Update Access Arrangements Policy

Mulberry Stepney Green Examinations Policy 2024-2025

HOY responsibilities:

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

SPL responsibilities:

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

BTEC Lead/Coordinator responsibilities:

- Provide names & courses of BTEC students for the relevant courses to Sarah
- Enter students for exams
- Create exam timetable and email to DOS
- Print registers for exam days
- Liaise with UDT for online exams and room use for exams (Any exam with 2 rooms use side by side)
- Liaise with ICT support for online exams
- Coordinators to be off timetable to start the online exams

SLT

- Line manage coursework deadlines
- Support HOF as necessary to meet deadlines

Day of Exam

Day of Exam	
<p>Ensure exam venues set up as required:</p> <ul style="list-style-type: none"> • ICE booklet in ALL venues • Seating labels • Calculators as required • Boards prepare: digital clock, code/paper and date of exam • Exams Entry Code and Subject showing • Equipment boxes organised; pencils, rulers, black pens, erasers, tracing paper • Invigilators trained and co-ordinated • Venue packs with registers & invigilators procedures 	<ul style="list-style-type: none"> • SLT member attached to each venue as necessary- venue checks. Yellow stands to be placed in order outside of venue by invigilators • Invigilators to complete register at door – report any absentees to DOS • DOS to communicate with students/parents • Lead Invigilator visit each venue and complete own central register • Invigilators to seat and settle students in exam venue following exam JCQ guidance • Invigilators to collect pouches of mobile phones, calculator cases and watches on entering exam venue • Invigilator announcement- no possession of other unauthorised items • Check that candidates have been issued with the correct question papers for their subject/unit and level or tier of entry according to seating plan/register • Ensure candidates have appropriate equipment and materials for the examination • Instruct candidates to write their name, candidate number, centre number on answer booklets and any extra sheets used • 25% students are given a clear finish time • Ensure that loose ‘additional’ sheets are fastened with a treasury tag and details are completed correctly • Collection of papers and drop off with register to SPL/DOS • Candidates that arrive late may be allowed to sit the examination (see relevant page of yellow JCQ booklet which is on front table in exam venue) • SLT members to dismiss students in an orderly fashion at dismissal time
<p>SLT specific role on day of exams</p>	<ul style="list-style-type: none"> • Attend venue prior to exam start time- at least 15 mins before • Collect invigilators from hall as required • Ensure yellow stands are placed outside for library and main hall • Ensure projector/white board is displaying; paper/code/tiers, start and finish times for each paper • Take/oversee register taken outside of venue and inform on who is missing • Ensure students are read out & informed on examination regulations. Including checks of unauthorised items e.g. notes in pockets, calculator cases, mobile phones turned off, handed in & not left in blazer pockets

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