



COTSWOLD SPA HOSPITAL SCHOOL EXAMINATIONS POLICY

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1. Introduction and aims

Cotswold Spa Hospital School is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy. Senior leaders must also read and refer to the [JCQ general regulations](#).

2.2 Head of centre

The head of centre:

- Has overall responsibility for the Cotswold Spa Hospital School as an exams centre
- Is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the JCQ regulations and awarding body requirements
- Must read and refer to the [JCQ guidelines](#)
- Is responsible for making sure that all staff comply with the [JCQ guidelines](#)
- Is responsible for making sure that all senior leaders and staff involved in exams are familiar with the whole of the [JCQ general regulations](#)
- Is responsible for making sure that all staff receive appropriate training, support and time to facilitate the effective delivery of examinations and assessments, and that they understand the relevant requirements
- Is responsible for making sure that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [malpractice in examinations and assessments](#)
- Ensures that [JCQ guidance for centres on cyber security](#) is followed
- Ensures that accurate candidate contact information is obtained and maintained
- Ensures that required information is provided to the National Centre Number Register and updated, as needed

- Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies by the required deadline, e.g. entries and internally assessed marks
- Ensures that all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority
- Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate, driver's licence or passport – and only entered under alternative names in exceptional circumstances
- Ensures that there are appropriate resources in place at the time of exams – such as readers and scribes – to meet candidates' needs
- Ensures that at least one member of staff (a senior designated contact) is available to manage emergency results-related requests from awarding bodies during the summer holidays
- Ensures the security of all assessment materials, and that the materials provided are only shared with appropriate staff and candidates
- Reports any potential or actual breach of examination or assessment materials to the awarding body/bodies immediately
- Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected

Our Head of Centre is Nick Rose, Head of Education.

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal exams (as set by home schools) and external exams (primarily when acting as a host centre)
- Must read and refer to the [JCQ guidelines](#)
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. Ensure this calendar is provided to all staff and candidates
- Ensure that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams

- Receive, check and securely store all exam papers and completed scripts, and make sure that scripts are dispatched as per the guidelines
- Download, print (where appropriate) and store electronic assessment materials safely and securely as per the JCQ guidelines
- Administer access arrangements and reasonable adjustments, and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditure relating to all exam costs/charges
- Line manage the senior exams invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the senior leadership team (SLT), any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks
- Be one of the key holders to the secure room where question papers and pre-release materials are stored (the second keyholder being the Deputy Headteacher)
 - Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer

Our Exams Officer is Jenny Curry, Headteacher

2.4 Heads of Department/Teachers

Teachers, who are also Heads of Department are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Supplying information about entries, coursework and controlled assessments as required by the exams officer

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Detailing candidates' current difficulties to show how they impact on teaching and learning and performance in examinations, and summarising evidence of feedback from teachers and/or support staff
- Identifying and testing candidates' requirements for access arrangements and reasonable adjustments, and notifying the exams officer in good time so they can put exam day arrangements in place
- Processing any necessary applications for access arrangements and reasonable adjustments, in order to gain approval (if required) in collaboration with the entering centre (if not CSHS)
- Working with the exams officer to provide the access arrangements and reasonable adjustments required by candidates in exam rooms

Our SENCO is Zoe Budding, Deputy Headteacher

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exams office

Our lead invigilator is Lyndsay White.

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

The qualifications offered at this centre are decided by the Head Teacher in consultation with the Home School as entries are usually made by the Home School.

The types of qualifications offered are GCSE, AS, A levels, Home School Examinations.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year; as well as the examinations timetable as most pupils will have been entered by their home school.

Decisions on whether a candidate should be entered for a particular subject will be taken by the home school, the head teacher and the medical team. Sitting an exam on a set day will be decided on a day-to-day basis under the guidance of the consultant if necessary.

The school has on occasion entered candidates as an entering centre. This decision is on a case-by-case basis under exceptional circumstances usually when a student is not on roll at an entering centre and requires one or two GCSE or GCE qualifications to proceed to the next stage of their education (e.g. requiring English and Maths GCSE to enrol on a college course). This decision is at the discretion of the head teacher in consultation with the student, hospital MDT and teaching team, to determine if an examination would be beneficial, attainable and appropriate.

4. Exam series

External exams and assessments are scheduled in Summer series.

Internal exams are held under external exam conditions.

The head of centre decides which exam series are used in the centre.

5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams on a specified date before each series begins in consultation with the entering centre.

Once confirmed, the exams officer will circulate the exam timetables for external exams at a specified date before each series begins to each of the candidates and inform the candidates.

The exams officer will liaise with staff at the care home next door to ensure no planned building works are to take place near the boardroom at the time of scheduled examinations. If a clash is unavoidable, an alternative venue must be found (see contingency plans)

Where a candidate has a timetable clash involving an AS further mathematics, AS mathematics, A-level further mathematics or A-level mathematics exam, a centre cannot move the examination to the morning session.

It must always be sat in the published afternoon session as per the awarding body's timetable.

For further information please see the JCQ document Timetable clashes – GCE AS & A-level mathematics examinations, which may be found at: <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>].

6. Entries (including entry details and late entries)

Candidates are primarily entered by their home school.

The centre acts as a host centre for other schools/organisations.

Entry deadlines are circulated to heads of department/curriculum via email or briefing meetings.

The school will not enter candidates for the same subject at the same qualification level with more than one awarding body in the same series.

Heads of department/curriculum will be informed of estimated entry information, provided by the home school exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the department heads at the entering centre.

Re-sit decisions will be made by the examinations officer.

7. Exam fees

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.

The exams officer will publish the deadline for actions well in advance for each exams series.

GCSE entry exam fees are paid by the entering centre.

AS entry exam fees are paid by the entering centre.

A level entry exam fees are paid by the entering centre.

Late/ Host entry or amendment fees are paid by the entering centre.

Fee reimbursements are not sought from candidates:

- if they fail to sit an exam;
- if they do not meet the necessary NEA requirements without medical evidence.

Re-sit fees are paid by the entering centre

8. Equalities

All our staff must make sure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and the JCQ. This is the responsibility of the Examinations officer.

9. Access arrangements and reasonable adjustments

The SENCo 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 entering centre examinations officer, but if it is deemed necessary to apply for special arrangements owing to eating disorder, the exams officer will liaise with the Home School Examinations Officer and Hospital Consultant.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the examinations Officer at the Home school.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer.

9.1 Use of word processors

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working, i.e. where the curriculum is delivered electronically and word processors are provided to all candidates
- If they need support with handwriting
- If they have a
 - Physical disability
 - Learning difficulty that has substantial and long-term adverse effect on their ability to write legibly
 - Medical condition
 - Sensory impairment
 - Difficulty with planning and organisation when writing by hand

The above is not an exhaustive list.

The SENCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific examples listed above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate

We will also make sure (supported by Internet Works) that the word processor:

- Has the spelling and grammar check and predictive text software disabled
- Does not have internet connectivity during the exam
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails
- Does not have graphic packages or computer-aided design software, unless permission is given
- Does not have computer reading (text to speech) software, unless the candidate has permission
- Does not have speech recognition technology, unless the candidate has permission

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that that is solely what they're doing and not re-reading their answers or amending their work in any way)
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue
- Advised to use a minimum font size of 12pt and double spacing

Each page of the typed script will be numbered.

The word processor will be connected to a printer so that the script can be printed off, and this will be done once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script, and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

Cotswold spa Hospital School will work with Internet Works to ensure laptops comply with JCQ regulations.

10. Contingency planning and resilience

Contingency planning for exam administration is the responsibility of Exams Officer, Jenny Curry. They are responsible for:

- Being familiar with the regulators' guidance on ensuring resilience in the qualification system
- Making sure that we have robust contingency arrangements in place that will minimise the risk to exams
- Ensuring that we have an up to date, written examination contingency plan that covers all aspects of examination/assessment administration, in accordance with JCQ guidelines, found in appendix B of this policy.

All relevant centre staff must be familiar with the contingency plans, which are available on the staff SharePoint and are in line with the [guidance provided by Ofqual](#), JCQ and awarding organisations.

It is the responsibility of the head of Centre to put in place a process for gathering evidence of candidate performance in line with the guidance provided by Ofqual.

11. Estimated grades

Teachers via the Headteacher are responsible for submitting estimated grades to the exams officer when requested.

12. Managing invigilators

Invigilation will be carried out primarily by the Head Teacher / Examinations Officer and teaching staff at the unit.

Invigilators are timetabled, trained, and briefed by the Examinations Officer and they will sign a declaration before invigilating (Appendix C). These declarations and a record of the content of invigilator training will be kept in the exams records.

If required, recruitment of invigilators is the responsibility of the head teacher. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the head teacher

13. Malpractice

Cotswold Spa Hospital school will follow all JCQ guidelines [malpractice in examinations and assessments](#). The centre will take all reasonable steps to prevent the occurrence of any malpractice before, during and after assessment has taken place. The head of centre, in consultation with Exams Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. Malpractice does not necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

- Unauthorised use of a mobile phone or internet-enabled device in examinations
- Copying or allowing work to be copied
- Posting work on social media prior to an exam
- Collusion or working collaboratively

JCQ 'Information for Candidates' is shared with each candidate and is displayed in the examination room. The invigilator will ensure that the candidate is instructed to read the document and will check understanding. If malpractice is suspected or reported it will be investigated by Exams Officer and then escalated to Head of Centre following JCQ guidance and additional advice from JCQ if necessary.

14. Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements three weeks in advance whenever possible. In rare circumstances, this notice period is not possible (e.g. a new admission arriving shortly before their scheduled exam).

The invigilator will start and finish all exams in accordance with JCQ guidelines. The invigilator and/or exams officer will check the identity of each candidate sitting the examination against the seating plan and register. All students at Cotswold Spa are known to the exams officer and invigilators (all teaching staff), but in case of any doubt, the examinations officer will check Carenotes (hospital records application) to ensure the identity image on file matches the appearance of the patient sitting an exam.

Subject staff may not be present at the start of the exam. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Parcellforce or taken to the Post office and sent by recorded delivery in the case of iGCSEs.

The procedure for emergency evacuation of exam rooms will be outlined in our exam contingency policy, which will be subject to inspection by the JCQ Centre Inspection Service.

In the event of an emergency, a full report of the incident will be produced and kept on file – and any breach of question paper security or malpractice will be reported to the awarding body immediately.

15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Examinations Officer

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 and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

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 lead invigilator. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Lead Invigilator and Examinations Officer is responsible for handling late or absent candidates on exam day.

15.1 Clash candidates

The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

16. Special consideration

Should a candidate be unable to attend an exam because of illness, bereavement or other trauma, or disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Examinations Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within three days of the exam.

17. Non-examination assessments

Teaching staff who deliver non-examination assessments for GCEs and GCSEs will follow the correct specifications and the specification and instructions provided by the awarding body, and/or JCQ [instructions for conducting non-examination assessments](#), if appropriate. Teaching staff will also check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities.

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time to the entering centre. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent. Marks for all internally assessed work are provided to the exams office by the teachers and forwarded to the entering school.

The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure documented within the Examinations Appeals policy.

17.1 Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Cotswold Spa Hospital School recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils **may not** use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

Pupils **may** use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed

Where a pupil uses an AI tool, they should retain a copy of the question(s) asked and the AI-generated response(s). Pupils must submit this along with the work to be assessed.

Staff should:

- Be aware that AI tools are still being developed and tested
- Use AI tools with caution as they may provide inaccurate, inappropriate or biased content
- Make pupils aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments

Staff **must not**:

- Use AI as the sole means of marking candidates' work

For more information on AI misuse, see [guidance from Jcq on AI use in assessments](#). Any misuse of AI tools may be treated as malpractice.

18. Results and certificates

Candidates will receive individual results slips on results days in person at the home centre.

The results slip will be in the form of a centre produced document.

Arrangements for the candidate to inform the host centre will be put in place.

The provision of the necessary staff on results days is the responsibility of the Entering examinations centre.

https://www.jcq.org.uk/wp-content/uploads/2023/05/Post-Results-Service_June23_FINAL.pdfCertificates

Candidates will receive their certificates

- in person at the entering centre
- in the case that CSHS has entered the candidate and they have since been discharged, we will arrange for certificates to be posted securely if a visit to the hospital school is not logistically feasible for the student.

The centre retains certificates for three years. A new certificate will not be issued by an awarding organisation. A transcript of results may not be issued if a candidate agrees to pay the costs incurred.

18.1 Enquiries about results (EARs)

Enquiries about results (EARs) may be requested by centre staff or the candidate following the release of results.

Any request for a re-mark or clerical check must only be submitted with the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be determined by the home school. Cotswold Spa Hospital School may consider undertaking the cost in certain circumstances.

All decisions about whether to make an application for an EAR will be made by the home school and in certain circumstances the Exams officer at Cotswold Spa Hospital School.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the home school (unless CSHS is the entering centre) following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within the home school's stipulated number of days from the receipt of results.

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

Applications for EARs cannot be submitted once an original script has been returned.

The home school is responsible for processing requests for ATS unless CSHS is the entering centre, in which case it is the responsibility of the Exams Officer.

The payment of the cost of ATS will be determined by the home school. Cotswold Spa Hospital School may consider undertaking the cost in certain circumstances.

19. Conflict of Interest

Cotswold Spa Hospital School follows all guidelines in JCQ General Regulations for Approved Centres 2025-26 in regard to conflict of interests, plus individual exam board guidance.

Cotswold spa Hospital School is a host or entering centre only for enrolled students and would not therefore host or be an entering centre for members of staff.

The Head of Centre is responsible for ensuring that protocols are in place to maintain integrity of examination materials and for ensuring there is a log of any conflict of interest. This will be retained and updated by the Exams officer.

20. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed and updated **annually**, and whenever there is a relevant change to:

- The exams system
- JCQ guidance
- Our curriculum offer

21. Links with other policies

This policy links with our:

- Freedom to Speak Up; Raising Concerns (Whistleblowing) policy
- Complaints Procedure Statement
- Data protection policy
- Equality and diversity policy
- Child protection and safeguarding policy
- Examination Appeals policy

Appendix A

General Roles	Access arrangements/special consideration roles	Invigilator/ invigilation/ malpractice roles
Head of Centre / Exams officer/ SENCO <ul style="list-style-type: none"> • Teachers • Candidate • Parent/carers 	<ul style="list-style-type: none"> • SENCo • Ward Consultant • Specialist teacher • Exams officer 	<ul style="list-style-type: none"> • Exams officer • Head of Centre • Lead Invigilator • Invigilator

Appendix B – Contingency Plans

The various scenarios listed below are:

Absence of examinations officer

Exam room unavailable/ becomes unsuitable

Candidate taking the examination is too unwell

Examination papers have not arrived

Extremes of weather

The event of fire

Absence of examinations officer

In the absence of the Examination officer on the day of exams the following should be put in place:

In the first instance, the deputy head teacher admin assistant should cover for the examinations officer in the administration (and invigilation, if the examinations officer was due to invigilate) of examinations for that day, working additional hours if required. If this is not possible, the member of teaching staff who is present should inform the nurse in charge that cover will be needed for the education room during the scheduled examination, giving times.

Deputy head teacher Admin assistant / member of teaching staff to collect examination office and cupboard keys from the coded lock box in the school office.

Collect the exam paper from the secure cabinet and examinations folder from exams office. This folder contains attendance sheets, examination notices and bags for posting completed scripts. The folder is organised in sections, and they are in date order for the exam session. Access to stairs with fob and to secure room with keys from lock box.

Check the right documentation is there. If not, contact the examinations officer who will advise.

Go to the examination room and make sure it meets the requirements as per instructions to invigilators.

Open the exam paper packet and conduct second pair of eyes check with teaching staff member. One member of staff must stay in the room with the exam papers.

Collect the candidate(s) from the schoolroom.

Sit them at a table individually.

Take the register and sign it. Place it in the envelope to send to the examiner with the completed exam paper.

Go through the instructions on the front cover.

Check the candidate/candidates have everything they need and understand what they need to do.

Start the exam and display whiteboard stating start time and finish, taking into account any special considerations, such as 25% extra time, which they might be entitled to.

At the end of the examination, collect in the papers and place them in the relevant examination board envelope (where possible this will have the correct label on for delivery) with a copy of the register for the exams officer to deal with on her return (If exams officer is absent for more than one day, call parcel force on 0344 561 7998 or visit the parcel force website to arrange collection). Make a copy of the register for the file.

Store in secure storage locker until collection by Parcelforce.

Collect all the signage and booklets and return the exams folder to the exams office.

In the absence of the Examination officer at a critical point in the exams administration process, the deputy head teacher will deputise with liaison with the exams officer and/ or head of centre.

Exam room unavailable/ becomes unsuitable:

See hospital director, deputy director or ward manager straight away for an alternative site, such as the dining room or skills kitchen.

If none of these are suitable, the schoolroom will need to be used and the pupils/patients accommodated elsewhere. In every instance the examination will take priority.

Candidate taking the examination is too unwell:

If a candidate is unwell just prior to the examination starting, see either ward doctor for clarification/guidance and if necessary record the candidate as absent.

Examination papers /additional materials have not arrived

Examinations Officer to contact the examination board at least 24 hours in advance to clarify by email

They could be sent by email on the morning of the examination

Phone the relevant examination board, AQA-01614555482, OCR- 01223553998, EDEXCEL-01709 660073, WJEC/EDUQUAS-02920265000

Extremes of weather:

In case of extremes of weather preventing safe access to board room, follow above protocol for “Exam room unavailable/ becomes unsuitable”

The board room’s temperature can be controlled by: The thermostat on the radiator and informing maintenance, an additional electric heater.

If it is too cold, make sure maintenance is informed in advance and keep the doors shut

If the boardroom becomes too warm use the air conditioning unit. If this is not working, the classroom (with air conditioning unit) will need to be used as an alternative venue (see above).

In the event of Fire:

If fire is detected in the exam room, raise the alarm by turning the key in the fire panel (all staff have this key at all times).

Evacuate the room via the fire door and proceed around the back of the hospital and around towards the fire meeting point on the front lawn, if possible pick up the examination papers from the candidates and keep with you in a safe place.

If the fire alarm goes off in the hospital follow the point above. Do not enter the main building until told it is safe to do so.

In the event of danger being perceived:

Evacuate the room via the fire door if triggered open via alarm or via main door and external door beside cabin (using fob) and proceed around the back of the hospital and around towards the fire meeting point on the front lawn, if possible pick up the examination papers from the candidates and keep with you in a safe place.

If it is not safe to do so, phone for assistance on the hospital phone, shut the doors and wait for help.

Collect the examination papers from the candidates and keep safe.

If possible and safe re-enter the hospital through the secure side entrance via the steps or ramp.