



Exam and Invigilation Policy

Current publication date	Responsibility of	Next publication date
March 2024	Vice Principal (Education) (Head of Centre)	March 2026

Introduction

This document has been produced to ensure that all staff involved in the administration of examinations comply with KLDC Sixth and awarding body policies. The document will also provide a clear policy statement for students undertaking examinations and assessments at KLDC Sixth.

1. Policy Purpose

The purpose of this Exams Policy is to meet the awarding body requirements in terms of the:

- planning and management of exams is to ensure they are conducted efficiently and in the best interest of the candidates
- operation of an efficient exam system with clear guidelines for all relevant staff. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.

This policy should also be read in conjunction with:

- General Regulations for Approved Centres [General Regulations - JCQ Joint Council for Qualifications](#)

- Joint Council for Qualifications (JCQ) 'ICE' Instructions for conducting examinations. ['ICE' – Instructions for conducting examinations - JCQ Joint Council for Qualifications](#)
- JCQ Suspected malpractice in examinations and assessments policy [Malpractice - JCQ Joint Council for Qualifications](#)
- JCQ Instructions for conducting non-exam assessments and coursework [Non-Examination Assessments - JCQ Joint Council for Qualifications](#)
- JCQ Regulations and Guidance on Access Arrangements, Reasonable Adjustments and Special Considerations for the Conduct of Examinations [Regulations and Guidance - JCQ Joint Council for Qualifications](#)

The above procedures are additional to any guidelines or regulations an awarding body may issue. If there is a conflict between the awarding body's guidelines or regulations and these procedures, the JCQ instructions shall prevail.

2. Exam responsibilities

The Exams Officer:

- has operational responsibility for the exams function across KLDC Sixth
- helps to develop systems and processes which facilitate the efficient processing of data with appropriate checks and audit trails
- ensures an effective process is in place to audit exams and assessment activities
- advises all staff on appeals and reviews of marking
- works with the Vice Principal (Education) of Centre and Quality Nominee in the investigation and reporting of incidents of malpractice in line with the KLDC Sixth Malpractice Policy
- establishes an annual exams and assessment timetable
- advises all stakeholders on JCQ/Ofqual and awarding body regulations and procedures
- organises an annual programme of staff development and invigilation training
- keeps records of conflicts of interest for exams staff, who have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family being entered for examinations and assessments either at the centre itself or other centres.
- applies to the awarding body for any Special Considerations
- administration of public and internal assessments and exams, including registrations, exam entries, maintenance of exam records, liaising with awarding bodies and Centre staff
- monitoring and auditing the operation of exams and other assessments
- advising staff about the annual exams timetable and administration procedures, including deadlines as set by awarding bodies

- ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them
- consult and advise staff to ensure that coursework, controlled assessments and non-exam assessments are completed in a timely manner and in accordance with JCQ/awarding body regulations
- receive, check and securely store exam papers and materials, completed scripts, attendance registers, seating plans and access arrangements documentation
- work with Support for Learning to ensure access arrangements for special consideration are in place according to JCQ/awarding body regulations
- authorise the payment of exam/assessment invoices
- track candidate coursework results, controlled assessments and non-exam assessment marks for submission to awarding bodies
- arrange for dissemination of exam results
- arrange for certificates to be logged and stored for collection by students
- process resits, appeals and review of marking requests
- ensure teaching staff complete exam and assessment documentation on time and in accordance with awarding body regulations arrangements are in place prior to requesting exam entry
- ensure that all exams invigilated comply with JCQ/Ofqual Instructions for conducting examinations (ICE) regulations and/or awarding body regulations
- ensure all JCQ exam posters are displayed as required and no additional material relating to the exam is displayed within the exams room
- ensure all candidates sitting examinations are identified by I.D. cards and are identified before any exam instruction is given.

Candidates are responsible for:

- confirming re-sit exam entries where payment is required
- understanding coursework, controlled assessment and non-exam assessment regulations and signing a declaration that authenticates their work as their own
- conducting themselves according to exam rules and regulations set out by JCQ and Pearson

3. Online Examinations / Assessments

For the purpose of conducting online exams/assessments, KLDC Sixth must identify suitable rooms for these assessments to take place. The Exams Officer will book the assessment dates and confirm details with the students. They will ensure invigilators, IT Support and Access Arrangements are in place where required.

4. Exam Series

Internal & external exams, assessments and online tests are scheduled throughout the academic year, subject to timetabling by the awarding body. Assessments are held under Pearson/JCQ exam conditions. On-demand assessments can be scheduled only in windows agreed between the Exams Officer, the Vice Principal (Education) and the Principal.

5. Timetable

Once entries are confirmed, the Exams Officer will circulate the timetable to staff, students and parents.

The Support for Learning Team will arrange the allocation of readers, scribes and provision of laptops for those students with approved access arrangements for both online assessments and written examinations.

6. Entries, Entry Details, Late Entries and Resits

- Candidates are selected for their exam entries by the Vice Principal (Education) and the Principal.
- All amendments, withdrawals or subject entry changes must be authorised by the Vice Principal (Education) and the Principal.
- Candidates will only be entered for exams for subjects on which they have a current enrolment. Internal and external entry deadlines are circulated to staff via email.
- It is necessary to adhere to internal deadline dates to allow the Exams Officer sufficient time to address any queries before the external deadline date.
- If the student is required to pay for a resit then the entry form must be accompanied by a payment receipt. Late entries are authorised by the Vice Principal (Education) and the Principal and are processed by the Exams Officer once the request is received.
- KLDC Sixth will support students who wish to re-sit English Language or Maths GCSE. English and Maths tutors will be available at an additional cost and lesson time will be accounted for in the weekly timetable. Students must meet the KLDC Sixth re-sit requirements: only students who sat their examinations within the Summer Series and achieved a grade 3 or below for English Language or Maths will be eligible. KLDC Sixth will make necessary arrangements for students to re-sit their exam in the November series at another exam centre, students will be entered as private candidates. Re-sit decisions will be made in consultation with students and their parents.

- Information for candidate documents and assessment/exam timetables will be posted on the student portal. The Exams Officer will accept withdrawals, amendments and changes of tier, up to the date set by the awarding body, upon approval by the Vice Principal (Education) and the Principal.
- Candidates sitting online examinations will need to conform to the JCQ or relevant awarding body online exam regulations.

7. Registration & Certification

KLDC Sixth will ensure that a secure, accurate and accessible audit trail is in place so that individual student registration and certification claims can be tracked to the certificate which is issued for each student. In order to do this, the centre will:

- register each student within the awarding body timescales
- check the accuracy of student registrations
- make each student aware of their registration status
- inform awarding bodies of amendments to candidate details
- ensure that certificate claims are made in a timely manner and based on internally verified assessment records
- check certificates received from the awarding body to ensure accuracy and completeness
- keep all records safely and securely in accordance with the data retention policies.

8. Exam Fees

Students will be made aware that the termly fees will include tuition, registration and exam fees where appropriate. A breakdown of these fees will be available at enrolment and also on the KLDC Sixth website. Candidates who are given remission from paying registration / exam fees, who subsequently fail to sit an exam or meet necessary coursework, controlled assessment and non-exam assessment requirements, without supporting medical evidence or evidence of other mitigating circumstances, will be required to reimburse KLDC Sixth.

Late entry or amendment fees are paid by KLDC Sixth or the student, depending upon who has made the request for the change. Re-sit fees for GCSE exams are paid by the student. The Vice Principal (Education) retains the right to refuse to sign any exams entry if they believe that the student does not have a realistic chance of passing the exam.

9. Access Arrangements

Candidates who may require access arrangements are identified during the admissions process or by their teachers or tutor after enrolment. For students with additional requirements, the Support for Learning Team will ensure that

arrangements are put in place or assessments are made as soon as possible after the start of the course to ensure that no KLDC Sixth student is disadvantaged.

Normal Way of Working explained – Normal way of working' (NWW) evidence is used by the JCQ (Joint Council for Qualifications and the voice of the awarding bodies offering the majority of the UK's educational qualifications) to define how centres establish what the usual teaching and learning practice is for a specific student and how that can then be applied through the Access Arrangements process. If a course has a timed assessment/exam at any time in the year, consideration must be given as early as possible if there are any students/candidates who will require Access Arrangements and refer as early as possible to the Support for Learning team to allow time for applications to be made to the awarding body. The Support for Learning Team are responsible for requesting access arrangements via the awarding body websites and for informing the Exams Office of these requirements by providing approval documents. In all cases candidates will only receive Access Arrangements for examinations that match their normal way of working. Reference should be made to Chapter 8 of the JCQ Access Arrangements booklet for detailed information on how to use Access Arrangements online. For appeals in relation to decisions about a student's additional learning needs (ALN), please refer to the KLDC Sixth Appeals Policy.

10. Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer under the direction of the Vice Principal (Education), please see the KLDC Sixth Contingency Planning document for more details.

11. Managing Invigilators

Trained staff and/or appointed invigilators are used to invigilate assessments / examinations as required. Invigilation training is provided and managed by the Exams Officer. Recruitment of external invigilators is the responsibility of the Exams Officer securing the necessary documentation including Disclosure and Barring Service (DBS) clearance.

Invigilation Arrangements

- The Exams Officer must ensure that suitably qualified and experienced staff carry out invigilation by providing training
- Any relative of a candidate in the exam room is not eligible to serve as the sole invigilator.
- The number of invigilators required during an exam is set in accordance with JCQ regulations or individual awarding bodies where there are more stringent rules than JCQ regulations.

- A teacher who has prepared or taught the candidates for the subject of the exams during the academic year must not be an invigilator at any time during a written or online exam in that subject, neither can any senior member of teaching staff who has had overall responsibility for the candidates' preparation for the examination/assessment.
- For practical assessments, all awarding body requirements and student to staff ratios must be complied with. It is essential that the Exams Officer is present at the start of each assessment and available as necessary thereafter to deal with any difficulties that arise. Supervision of assignments to be taken under controlled conditions may be undertaken solely by the teacher of the subject if this complies with the awarding bodies regulation.
- If questions or passages need to be read to the candidates who have access arrangements in place, then an invigilator is required in addition to the reader. However, if a student is in a separate room, then the reader can act as invigilator.
- Normally, candidates who require a scribe will be accommodated in a separate room, in these instances the invigilator may also act as the scribe only on a one-to-one basis.
- Candidates should be arranged in the exam room so that they can be seen by an invigilator at all times.
- Instructions must be made available to each invigilator in the exam room and invigilators must be familiar with them including the Notice to Candidates, the Warning to Candidates and any specific regulations relating to the subject being examined.
- Centres must keep signed records of the seating and invigilation arrangements for each exam session until the deadline date for enquiry about results has passed.
- Seating and invigilation records may be required by the awarding body at any time up to the publication of results. These should be signed by the invigilator.
- The invigilator is the person in the exams room responsible for the conduct of a particular exam session in the presence of the candidates. Invigilators must give their whole attention to the proper conduct of the examination. Invigilators are not to perform any additional tasks in the exam room.
- An invigilation pack detailing exam rules and regulations is placed in each exam room, invigilators should familiarise themselves with this pack.

Exam Assessment Audits

The Exams Office will carry out random audits on the arrangements and conduct of written and online examinations. The outcomes of Exam Audits will be reported to

the Vice Principal (Education) and the Principal and recorded until the outcome of results.

12. Malpractice Assessment

Malpractice will be investigated by the Vice Principal (Education) in conjunction with the Exams Officer and in accordance with the JCQ “Suspected Malpractice in Examinations and Assessments Policy” [Understanding and avoiding malpractice - JCQ Joint Council for Qualifications](#) and the KLDC Sixth Assessment Malpractice Policy.

13. Exam/Assessment Days

The Exams Officer is responsible for setting up exam rooms and ensuring heating, ventilation and lighting is suitable. The Exams Officer will ensure that rooms timetabled for examinations are set up according to JCQ Regulation and that question papers, laptops, other exam stationery and materials are available for the invigilator to collect from the school office. The JCQ ‘two pairs of eyes’ check must be carried out before the exam papers leave the secure storage. The invigilator will start all examinations in accordance with JCQ Guidelines – these guidelines will be present in each exam room. Subject staff may be present at the start of the exam, but only outside the exam room to assist with identification of candidates. In practical exams a subject teacher must be on hand in case of any technical difficulties. Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. If permitted by the relevant awarding body, copies of the exam papers may be given to subject teachers when available after the published finish time. The KLDC Sixth must keep signed records of seating and invigilation arrangements for each exam session. These may be required by the awarding body at any time up to the Enquiries About Results deadline and should be signed by the invigilator. At the end of each examination, all material must be returned to the Exams Officer without delay. A signature is required to confirm the return of materials.

14. Candidates

JCQ/Ofqual rules on candidates’ use of mobile phones, MP3/4 Players, Smartwatches and wrist watches which have a data storage device, or any other electronic devices apply at all times. All wrist watches and all the other devices listed above must be removed and placed in the student’s bag. Normal centre rules on dress and behaviour apply. Disruptive candidates are dealt with in accordance with JCQ guidelines. For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. Candidates may only leave the exam room for a genuine purpose and are required

to return immediately to the exam room. They must be accompanied by a member of staff at all times. Where a candidate has an exam timetable clash, the Exams Officer will consult with the school to arrange supervision escorts, identify a secure venue and arranging overnight supervision. It is the responsibility of the school to provide an appropriate supervisor. Late candidates on the exam day may sit at the discretion of the Examinations Officer and under JCQ regulations. JCQ candidates must be available up to and including the contingency date.

15. Special Consideration

It is the candidate's responsibility to notify the Centre, Exams Officer or Exams Invigilator in the event of their illness before an exam, to report bereavement or other trauma, if they are taken ill during an exam or otherwise disadvantaged or disturbed during an exam. Where a candidate requests special consideration, they must provide appropriate evidence within three days of the exam. For example, by providing a letter from a doctor. The Exams Officer will then forward a completed special consideration request to the relevant awarding body within seven days of the exam. The Exams Officer will inform the student of the outcome once notified by the awarding body.

16. Internal Assessment

Teaching staff are responsible for ensuring that internal assessment material is ready for dispatch at the appropriate time.

17. Marks and Appeals

Teaching Staff are responsible for submitting marks for internally assessed work to the Exams Officer who will submit to the awarding body. Appeals against internal assessments must be made known to the Exams Officer. Teaching Staff will ensure that candidates are informed of their centre assessed marks so that they have an opportunity to request a review prior to the marks being submitted to the awarding body. Teachers will allow sufficient time for a review of marking to be carried out and any resulting changes to marks to be made known to candidates before to the awarding bodies' deadline.

18. Appeals against Internal Assessments

The process for managing appeals against internal assessments is contained in the Assessment and Appeals Policy document, copies of which are available from the Examinations Office.

19. Processing Results

Results received in electronic data interchange (EDI) format and suitable spreadsheet formats will be uploaded to the MIS and processed by KLDC Sixth staff. Results not in EDI format will be logged by the Exams Officer and sent to the Vice Principal (Education) and Principal for processing and feedback to candidates.

Once processed, results will be checked verified and collated for the following purposes:

- Use by the KLDC Sixth Management and staff for quality assurance purposes
- Presentation to the KLDC Sixth Board
- Publication on KLDC Sixth website
- Transmission to DfES for funding purposes and quality purposes.

20. Issuing Exam Results and Certificates

Arrangements for the centre to be open on results days are made by the Exams Officer in consultation with the Vice Principal (Education) and Principal. KLDC Sixth staffing requirements on results day is the responsibility of the Vice Principal (Education) and Principal. Results of Level 3 qualifications will normally be made available to candidates on the Thursday of the second week of August. Results for Level 2 qualifications will normally be made available to candidates on the Thursday of the third week of August. Results on these days will be available to students 0830 hours. Any press release will be embargoed in accordance with JCQ Regulations. Letters containing Awarding Body Statements of Results and/or the Centre's Statement of Results will be available to collect from the school office on results day. Letters not collected are posted to candidates on the same day. Certificates will be posted to candidates when made available. The Exams Officer will record the collection date on the MIS System. The centre will retain certificates for one year. After this time, certificates may be destroyed in accordance with JCQ regulations, a log must be kept of the destroyed date. In these circumstances, candidates will need to contact the relevant awarding bodies for replacements. Awarding bodies normally charge for this service. Certificates and results may be collected by a third party providing written consent is received from the candidate and the person collecting the certificate can confirm their identification.

21. Access to Scripts (ATS)

After the release of results, candidates may ask the Exams Officer to request the return of papers. This must be done by the awarding body's published deadline. Candidates will be charged for this. A payment and consent form, which is available from the Exams Officer, must be completed. Teaching staff may also request scripts for investigation or teaching purposes where permitted. For the latter, the signed consent of candidates must be obtained.

22. Enquiries about Results (EAR)

EARs may be requested by curriculum area staff or candidates if there are reasonable grounds for believing that an error in marking has occurred. The candidate's consent is required before any EAR is requested. If a result is queried, the Exams Officer, Vice Principal (Education) or Principal will investigate the feasibility of asking for a review of marking. The candidate must complete an EAR Form and make a payment, they must also sign a consent form, which makes them aware that if the outcome of the EAR is that the mark should be lowered, then they will be unable to appeal against the decision. If the outcome of the EAR is an increase in the candidate's grade, then the candidate is entitled to a refund.

23. Conflict of Interest

To comply with JCQ regulations, KLDC Sixth is required to identify, record and manage conflicts of interest and to inform the relevant awarding body/bodies for any of their qualifications of:

- Any member of centre staff who is taking qualifications at their own centre which include internally assessed components/units;
- Any member of centre staff who is invigilating members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) should be recorded
- Any member of centre staff who is teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; and maintains clear records of all instances where:
 - a) centre staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres;
 - b) centre staff are taking qualifications at their centre which do not include internally assessed components/units;
 - c) centre staff are taking qualifications at other centres. To ensure compliance, staff must declare any of the statements which apply to

them for the current academic year and complete the required Conflict of Interest Record and inform the Quality Manager who will contact the relevant awarding body before the published deadline for entries.

24. Disability Discrimination Act

All exam centre staff must ensure that they meet the disability provisions under the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The DDA introduced measures aimed at eliminating the discrimination faced by disabled people. The Act gives protection to disabled people in the areas of employment and education.

A person has a disability for the purposes of the DDA if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. KLDC Sixth will meet the requirements of the DDA by ensuring that the exam centre is accessible and improving candidate experience. This is the responsibility of the Vice Principal (Education) of Centre and all other staff.