Altrincham Grammar School for Girls
Bright Futures EDUCATIONAL TRUST

Name:	Examinations Policy
Approved by:	Governors – TLB&S Committee
Policy Created:	2008
Date of review	1 Year
Update Approved:	March 2022
All policies are available to stakeholders either on the school website or upon request from the school office.	

PRINCIPLES

The Examinations Policy is committed to and guided by the principles of:
Promoting a coherent approach to examinations within the school. To support students' learning and achievements across and beyond the National Curriculum. To ensure equality of opportunity for all students to display achievement. To ensure progression and continuity of learning within the school and across the different phases of education. To provide valid, reliable and comprehensible information for teachers, students, parents/carers and other users. To ensure that statutory requirements for examinations are met. This policy will be reviewed annually by the examinations officer, the Assistant Vice Principal responsible for Achievement and the Head of Centre. The principles in this policy concur in all respects with the aims and vision of the Bright Future Educational Trust.

PURPOSE

The aims of this Examinations Policy are to:
1. Provide an opportunity for recognising and confirming students' achievement. 2. Inform departments and individual teachers on their performance, identifying strengths and weaknesses and providing comparison against recognised norms. 3. They are a diagnostic aid for individual students. 4. Provide information for parents/carers on the performance of the child and the school. 5. They can be a guide to the setting and banding of students in specific subjects. 6. Offer students goals to work towards. 7. Internal examinations provide practice for public examinations. 8. Encourage the following qualities in students: the development of retention and learning skills; the organisation of time and syllabus content for revision; the selection and application of knowledge, skills and techniques in unfamiliar contexts; the delivery of concise, relevant answers under the twin pressures of time and the awareness that much may be at stake. 9. External examinations make possible entry into further/higher education and certain types of employment.

DEFINITIONS

Abbreviations used in this Examinations Policy include;
JCQ – The Joint Council for Qualifications LT – Leadership Team HODs – Heads of Departments NEA – Non-examined assessment SENCO – Special Educational Needs Co-Ordinator UCI – Unique candidate identifier EAR – Enquiry about results ATS – Access to Scripts

POLICY

1.	**Examination Responsibilities**
1.1	**Head of Centre** The Head of Centre has an overall responsibility for the Academy as an examination centre. The Head of Centre: • is responsible for reporting all suspicions or actual incidents of malpractice (refer to the JCQ document 'Suspected Malpractice in Examinations and Assessment').
1.2	**Examinations Officer** The Examinations Officer manages the administration of public and internal exams and analysis of examination results. The Examinations Officer: • Advises LT, subject teachers, form tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards. • Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events. • Ensures that candidates and their parents/carers are informed of and understand those aspects of the examination timetable that will affect them. • Consults with teaching staff to ensure that necessary Non-examined Assessment is completed on time and in accordance with JCQ guidelines. • Provides and confirms detailed data on estimated entries. • Receives, checks and stores securely all examination papers and completed scripts. • Administers access arrangements and makes applications for special consideration using the JCQ (Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations). • Identifies and manages examination timetable clashes. • Liaise with the HR Manager to organise the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of exams. • Submits candidates' Non-examined Assessment marks, tracks despatch and stores returned Non-examined Assessment and any other material required by the appropriate awarding bodies correctly and on schedule. • Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the LT, any appeals/re-mark requests. • Maintains systems and processes to support the timely entry of candidates for their exams.
1.3	**Assistant Vice Principal: Achievement & Curriculum** The Assistant Vice Principal for Achievement & Curriculum is responsible for the: • External validation of courses followed at Key Stage 4 & 5 • External validation of results achieved at Key Stage 4 & 5 • Supports the Examinations Officer in the organisational processes for examinations. • Managing the examination process in the absence of the Examinations Officer
1.4	**Heads of Department** Heads of Department are responsible for the: • Accurate completion of Non-examined Assessment mark sheets and declaration sheets. • Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer. • Post-results analysis procedures and reports. • Ensuring procedures for NEA/coursework are carried out correctly within their subject.

1.5	**Subject Teachers** Subject teachers are responsible for the: • Submission of entries for candidates' to heads of department/Examinations Officer (where appropriate). • Notification of access arrangements to The SENCO (as soon as possible after the start of the course).
1.6	**SENCO** The SENCO is responsible for liaising with the Examinations Officer to ensure: • Administration of access arrangements. • Identification and testing of candidates, requirements for access arrangements. • Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment to help candidates achieve their maximum progress gains.
1.7	**Invigilators** The Invigilator(s) are responsible for the: • Collection of examination papers and other material from the exams office before the start of the examination. • Collection of all examination papers in the correct order at the end of the examination and their return to the exams office.
1.8	**Candidates** The candidates are responsible for the: • Confirmation and signing of entries. • Understanding Non-examined Assessment regulations and signing a declaration that authenticates the Non-examined Assessment as their own. • Ensuring the attend examinations in a timely manner. • Adhering to examination regulations throughout their examinations.

2.	**External Examinations**
2.1	These are co-ordinated and organised by the school's Examinations Officer.
2.2	Subject departments may choose their syllabus in consultation with the Principal, the Assistant Vice Principal responsible for Achievement & Curriculum and the Head of Sixth Form (at GCE Level). They are not restricted to any particular examination board.
2.3	Students are normally entered for 9 subjects at GCSE level at the end of year 11. In addition, examinations in other subjects not studied at school may be taken at school, subject to certain conditions and with agreement from the Assistant Vice Principal responsible for Achievement. Parents/carers are generally consulted in order to ensure that such students are not overburdened.
2.4	In the instance that a student of AGGS wishes to be entered for an external examination they are not currently studying for within school, a request must be made to the Assistant Vice Principal responsible for Achievement & Curriculum. AGGS does not support external entries in a MFL subject where a speaking and listening examination is required, unless a suitably qualified examiner can be identified by the school. If such an allowance is made, the student will be charged the examination entry fee, and may incur additional costs of administration and invigilation. AGGS cannot support an external entry which includes an NEA component as the centre will not be able to verify or authenticate the work.
2.5	Candidates entered for examinations outside of AGGS must be declared to the Assistant Vice Principal responsible for Achievement & Curriculum, before an entry is made. Similarly, if a candidate requires the UCI number for an examination outside of AGGS, a formal request must be made in writing to the Head of Centre. The DfE provides the following information: **<u>"What happens if a student sits a private early entry qualification?</u>** Where a qualification is certificated privately, this continues to count in the performance measures for the school. The school will engage students and parents in constructive discussions on this issue where they feel a private early entry is inappropriate. This also applies where a student sits an examination at an examination centre other than their school."

2.6	Where an external examination has taken place, the result must be declared to AGGS and evidence of the result provided to the Examinations Officer.
2.7	If students are struggling to meet the demands of a full nine subject course, the school will occasionally recommend to parents/carers that they discontinue a subject, or very rarely, two subjects during Year 11. Often health reasons lie behind such a decision. The final decision will be made by the Principal, the Vice Principal and the Assistant Vice Principal responsible for Achievement & Curriculum. School reserves the right not to enter a student for external examinations, after consultation with parents / carers.
2.8	At GCSE, students study English language, English literature, mathematics, at least two science GCSEs, a language and a humanity as their core curriculum. This meets the criteria for the new Baccalaureate and meets the requirements of the Progress8 Measure. Students are entered for a further two or three examinations, which may also count towards the Progress8 measure.
2.9	In Year 12, only students studying maths and further mathematics will be entered for a public examination; this will be mathematics A Level in the summer term of Year 12. In Year 13, students normally continue with 3 A Level subjects and will sit examinations in these in May/June. Some students will take examinations in 4 A Level subjects following consultation and agreement from the Principal & Head of Sixth Form.
2.10	Some students in Year 12 will complete the Extended Project Qualification. Students are permitted to choose whether or not to be entered for this qualification.
2.11	The school reserves the right not to enter a student for external examinations, after consultation with parents/carers.
2.12	Special consideration is sought for students who have been disadvantaged by health problems or traumatic events such as death or serious illness in the family. Any such circumstances should be reported to the Senior Tutor or Head of Sixth Form and the Examinations Officer.
2.13	Recognised learning difficulties known to the school (such as dyslexia) are also grounds for requests for access arrangements; these are arranged by the SENCO following a period of consultation and following guidance and procedures set forth by OFQUAL.
2.14	Examination rooms are selected to provide a quiet atmosphere, adequate space and good working conditions. A level examinations are usually held at the Sixth Form Centre and GCSE examinations in the gymnasium and other suitable rooms.
2.15	Full details of the arrangements for the conduct of public examinations are given to supervising staff. A copy is attached. (Appendix 1)
2.16	Non-Examined Assessment (NEA), under the direct supervision of teaching staff, now forms part of the examination specification in many subjects. If a student misses any of the NEA sessions, teaching staff will rearrange an alternative session to complete the assessment. If this second session is missed, the student will have to complete the work under the supervision of a senior member of staff, or will have to forego the marks available for this part of the course. (Please see the separate Non-Examined Assessment Policy).
2.17	Food is not to be brought into the examination room. Water is permitted in a clear bottle free of labels, and must be kept on the floor.

3.	**Examination Seasons and timetables**
3.1	Examination seasons: • Internal exams are scheduled as per the school assessment calendar. • External exams are scheduled in May/June • All internal exams are held under external examination conditions. • The examination series used in the centre is decided by the Head of Centre, the Assistant Vice Principal (Achievement & Curriculum) and the heads of department.
3.2	Timetables: • Once confirmed, the Examinations Officer will circulate the examination timetables for internal exams and external exams.

4.	**Entries, entry details and late entries**
4.1	Entries: • Candidates are selected for their examination entries by the heads of department and the subject teachers. • Candidates, Heads of Department, or parents/carers, can request a subject entry, change of level or withdrawal in consultation with the Assistant Vice Principal Achievement & Curriculum and the Head of Centre, • The centre does not accept entries from external candidates, unless formally agreed by the Examinations Officer and the Assistant Vice Principal Achievement & Curriculum.
4.2	Late entries: • Entry deadlines are circulated to heads of department via email and notice boards. • Late entries are authorised by the Examinations Officer.

5.	**Examination Fees**
5.1	The centre will pay all normal examination fees on behalf of candidates. Late entry or amendment fees are paid by departments. 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.
5.2	Where a student requests to undertake an additional public examination, and this request is agreed, the examination entry fee, along with an administration fee and invigilation costs, will be passed on to the student.

6.	**The Disability Discrimination Act (DDA), special needs and access arrangements**
6.1	The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.
6.2	A candidate's special needs requirements are determined by the SENCO and educational psychologist / specialist teacher. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.
6.3	Making special arrangements for candidates to take exams is the responsibility of the Examinations Officer.
6.4	Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

7.	**Managing invigilators and examination days**
7.1	Managing invigilators: • External invigilators will be used for external exams. • The recruitment of invigilators is the responsibility of the Examinations Officer. • Securing the necessary Disclosure and Barred Service (DBS) clearance for new invigilators is the responsibility of the centre administration. • DBS fees for securing such clearance are paid by the centre. • Invigilators are timetabled and briefed by the Examinations Officer.
7.2	Examination days: • The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator. • Site management is responsible for setting up the allocated rooms.

	• Subject staff are not permitted to be present at the start of an examination. A member of the leadership team, as approved by the HoC, is permitted to check the identity of the candidates but must leave before the exam begins. They must not look at the exam paper. • Exam papers must not be taken from the exam room by anyone other than an invigilator, and only in the case of a potentially serious mistake in the paper. • In practical exams subject teachers may be on hand in case of any technical difficulties. • Examination papers must not be read by subject teachers. Papers will be distributed to heads of department 24 hours after the end of the examination session. Any member of staff who does look at the exam paper will not be allowed to leave the exam room until the exam has finished.

8.	**Candidates, clash candidates, special consideration and malpractice**
8.1	Candidates: • The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. • Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. • Disruptive candidates are dealt with in accordance with JCQ guidelines. • Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them. Candidates will be given this time back at the end of the exam. • Pastoral staff will phone a candidate who hasn't turned up for an examination. • Candidates who arrive late will be allowed the full time to complete the exam, but will be warned that it may not be accepted by the relevant exam board. • If a candidate misses an exam for a genuine reason, such as illness, special consideration will be applied for. Evidence will need to be submitted to the Examinations Officer within three days of the exam.
8.2	Clash candidates: • The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays. • Overnight supervision will only be granted as a last resort for candidates who have 3 or more exams timetabled for one day, which total over 6hrs.
8.3	Special consideration: • Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the examination invigilator, to that effect. • The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor. • The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination. • Only requests for special consideration that fall within the JCQ guidelines will be submitted to the relevant exam boards.
8.4	Malpractice means any act, default or practice which is a breach of the JCQ Regulations or which: • Gives rise to prejudice to candidates, and/or • Compromises public confidence in qualifications, and/or • Compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate, and/or • Damages the authority, reputation or credibility or any awarding body or centre or any officer, employee or agent of any awarding body or centre.

	AGGS is committed to following the policy and procedures set out in the JCQ Suspected Malpractice document and all instances of suspected malpractice will be reported to the appropriate awarding body.

9.	**NEA and appeals against internal assessments**
9.1	AGGS is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents. Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. AGGS is committed to ensuring that the work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
9.2	NEA • Candidates who have to prepare NEA should do so by the deadline set by the school. • Heads of department will ensure all NEA is ready for despatch at the correct time. • The Examinations Officer will keep a record of what NEA assessment has been sent when and to whom.
9.3	It is the responsibility of the Head of Department to ensure they have consulted the relevant awarding body's specification to obtain the date for issuing of tasks.
9.4	The centre must make arrangements for candidates to undertake the correct task.
9.5	The centre will follow guidance and instructions from JCQ regarding the conduct and organisation of non-examination assessments. AGGS will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.
9.6	AGGS will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.
9.7	AGGS will, having received a request for copies of materials, make them available to the candidate within one working week of the request.
9.8	Requests for reviews of marking **must** be made in writing and within one school week of the return of marks.
9.9	AGGS will allow at least two working weeks for the review to be carried out, to make any necessary changes and to inform the candidate of the outcome, all before the awarding body's deadline.
9.10	AGGS will ensure that the review of marking is carried out by an assessor who has the appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review.
9.11	AGGS will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.
9.12	The candidate will be informed in writing of the outcome of the review of the centre's marking.
9.13	The outcome of the review of the centre's marking will be made known to the Head of Centre, AVP Curriculum and Achievement and the Examinations Officer. A written record will be kept and made available to the awarding body upon request.
9.14	After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of AGGS and is not covered by the procedure outlined above. *Guidance regarding key dates can be found in Appendix 4*

10.	**Results, enquiries about results (EARs) and access to scripts (ATS)**
	Results:
10.1	A level results are available to students mid August; the date is set by OFQUAL each year, but tends to be the third Thursday of the summer holiday. Results must not, under any circumstances, be released to students or staff before 8am on the date set by OFQUAL.

10.2	Prior to results day, A Level Results should be released only to the Examinations Officer, the Principal and the Senior Leadership Team. Results must not be distributed to Heads of Departments, Senior Tutors or any member of the teaching/associate staff.
10.3	GCSE Results are available to students late August; the date is set by OFQUAL each year, but tends to be the fourth Thursday of the summer holiday.
10.4	Results must not, under any circumstances, be released to students or staff before 8am on the date set by OFQUAL.
10.5	Prior to results day, GCSE Level Results should be released only to the Examinations Officer, the Principal and the Senior Leadership Team. Results must not be distributed to Heads of Departments, Senior Tutors or any member of the teaching/associate staff.
10.6	Should a student know they will be absent on results day, they should leave either a note of certification with the Examinations Officer, containing details of who is to collect the results OR provide a stamped addressed envelope so that results can be posted home.
10.7	Examination results and marks belong to the student and as such information regarding individual students' marks can only be communicated with said student. In line with GDPR, results and breakdowns of marks will not be shared with parents/carers or any other individual who does not have ownership of the data.
10.8	Uncollected results will be kept by the Examinations Officer.
10.9	Any person collecting results on behalf of a student must sign for the results and show photo identification. Collection of results by an individual who is not the student must be agreed in advance (see 10.6 above)
10.10	EARs: • EARs may be requested by the Examinations Office on behalf of the student, if there are reasonable grounds for believing there has been an error in marking. • If a result is queried, the Examinations Officer, teaching staff, Assistant Vice Principal Achievement & Curriculum and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense. • When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.
10.11	ATS: • After the release of results, candidates may ask the Examinations Officer to request the return of papers within three days' scrutiny of the results. • Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. • GCSE re-marks cannot be applied for once a script has been returned (See also section 5: Examination fees).

11.	**Certificates**
11.1	Certificates are issued by the awarding bodies in December of each year.
11.2	Examination certificates must be collected in person by the candidate. If the candidate is unable to collect their certificate, permission may be granted in writing, for a third party to collect the certificates. Photographic ID must be provided.
11.3	Replacement certificates are only issued at the examination board's discretion and if a candidate agrees to pay the costs incurred.
11.4	If a replacement certificate is required, proof must be provided by the centre or the individual of the destruction of the original certificate. Loss of certificate is not grounds for a replacement.
11.5	The centre follows JCQ guidance and retains certificates for 12 months. Unclaimed certificates will be destroyed after this time.

12.	**Access Arrangements Policy – Responsibilities and considerations.**
12.1	The Class Teacher will: • Identify as soon as possible a student who you think may benefit from Access Arrangements. • Inform the Head of Department.

	• Access Arrangements will only be allowed for a student if they form part of their normal way of working in the classroom.
12.2	The Head of Department will: • Inform the SENCO and Examinations Officer straight away for a student who you think may benefit from access arrangements so that they have time to put testing and arrangements in place. Collect evidence to support the request for access arrangements and pass this straight away to the SENCO and the Examinations Officer.
12.3	The SENCO will: • Arrange for the testing of students that have been identified by a teacher as needing access arrangements as soon as possible. Give the results of all tests and all evidence to the Examinations Officer as soon as possible.

13.	**Internal Examinations**
13.1	They are planned and organised by the Examinations Officer in consultation with Heads of Department.
13.2	Year 7, Year 8 and Year 9 take examinations in the summer term only. Year 10 take examinations in the spring term. Year 11 take internal mock examinations in the Autumn term (see 1.4).
13.3	Students in Year 11 undertake a period of 'Mock Examinations' in the autumn term. These are internally moderated examinations and results are published via SIMS Parent to parents. In accordance with statutory guidance from the DfE, students in Y11 are not given 'Study Leave' for internally moderated examinations.
13.4	Students in Year 12 have a formal internal examination period at the end of the academic year. Results are reported home. Students in Year 13 have a formal internal mock examination period in the Spring term. Results are reported home. Students will have study leave for both periods.
13.5	Revision skills and examination preparation form part of the Citizenship course and are also covered by individual subject departments.
13.6	Absentees are normally encouraged to take internal examinations on their return to school if time and circumstances permit. The marks for internal examinations that are taken at home or after the examination were sat, will not be included on the report, although students will be told their marks. For reasons of security they are not normally permitted to do so before the actual examination date.
13.7	In exceptional cases, such as when Year 12 undertake work experience in France during the examination period, internal examinations may be taken ahead of schedule. Full details of the arrangements for the conduct of examinations are in the staff handbook.
13.8	A copy of the arrangements is attached.

14.	**Examination Contingency**
14.1	In the event of a temporary, short term absence of the Examinations Officer, the management and administration of examinations will fall to the Assistant Vice Principal (Achievement & Curriculum)
14.2	In the event that the absence becomes long term the Assistant Vice Principal will work with the Principal to designate a member of staff to cover the role on a temporary basis. In the first instance, responsibility may fall to the Data and Systems Software Manager, with support, if appropriate, from the ARR Secretary.
14.3	All organisational and administration procedures will be overseen and managed by the Assistant Vice Principal (Achievement & Curriculum), with support from the Vice Principal. Please see the separate Examination Contingency document for more information.

Responsibility

Responsible Staff	Mrs Gough, Mr Copestake
Approving body	TLB&S

APPENDIX 1

INTERNAL EXAMINATION ARRANGEMENTS

1. Form Tutors

1.1 Inform students about date and length of exams and rooms.

1.2 Go over instructions for students.

Years 7-9

1.3 Set out tables/desks in rooms to be used by your form. Check maximum number of places required, (see examination board). Consult with the Senior Tutor over recommended seating arrangements. Remove informative display material.

1.4 Seat students in alphabetical order, in a "snaked" fashion.

1.5 Take examination stationery (paper and blotting paper) at the beginning of each morning session.

2. Invigilators

2.1 Check supervision timetables and instructions on staffroom notice board. Report difficulties to the Examinations Officer.

APPENDIX 2

STARTING EXAMINATIONS

1. Years 7 – 9

1.1 Period 1 and 4 invigilators take question papers and start examination (and period 3 invigilator in the case of some examinations).

2. Years 10, 11, 12 and 13

2.1 Form Tutors and Senior Leadership start examinations.

2.2 Information about examination / revision times will be on staff desks in examination rooms.

2.3 Follow instructions on examination wrappers.

2.4 Enter absentees' names on wrapper.

3. During Examinations

3.1 Enforce procedures in students' instructions section.

3.2 If invigilating in the gym, wear soft-soled shoes.

3.3 Be vigilant for cheating. If it occurs, report it to the Examinations Officer. Warn the student but allow her to finish the paper.

3.4 Send any student who is ill during an examination to the Pastoral Assistant or the Sixth Form Administration Staff.

APPENDIX 3

EXTERNAL EXAMINATIONS

1. Examinations are started by the Form Tutors of that particular year group, eg, Y11, 12 and 13.
2. Their role is to;

2.1 Confirm the identity of the candidate;
2.2 assist the invigilator in seating candidates;
2.3 monitoring behaviour and re-enforcing the need for silence;
2.4 read out the starting script provided by the Examinations Officer at the start of the examination.

3. An examination starter must not look at the examination paper.
4. Staff can only be admitted to an examination room with permission from the Examinations Officer or the Head of Centre.

Invigilation Guidance

Invigilators must ensure that:

- Candidates enter the room in silence.
- Candidates leave all coats and bags outside of the examination room.
- Mobile phones (and any other electronic device) have been switched off and handed in.
- No unauthorised material is on the desks.
- Candidates have been given the correct paper.
- Candidates use a black pen unless otherwise instructed.
- Candidates complete the front cover of the examination paper correctly.
- Examination papers are opened only when all the candidates are seated and silent.
- Only the instructions on the front cover of the examination paper is read to the candidates.
- Candidates are reminded about the evacuation procedure.
- They do not leave the room once they have read the examination paper.
- The candidate details card is placed in the top left hand corner of the desk so that it can be clearly seen by a JCQ inspector.
- The start time and the finish time have been correctly written on the board.
- The clock is working properly.
- All concentration into invigilating the examination. Moving around the room frequently and make sure that they are solely focused on watching the candidates.
- If a candidate has used an authorised additional answer booklet they have completed the front cover correctly.
- If a candidate drops something they pick it up for them straight away.

APPENDIX 4
REVIEWS OF MARKING – CENTRE ASSESSED WORK

- It is recommended that marking and moderation of all NEA material is completed by the end of the Spring term.
- Marks should be shared with students following the Easter holiday, at the start of the summer term.

- Students should be given one working week in which to raise any concern or query or to ask for additional material and evidence to justify the mark.
- Students should be given one working week to raise a review of marking. This MUST be in writing and MUST be completed by the end of the second week of the Summer term.
- Teachers will have two working weeks in which to review the marking, ensure fair moderation and provide written feedback to the student regarding the outcome of the review.
- Marks must be submitted to the exam board by the middle of May. This date changes yearly but is approx. 15th May.