



Examination Policy

2025-2026

Bancroft's

Independent Co-educational Day School 7–18

Table of Contents

1. Key staff involved in contingency planning	1
2. Purpose of the plan	1
3. Roles and responsibilities overview	2
Head of centre responsibilities	2
3.1. Recruitment, selection and training of staff	2
3.2. Internal governance arrangements	3
3.3. Escalation Process	3
3.4. Delivery of qualifications	3
3.5. Public liability	3
3.6. Security of assessment materials	3
3.7. Exam Contingency Plan	5
3.8. Exam Evacuation and Lockdown Policy.....	5
3.9. Internal Appeals Procedures	5
3.10. Equalities Policy	5
3.11. Complaints and Appeals Procedure (Exams).....	5
3.12. Child Protection/Safeguarding Policy	5
3.13. Data Protection Policy	5
3.14. Access Arrangements Policy.....	5
3.15. Conflicts of interest	6
3.16. National Centre Number Register	6
3.17. Centre inspections.....	6
4. The exam cycle.....	9
4.1. Planning: roles and responsibilities - Information sharing	9
4.2. Information gathering.....	9
4.3. Access arrangements	10
4.4. Word Processor Policy (Exams).....	11
4.5. Separate Invigilation Policy.....	11
4.6. Internal assessment	11
4.7. Invigilation.....	13
5. Entries: roles and responsibilities	13
5.1. Estimated entries.....	13
5.2. Final entries collection and submission procedure	14
5.3. Entry fees.....	14
5.4. Late entries	14
5.5. Early Sitters	15
5.6. Re-sit entries	15
5.7. Private/External Candidates	15
5.8. Candidate statements of entry	15
6. Pre-exams: roles and responsibilities	15
6.1. Access arrangements and reasonable adjustments.....	15
6.2. Briefing candidates.....	16

6.3.	Estimated grades.....	16
6.4.	Internal assessment and endorsements	17
6.5.	Invigilation.....	18
6.6.	JCQ and CIE inspection visit.....	18
6.7.	Candidate Identification Procedure.....	18
6.8.	Security of exam materials.....	19
6.9.	Overnight Supervision Arrangements Policy.....	20
6.10.	Alternative site arrangements.....	21
6.11.	Transferred candidate arrangements	21
6.12.	Internal Exams	21
7.	Exam time: roles and responsibilities	21
7.1.	Access arrangements.....	21
7.2.	Candidate Absence Policy.....	21
7.3.	Candidate behaviour.....	22
7.4.	Candidate belongings	22
7.5.	Candidate Late Arrival Policy.....	22
7.6.	Conducting exams.....	23
7.7.	Dispatch of exam scripts	23
7.8.	Exam papers and materials.....	23
7.9.	Exam rooms.....	24
7.10.	Emergency Evacuation Policy.....	25
7.11.	Irregularities or Malpractice	25
7.12.	Managing Behaviour Policy	25
7.13.	Special consideration	26
7.14.	Unauthorised materials.....	27
7.15.	Internal exams	27
8.	Results and post-results: roles and responsibilities.....	27
8.1.	Internal assessment.....	27
8.2.	Managing results.....	27
8.3.	Accessing results	28
8.4.	Post-results services.....	28
8.5.	Access to Scripts, Reviews of Results and Appeals Procedures.....	29
8.6.	Analysis of results.....	29
8.7.	Certificates	29
8.8.	Certificate Issue Procedure	29
8.9.	Certificate Retention Policy.....	30
8.10.	Exams review roles and responsibilities	30
	Retention of records: roles and responsibilities.....	30
8.11.	Exams Archiving Policy.....	30
9.	Document review.....	30

1. Key staff involved in contingency planning

Head of Centre	Mr A. Frazer	ATWF
Senior Deputy Head	Ms K. Shapiro	KBS
Deputy Head Academic	Dr M. Thompson	MXT
Assistant Deputy Head Academic	Mr A. Gocoldas	AG
Examination Officer	Mrs C. Everett-Ellis	CEE
SENCo	Mrs A. Fryer-Green	AFG
Deputy SENCo	Ms S. Estruch-Goshine	SYE
PA to Deputy Head Academic	Mrs T. Lincoln	MML

2. Purpose of the plan

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ & CIE regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to staff, pupils and parents.
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance, and instructions, thus always maintaining the integrity and security of the exam/assessment system
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions, and guidance.

This policy will be communicated to all relevant centre staff via the following share point sites - school all staff policy site, school public website, and exams office site.

All documents referenced in this policy are available via [Exams Office Department](#)

3. Roles and responsibilities overview

Head of centre responsibilities

It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet. Failure to do so may constitute malpractice as defined by JCQ and CIE

Head of centre

- Understands the contents, refers to, and directs relevant centre staff to annually updated JCQ & CIE publications including:
 - JCQ General Regulations for Approved Centres (GR)
 - JCQ Instructions for Conducting Examinations (ICE)
 - JCQ Access Arrangements and Reasonable Adjustments (AARA)
 - JCQ Suspected Malpractice - Policies and Procedures (SM)
 - JCQ Instructions for conducting coursework (ICC)
 - JCQ Instructions for conducting non-examination assessments (NEA)
 - JCQ A guide to the special consideration process (SC)
 - CIE Cambridge Handbook
 - Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments

- Is responsible for the following:

3.1. Recruitment, selection and training of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations
- Appoints an SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise themselves with the JCQ publication *Access Arrangements and Reasonable Adjustments* and CIE guidance
- Ensures that the examination officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

3.2. Internal governance arrangements

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent
- Has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- Makes sure that a teacher, a tutor, or a senior member of centre staff who teaches the subject being examined, is not an invigilator during the examination

3.3. Escalation Process

In the absence of the Head of Centre, responsibility will fall to the Senior Deputy Head or Deputy Head Academic. In the absence of all three (HOC and both Deputy Heads), responsibility will fall to the Assistant Head Academic.

In the absence of the Deputy Head Academic (SLT with oversight of examination administration) responsibility will fall to the Head of Centre or Senior Deputy Head. In the absence of all three (Deputy Head Academic and both HOC/Senior Deputy Head), responsibility will fall to the Assistant Head Academic.

In the absence of all the above the responsibility will fall to the Chief Operating Officer (COO)

3.4. Delivery of qualifications

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned

3.5. Public liability

- Ensures that the centre complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

3.6. Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials

- the secure room only contains exam-related material
- appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
- appropriate arrangements are in place for handling secure electronic materials
- access to the secure room and secure storage facility is restricted to the authorised key holders named in the secure storage facility access which is approved by the head of centre (each of whom must fully understand their responsibilities as a key holder to the secure storage facility), no other staff member may access the secure area unless accompanied by a keyholder at all times
- the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
- that when it is permitted to remove questions papers from secure storage and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened (If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- Makes arrangements to receive, always check and store question papers and examination material safely and securely and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations* and CIE guidance
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

3.7 Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after assessments have taken place
- Ensures any person involved in administering, teaching, or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding bodies whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator, or professional bodies in accordance with the JCQ publications *Suspected malpractice – Policies and procedures* and CIE guidance
- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected, or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation

- As required by an awarding body, ensures any evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures* and CIE guidance, which provides such information and advice as the awarding body may require
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

3.7. Exam Contingency Plan

Information can be found via Examination Office Sharepoint site

Hard copies are held in the examination office – inspection file (red folder)

3.8. Exam Evacuation and Lockdown Policy

Appendix within the school Evacuation and Lockdown policy

Hard copies are held in the examination office – inspection file (red folder)

3.9. Internal Appeals Procedures

Information can be found via Examination Office Sharepoint site

Hard copies are held in the examination office – inspection file (red folder)

3.10. Equalities Policy

Information can be found via Examination Office Sharepoint site

Hard copies are held in the examination office – inspection file (red folder)

3.11. Complaints and Appeals Procedure (Exams)

Information can be found via Examination Office Sharepoint site

Hard copies are held in the examination office – inspection file (red folder)

3.12. Child Protection/Safeguarding Policy

Information supporting can be found on school policy sharepoint page

Hard copies are also held in the examination office – inspection file (red folder)

3.13. Data Protection Policy

Information supporting can be found on school policy sharepoint page

Hard copies are also held in the examination office – inspection file (red folder)

3.14. Access Arrangements Policy

Information can be found via Examination Office Sharepoint site

Hard copies are also held in the examination office – inspection file (red folder)

3.15. Conflicts of interest

Information can be found via Examination Office Sharepoint site

Hard copies are also held in the examination office – inspection file (red folder)

3.16. National Centre Number Register

- Provides contact details and an address to which all correspondence in connection with administration of examinations and assessments can be directed which must be the registered address of the centre
- Ensures the National Centre Number Register annual update is responded to by the end of October
- Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers
 - awarding bodies could withdraw their approval of the centre

3.17. Centre inspections

- Co-operates with the JCQ and CIE Centre Inspection Service, an awarding body, or a regulatory authority when subject to an inspection, an investigation, or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork, and secure storage facilities to be open to inspection
- Understands the JCQ and CIE Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

Examination officer

- Understands the contents of annually updated JCQ & CIE publications including:
 - JCQ General Regulations for Approved Centres (GR)
 - JCQ Instructions for Conducting Examinations (ICE)
 - JCQ Access Arrangements and Reasonable Adjustments (AARA)
 - JCQ Suspected Malpractice - Policies and Procedures (SM)
 - JCQ Instructions for conducting coursework (ICC)
 - JCQ Instructions for conducting non-examination assessments (NEA)
 - JCQ A guide to the special consideration process (SC)
 - CIE Cambridge Handbook

- JCQ and CIE Post-results services
 - Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR) by the end of October each year
 - Confirms the details or informs the awarding bodies of any changes to the centres contact details through the National Centre Number Registration
 - Informs the National Centre Number Register Team **immediately** (e-mail address - ncn@ocr.org.uk) if any changes occur after the National Centre Number Register annual update has taken place
 - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
 - Informs the National Centre Number Register Team immediately if any other changes in circumstances that could affect the centre's status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates, and deadlines
- Ensures key tasks are undertaken and key dates and deadlines met
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials

Senior leaders (SLT)

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ & CIE publications including:
 - JCQ General Regulations for Approved Centres (GR)
 - JCQ Instructions for Conducting Examinations (ICE)
 - JCQ Access Arrangements and Reasonable Adjustments (AARA)
 - JCQ Suspected Malpractice - Policies and Procedures (SM)
 - JCQ Instructions for conducting coursework (ICC)
 - JCQ Instructions for conducting non-examination assessments (NEA)
 - JCQ A guide to the special consideration process (SC)
 - CIE Cambridge Handbook

- JCQ and CIE Post-results services

Special educational needs co-ordinator (SENCo)

- Understands the contents, refers to, and directs relevant centre staff to annually updated JCQ and CIE publications
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ and CIE Centre Inspector, evidence of the assessor's qualification

Head of department (HoD)

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Examination Officer and SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Ensure teaching staff attend relevant awarding body training and update events

Teaching staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Examination Officer and SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

Invigilators

- Attend/undertake training, briefing and review sessions, on the current regulations, as required
- Provide information as requested on their availability to invigilate
- Confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception staff

- Support the Examination Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

Site staff

- Support the Examination Officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials

- Support the Examination Officer in relevant matters relating to exam rooms set up and any resources required

Candidates

- Where applicable in this policy, the term 'candidates can refer to one of the options below:
 1. Bancroft's students taking part in internal tests, or exams
 2. Ex-Bancroft's students re-sitting exams (OBs)

4. The exam cycle

The exams management and administration process that needs to be undertaken for each exam series is often referred to as the exam cycle and relevant tasks required within this grouped into the following stages:

- planning
- entries
- pre-exams
- exam time
- results and post-results

This policy identifies roles and responsibilities of centre staff within this cycle.

4.1. Planning: roles and responsibilities - Information sharing

Deputy Head of centre

- Directs relevant centre staff to annually updated JCQ and CIE publications

Exams officer

- Signposts relevant centre staff to JCQ and CIE publications and awarding body documentation relating to the exams process that has been updated
- Signposts relevant centre staff to JCQ and CIE information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

4.2. Information gathering

Exams officer

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collates all information gathered into one central point of reference
- Research awarding body guidance to identify administrative processes, key tasks, key dates, and deadlines for all relevant qualifications
- Produces an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key centre staff of internal deadlines
- Collects information on internal exams to enable preparation for and conduct 5th/U6 Mock examinations

Head of department

- Respond (or ensure teaching staff respond) to requests from the Examination Officer on information gathering
- Meet the internal deadline for the return of information
- Inform the Examination Office of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these

4.3. Access arrangements

Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per the JCQ and CIE publication
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre delegated
- Gathers signed Personal data consent, (from candidates where required) and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed
- Applies for approval through Access arrangements online systems, where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ and CIE inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the Examination Officer regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period

- Works with the Examination Officer to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Liaises with the relevant member of the senior leadership team on the centre's policy on the use of word processors in examinations
- Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ and CIE regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Senior Leaders, Head of department, Teaching staff

- Support the SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Provide a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations

4.4. Word Processor Policy (Exams)

Information can be found via Examination Office sharepoint site

Hard copies are also held in the examination office – inspection file (red folder)

4.5. Separate Invigilation Policy

- Separate invigilation is for a candidate where, the candidate's difficulties would be established within the centre and known to all members of staff for example, Tutor, a Head of Year, the SENCo or a senior member of staff with pastoral responsibilities.
- Separate invigilation reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long-term medical condition or long-term social, mental, or emotional needs. The SENCo, must ensure that the proposed access arrangement does not disadvantage or advantage the candidate.

4.6. Internal assessment

Head of centre

Controlled assessments, coursework, and non-examination assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated, and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components

- Ensures an internal appeals procedure relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)
- Ensures a non-examination assessment policy is in place for GCE and GCSE qualifications which include components of non-examination assessment
- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement

Non-examination assessment policy

Information can be found via Examination Office sharepoint site

Hard copies are also held in the examination office – inspection file (red folder)

Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates)
- Ensure appropriate internal moderation, standardisation and verification processes are in place

Head of department

- Ensure teaching staff delivering any qualification with coursework elements follow JCQ and CIE publications and any specifications provided by the awarding body
- Ensure teaching staff delivering GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ and CIE publications and any specifications provided by the awarding body
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body
- Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Teaching staff

- Ensure appropriate instructions for conducting internal assessment are followed
- Ensure candidates are aware of JCQ and CIE publications and awarding body information for candidates on producing work that is internally assessed (coursework, non-examination assessments, social media) prior to assessments taking place
- Ensure candidates are informed of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body

Exams officer

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment
- Signposts teaching staff to relevant JCQ and CIE publications that are annually updated

4.7. Invigilation

Head of centre

- Ensures relevant support is provided to the Examination Officer in recruiting, training, and deploying a team of invigilators
- Ensures, if contracting supply staff to act as invigilators, that such persons are competent and fully trained, understanding what is and what is not permissible (and not taking on its own an assurance from a recruitment agency, that this is the case)
- Determines if additional invigilators will be deployed in timed Art exams in addition to the subject teacher to ensure the supervision of candidates is always maintained

Exams officer

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- Provides training for new invigilators on the current instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible
- Collects evaluation of training to inform future events

5. Entries: roles and responsibilities

5.1. Estimated entries

Exams officer

- The examination officer checks iSams for projected entries for qualifications, at the beginning of each academic year (September) to obtain estimated entries. Contacts HoD if required. Examination officer submits estimated entries via awarding organisation extranet sites as required.

Heads of department

- Provide entry information requested by the Examination Officer to the internal deadline
- Inform the Examination Officer immediately of any subsequent changes to entry information

5.2. Final entries collection and submission procedure

Exams officer

- The examination officer emails entry spreadsheet to all HoDs and arranges meetings in November/December. Entries are processed on the Bancroft's school MIS system iSams. Entries are submitted using A2C software before awarding organisation deadline dates.
- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification

Heads of department

- Provide information requested by the Examination Officer to the internal deadline
- Inform the Examination Officer immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the Examination Officer and confirms information is correct

5.3. Entry fees

- Entry fees are passed to the Bursary and added to pupil sundries accounts

5.4. Late entries

Exams officer

- Has clear entry procedures in place to minimise the risk of late entries
- Charges any late or other penalty fees to departmental budgets

Head of department

- minimises the risk of late entries by following procedures identified by the Examination Officer in relation to making final entries on time
- meeting internal deadlines identified by the Examination Officer for making final entries

5.5. Early Sitters

- Discussion around early sitting must take place with the pupil's HSM and the relevant HoD (if applicable) as early as possible
- Current pupils may not sit a GCSE/GCE qualification at Bancroft's School earlier than Upper 4th/Year 10
- Pupils must sit a mock examination to support the JCQ and CIE requirement for exam centres to be able to provide an accurate Centre Assessed Grade, should one be required.

5.6. Re-sit entries

- Any current pupil who wishes to resit an external exam will contact the relevant HoD/HSMs as a first stage to discuss resitting, then contact the Examination Officer to discuss resit arrangements and fees
- Any Old Bancroftian (OBs) who wish to resit are asked to sign a the 'OB Resitting Contract' to Resit and liaise with the Examination Officer. OBs may only sit in the academic year immediately following their departure from the school (during Year 14). They will be required to sit a mock examination before undertaking the summer session. The Examination Officer will liaise with the OB with regards to timetables and fees
- No further OBs will be allowed to resit at Bancroft's School after Year 14

5.7. Private/External Candidates

- Bancroft's school does not accept any private/external candidates

5.8. Candidate statements of entry

Exams officer

- Provides candidates with statements of entry for checking

Teaching staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the Examination Officer

Candidates

- Confirm entry information is correct or notify the Examination Officer of any discrepancies

6. Pre-exams: roles and responsibilities

6.1. Access arrangements and reasonable adjustments

SENCo

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her

- Ensures exam information (JCQ and CIE information for candidate's documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ and CIE requirements and fully understands the rule of the access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

6.2. Briefing candidates

Exams officer

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams, issues relevant JCQ and CIE information for candidates via examination assembly and/ briefings
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates via examination briefings and a pupil examination guide, including information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - unauthorised items in exam room, such as wrist watches, smart watches, and all other devices
 - how to behave in the examination room
 - gain the invigilators attention
 - what to do in an emergency
 - when and how results will be issued and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

6.3. Estimated grades

Head of department

- Ensure teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding body)

Exams officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding body)
- Keeps a record to track what has been sent

6.4. Internal assessment and endorsements

Head of centre

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking
- Ensures all centre staff and students are aware of the risks of using AI and what constitutes as malpractice in accordance with JCQ and CIE regulations

SENCo

- Liaises with teaching staff to implement appropriate access arrangements for candidates undertaking internal assessments and practical endorsements

Teaching staff

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements
- Assess and authenticate candidates' work
- Assess endorsed components
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies
- Aware of the risks of AI and what constitutes as malpractice in accordance with JCQ and CIE regulations
- Ensures all candidates are aware of the risks of AI and what constitutes as malpractice in accordance with JCQ and CIE regulations

Heads of department

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements
- Ensure teaching staff assess endorsed components according to awarding body requirements
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline JCQ regulations
- Ensures all teaching staff and candidates are aware of the risks of AI and what constitutes as malpractice in accordance with JCQ and CIE regulations

Exams officer

- Submits marks, endorsement grades, and samples to awarding bodies/moderators/monitors to meet the external deadline
- Keeps a record to track what has been sent
- Logs moderated samples returned to the centre
- Ensures teaching staff are aware of the requirements in terms of retention and subsequent disposal of candidates' work
- Ensures all AI JCQ and CIE regulations are shared with centre staff and candidates

Candidates

Authenticate their work as required by the awarding body

6.5. Invigilation

Exams officer

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates experienced invigilators on an annual basis on any regulation changes and any changes to centre-specific processes
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates

SEnCo

- Liaises with the EO regarding facilitation and invigilation of access arrangement candidates

Invigilators

- Provide information as requested on their availability to invigilate throughout an exam series

6.6. JCQ and CIE inspection visit

Exams officer or senior leader (in the absence of the EO)

- Will accompany the Inspector throughout a visit

SEnCo or relevant senior leader (in the absence of the SEnCo)

- Will meet with the inspector when requested to provide documentary evidence regarding access arrangement candidates and address any questions the inspector may raise
- Ensures that information is readily available for inspection at the venue where the candidate is taking the exam(s)

6.7. Candidate Identification Procedure

- Candidate cards (with photos) are provided for each candidate
- EO will also be present in the examination room to identify pupils.
- OBs will be required to bring photographic identification such as - passport/driving licence to authentic their identity, previous years candidate card will also be available

Examination Officer

- Ensures invigilators are aware of the candidate identification procedure
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are

identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded)

Invigilators

- Follow the procedure for verifying candidate identity provided by the EO

6.8. Security of exam materials

Exams officer

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre
- Ensures access to the secure room is restricted and staff named and approved by the Head of Centre are always accompanied by a keyholder.
- Has a process in place to demonstrate the receipt, secure movement, and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility, in the Examination Office until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check (second pair of eyes check)
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure storage facility or, if space is insufficient, in the secure room. (attempting to store this material in the secure storage facility when sufficient space allows)
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)

Reception staff

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transfer to the secure storage facility

Teaching staff

- Adhere to the following process with the secure movement of confidential materials.
 - Sign out confidential materials from EO

- Keep confidential materials secure until signed back to EO
 - CDs for MFL/Music examinations
 - pre-release materials
- Sign back confidential materials to EO

Timetabling and rooming

Exams officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements as a last resort, once all other options have been exhausted and according to the centre's policy)
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios
- Liaises with site staff to ensure exam rooms are set up according to JCQ, CIE and awarding body requirements
- Liaises with the SENCo regarding rooming of access arrangement candidates

SENCo

- Liaises with the EO regarding rooming of access arrangement candidates
- Liaises with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Liaise with the EO to ensure exam rooms are set up according to JCQ, CIE and awarding body requirements

6.9. Overnight Supervision Arrangements Policy

- Any candidate requiring overnight supervision will be identified as soon as examination entries have been made and timetable drafted.
- EO will complete the required JCQ and CIE overnight supervision documentation, which will then be signed by the candidate and the designated supervisor for the candidate.
- When the candidate has completed their first examination paper they will be escorted to the school office and signed over to the designated supervisor (this can be a parent/guardian). The following morning, the candidate will arrive (escorted by the supervisor) and signed back into the centre. The Candidate will then be escorted from the school office back to the examination room.

6.10. Alternative site arrangements

Exams officer

- (Where/if applicable to the centre) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met
- Will inform the JCQ or CIE by the required timescale by completing and submitting an alternative site arrangement documentation

6.11. Transferred candidate arrangements

Exams officer

- (Where/if applicable to the centre) Liaises with the host or entering centre, as required
- Processes requests for Transferred Candidate arrangements using the required awarding body documentation
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangements

6.12. Internal Exams

Exams officer

- Prepares for the conduct of internal exams under external conditions (Where applicable to the centre)
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation (Where applicable to the centre)

SENCo

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff

- Provide exam papers and materials to the EO
- Support the SENCo in making appropriate arrangements for access arrangement candidates

7. Exam time: roles and responsibilities

7.1. Access arrangements

Exams officer

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements
- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams
- applies for approval following the awarding body regulations

Candidate absence

7.2. Candidate Absence Policy

- If a candidate is missing from an exam, the EO/school office will contact home via reception to ask if candidate is on route.
- If candidate is not expecting to sit an exam it is usually because they have withdrawn and this will be discussed with HOD.

Invigilators

- Are informed of the policy/process for dealing with absent candidates through training
- Ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

Candidates

- Are charged relevant entry fees for unauthorised absence from exams

7.3. Candidate behaviour

- Candidates are provided with a School Procedure, which covers behaviour, when joining Bancroft's school.
- Candidates also undertake an examination briefing before the examination season, during this session candidates are instructed on their behaviour in the examination room.
- Candidates are provided with the Pupil and Parent Examination guide
- External OBs will be briefed by the EO on an individual basis.

7.4. Candidate belongings

- Candidates are not allowed to bring any other belongings into the examination room, other than the equipment required for the examination.

Candidate temporarily leaving the examination room

- If a candidate needs to be removed from the examination room for, any reason e.g. toilet break/sickness will be escorted at all times to maintain the integrity of the examinations.

7.5. Candidate Late Arrival Policy

- Any candidate who arrives to the school late is held at the school office securely, if it is identified that the candidate has an examination, the candidate will be escorted to the examination room and begin the paper at the earliest convenience. Candidates may be sat in another part of the examination room, so as not to disturb other candidates. Any late candidate will be allowed the full duration.
- If a candidate is more than 1 hour late, depending on how secure the candidate has been held, a meeting may be held with HSM and EO to discuss the awarding body requirements.

Exams officer

- Ensures that candidates who arrive extremely late for an exam are reported to the awarding body by submitting a report on candidates admitted extremely late to examination room using CAP to timescale

- Warns candidates that their script may not be accepted by the awarding body

Invigilators

- Are informed of the policy/process for dealing with late/extremely late arrival candidates through training
- Ensure that relevant information is recorded on the exam room incident log

7.6. Conducting exams

Head of centre

- Ensures venues used for conducting exams meet the requirements of JCQ, CIE and awarding bodies

Exams officer

- Ensures exams are conducted according to JCQ, CIE and awarding body instructions
- Uses an *exam day checklist* to ensure each exam session is fully prepared for, unplanned events can be dealt with, and associated follow-up is completed

7.7. Dispatch of exam scripts

Exams officer

- Dispatches scripts as instructed by JCQ, CIE and awarding bodies
- Keeps appropriate records to track dispatch
- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the JCQ, CIE and awarding bodies requirements

7.8. Exam papers and materials

Exams officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility
- Attaches erratum notices received to relevant sealed question paper packets
- Collates attendance registers and examiner details in date order
- Regularly checks mail or email inbox for updates from awarding bodies
- In order to avoid potential breaches of security, ensures care is taken to ensure the correct question paper packets are opened by ensuring a member of centre staff, additional to the person removing the papers from secure storage, e.g. an invigilator, checks the day, date, time, subject, unit/component and tier of entry, if appropriate, immediately before a question paper packet is opened
- Ensures this additional/second check is recorded
- Where allowed by the awarding body, only releases exam papers and materials to teaching departments for teaching and learning purposes 24hours after the published finishing time of the exam, or until any timetable clash candidates have completed the exam

7.9. Exam rooms

Head of centre

- Ensures that internal tests, mock exams, revision, or coaching sessions are not conducted in a room 'designated' as an exam room
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks
- Ensures the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates
- Ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates

Senior leaders

- Ensure a documented emergency evacuation procedure for exam rooms is in place
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Exams officer

- Ensures exam rooms are set up and conducted as required in the regulations
- Provides invigilators with appropriate resources to effectively conduct exams
- Briefs invigilators on exams to be conducted on a session-by-session basis (including the arrangements in place for any transferred candidates and access arrangement candidates)
- Ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)
- Ensures invigilators understand they must be vigilant and remain aware of incidents or emerging situations, looking out for malpractice or candidates who may be in distress, recording any incidents or issues on the exam room incident log
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily and how this should be recorded on the exam room incident log
- Provides authorised exam materials which candidates are not expected to provide themselves
- Ensures invigilators and candidates are aware of the emergency evacuation procedure
- Ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated

Site staff

- Ensure exam rooms are available and set up as requested by the EO

- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms
- Ensure fire alarm testing does not take place during exam sessions

Invigilators

- Conduct exams in every exam room according to JCQ, CIE and any other awarding body requirements and as instructed by the centre in training/update and briefing sessions

Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators
- Are required to remain in the exam room for the full duration of the exam
- Raise their hand if they require the attention of the EO or invigilator

Food and Drink Policy (Exams)

- Bancroft's school does not allow food, with the exception of candidates who have diabetes and require a snack will be permitted with authorisation confirmed by EO, into the examination venue.
- Water bottles (clear with no labels) are allowed in the examination venue, but no other drinks for candidates will be allowed.
- Any exemptions to the above (for example, medical requirements) will be discussed with the EO and confirmed to invigilators as required.

Leaving the Examination Room Policy

- Any candidate that needs to leave the examination venue temporarily will be escorted by an invigilator or member of the examination department (not a member of teaching staff, the subject is not part of the teacher's subject area)
- Candidates will only be allowed to leave the room unescorted when the examination has ended and they have been dismissed by the invigilation team.

7.10. Emergency Evacuation Policy

Information can be found via Examination Office sharepoint site

Hard copies are also held in the examination office – inspection file (red folder)

7.11. Irregularities or Malpractice

Head of centre

- Ensures (as required by an awarding body) any cases of alleged, suspected, or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by centre staff, candidates, invigilators) are investigated and reported to the awarding body immediately, by completing the appropriate documentation

7.12. Managing Behaviour Policy

- Pupils are provided with a 'guide to external examinations' which highlights candidate behaviour

- Any candidate being disruptive will be removed for the examination venue by the EO and it will be addressed with the HSM/SLT

Senior leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/extremely late arrival, candidate, or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

7.13. Special consideration

- Candidates will also be sent the appropriate special consideration form to complete to request special consideration
- Candidates that have been highlighted having any special consideration will be recorded on a standard examination log, which will hold information, related evidence, and tracks submissions with awarding bodies

Senior leaders

- SLT/EO will review all special consideration applications before submission to the appropriate awarding organisation to confirm authenticity
- Provide signed evidence to support eligible applications for special consideration

Exams officer

- Processes eligible applications for special consideration to awarding bodies
- Gathers evidence which may need to be provided by other staff in centre or candidates
- Submits requests to awarding bodies to the external deadline

Candidates

- Provide appropriate evidence to support special consideration applications, where required

7.14. Unauthorised materials

Arrangements for unauthorised items taken into the exam room

- Candidates are only to take the required authorised materials into the examination venue (water bottle, clear pencil case). Candidate's other belongings must be placed in their locker.

Invigilators

- Are informed of the arrangements through training

Information can be found via Examination Office sharepoint site

Hard copies are also held in the examination office – JCQ inspection file (red folder)

7.15. Internal exams

Exams officer/Deputy Head Academic

- Runs the internal mock examinations under examination conditions as required
- Briefs invigilators on conducting internal exams
- Returns candidate scripts to teaching staff for marking

Invigilators

- Conduct internal exams as briefed by the EO

8. Results and post-results: roles and responsibilities

8.1. Internal assessment

Senior leaders

- Ensures teaching staff keep candidates' work, whether part of the moderation sample or not, secure and for the required period stated by JCQ, CIE and awarding bodies
- Ensures work is returned to candidates after the retention period or disposed of according to the requirements

8.2. Managing results

- Results are downloaded from the A2C system and held securely on the school MIS system (iSams). Hard copies are printed securely by the EO and prepared in the examination office. These are held in the examination storage room, until release on results day
- All results are released (electronic and paper) on the official results day as per JCQ, CIE and awarding body guidance
- Candidates will receive results electronically via the pupil portal. Candidates may also come to the school and collect a hard copy of their results. Pupils will be directed to the appropriate hall where staff will be available to discuss results and advise on post results services.

Senior leaders

- Identify centre staff who will be involved in the main summer results day(s) and their role

- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of any requests for post results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly

Exams officer

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place

Site staff

- Ensure the centre is open and accessible to centre staff and candidates, as required for the collection of results

8.3. Accessing results

Head of centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates
- Understands that it is not permitted to withhold provisional results from candidates under any circumstances

Exams officer

- Informs candidates in advance of when and how results will be released to them for each exam series
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date
- Provides summaries of results for relevant centre staff on issue of results date

8.4. Post-results services

Head of centre

- Ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its components/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed, or raised)

Exams officer

- Provides information to all candidates and staff on the services provided by awarding bodies and the fees charged (see also above Briefing candidates and Access to Scripts, Reviews of Results and Appeals Procedures)

- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and to collect candidate informed consent (after the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent
- Identify the budget to which fees should be charged

Candidates

- Meet internal deadlines to request the services
- Provide informed consent and fees, where relevant

8.5. Access to Scripts, Reviews of Results and Appeals Procedures

- When pupils receive their results, they can discuss with teachers/HOD their grades and results, either in person or via Microsoft Teams.
- Any pupil who wishes to have access to their script, review of results or to appeal, must complete the required post results form, which can be collected from the school office or sent electronically.
- After payment has been made (as required), the Examination Officer will submit to the appropriate AO.

8.6. Analysis of results

The Academic Office

- Provides analysis of results to appropriate centre staff
- Provides results information to external organisations where required
- Undertakes any tasks in relation to performance table publishing or checking exercises, in accordance to results guidance

8.7. Certificates

- Certificates are provided to centres by awarding bodies after results have been confirmed.

8.8. Certificate Issue Procedure

- Certificates are received and logged into the examination office.
- Current pupils will receive certificates via tutor groups
- Pupils who have left school will receive certificates via signed delivery service direct to their home address
- All records will be held electronically in the examination secure area

Candidates

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates

8.9. Certificate Retention Policy

Certificates are not held by Bancroft's school. Any candidate that requires a replacement certificate will be provided with the appropriate awarding body contact information.

8.10. Exams review roles and responsibilities

Exams officer

- Discuss with Deputy Head Academic and the Academic Office an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle

Senior leaders

- Work with the EO to produce a plan to action any required improvements identified in the review

Retention of records: roles and responsibilities

Exams officer

- Keeps records as required by JCQ, CIE and awarding bodies for the required period
- Keeps records as required by the centre's records management policy
- Provides an exam archiving policy that identifies information held, retention period and method of disposal

8.11. Exams Archiving Policy

Information can be found via Examination Office sharepoint site

Hard copies are also held in the examination office – inspection file (red folder)

9. Document review

To be reviewed September 2026 by the Senior Leadership Team and Examination Officer.