Examinations Policy & Procedure

Last Review: June 2023

Next Review: June 2024

Reviewer: Policy Committee

HORSES   ORYXES   CAMELS   FALCONS   SCORPIONS

1. Purpose

The purpose of this policy and procedure is to ensure:

1.1 That the planning and management of examinations is conducted effectively and in the best interest of candidates.

1.2 The operation of an efficient and secure examination system with clear guidelines for all relevant staff.

1.3 Compliance with the relevant exam board.

2. Scope

The policy and procedure applies to the Secondary school and the conduct of **internal and external** examinations in Key Stages 4 and 5, and internal examinations in Key Stage 3.

3. Policy Statement

We are committed to fostering an environment that upholds the highest standards of integrity, compliance, academic honesty, and rigour. Our Exams Policy is a crucial component in ensuring that all students have an equal opportunity to demonstrate their knowledge and skills in a fair and consistent manner. This policy outlines our expectations for students, parents and staff, promoting a culture of academic excellence and ethical conduct.

We are committed to operating in the strictest of compliance and adhering to the regulations of the relevant Examination Boards. We uphold confidentiality throughout the exam process.

We prioritise the security of all examination materials, ensuring their safekeeping before, during, and after the exams. Strict protocols are in place to prevent any unauthorised access, tampering, or leakage of exam content. We expect all students, parents and staff to uphold these security measures and report any breaches or suspicious activities promptly.

Our school community, including students, parents, and staff, are expected to comply with all relevant policies and procedures related to examinations. These policies are designed to maintain fairness, transparency, and consistency, and any violations will be addressed with appropriate disciplinary measures.

4. Procedural Guidance

4.1 Qualifications

4.1.1 The qualifications offered are I/GCSE, IAS/A-Level/GCE, IB Diploma, IB Certificate and BTEC Certificate and are decided by the Head of Centre. These may vary from year to year depending on factors such as student numbers, student choices, staffing and space.

4.1.2 The subjects offered for these qualifications in any academic year may be found in the centre's published options booklets for that year.

4.1.3 If there has been a change of specification from the previous year, the Examinations Officer must be informed by the first week of the autumn term by the relevant Subject Leaders, via the Head of Secondary.

4.1.4 Decisions about whether a candidate should be entered for a particular subject will be taken in consultation with the candidate /parents and the Head of Secondary. The Head of

Secondary will seek advice from Subject Leaders, Head of Learning Support and the IB Coordinator as applicable. The school's policy is to limit withdrawal from subjects and to guide parents about appropriate tiers of entry if applicable.

4.2 Examination Periods

External examinations and assessments are scheduled as follows:

Months(s)	Year groups
November	IGCSE Resit (Maths & English only) IB - Former Year 13 students only
January	GCSE Resit AS resit/modular exams
April	IB Year 13
May/June	All Exam pathways

Internal (mock) examinations and assessments are scheduled in:

Months(s)	Year groups
December	Year 11, Year 13 (IB)
June	Year 12 (IB)

4.3 Timetables

4.3.1 Once confirmed, the Examinations Officer will circulate the examination timetables for internal and external examinations.

4.3.2 The Examinations Officer will coordinate with the Head of Learning Support to ensure Access Arrangements are reflected in the timetable.

4.3.3 The Examinations Officer will ensure that clashes are identified, managed and clearly communicated to all relevant parties as identified in 4.3.4.

4.3.4 Teaching staff, Access Arrangement invigilators, Heads of Departments, SLT, Students, Parents, Maintenance, Security, Cleaning Staff, Admin, and external ECA providers all need to be aware of the Examinations schedule. This goes across Primary and Secondary. The Examinations Officer, Corporate Services, Head of Learning Support and Secondary SLT must ensure this happens.

4.4 Entries, entry details and late entries

4.4.1 Candidates are selected for their examination entries by the Subject Leaders, confirmed by the Head of Secondary. This information is confirmed to the candidates and parents in advance of the examination deadline. IB candidate registrations and examinations are completed through IB coordinator.   Payment for examinations is also requested at this time. There will be no early entry exams for I/GCSE students.

4.4.2 Teachers or parents/carers can request a subject entry, change of level or withdrawal. The decision is made by the Head of Secondary.   Any cost incurred is borne by the family.

4.4.3 The centre does not accept exam candidates once they have been de-registered from the Ministry.

4.4.4 The centre does not act as an examination centre for other organisations.

4.4.5 Entry deadlines are circulated by the Examinations Officer to Subject Leaders via email.

4.4.6 Late entries are authorised by the Examination Officer in consultation with the Head of Secondary. Parents are informed about late entry fees and the timeframe for payment and confirmation of examination entries.

4.4.7 Re-sit decisions will be made through consultation between the Head of Secondary and Subject Leaders and in accordance with examination board regulations. Any cost incurred is borne by the family.

4.4.8 Once the exam series has started no changes can be made to entries.

4.5 Examination fees

4.5.1 Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

4.5.2 All external examination fees are paid by the parents, including in the event that entries are confirmed late by candidates.

4.5.3 Late entry or amendment fees are paid by the school unless it is at a parent's request that changes are made to entries and then parents will pay.

4.5.4 Fee reimbursements can not sought from candidates in the following instances:
- who decide to sit an examination after the late entry or withdrawal deadline
- who fail to sit an examination

- who do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

4.5.5 Re-sit fees are paid by the parents.

4.5.6 Additional exams outside of a student's selected subject at DBS will cost extra and these costs will be borne by the parents.

4.6 Access arrangements

4.6.1 Please refer to the Access Arrangements Policy and always ensure the most up to date document from the relevant exam board is being adhered to.

4.7 Contingency & Emergency planning

4.7.1 Contingency planning for conducting the exams is the responsibility of the Head of Secondary in collaboration with appropriate Secondary senior leader(s) and the Examinations Officer.

4.7.2 It is essential that the guidance and regulations from the relevant Examination Board are known, communicated, and adhered to by all.

4.7.3 A copy of the contingency/emergency plan must be available in each exam room.

4.8 Predicted grades

Subject Leaders are responsible for submitting predicted grades to the Examinations Officer when requested. Guidance on predicted grades is included in the Assessment and Reporting Policy.

4.9 Managing invigilators

4.9.1 Teaching staff are normally used to invigilate Internal and external examinations. They cannot invigilate the course they currently teach.

4.9.2 Invigilators are timetabled and briefed by the Examinations Officer in consultation with the IB Coordinator and Secondary SLT. The IB schedule must be available two weeks before the start of the examinations.

4.9.3 Access Arrangements Invigilation is timetabled and AA invigilators are briefed by the Head of Learning Support. Readers and Scribes receive annual externally provided training to accommodate the number of students in KS4 and KS5 requiring AAs each year.

4.9.4 All invigilators undergo exam board specific bi-yearly invigilator training.

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4.9.5 Resources used in the training of invigilators must be accessible throughout the academic year via Google Drive.

4.9.6 Staff are required to do a Google Form to confirm that they have received invigilator training, are aware of the relevant regulations and fully understand what is required of the invigilator role. This will be administered and maintained by the relevant person that has delivered the training.

4.10 Examination days

4.10.1 The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and all necessary materials available for the invigilator. A list of what is required can be found in Appendix 1.

4.10.2 Site staff/IT are responsible for setting up the allocated rooms, this includes tables, projectors and whiteboard, following instruction from the Examinations Officer. This must be done in a timely manner to ensure exams run smoothly and on time.

4.10.3 The lead invigilator will start all examinations in accordance with the examination board guidelines. This may be the Exams officer, member of the SLT, Middle Leader or Teacher. The lead invigilator for each exam will be identified on the invigilation schedule.

4.10.4 In accordance with school policy and in conjunction with examination board regulations:

- Staff that currently teach the exam subject can be present outside the examination room to supervise candidates' entry into the examination. However, they are not permitted inside the examination room.

- Candidates who are allowed to leave the exam room must be accompanied by a member of staff. This must not be the candidates teachers or a subject specialist.

- If a candidate finishes their exam early, they are not allowed to leave the exam hall until the official exam end time.

- In practical examinations subject teachers have to be on hand in case of any technical difficulties. Practical exams include Art & Design, Computer Science and language listening.

- Examination papers must not be removed from the examination room before the end of a session. Papers will be collected by the lead invigilator and returned to the Examinations Officer or secured exams storage room.

- Other procedures are those detailed by the examination board and must be followed.

4.10.5 Where a student turns up late to an examination, the lead invigilator in consultation with the SLT on call will make the decisions as to whether or not the student is permitted entry.

4.10.6 Where an exam takes place on a Friday, students should arrive 30 minutes before the start of the exam. They will not be permitted on site before this time.

4.11 Candidates

4.11.1 The school's published rules on acceptable dress and behaviour apply at all times.

4.11.2 Examination board regulations about candidates' use of mobile phones and other electronic devices apply at all times.

4.11.3 Examination equipment must be prepared in line with examination board regulations.

4.11.4 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

4.11.5 Disruptive candidates are dealt with in accordance with examination board guidelines.

4.11.6 I/GCSE, GCE and IAS/IA Level candidates are expected to stay for the full examination time. Students who are allocated extra time can leave at any time during that extra period once the normal time has passed.

4.11.7 IB candidates must remain in the exam hall for the first hour of the examination and for the last 15 minutes.

4.11.8 Candidates may only leave the examination room for a genuine purpose during permitted time frames and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times. Students should not be going to the toilet in the first 30 minutes or final 30 minutes of the exam.   Any medical exemptions should be respected and must be communicated to the school in advance. SLT will ensure the relevant staff members are aware.

4.11.9 The Examinations Officer or lead invigilator is responsible for handling late or absent candidates on examination day or subsequently.

4.12 Clash candidates

4.12.1 The Examinations Officer will be responsible as necessary for arrangements to account for examination clashes and communicate this with candidates.

4.12.2 Provision will be made to accommodate and support these pupils in line with the exams regulations.

4.12.3 The integrity and security of the examinations must be the priority.

4.13 Special consideration

4.13.1 Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the examination invigilator, to that effect.

4.13.2 The candidate must support any special consideration claim with appropriate evidence within 24 hours of the incident. Supporting evidence, e.g. a medical certificate, should be given to the Examinations Officer who will complete the necessary paperwork with supporting evidence from a member of SLT/Head of Centre. .

4.13.3 The Examinations Officer will forward the completed special consideration form to the relevant examination board as per their regulations.

4.14 Internal assessments and appeals

4.14.1 Internal assessment replaces the largely discontinued term 'coursework'.

4.14.2 It is the Subject Leader's responsibility to ensure that all internal assessment is ready for despatch at the correct time. The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

4.14.3 Marks for all internally assessed work and predicted grades are provided to the Examinations Officer by the subject leader.

4.14.4 The process for managing appeals against internal assessments is detailed in the regulations of the relevant examination board.

4.14.5 It is the subject leader's responsibility to ensure moderation of all internal assessments are consistent across the department.

4.14.6 It is the responsibility of the subject leader to ensure external moderators are arranged in good time.

4.15 Results

4.15.1 Candidates will receive individual result slips on results days, in person at the school or via email. If candidates require replacement certificates it is the responsibility of the candidate to complete the form and make payment.

4.15.2 The provision of staff on results days is the responsibility of the Head of Centre in liaison with the Head of Secondary.

4.15.3 Students will be provided with a login to Results Plus once the school clearance form has been completed and handed to the administration office. Students will be able to access their results on results day and will be able to download a copy of their complete results. Certificates can be collected from the school once released by the examination board.

4.15.4 IB students will be provided with a candidate personal identification number (PIN) by the IB Coordinator downloaded from IBIS. Results will be published to candidates on 06-July at 12:30:00 GMT and are available at https://candidates.ibo.org. The IB Coordinator will be able to access the results on 05-July. Certificates will be sent from the IB and received in September.

4.15.5 On results day The head of secondary school and the Principal will be present to assist the

administrative team.

4.15.6 The marketing team will publish the IB results as directed by the IB coordinator.

4.16 Enquiries about results

4.16.1 All re-marks are at the expense of the pupil / parent. On results day, pupils will be provided with a letter stating that if a request for a re-mark is to be made then:

   The proper document must be completed and returned to the Examination Officer;

   The associated fee must be paid;

   The examination board deadline must be met.

4.16.2 Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any enquiries about the result are requested.

4.16.3 If a result is queried, the Examinations Officer, relevant Subject Leaders and Head of Secondary will investigate the feasibility of asking for a re-mark.

4.16.4 When the centre does not support a candidate's or parent's request for an enquiry about the result, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

4.17 Access to scripts

4.17.1 After the release of results, candidates may ask subject staff to request the return of papers within two weeks of the results. IB requests must be made before the 15th of September.

4.17.2 Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. I/GCSE re-marks cannot be applied for once a script has been returned. Parents must meet associated costs.

4.18 Certificates

4.18.1 Certificates are presented in person.

4.18.2 Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so.

4.18.3 Certificates are withheld from candidates who owe fees. The centre retains certificates for one year. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

5. Roles and Responsibilities

The Principal (as Head of Centre)	● Report all suspicions or actual incidents of malpractice. ● Oversee the operation and administration of exams via communication with the Exams Officer and Head of Secondary as needed.
The Examinations Officer	● Organise internal and external examinations within the centre. ● Ensure that entry procedures, fees, conduct of examinations and results and certificates are efficiently dispatched. ● Ensure that all staff understand and comply with exam protocols. ● Ensure staff are trained in the requirements of invigilation. ● Process the release of public examination results. ● Collate and communicate requests and decisions for access arrangements. ● Create and implement a detailed examination timetable for each examination season. ● Please see Appendix 2 for a full job description. ● Liaise with corporate services to ensure ECA providers are informed about exams and make changes as needed. ● Inform the PE department about the use of their space for exams in a timely manner.
The Head of Secondary	● Liaise with the Examinations Officer. ● Delegate responsibilities to the IB Coordinator, Head of Learning Support and to other Secondary Senior Leaders as appropriate. ● Advise about appeals and re-marks as needed. ● Coordinate with key stakeholders to ensure the smooth running of exams and to support in troubleshooting
The IB Coordinator	Liaise with the Examinations Officer to ensure that proper procedures are followed for the: ● collection of examination papers and other material from the Examinations Officer / safe before the start of the examination; ● collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Officer / safe. ● Ensuring the correct IB exam documents are in place and being adhered to. ● Ensuring students and parents receive timely communication in regards to the exams, the procedures, process and matters related to academic honesty and

	integrity. ● Coordinating the exam entries.
Subject Leaders	● Check and confirm candidate entries. ● Check and confirm courses to be examined.
Teachers	● Notify any access arrangements requirements (as soon as possible after the start of the course if not previously recorded in iSAMS). ● Submit candidates' names to the Head for Learning Support. ● Be conversant with, and adhere to, invigilation procedures. ● Support the school in protecting the integrity of the exams process.
Head of Learning Support	● Identify candidates' requirements for access arrangements, ensuring collated external evidence, centre evidence, normal way of working and file notes are all compliant with the JCQ AARA document. ● Organise access arrangements in conjunction with the Examinations Officer and the IB Coordinator where Access Arrangements apply to IB candidates. ● Ensure that her/his related qualification is current, as well as for those invigilators needing Access Arrangements related qualifications each year, advising when external courses to update the qualification should be provided by the school.
Candidates	● Confirm and sign entries. ● Understand coursework regulations and sign a declaration that authenticates the coursework as their own. ● Adheres to exam regulations. ● Follows instructions of invigilators and staff throughout exams and whilst under center supervision.
Parents	● Sign to confirm entries. ● Support exam regulations.
Security	● Ensure students are only permitted on site thirty minutes before the exam. ● Ensure all students have left the school campus on Friday exam days.
IT	● Support with IT and all practical exams as needed. ● Ensure access arrangement laptops, USBs and printers are available and functioning. ● Ensure projectors are available and set up for the time. ● Make sure passwords are communicated to exam staff to log onto computers and laptops.

Maintenance	- Set up exam rooms with tables and chairs. - Remove furniture and equipment as needed from exam rooms. - Ensure the furniture is fit for purpose and replace as needed.

6. Related documents

Relevant Examination board procedures and regulations (**always ensure the correct year is being referenced**)

Access Arrangements

Assessment and Reporting Policy

Academic Honesty Policy

Appendix 1 Exam Room Requirements

(complete as needed)

Requirements/Exam Board	JCQ	IB
Posters/Displays		
Seating (Distance)		
Conditions (Air Con, Lighting)		
Invigilators (Number)		
Equipment		
Clocks/Projector		
Computer Suites		
Security of the Papers		
Listening Exams		
Practical Exams (Art/Computing)		

Appendix 2 JCQ Exams Officer Job Description

Purpose of the role

• To be responsible for managing the effective and efficient administration of external examinations in accordance with the Joint Council for Qualifications (JCQ/IB) regulations (on behalf of the JCQ/IB member awarding bodies) and/or awarding body rules for exams administration in a consistent and secure fashion, thereby helping to maintain the integrity of the assessment process

• To support the Head of centre in ensuring that the centre is compliant with the JCQ/IB regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments at all times

• To act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments

• To closely liaise with key stakeholders (external and internal) to ensure exams administration processes are strictly followed and key deadlines met

• To ensure examinations are conducted in accordance with the regulations

• Through taking an ethical approach and working proactively to avoid malpractice among students and staff, supports the head of centre in taking all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place

Main duties and responsibilities

Before examinations

Planning

• Maintain and develop systems to manage and coordinate all aspects of the exams administration process

• Research and understand qualifications and how they are assessed

• Identify and access relevant support available from external stakeholders (Awarding bodies/JCQ/IB/Network group/The Exams Office/IB etc.)

• Comply with JCQ/IB and awarding body regulations, guidance and instructions and keep abreast of developments/changes/updates

• Effectively use JCQ/IB/IB and awarding body online tools where required (e.g the Centre Admin Portal (CAP), secure extranet sites)

•Oversee (as the main administrator) and manage appropriate access rights for relevant internal stakeholders using JCQ/IB and awarding body online tools

•Manage own time effectively to ensure key tasks are undertaken and external key dates and deadlines are met (Achieved by creating and working to an annual exams plan)

•Communicate clear internal deadlines and processes for gathering/sharing exam-related information from/with relevant internal stakeholders

•Brief candidates/staff/parents/carers on examination regulations and requirements

•Actively support the head of centre in co-operating with the JCQ/IB Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit

•Annually confirm the information required by the National Centre Number Register (as administered by OCR on behalf of the JCQ/IB) and informs of any changes to centre status

•Manage arrangements to receive, check and store confidential question papers and examination material safely and securely at all times and for as long as required in accordance with the regulations

•Support the head of centre in managing potential conflicts of interest by informing the awarding bodies to timescale for each examination series and recording the measures taken to mitigate any potential risk to the integrity of the qualifications affected

•Contribute to the creation/review/update of exam-related policies/procedures as required by the regulations and accurately reflect working practices in the centre

•Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements and reasonable adjustments for eligible candidates (processing approval applications and requesting modified papers by the published deadlines)

Entries

•Observe the awarding bodies' published terms, conditions and processes for the registration or entry and withdrawal of candidates for their examinations/assessments

•Register or enter candidates for an examination or assessment in accordance with the awarding bodies' published procedures and published deadline for that qualification

•Implement processes and liaise with relevant internal stakeholders to gather correct entry information to internal deadlines implementing strategies to avoid late (or other penalty) fees

•Maintain required identifiers for each candidate entered for an examination/assessment and enter candidates who are on roll at the centre as internal candidates

•Verify the identity of all students that are entered for examinations/assessments

•Effectively use internal and external IT systems to submit and manage awarding body registration and entry data

•Liaise with Finance to ensure fees are paid as instructed and at the time specified by the awarding bodies

•Submit any applications for transferred candidate arrangements in accordance with the awarding body requirements

•Liaise with relevant internal stakeholders to ensure final entries/registrations that have been submitted to an awarding body are regularly monitored, submitting timely changes (amendments/withdrawals) to ensure candidates take the correct papers at the correct time and enabling awarding bodies' to deliver accurate results to the centre

Pre-exams

•Recruit, train, update and manage a team of invigilators

•Manage the arrangements for the timetabling, rooming, seating, resourcing and invigilation of examinations in accordance with the regulations

•Effectively resolve exam timetable clashes and manage overnight supervision arrangements (where arrangements may be required after all other options have been explored) in accordance with the regulations

•Ensure all candidates are notified of their examination entries and the dates and times of their examinations/assessments in accordance with the regulations

•Ensure all candidates are aware of the JCQ/IB and awarding body information and regulations regarding the conduct of their examinations/assessments in advance of these taking place

•Confirm relevant internal stakeholders complete administrative tasks associated with centre assessed work in an accurate and timely manner in accordance with the requirements of awarding bodies and moderators

•Support the Special Educational Needs Coordinator (SENCo) (or equivalent role) in implementing examination access arrangements or reasonable adjustments for eligible candidates (appropriate arrangements for rooming, resourcing, facilitation, invigilation etc.)

•Effectively manage arrangements for the secure storage and dispatch of examination scripts for marking

During examinations

Exam time

•Effectively manage the conduct of examinations in accordance with JCQ/IB regulations and/or awarding body rules

•Ensure all exam accommodation is prepared in accordance with the requirements

•Inform the JCQ/IB Centre Inspection Service of any alternative site that may be used by the centre to conduct timetabled examinations

•Effectively deploy fully trained invigilators to exam rooms according to the requirements

•Manage unexpected issues/irregularities which may affect the conduct of examinations

•Support the head of centre in investigating and reporting cases of suspected or actual malpractice in connection with an examination as required by the JCQ/IB and awarding bodies

•Manage emergency access arrangements for eligible candidates as the need may arise during exam time

•Maintain the confidentiality and security of candidates' responses and dispatch scripts according to the requirements

•Submit to the published timescales, relevant follow-up reporting to awarding bodies' in relation to the very late arrival of candidates for examinations and applications for special consideration where candidates meet the published criteria

After examinations

Results and Post-Results

•Ensure candidates and relevant internal stakeholders are aware of processes, key dates and deadlines in relation to the issue of results and the arrangements for post-results services

•Plan, prepare for, and manage the restricted release of results and the distribution of provisional statements of results in accordance with JCQ/IB regulations and/or awarding body rules

•Effectively use internal and external IT systems to access and manage awarding body results information

•Understand awarding body results indicators and provide support for relevant internal stakeholders in accessing results reports/analysis tools

•Effectively use external IT systems to administer post-results services in accordance with the regulations to the published deadlines

•Manage and administer the receipt, distribution and retention of examination certificates according to the regulations

Other

•Undertake training, update or review sessions as required

•Undertake other duties appropriate to the grade and responsibilities of the role as may be required by the head of centre/SLT responsible for examinations, for example:

- the preparation for and conduct of internal examinations under external examination conditions
- other exams-related administrative tasks

Appendix 3 Exams Checklists

Checklist Briefing

Health & Safety	
list of students for each exam to the Security Guard	Completed ▾
Exam regulations	
signs up in all rooms (including W rooms) for mobile phones and instructions to candidates	Completed ▾
unauthorised items boxes for all rooms	Completed ▾
toilets in 6th form: signs for exam only	Completed ▾
toilets in primary sports hall for exam only	Completed ▾
Communication	
All phones up and running	Completed ▾
List of phone numbers in every room (including W rooms)	Completed ▾
A11 room	
Keys for IGCSE cabinet re-labelled correctly	Completed ▾
Table there to organise ourselves with papers etc to avoid issues	Completed ▾
Sports Hall	
script beginning exam for GCSE	Completed ▾
script end of exam for GCSE	Completed ▾
resource box (pens, etc)	Completed ▾
papers (spare, graph, etc)	Completed ▾
centre number signs	Completed ▾
boards cleaned	Completed ▾
unauthorised items boxes for all rooms	Completed ▾
table outside the hall (back) for unauthorised items box	Completed ▾
6FCR	
script end of exam	Completed ▾
M16/M15/W6a/W16	
signs around the area	Completed ▾
signs inside classroom	Completed ▾
resources	Completed ▾
phone numbers list for emergencies	Completed ▾
unauthorised items boxes for all rooms	Completed ▾

table outside the hall (back) for unauthorised items box	Completed ▾

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Before

Exam checklist for A11 & Exam Rooms		
Before the exam (what you need)	**School hours**	**After school/Fridays**
Completed ▾	list of students for security (will be done by Exam Officer)	Exam officer	Exam officer
Completed ▾	collect keys as per escape room	Exam officer	SLT on call
Completed ▾	seating plan	Exam officer	Exam officer
Completed ▾	students cards (to place on desk according to seating plan)	Exam officer	SLT on call
Completed ▾	all papers for examination collected from A11	Exam officer	SLT on call
Completed ▾	all papers for examination placed on desks	Exam officer	SLT on call
Completed ▾	other resources if needed (check the front of the first paper through the plastic)	Exam officer	Exam officer
Completed ▾	incident log (in the room already - if not spare in A11)	Exam officer	SLT on call
Completed ▾	instruction sheet (to be read at the beginning of the exam)	Exam officer	Exam officer
Completed ▾	Cover sheet (IB only)	IB Coordinator	IB Coordinator

During

Exam checklist for Exam Rooms		
During the exam (what to do)	School hours	After school/Fridays
Completed ⁃ name of exam on the board	SLT on call	SLT on call
Completed ⁃ Reading time (start and end) IB only	SLT on call	SLT on call
Completed ⁃ start time	SLT on call	SLT on call
Completed ⁃ 30 min reminder (IB ONLY)	SLT on call	SLT on call
Completed ⁃ 5 min reminder	SLT on call	SLT on call
Completed ⁃ end time	SLT on call	SLT on call
Completed ⁃ any students with extra time to be clearly added on the board	SLT on call	SLT on call
Completed ⁃ cards with candidates names, numbers and pictures placed on desk according to the seating plan	SLT on call	SLT on call
Completed ⁃ papers, once packet opened, are supervised at all times	SLT on call	SLT on call
Completed ⁃ register to be completed (not applicable for IB)	SLT on call	SLT on call

After

Exam checklist for Exam Rooms & A11			
After the exam		School hours	After school/Fridays
Not Yet ▾	collect papers in numerical order	Exam Officer	SLT on call
Not Yet ▾	check all details are on the front cover of the exam (center number, candidate number and name)	Exam Officer	SLT on call
Not Yet ▾	place all papers in the relevant envelop *grey for Pearson (GCSE, AS and A-Level)* *blue or yellow (MCQ only) for IB*	Exam Officer	SLT on call
Not Yet ▾	seal the envelope	Exam Officer	SLT on call
Not Yet ▾	take the envelop and place in the relevant drawer	Exam Officer	SLT on call
Not Yet ▾	include the seating plan, incident log, spare papers and USB key (if applicable) with it	Exam Officer	SLT on call
Not Yet ▾	lock the drawer	Exam Officer	SLT on call
Not Yet ▾	lock the door	Exam Officer	SLT on call
Not Yet ▾	replace the keys as per the escape room	Exam Officer	SLT on call

Appendix 4 Calendar

August		September		October		November		December		January	
Results day AS/AL/BTEC - 16th Aug	Exams Officer	Resit entries?	Exams Officer	Resit entries?	Exams Officer	Mock yr13 IB	Exams Officer	Mock Yr11	Exams Officer		
Results Day GCSE/IGCSE - 23rd Aug	Exams Officer	course codes shared with SL for confirmation for the academic year	Exams Officer			Communication to parents mock yr13 IB	Exams Officer	Communication to parents Mocks yr11	Exams Officer		
		provisional timetable shared with SLT and SLs	Exams Officer			Invigilator training	Exams Officer				
		Letters to students/parents for best results?	Exams Officer								

February		March		April		May		June		July	
	Exams Officer	Entries to SL	Exams Officer	invigilation timetable	Exams Officer	coursework deadline - 15th May	Exams Officer	Communication to parents to close exam season?	Exams Officer	Results day AS/AL/BTEC - 16th Aug	Exams Officer
	Exams Officer	AA deadline (21/03/23) including resits	Exams Officer	rooming timetable	Exams Officer	Mock yr12 IB communication	Exams Officer	Mock yr12 IB	Exams Officer	Results Day GCSE/IGCSE - 23rd Aug	Exams Officer
	Exams Officer	Entries on system	Exams Officer	room changed if necessary	Exams Officer	Assembly yr13 A level + yr12 AS	Exams Officer		Exams Officer		Exams Officer
	Exams Officer	Exam timetable	Exams Officer	Communication to parents	Exams Officer	Assembly yr11	Exams Officer		Exams Officer		Exams Officer
	Exams Officer	IB timetable	Exams Officer	Invigilator training	Exams Officer	Assembly A Level/AS	Exams Officer		Exams Officer		Exams Officer
	Exams Officer	AA training	Exams Officer	IB upload IAs - 6th April 2023	Exams Officer				Exams Officer		Exams Officer

	Exams Officer ▾	Advance material list to be checked	Exams Officer ▾	Communication to students	Exams Officer ▾				Exams Officer ▾		Exams Officer ▾
				AA invigilation	Head of Learning Su… ▾						
				Assembly to IB	IB Coordinator ▾						

Thank you