

Examination Conduct Policy

This Policy applies to the whole school and is published to staff, pupils and parents

Author: Exams Officer

This review: August 2024

Next review date: November 2024

Reference: JCQ's General Regulations for Approved Centres

It is vitally important that all public examinations are carried out in accordance with the Joint Council for Qualifications (JCQ) Regulations in order to maintain both the integrity and security of each examination. The School also acknowledges that this is a critical time for its students, and as such, works to ensure that all candidates sitting examinations have equality of access. This includes making sure that candidates have appropriate conditions in which to sit examinations, and that appropriate access arrangements are in place to support those students who have been identified as requiring them.

The School's Examination Officer was Mr Michael Caddick. These duties are currently being looked after by Mr Dempster and Mrs Bryson.

It is the Examination Officer's responsibility to see that all required notices are displayed for candidates, and that the requisite information regarding the actual examination being sat is clearly displayed at the front of the examination hall.

The School permits candidates to take water into examinations, provided it is in a clear, unlabelled bottle. Snacks are permitted for approved candidates e.g. those who have diabetes, and again, must be in a clear, unlabelled container. The School reserves the right to remove this arrangement from any candidate who causes a disturbance or distraction whilst consuming their water/snack.

Writing equipment should be placed in a clear bag or pencil case and visible on a candidate's desk at all times. Any mobile phones brought to the examination hall should be switched off and placed in the tray provided at the entrance to the venue.

Candidates who have access arrangements which require them to take examinations outside of the main Examination Room should be collected by the Invigilator supervising them.

NB This person may also be the scribe and/or reader.

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All staff who are used as invigilators have been appropriately trained and the training materials are available for inspection if required.

All invigilators are aware that their role is to

- observe examination candidates to ensure that their conduct is appropriate, and to be proactive in dealing with any incidents which occur in the Examination Room(s);
- note any incidents in the Incident Log, and ensure that these are drawn to the attention of the Examinations Officer;
- take action when required to deal with any emergencies which arise within the Examination Room(s) or externally during the administration of an examination.

Invigilators should be aware of any candidates in the examination hall who have special access arrangements e.g. 25% extra time.

Only designated invigilators should be present in the Examination Room(s) during the administration of an examination, and the entrance of any non-designated individual should be noted in the Incident Log.

Should an invigilator have to leave the room, they should only do this once a relief invigilator arrives. In emergencies, a member of the Senior Leadership Team should be located and asked to step in.

Examination papers may only be released to other staff after the last candidate has completed the examination and the scripts have been secured by the Examinations Officer, or in his absence, the member of staff with delegated authority to do this.

The Examinations Inspector may visit the Examination Room during the course of an examination. The invigilator(s) should present the Inspector with the attendance register, the seating plan, the Instructions for Conducting Examinations (ICE) booklet, Emergency Evacuation Procedure and the Incident Log. They should also be able to say how identity of the candidates has been verified.