Allerton High

EXAMS POLICY

Centre Number:

37631

Contents

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system within the school.

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy.

1. Exam responsibilities

Head of Centre

- Taking overall responsibility for the school as an exam centre
- Accounting for income and expenditures relating to all exam costs/charges
- Reporting all suspicions or actual incidents of malpractice. (Refer to the JCQ document *suspected malpractice in examinations and assessments*.)

Deputy Headteacher (Curriculum and Student Progress)

- Line managing the Exams Officer
- Ensuring that the administration and conduct of all examinations meets the requirements of the JCQ regulations
- Overseeing the exams calendar and all arrangements for the scheduling and conduct of exams
- Overseeing and final decision making on entries and tier of entry for all external examinations
- Advising on appeals and re-marks
- Overseeing the efficient management of resources, including finances, staff, accommodation and equipment for examinations
- Dealing with appeals against internal assessment decisions and complaints from parents/carers or students (see Appendix 1 Appeals Against Internal Assessment Decisions)
- Liaising with the Access Arrangement co-ordinator and Exams team to ensure that access arrangements are in place for all external assessments
- Overseeing student behavior on the way to and from the exam room and during examinations
- Overseeing the arrangements for the distribution of results and certificates
- Overseeing the production of reports and analysis of examination results
- Planning of the curriculum and the courses followed which require internal and/or external examination, along with the Assistant Headteachers (Post-16 and Teaching and Learning)
- Ensuring the external validation of courses.

Examinations Officer (EO)

The EO manages the administration of exams. This includes:

- Line managing the Invigilation Team.
- Advising the Senior Leadership Team, Subject and Class Teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Providing a printed and electronic broadsheet of results at a student level
- Overseeing the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicating regularly with staff concerning imminent deadlines and events
- Ensuring that candidates and their parents/ carers are informed of and understand those aspects of the exam timetable that will affect them via a statement of entries.
- Ensuring that candidates are made aware of and follow JCQ regulations and where necessary report any malpractice/misconduct
- Consulting with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Providing and confirming detailed data on estimated candidate numbers and entries
- Receiving, checking and storing securely all exam papers and completed scripts entries with the Assistant Exams Officer
- Making applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations, with the help of Deputy Head, year teams and the SEND team who will collate information given to them
- Identifying and managing exam timetable clashes
- Accounting for income and expenditures relating to all exam costs/charges
- Line managing the senior exams invigilator and organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Submitting candidates' coursework marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranging storage and dissemination of exam results and certificates to candidates and processing, in consultation with the SLT, any appeals/re-mark requests.
- Maintaining systems and processes to support the timely entry of candidates for their exams
- Contacting parents/carers/students of exam absentees and informing a member of SLT
- Immediately informing a member of SLT and/or the Behaviour Management Team regarding any disruption to an exam
- Linking with the Senior Leader in charge of exams regarding students who are studying off-site and seating arrangements

Assistant Exams Officer

- Providing additional support to the Exams Officer with all of the tasks above, as required and appropriate
- Supporting with the input of data
- Assisting with the checking and posting of exam papers
- Identifying rooms and resources required, providing a booking request in advance of exam seasons.
- Producing timetables for all internal and mock exam series.
- Conferring with the SEND manager regarding students with access arrangements
- Working with the Deputy Headteacher (curriculum and student progress) and the relevant Head of Year to check seating plans
- Taking receipt of exam papers and ensuring their safe delivery to the Exams Officer (see Appendix 2 Procedures for the Receipt of Exam Papers).

SEND team

- Administering access arrangements.
- Gathering relevant evidence from teaching staff and where necessary organising the assessments of candidates who have been identified by teachers as potentially requiring access arrangements.
- Arranging for an external assessor to complete access arrangement assessments to identify which students qualify for access arrangements.
- Working with Deputy Headteacher (Curriculum and student progress) and relevant Year Head to prioritise assigning access assessment slots.
- Providing additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.

Lead Invigilator/Invigilators

- Ensuring that there is a settled environment and referring any disruption to the Exams Officer who will contact a member of SLT and/or the Behaviour Support Team
- Collecting of all exam papers and other material from the exams office before the start of the exam
- Taking a register, notifying the Exams Officer of any absences, and completing examination group registers
- Escorting students to and from the examination room where appropriate.
- Collecting all exam papers in the correct order at the end of the exam and returning them to the examination office.
- Conducting all the examinations according to JCQ regulations and where necessary reporting any malpractice/misconduct. (Refer to guidance given in training for further detail)

Curriculum Team Leaders

- Selecting and having knowledge of appropriate specifications for courses.
- Ensuring students are entered for the right specifications.
- Ensuring that their selected courses are listed and included in the school performance tables
- Providing students with guidance about exam entries or amendments to entries.
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Deputy Headteacher/Exams Officer.
- Checking exam codes and entries when completed by Exams Officer.
- Completing a Standards Review for Senior Leadership Team for all external exams.
- Making decisions on tier of entry and all withdrawals from examinations, with the Deputy Head (Curriculum) or the Director of Post 16.
- Ensuring access arrangements are in place for school-based assessments (by liaising with the SEND manager).
- Raising any concerns about students who may need access assessments (as soon as possible after the start of the course) with the SEND team access lead.
- Being involved in post-results procedures (eg to advise on re-marks).
- Ensuring all subject teaching staff in their teams are fully aware of the procedures required for teaching examination groups.

Teachers

- Notifying their CTL and the SEND manager of students requiring access arrangements (as soon as possible after the start of the course).
- Submitting candidate names, tier of entry and any other relevant information to Curriculum Team Leader/Subject Leaders.

Year team/Attendance Officer

- Making priority phone calls to absent students when notified by the Exams Officer
- Providing information/evidence relating to special considerations as and when requested

Careers Co-ordinator

- Providing guidance on appropriate courses and progression routes for a student's chosen careers pathway.

Candidates

- Following the agreed school procedures for entering and leaving the examination room.
- Complying with JCQ regulations.
- Confirming and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of centre, Deputy Headteacher (Curriculum) or Post-16 Lead and Curriculum Team Leaders

The statutory tests and qualifications currently offered are:

GCSEs, OCR Cambridge Nationals/Technicals, GCE A Levels, Applied GCEs.

The subjects offered for these qualifications in any academic year can be found in the centre's published prospectus for that year. If there has been a change of specification from the previous year, the exams team are informed before the end of the academic year prior to the examination being taken, to give time for notification of the examination group concerned.

At Key Stage 4

All students are entered for GCSE qualifications in English, Maths, Science from an external awarding body. The tier of entry is determined by Curriculum Team Leaders with the agreement of the Deputy Headteacher (Curriculum). Students are also entered for a range of other GCSE or Vocational qualifications, determined by the courses they selected to study in Years 10 and 11.

At Post 16

All candidates negotiate their program of study and exam entry with the Assistant Headteacher (Post-16 Lead). Access to each course depends upon students having met the specific entry requirements for that course. Students are entered either for GCE A Levels, Cambridge Technical qualifications or a combination of the two.

3. Exam seasons and timetables

Exam Seasons

External exams are scheduled in November, January, May and June. The November series is only available to students over 16 who wish to re-sit GCSE English Language or Maths. The January series is only for Vocational courses. A timetable of examination dates is published for each academic year and students receive individual timetables. In addition, there are internal mock exams are scheduled in November and March for Year 11 and in January and June for Year 12 and January for Year 13.

Timetables

The Exams Officer circulates the exam timetables for both external and internal exams once these are confirmed. A copy is added to the weekly bulletin so that all staff are aware of when the exams are and students have their individual timetables emailed to their school email accounts and they are given a printed copy via their coach.

4. Entries, Entry details, Late entries and Retakes

Entries

Candidates are selected for their exam entries by the Curriculum Team Leader and Deputy Head Teacher. A candidate or parent/carer can request a subject entry, change of tier or withdrawal. We always encourage parent/carers to trust the judgement of the school but if they have a compelling reason for any of the above we consider it case-by-case, making clear any reservations.

Late entries

Entry deadlines are circulated to heads of department via email and Staff room noticeboard and must be adhered to. **Correct lists must be given to the Exams Officer on time.**

With a thorough entry checking process in place, there is generally no need for making amendments after the deadline has passed, other than in exceptional circumstances. Exceptional circumstances often relate to students based off site or who have had significant time off school and where late decisions about the right entries are necessary.

Amendments can be made up to mid-April (exact date set by exam board each year) without charge. Any amendments made after this date, which could have taken place earlier, will be charged to individual departments. With exceptional cases, the cost of amendments will be covered by the exam budget. Amendment documentation must be checked by the Curriculum Team Leaders. Late entries are authorised by the Headteacher or Deputy Headteacher (curriculum and student progress).

5. Exam fees

- Course registration and entry exam fees (including late entry or amendment fees) are paid by the school. Candidates and departments will not be charged for changes of tier or withdrawals made, provided these are made within the time allowed by the awarding bodies

- **Reimbursement will be sought from candidates who fail to sit an exam or do not submit the necessary coursework.** The fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of Exam courses

- **If a student wishes to have a paper re-**marked because they are close to a grade boundary, school will subsidise the cost of the first paper in each subject. Where a re-mark could affect the student's future placement, school will fund the cost of additional papers if the student is unable to.

  - Where a student wishes to improve their overall grade by re-sitting a unit exam school will pay the fee.

  - Where a student wishes to re-sit an exam as an external candidate they must contact the Exams Officer to see if this is possible. External students pay for the exam entry cost and an additional external candidate fee. We only consider external students in exceptional circumstances and when a student has recently been a member of Allerton High School.

  - Candidates must pay the fee for an enquiry about a result, should the school not support the enquiry and the candidate insist on pursuing the enquiry.
    (See also section 11.2: Enquiries about results [EARs]).

6. The Disability Discrimination Act (DDA) special educational needs and access arrangements

Disability Discrimination Act

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam school staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Educational Needs and Disability

It is the responsibility of the SENCO to liaise with the Exams Officer about the arrangements for candidates with Special Educational Needs and Disability. The SENCO will ensure the Exams Officer has all the information needed on each candidate. The Exams Officer will ensure requests for Access Arrangements are sent to the boards and process the replies.

The SENCO will inform individual staff of any special arrangements which individual pupils can be granted during the course and in the exam. In the case of pupils with Specific Learning Difficulties / Visual Impairment or certain other medical conditions these can be any or all of the following:

- Extra time for coursework and examinations
- Rest period
- A reader
- A scribe
- Enlargements / models
- A helper or practical assistant
- A prompter
- Separate room /invigilator
- Use of word processor/printing facility.

The SENCO will inform the Exams Officer who will communicate with the Exam Boards at the beginning of a course, if any pupil is to be given special arrangements for coursework which carries marks towards a final mark.

Social, Mental and Emotional Needs

Candidates who are identified with substantial and long-term needs by the SENCO in conjunction with the Head of Year and Deputy Headteacher (curriculum and student progress) may require:

- Supervised rest breaks
- A prompter
- Alternative site arrangement
- Extra time
- A word processor
- A computer reader or a reader
- Read aloud or examination reading pen
- A scribe

- Separate invigilation within the centre*

*JCQ rules state that for this adjustment 'there is not a requirement to process an application using *Access arrangements online* or to record the use of the arrangement. No evidence is needed to support the arrangement.' This is referenced in the JCQ guidance on 'Adjustments for candidates with disabilities and learning difficulties: Access Arrangements and Reasonable Adjustments'.

Access arrangements

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. The SENCO sends the relevant information to the Assistant EO who records the information and works with the EO to ensure awarding bodies and invigilators are aware of access arrangements and that these arrangements are shown on students' exam ID cards.

The Associate SLT member with strategic oversight of access is responsible for co-ordinating the staffing of access, briefing staff who support in exams with access arrangements of the JCQ guidelines and speaking to students with access arrangements about their exams (including mock exams).

7. Managing Invigilators and Exam days

Managing invigilators

The recruitment of invigilators is the responsibility of the Exams Officer and the Deputy Headteacher (Curriculum and Progress).

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the school's HR Manager.

CRB fees for securing such clearance are paid by the school.

Invigilators are timetabled, trained and regularly briefed by the Exams Officer.

Exam days

The Assistant Exams Officer in conjunction with the relevant support staff will book all exam rooms after liaison with other users.
Site management is responsible for setting up the allocated rooms.

The lead invigilator in each venue will start all exams in accordance with JCQ guidelines. The Invigilator is responsible for ensuring all necessary documentation is displayed in exam rooms together with official booklets for the conduct of examinations. **It is the responsibility of all invigilators to ensure they are familiar with the JCQ's 'Instructions on the Conduct of Examination' booklet.** The attendance list together with seating plan must be kept in the event of external inspection.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room during the examination. Papers may be distributed to Subject Leaders 24 hours after the published end time of the examination.

8. Candidates Exam conduct and special consideration

Candidates Exam Conduct

Strict behaviour guidelines are issued for all external exams. The guidelines state the penalties for failure to adhere. Exam boards will be informed of any rule infringements. It will also be made clear that mobile phones and other prohibited items such as air pods and smart watches are not allowed in the exam room. Should a device disrupt an exam or be found in a candidate's possession the exam board will automatically be informed and a mark of zero automatically be awarded in that exam.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Any equipment brought must be clearly displayed on the desk. Pencil cases are not allowed on the desk. Basic calculators are provided by school but students should bring their own (which must be removed from the case). Water bottles are allowed provided they have a non-spill top. Uniform must be worn.

Where religious clothing such as the veil or hijab are worn a female invigilator may take the student to a private room where:

- identity may be confirmed;
- a check will be carried out for unauthorised material or equipment which might give unfair advantage e.g. mobile phone or other data enabled device.

This will be at the discretion of the Exams Officer/Lead Invigilator present and in the case of the hijab may not be necessary if worn close to the head and short around the shoulder.

Punctuality at exams is essential. Morning exams begin at 8:45 am (unless otherwise stated) and afternoon sessions at 1.00 pm (unless informed to the contrary). Students arriving more than one hour after the start of the exam will not be allowed in to the exam. All lateness must be reported to the relevant Exam board via the appropriate form and the school Attendance Team notified.

The Deputy Headteacher (curriculum and progress) and the relevant Year team should be informed immediately an absence is known so that investigative phone calls can be made.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma during the exam period it is the candidate's responsibility to alert the school. If a candidate is taken ill during the exam itself, the candidate must inform one of the invigilators to that effect and an invigilator will contact the Exams Officer for advice.

The Deputy Headteacher (curriculum and student progress) will meet with Year Teams and the Behaviour Support Team and will then inform the Exams Officer of any issues that they are aware of in advance.

Any ‘special consideration absence claim’ must be supported and verified by the school. We ask families to produce medical evidence or details of bereavement of circumstances within five days of the exam, for example a letter from the candidate’s doctor.

The Exams Officer will then submit special consideration applications to the relevant awarding body within seven days of the candidate’s final exam.

Further detail is in the JCQ’s guidance on special consideration.

9. Course work and appeals against internal assessments for external qualifications.

Coursework

Candidates who have to prepare portfolios should do so by the end of the course or school-defined date. Awarding bodies cannot guarantee on time publication of results if coursework is not delivered to moderators within deadlines.

Curriculum Team Leaders will ensure all coursework is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the Curriculum Team Leader.

Appeals against internal assessments

The school is obliged to issue a separate procedure on the Appeals process (see Appeals policy and **Appendix 1**).

The main points are:

- Candidates need to be informed of their centre assessed marks so that they can request a review of the centre’s marking before marks are submitted to the awarding body
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification but they must present clear rationale justifying the specific reasons for their appeal
- The centre must ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
- The candidate must be informed in writing of the outcome of the review of the centre’s marking
- The centre must keep a written record of the review and ensure the awarding body is informed if the centre does not accept the outcome of a review

10. Results, Enquiries about results (EARS) and access to scripts (ATS)

Results

Results will be available from school on results day (dates advised each year once determined by the JCQ) and will also be emailed to students' school email addresses.

EARs (Enquiries about results)

EARs may be requested by school/centre staff on behalf of their candidates by the deadline set by the JCQ if there are reasonable grounds for believing there has been an error in marking or adding up scores.

Internal candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the Head of centre.

Candidates must be informed that their grade may be confirmed, raised or lowered during a review of marking or a clerical check. A signature is required from the candidate at this point. We use the standard JCQ template. Staff cannot request a review of marking or access to a candidate's scripts unless they have signed consent from the candidate.

Centre staff (SLT and subject leaders) look carefully at every candidates' scores in each subject on results day to identify students close to the boundary for the next grade up and we notify candidates where they are close to a boundary. In addition, we seek candidates' permission for access to their scripts so that if a grade or score appears anomalous but isn't close to a boundary, subject specialists can review the paper and advise the candidate whether a marking review is sensible.

When a candidate requests an EAR, and the centre advise against it, a candidate may still apply to have an enquiry carried out. We wouldn't prevent a candidate from submitting a review of marking request but would deter them if we felt there was a risk of their grade being lowered, explaining the reason why. If a candidate requests a review of marking against the advice of subject staff, they will be charged.

Appeals following an EAR

Where an initial review of marking does not lead to a grade change and a candidate wishes to appeal, they need the support of school as it is the school who has to put forward a case. There are limited grounds for appeal.

Candidates and/or their parents/carers are not entitled to appeal directly to the awarding body. Representations must be made to the head of centre. The head of centre's decision as to whether to proceed with an appeal depends upon:

- whether the reason for the appeal falls in to one of the two JCQ categories (below)
- whether subject staff agree with the candidate and are able to compile a case evidencing the grounds for appeal which relate specifically to one of the JCQ categories below

An appeal may be submitted if the centre staff consider that either:

- a marking or moderation (or a review of marking/moderation) error has occurred; or
- the awarding body did not apply its procedures consistently, properly or fairly.

At this stage, the centre would support the candidate's request to submit an appeal if:

- Relevant subject staff agree, having reviewed the candidate's copy script, that the marking error has occurred
- Centre staff believed that the awarding body did not apply its procedures properly

The centre could not support the appeal if:

- our subject specialists did not agree that a candidate had a legitimate cause to appeal (eg in an appeal regarding an error in marking, centre staff need to clearly indicate which questions were incorrectly marked, with reference to the mark scheme and could not do that if they didn't agree errors had been made.)

Sometimes the centre will suggest an appeal if subject staff review a candidate's paper following a review of marking and believe that the marking remains inaccurate. In this scenario, the subject leader and Deputy Headteacher (Curriculum and Progress) would speak to the candidate and parent/carer to ascertain whether they wanted the centre to put forward an appeal.

An appeal could and would not be submitted without a candidate's consent.

ATS (Access to scripts)

After the release of results, candidates may ask subject staff to request the return of papers within the timescale set by the JCQ.

School staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained and JCQ guidance followed in all cases.

Re-marks cannot be applied for once an original script has been returned.

11. Conflicts of Interest

Conflicts of interest related to examinations

The conflict of interest process is designed to protect the integrity of the exams system and also helps to ensure that staff members at schools and colleges are protected if there is an allegation of malpractice due to a perceived, or real, conflict.

The centre will manage any conflicts of interest related to examinations by informing the relevant awarding bodies (before the published deadline for entries for each examination series) about:

- any members of staff who are taking qualifications at their own centre* which include internally assessed components/units

- any members of staff who are 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 that include internally assessed elements.

*Entering members of staff for qualifications at their own centre is something we would only do as a last resort, when the individual has been able to find an alternative.

The centre will maintain clear records of all instances where 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) entered for examinations and assessments at the school. These records will:

- include details of the measures in place to mitigate any potential risk to the integrity of the affected qualifications
- be available for inspection by a JCQ inspector and/or awarding body staff
- be kept until the deadline of reviews of marking has passed, or malpractice or any other results enquiries have been completed (whichever is later)

Staff members who will need to declare potential conflicts of interest include:

- Teachers involved in the preparation of exam papers – i.e. teachers who see question papers before an exam is taken
- Teachers who mark public exams
- Staff involved in checking examination material prior to the exam (e.g. exams officers, lab technicians for practicals, etc.)
- Teachers involved in the marking and moderation of internally assessed coursework
- Where an awarding body contacts the school about a member of their staff being involved in the setting or quality assurance of exam material, the Deputy Headteacher will speak to the staff member and ensure they aren't/haven't been involved in preparing students for that unit or examination paper

Every year the Examinations Officer (EO) will ask **every** member of staff at the school to fill in a declaration of interests form in order to ascertain any conflict of interest (see appendix ?).

The Examinations Officer (EO) will also:

- Record any confirmed or suspected conflicts and any steps taken to mitigate will also be recorded
- Share with the relevant staff member any steps taken to mitigate conflicts of interest, so they are aware of actions in place and any additional requirements they need to adhere to
- Inform any awarding bodies of any relevant conflicts of interest

Any member of staff who needs to declare a conflict of interest relating to exams should do so in writing.

12. Certificates

Certificates need to be collected and signed for. We try to arrange this within a school day for students who remain at school and we provide two collection opportunities for students who have left school to come back collectively, see their teachers and collect

certificates. However, they can also opt to arrange collection by contacting the Exam Officer for an appointment.

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

The centre retains certificates for two years.

Review arrangements

The school will review the policy annually in line with the JCQ updating their guidance and make any amendments required. It will be discussed and ratified by the Governor Learning and Curriculum committee.

In addition, this policy may be updated in light of feedback to ensure our arrangements for dealing with any concerns remain effective.

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Head of Centre Exams Office

Date ----------

The policy is next due for review on 25 March 2025

Appendix 1 Appeals Against Internal Assessment Decisions

- Appeals will only be heard if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing by 30 June to the head of centre who will decide whether the process used conformed to the necessary requirements.
- A request for an appeal will be acknowledge within three working days.
- The head of centre's findings will be notified in writing within 10 working days, copied to the Exams Officer and recorded for awarding body inspection.

Appendix 2 Procedures for the Receipt of Exam Papers

- Accept receipt of parcel and enter details into Receipt of Parcels File.
- Notify Exams Officer or Assistant immediately and take the parcel to the Exams Officer or request premises staff to take it.
- Obtain signature from Exams Officer or assistant.
- If the Exams Officer and assistant are not available to take a parcel (dependent upon size), alert the Receptionist/Business manager/HR Manager of the nature of the delivery and they will arrange for parcel to be locked in Exams cupboard in a specially labelled box for new deliveries.
- Persons other than the Exams Officer or Assistant will always take another person with them to witness parcel being locked in the Exams cupboard.

Appendix 3 Declaration of Interest

Declaration of Interest form 2024/25

To comply with the regulations, the centre is required to manage Conflicts of Interest and inform the relevant awarding body/bodies for any of their qualifications of:

- *any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units;*
- *any members of centre staff who are 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:

- *exams office 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;*
- *centre staff are taking qualifications at their centre which do not include internally assessed components/units;*
- *centre staff are taking qualifications at other centres.*

To ensure compliance, you **must** declare (by ticking) any of the statements that apply to you and complete the required information in the white boxes.

Your name		Your job title(s)	
Subject(s) you teach (if applicable to your role)			

Please tick any statement/statements that applies/apply to you and complete the required information (or will apply to you during the **2024/25** academic year)

☐ I am taking a qualification(s) at this centre which includes an internally assessed component/unit

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)
Steps I have taken to seek an alternative centre at which to take the qualification(s)			

☐ I am teaching and preparing a member of my family or close friend/member of their immediate family for a qualification(s) which includes an internally assessed component/unit

(Where more than one related person, please complete a separate e form)

Name of related person (the candidate)				
Candidate number			Relationship to me	
Qualification(s) being taught and prepared for	Awarding body	Qualification type	Specification (Subject)	

☐ I am a member of exams office staff and have a member of my family or close friend/member of their immediate family being entered for examinations and assessments at this centre or another centre

(Where more than one related person, please complete a separate form)

Name of related person (the candidate)			
Where the candidate is being entered	☐ This centre ☐ Another entering centre (tick box as applies)		
Candidate number (if this centre)		Relationship to me	
Entering centre name (if not this centre)			
Entering centre number (if known)			

☐ I am taking a qualification at this centre which does not include internally assessed components/units

☐ I am taking a qualification at another centre

Qualification(s) I am taking	Awarding body	Qualification type	Specification (Subject)	Exam series
Entering centre name				
Entering centre number (if known)				

☐ I have none of the above statements to declare

Date declaration(s) made: **Signature to confirm declaration(s):**

This completed form (including date and signature) must be returned to the Exams Office at your earliest opportunity.

The declaration(s) you have provided will be used to inform the relevant awarding body/bodies (where required) and to record *details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected*. You will be informed if/where any measures or protocols put in place directly affect you.

All records are subject to inspection by the JCQ/awarding body on request and will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later (for the relevant exam series).

FOR HEAD OF CENTRE/EXAMS OFFICER USE ONLY

Date	Action
	Completed Declaration form received
	Declaration(s) recorded on Conflict of Interest (COI) log
	Awarding body/bodies informed of specific COI (where applicable)
	Staff member informed of measures/protocols in place to manage the risk represented by the COI