



# The Eaglewood School

*"Raising Aspiration and Changing Lives"*

## Examinations Policy

## POLICY DETAILS

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## Key staff involved in the policy

Role	Name(s)
Head of centre	Nigel Himmel
Exams officer line manager (Senior leader)	John Wood
Exams officer	Lianne Allen
ALS lead/SENCo	Mel Strachan
Senior leader(s)	Nigel Himmel

### Policy Review

This policy will be reviewed **Annually**.

The Eaglewood School fully recognises its responsibilities to have an efficient exam system which ensures that the planning and management of exams is conducted in the best interest of candidates and has 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.

### Linked Policies

- Appeals against Internal Assessments of Work
- Automated Assessment Appeals (BCS) Policy
- Non-Examination Assessment Policy
- Equal Opportunities and Diversity (Learners) Policy
- Malpractice Policy
- SEND Policy
- Accessibility Plan
- Whistleblowing Policy

## **Exam responsibilities**

### **Head of centre**

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for Conducting Examinations
  - Access Arrangements and Reasonable Adjustments
  - Suspected Malpractice - Policies and Procedures
  - Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
  - A guide to the special consideration process
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments.
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in the same penalties as listed in the previous bullet point
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel

### **Recruitment, selection and training of staff**

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations.

- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team or other suitably trained member of staff who has a good working knowledge of the examination system

#### **Internal governance arrangements**

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

#### **Delivery of qualifications**

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

#### **Public liability**

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

#### **Security of assessment materials**

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

- there are between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility
  - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders and staff approved by the head of centre are accompanied by a keyholder at all times
  - appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
  - appropriate arrangements are in place for handling secure electronic materials
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk that when it is permitted to remove question paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened (If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately)
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication *Instructions for conducting examinations*.
  - Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments.
  - Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.

## Malpractice

- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during and after assessments have taken place.
- Ensures any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication *Suspected Malpractice – Policies and Procedures*.

- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication *Suspected Malpractice - Policies and Procedures* and provides such information and advice as the awarding body may reasonably require.

### **Policies/procedures**

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence).
- Ensures an internal appeals procedure is in place and available for candidates and parent/carers on the school website (see Appeals Against Internal Assessments Policy on the school website).
- Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements (see Equal Opportunities and Diversity (Learner) Policy on the school website).
- Ensures a complaints procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and available for candidates and parent/carers on the school website (see link to the Gryphon Trust Complaints Policy on the school website).
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements (Child Protection and Safeguarding policies can be found on the school website).
- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations (see link to the Gryphon Trust Data Protection Policy on the school website).
- Ensures the centre has a Whistleblowing Policy (see link to the Gryphon Trust Data Protection Policy on the school website).
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.

### **Conflicts of interest**

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series of any potential conflict of interest where:

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre).
  - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with close relationship to the candidate.
- Maintains clear records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
  - a member of exams office staff has a close relationship to a candidate being entered for exams and assessments at the centre or at another centre.
  - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre).
  - a member of centre staff is taking a qualification at another centre.
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications.
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel.

### National Centre Number Register

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



and ultimately, awarding bodies could withdraw their approval of the centre

### Centre inspections

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

### Exams officer

- Understands the contents of annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for Conducting Examinations
  - Suspected Malpractice - Policies and Procedures
  - Post-Results Services (PRS)
  - A guide to the special consideration process
- Completes/submits the National Centre Number Register annual update, with the Head of Centre (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/>) by the end of October each year.
  - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
  - Informs the National Centre Number Register Team **immediately** (e-mail address – [ncn@ocr.org.uk](mailto:ncn@ocr.org.uk)) if any changes occur after the National Centre Number Register annual update has taken place
  - (Where it may be applicable) Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a re-location of the secure storage facility
  - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status
- Is familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.
- Ensures key tasks are undertaken and key dates and deadlines met.
- Recruits, trains and deploys a team of internal/external invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period.
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement

candidates fully understand the respective role and what is and what is not permissible in the exam room.

- Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series.
- Briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and confidentiality of the exam materials.

### **Senior leaders**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - General Regulations for Approved Centres
  - Instructions for Conducting Examinations
  - Access Arrangements and Reasonable Adjustments
  - Suspected Malpractice - Policies and Procedures
  - Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
  - A guide to the special consideration process
- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo.
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Ensure teaching staff attend relevant awarding body training and update events.

### **Special educational needs co-ordinator (SENCo)**

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

### Teaching staff

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

### Invigilators

- Undertake The Exams Office online training for the invigilation role they are undertaking.
- Provide information as requested on their availability to invigilate.
- Confirm whether they have any current maladministration/malpractice sanctions applied to them and advise the Centre if they have any Conflicts of Interest with any students sitting exams.

### Reception staff

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

### Site staff

- Support the EO in relevant matters relating to exam rooms and resources.

### Candidates

Where applicable in this policy, the term 'candidates' refers to candidates and/or their parents/carers.

### The exam cycle

Written papers for general and vocational qualifications for Years 10 and 11 are scheduled in the Summer exam series.

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

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

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

## **Planning: roles and responsibilities**

### **Information sharing**

#### **Head of centre**

- Directs relevant centre staff to annually updated JCQ publications including [GR](#), [ICE](#), [AA](#), [SM](#), [NEA](#) (and the *Instructions for conducting coursework*) and [SC](#).

#### **Exams officer**

- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated.
- Ensures JCQ candidate information is available to students on the school website.
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites.

### **Information gathering**

#### **Exams officer**

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

#### **Senior leaders**

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

## Access arrangements

### Head of centre

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments.
- Ensures the SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

### SENCo

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements.
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate.
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- Gathers signed **Personal data consent** forms from candidates where required and ensures **Data protection confirmation(s)** by the examinations officer or SENCo are completed.
- Applies for **approval** through **Access arrangements online** (AAO) via the **Centre Admin Portal** (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO.
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection).
- Employs good practice in relation to the Equality Act 2010.
- Liaises with the EO regarding exam time arrangements for access arrangement candidates.
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room .
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments – Appendix A.

### Senior leaders, Teaching staff

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

## Internal assessment and endorsements

### Head of centre

#### Controlled assessments, coursework and non-examination assessments

- Ensures arrangements are in place to co-ordinate and standardise all marking of centre- assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates).
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date.
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview).
- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment.
- Ensures any irregularities relating to the production of work by candidates are investigated and dealt with internally if discovered prior to a candidate signing the authentication statement (where required) or reported to the awarding body if a candidate has signed the authentication statement.

### Senior leaders

- Ensure teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set tasks, conduct task taking, and to assess, mark and authenticate candidates' work (including where relevant, private candidates).
- Ensure appropriate internal moderation, standardisation and verification processes are in place.
- Ensure teaching staff delivering AQA Applied General qualifications, OCR Cambridge Nationals, Entry Level Certificate or Project qualifications (and CCEA GCE unitised AS and A-level qualifications) follow JCQ [Instructions for conducting coursework](#) and the specification provided by the awarding body.
- Ensure teaching staff delivering reformed GCE & GCSE specifications (which include components of non-examination assessment) follow JCQ [Instructions for conducting non-examination assessments](#) and the specification provided by the awarding body.
- For other qualifications, ensure teaching staff follow appropriate instructions issued by the awarding body.
- Ensure teaching staff inform candidates of their centre assessed marks as a candidate may request a review of the centre's marking before marks are submitted to the awarding body.

### Teaching staff

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

#### **Exams officer**

- Identifies relevant key dates and administrative processes that need to be followed in relation to internal assessment.
- Signposts teaching staff to relevant JCQ [Information for candidates documents](#) that are annually updated.

#### **Invigilation**

##### **Head of centre**

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

##### **Exams officer**

- Recruits additional invigilators where required to effectively cover all exam periods/series throughout the academic year.
- Collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them.
- Provides training for new invigilators on the current instructions for conducting examinations and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before external exams, using The Exams Office online training.
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s) using The Exams Office online training.
- Ensures invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring

these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible.

### Entries: roles and responsibilities

#### Estimated entries

##### **Exams officer**

- Requests estimated or early entry information, where this may be required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met.
- Makes the JCQ **Information for candidates – Privacy Notice** available on the school website at the start of the year.

##### **Senior leaders**

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

#### Final entries

##### **Exams officer**

- Requests final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met.
- Informs HoDs of subsequent deadlines for making changes to final entry information without charge.
- Confirms with HoDs final entry information that has been submitted to awarding bodies.
- Seeks approval for entries from Head of Centre.
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies.
- Observes each awarding body's terms and conditions for the entry and withdrawal of candidates for their examinations and assessments, and observes any regulatory requirements for the qualification.

##### **Senior leaders**

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



### **Entry fees**

Initial registration and entry exam fees for all external qualifications are paid by the centre.

Late entry or amendment fees are paid by the centre or candidate where appropriate.

Candidates 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.

Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements other than for medical reasons.

Candidates must pay the fee for an enquiry about a result (EAR), should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry. Where the Centre wishes to query a result, the Centre will pay the fee and seek the necessary authority from the candidate.

### **Late entries**

#### **Exams officer**

- Has clear entry procedures in place to minimise the risk of late entries.

#### **Senior leaders**

- Minimise the risk of late entries by:
  - following procedures identified by the EO in relation to making final entries on time.
  - meeting internal deadlines identified by the EO for making final entries.

### **Candidate statements of entry**

#### **Exams officer and SENCO**

- Provides candidates and their parents/carers with confirmation of the entries made for the exam series and any access arrangements approved.

### **Pre-exams: roles and responsibilities**

### **Access arrangements and reasonable adjustments**

## **SENCo**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates where they are disabled within the meaning of the Equality Act (unless a temporary emergency arrangement is required at the time of an exam)
- Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her
- Ensures exam information (JCQ information for candidate's documents, individual exam timetable etc.) is adapted where this may be required for a disabled candidate to access it
- Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)
- Where relevant, ensures the necessary and appropriate steps are undertaken to gather an appropriate picture of need and demonstrate normal way of working for a private candidate (including distance learners and home educated candidates) and that the candidate is assessed by the centre's appointed assessor

## **Briefing candidates**

### **Exams officer**

- Issues individual exam timetable information to candidates and informs candidates of any designated contingency day awarding bodies may identify in the event of national or significant local disruption to exams
- Prior to exams ensures relevant JCQ information for candidates' documents are available on the school website
- Where relevant, issues relevant awarding body information to candidates
- Issues centre exam information to candidates including information on:
  - exam timetable clashes
  - arriving on time for exams
  - what to do if they are unwell for an exam
  - what equipment is/is not provided by the centre
  - food and drink in exam rooms
  - unauthorised items in exam rooms
  - when and how results will be issued
  - the post-results services information and how the centre will deal with requests from candidates
  - when and how certificates will be issued

## **Dispatch of exam scripts**

### **Exams officer**

- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE (STA) 'yellow label service' or the awarding body where qualifications sit outside the scope of the service.

### **Estimated grades**

#### **Senior leaders**

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

#### **Exams officer**

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

### **Internal assessment and endorsements**

#### **Head of centre**

- Ensures procedures are in place for candidates to appeal internal assessment decisions and make requests for reviews of marking.

#### **SENCo**

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

#### **Teaching staff**

- Support the SENCo in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements.
- Assess and authenticate candidates' work.
- Assess endorsed components.
- Ensure candidates are informed of centre assessed marks prior to marks being submitted to awarding bodies.

#### **Senior leaders**

- Ensure teaching staff assess and authenticate candidates' work to the awarding body requirements.
- Ensure teaching staff assess endorsed components according to awarding body requirements.
- Ensure teaching staff provide marks for internally assessed components and grades for endorsements of qualifications to the EO to the internal deadline.
- Ensure teaching staff provide required samples of work for moderation and sample recordings for monitoring to the EO to the internal deadline.

### **Exams officer**

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

### **Candidates**

- Authenticate their work as required by the awarding body.

### **Invigilation**

#### **Exams officer**

- Organises online Invigilation training using the Exams Office training and any training required by specific exam boards. This should be completed by all invigilators on an annual basis and a record kept.
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, reader or scribe) are accommodated on a 1:1 basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/reader and/or scribe in maintaining the integrity of the exam).
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios.
- Liaises with the SENCo regarding the facilitation and invigilation of access arrangement candidates.

#### **SEnCo**

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

#### **Invigilators**

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

### **JCQ Centre Inspections**

#### **Exams officer or Senior leader**

- Will accompany the Inspector throughout a visit.

**SEnCo** or relevant **Senior leader** (in the absence of the SEnCo)

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

### **Seating and Identifying Candidates in Exam Rooms**

#### **Exams officer**

- Ensures if external invigilators are used that a member of SLT identifies all candidates.
- Provides seating plans for exam rooms according to JCQ and awarding body requirements (and ensures candidates with access arrangements are identified on the seating plan and invigilators are informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded).

#### **Invigilators**

- Follow the procedure for verifying candidate identity provided by the EO.
- Seat candidates in exam rooms as instructed by the EO/on the seating plan.

### **Security of Exam Materials**

#### **Exams officer**

- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre.
- Ensures access to the secure room is restricted and staff named and approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre.
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order.
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check.
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility).

- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows).
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers).

### **Reception staff**

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

### **Teaching staff**

- Adhere to the process to record the secure movement of confidential materials taken from or returned to secure storage throughout the time the material is confidential.

### **Timetabling and Rooming**

#### **Exams officer**

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

#### **SEnCo**

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

#### **Site staff**

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

## Alternative Site Arrangements

### **Exams officer**

- Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement has been met.
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations.

## Transferred Candidate Arrangements

### **Exams officer**

- Liaises with the host or entering centre, as required.
- Processes requests for Transferred Candidate arrangements using CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP).
- Where relevant (for an internal candidate) informs the candidate of the arrangements that have been made for their transferred candidate arrangement.

## Internal Exams

### **Exams officer**

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

### **SENCo**

- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates.
- Arranges for invigilator feedback

### **Teaching staff**

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

## **Exam time: roles and responsibilities**

### **Access Arrangements**

#### **Exams officer**

- Provides cover sheets for access arrangement candidates' scripts where required for particular arrangements.

#### **SENCo**

- Has a process in place to deal with emergency/temporary access arrangements as they arise at the time of exams.
- Applies for approval through AAO where required or through the awarding body where qualifications sit outside the scope of AAO

#### **Invigilators**

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

#### **Candidates**

- Are re-charged relevant entry fees for unauthorised absence from exams.

### **Candidate Behaviour and Belongings**

#### **Candidates**

- Candidates must ensure they understand the JCQ Information of candidates guidance available on the school website and their responsibilities for their own behaviour and the items permitted in an exam room.

### **Candidate Late Arrival**

#### **Exams officer**

- Ensures that candidates who arrive very late for an exam are reported to the awarding body by submitting a report on candidate admitted very late to examination room using CAP to timescale.
- Warns candidates that their script may not be accepted by the awarding body.



### **Invigilators**

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

### **Conducting Exams**

#### **Head of centre**

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

#### **Exams officer**

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

### **Dispatch Of Exam Scripts**

#### **Exams officer**

- Dispatches scripts as instructed by JCQ and awarding bodies.
- Keeps appropriate records to track dispatch.

### **Exam papers and materials**

#### **Exams officer**

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

## **Exam Rooms**

### **Head of centre**

- Ensures that internal tests, mock exams, revision or coaching sessions are not conducted in a room 'designated' as an exam room.
- Ensures that when a room is 'designated' as an exam room it is not used for any purpose other than conducting external exams.
- Ensures only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks.
- Ensures candidates are aware that only unlabelled school provided water bottles are permitted in exam rooms.
- Ensures any candidates needing to leaving the exam room to use the toilet, are escorted by a member of staff under exam conditions. No additional time will be added to the exam finish time for toilet breaks.

### **Exams Officer**

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

### Senior leaders

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

### Site staff

- Ensure exam rooms are available and set up as requested by the EO.
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms.
- Ensure fire alarm testing does not take place during exam sessions.

### Invigilators

- Conduct exams in every exam room according to JCQ Instructions for conducting examinations and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions.
- Brief candidates on the emergency evacuation procedure.

### Candidates

- Are required to follow the instructions given to them in exam rooms by authorised centre staff and invigilators.
- Are required to remain in the exam room for the full duration of the exam.

### Irregularities

#### Head of centre

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

See Malpractice Policy available on the school website.

### Senior leaders

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms.

- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.

#### **Exams officer**

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

#### **Invigilators**

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

### **Special Consideration**

#### **Senior leaders**

- Provide signed evidence to support eligible applications for special consideration.

#### **Exams officer**

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

#### **Candidates**

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

### **Internal Exams**

#### **Exams officer**

- Briefs invigilators on conducting internal exams.
- Returns candidate scripts to teaching staff for marking.

## **Invigilators**

- Conduct internal exams as briefed by the EO.

## **Results and post-results: roles and responsibilities**

### **Internal Assessment**

#### **Senior leaders**

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

### **Managing Results Day(s)**

#### **Head of Centre/Senior leaders**

- Identify centre staff who will be involved in the main summer results day(s) and their role.
- Ensures senior members of staff are accessible to candidates immediately after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly.

#### **Exams officer**

- Works with Head of Centre/Senior Leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place.

#### **Site staff**

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

### **Accessing Results**

#### **Head of centre**

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates.

- Understands that it is not permitted to withhold provisional results from candidates under any circumstances.

#### Exams officer

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

#### Post-Results Services

##### Head of centre

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

##### Exams officer

- Ensures candidates are signposted to the relevant JCQ post results service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes.
- Updates centre results information, where applicable.

##### Teaching staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent.

##### Candidates

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

### **Certificates**

- Certificates are provided to centres by awarding bodies after results have been confirmed.
- Certificates will be securely stored at the centre.
- Certificates will be retained for a minimum of 1 year.

### **Candidates**

- May arrange for certificates to be collected on their behalf by providing the EO with written or email permission/authorisation; authorised persons must provide ID evidence on collection of certificates.
- Where certificates are not collected in person they will be sent by a signed for Royal Mail delivery service.

### **Retention of Records: Roles and Responsibilities**

#### **Exams officer**

- Keeps records as required by JCQ and awarding bodies for the required period.



## **Appendix 1 Word processor – Use of in Exams – Policy**

A word processor cannot be granted to a candidate because he/she prefers to type rather than write or can work faster on a keyboard, or because he/she uses a laptop at home.

The use of a word processor MUST reflect the candidate's normal way of working within the centre and be appropriate to the candidate's needs. **A candidate must not use their own word processor in an exam.**

This list helps to identify candidates who would benefit from the use of a word processor, although it is not exhaustive;

- A learning difficulty which has a substantial and long-term adverse effect on the ability to write legibly
- A medical condition
- A physical disability
- A sensory impairment
- Planning and organisation problems when writing by hand
- Poor handwriting which is slow or indecipherable
- Quality of language significantly improves as a result of using a word processor

A word processor will be provided with the spelling and grammar checkers and predictive text facility **switched off** unless the candidate also has approval for a scribe.

WordPad is the software installed on word processors used for examination purposes.

Word processors will be in good working order at the time of the examination.



Candidates may use their answer booklet in addition to the word processor if they wish to do so.

**Only authorised memory sticks provided by the centre may be used, if appropriate.**

**Candidates must save their work at regular intervals.**

Printing must be carried out after the examination is over, and the candidate must be present to verify that the work printed is his/her own.

Candidates must ensure that their centre number, candidate number and unit code are typed or handwritten on each page.

A word processor cover sheet must be completed and attached to the candidate's script if required by the exam board.



## **Appendix 2 BTECH Assessment Policy**

### **Aims:**

- to register individual learners to the correct programme within agreed timescales.
- to claim valid learner certificates within agreed timescales.
- to construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

### **In order to do this, Eaglewood will:**

- Ensure that learners are provided with assignments that are fit for purpose, to enable them to produce appropriate evidence for assessment;
- Produce a clear and accurate assessment plan at the start of the programme/academic year;
- Provide clear, published dates for handout of assignments and deadlines for assessment;
- Assess learner's evidence using only the published assessment and grading criteria;
- Ensure that assessment decisions are impartial, valid and reliable;
- Not limit or 'cap' learner achievement if work is submitted late;
- Develop assessment procedures that will minimise the opportunity for malpractice;
- Maintain accurate and detailed records of assessment decisions;
- Maintain a robust and rigorous internal verification procedure;
- Provide samples for standards verification/external examination as required by the awarding organisation;

- Monitor standards verification/external examination reports and undertake any remedial action required;
- Ensure that BTEC assessment methodology and the role of the assessor are understood
- Provide resources to ensure that assessment can be performed accurately and appropriately.

#### **Responsibilities:**

- Programme Leader: responsible for managing programme delivery and assessment of the learners, to ensure coverage of all units and grading criteria.
- Assessor: provides feedback to learners; assures the authenticity of learner work; records and tracks achievement.
- Internal Verifier: records findings, gives assessor feedback, and oversees remedial action.
- Lead Internal Verifier must agree and sign off assessment and internal verification plans.

#### **Procedures:**

- Induction of new learners informs them about all aspects of assessment and progress monitoring. (At Eaglewood this can be at any point throughout the year due to high level of referrals) Reference is made to national standards, assessment deadlines and the need for the work to be their own.
- Assignment design has a practical vocational focus and references the unit grading criteria. A variety of assessment methods is encouraged. A schedule of assignments and assessment dates is planned for and monitored during delivery of the programme.
- At the start of the programme the assessment plan is agreed and signed off by the Lead Internal Verifier.



### **Appendix 3 BTEC Blended Learning Policy**

#### **Aims:**

- To ensure that blended learning delivery meets the guidelines set out by the awarding body (Pearson).
- To ensure that assessment methodology is valid, reliable and does not disadvantage any group or individual learners.

#### **To facilitate this, Eaglewood School will:**

- Ensure that teaching staff are timetabled to support blended learning when learners are working remotely.
- Ensure that, in line with the school's remote learning policy, student work will be uploaded onto Microsoft TEAMS, where students will have access to all the necessary assignments.
- Ensure that in the event of a partial closure or temporary closure, assessment plans will be amended to reflect this.
- Ensure that Microsoft TEAMS is the platform for providing feedback on assignments to learners and provided in a timely manner.
- Ensure that Microsoft TEAMS and student email will enable learners to contact teaching staff to ask questions, which will be replied to in a timely manner.
- Ensure that assignments are set in face-to-face sessions and that deadlines are clear.
- Ensure that when learners submit work measures are taken to ensure the work is authentic and has been completed by the learner.
- Maintain and store securely all assessment and internal verification records in accordance with Pearson Centre Agreement.
- Ensure in the event of a partial or total closure that students have remote lessons and contact with their teacher or tutor daily.



#### **Appendix 4 Internal Verification Policy**

Title	Name	Responsibilities:
Quality Nominee	Mel Strachan	Ensures that centre internal verification and standardisation processes operate, acts as the centre coordinator and main point of contact for BTEC programmes. The Quality Nominee ensures Pearson quality assurance reports are monitored and any remedial action is carried out.
Lead Internal Verifier	Mel Strachan Taryn Maclarty	Is usually the programme leader in the subject area and monitors and coordinates the internal verification process. Registers details and accesses standardisation exercises to use with the assessment team.
Internal Verifier		Verifies assessor decisions and validates assignments. The Internal Verifier records findings, gives assessor feedback, and oversees remedial action.
Programme lead and assessors	Kelly Jaggar	Ensure that programmes are delivered in accordance with BTEC guidelines, and following the agreed I-V schedule and assessment plan; make each learner aware of his/her registration status.
Exams Officer	Lianne Allen	Point of contact for administration at Eaglewood and responsible for ensuring learners are registered on time and correctly. They liaise with programme teams to check the accuracy of learner registrations; ensure that certificate claims are timely and based solely on internally verified assessment records;

### Purpose of the Policy

Internal Verification (IV) is a system of quality checks made in the centre to ensure that assignments have been written correctly and that assessment decisions are accurate. It is essential that the assessment and verification of learners' work is accurate and rigorous. It must be in line with the national standards promoted by the exam board and that assignment briefs are fit for purpose.

This policy will be reviewed annually to ensure ways of working in the centre are accurately reflected. It will be communicated to all relevant centre staff.

The aim of the internal verification policy is: -

- To ensure there is an accredited Lead Internal Verifier (LIV)
- To ensure that Internal Verification is valid and reliable
- To ensure that the Internal Verification procedure is open, fair and free from bias
- To ensure that there is accurate and detailed recording of Internal Verification decisions.

In order to do this, Eaglewood School will: -

- Ensure that the Lead Internal Verifier is appropriately appointed and is registered with Pearson.
- The Lead Internal Verifier will oversee effective Internal Verification systems in subjects where there is a BTech qualification.
- Train and brief staff in the requirements for current Internal Verification procedures
- Provide Standardised Internal Verification documentation
- Confirm centre assessment instruments as fit for purpose
- Use annual Internal Verification schedule, linked to assessment plans
- Ensure centre programmes conform to national standards. An appropriately structured sample of assessment from all programmes, units, will be internally verified.

- Secure and maintain records of all Internal Verification activity.
- Use the outcomes of Internal Verification to enhance future assessment practice.

#### **IV Schedules**

It is the responsibility of a Lead IV to produce an IV schedule for their subject in consultation with the internal verifier.

#### **LIV Registrations**

The Quality Nominee (QN) and exams officer will contact staff members from July of each academic year to check for changes and will ask Lead IVs to ensure that they are registered. The QN will check that registrations have been made and will contact the lead IV and department lead if this is not the case.

#### **Staff Briefing / Annual Updating**

The lead IVs/Quality Nominee and exams officer will meet regularly at least termly. These meetings are scheduled in the school calendar and will take place at appropriate times of the year. The first meeting is always held in September and the remaining two meetings will take place at appropriate times to offer support and review annual relevant updates for the following academic year.

Informal meetings can also be arranged between lead IVs/Quality Nominee and exams officer to support each other.

#### **IV of Assignments**

Internal verification of assignments must be carried out for each assignment before use to ensure that they are fit for purpose, and that any recommendations are actioned. Each subject is encouraged to use Pearson authorised assignment briefs and to use the Assignment Checking Service ([Pearson Assignment Checking Service](#)). The assignments must still be internally verified.

- The assessors and lead IV will meet to ensure standardisation of procedures.

- The lead IV should discuss the Internal Verification policy with all assessors
- The Internal Verifier should check that the assignment brief:
  - Has accurate unit and programme details, has clear deadlines and an appropriate time frame for assessment
  - has a suitable vocational scenario or context
  - shows all relevant assessment criteria for the unit(s) covered in the assignment
  - indicates relevant assessment criteria targeted against each task
  - clearly states what evidence the learner needs to provide
  - is likely to generate evidence which is appropriate and sufficient
- If an assignment from a previous academic year is being re-used, the verification process must be carried out to ensure that the assignment is still fit for purpose and that deadlines are appropriate.
- The Pearson BTEC internal verification – assignment brief document must be completed and a copy kept within the faculty.
- An assignment MUST be internally verified before being distributed to learners.

#### **IV of Assessment Decisions**

The Internal Verifier reviews the Assessor's judgements against the learning aim, unit content, assessment criteria and assessment guidance as published in the qualification specification. This will include checking:

- the learners' work against the assessment criteria to judge whether the work has been assessed accurately.
- the assessment criteria. This represents the national standard and all BTEC learners are measured against it
- coverage of the unit content in conjunction with the assessment guidance to see if the Assessor has taken this into account.



- The feedback from Assessor to learner is accurate and linked to the assessment criteria.

Internal verification of assessments must occur before learner work is formally assessed and before learners receive feedback. If errors have been identified in the assessment of learners' work, a larger sample size, must be sampled if appropriate. Any actions must be applied to the whole cohort not just the sampled learners.

### **Maintenance of IV records**

It is the responsibility of the lead IV to securely store internal verification documentation, along with the assessment tracking documents for a minimum of three years after the date of certification. This can include securely on the staff shared drive or securely in a locked filing cabinet. These records must be available to the Quality Nominee and / or standards verifier upon request.

### **Standards Verification / External Examination Monitoring and Review Standards**

#### **Verification**

During standards verification, the school applies the following procedure: -

The Quality Nominee will initially take the lead in liaising with Edexcel or the Standards Verifier (SV)

After the initial contact the Lead IV will liaise with the SV but will copy the QN into all e-mail correspondence.

The Standards Verifier will be provided with:

- the required samples of student work assessment records for the student work sampled
- assignment briefs for the units identified
- internal verification records for the assignment briefs
- internal verification records for student work
- Any other documents requested by the SV

The Lead IV will stay in regular contact with the SV to keep them informed of all stages of the process.

If there is an unsuccessful outcome from the 1st sample, there will be a 2nd sample.

The Lead IV/Quality Nominee ensures that the second sample is checked thoroughly and that the advice and guidance given by the Standards Verifier is applied to this sample.

Should there be an unsuccessful outcome after the submission of a second sample, the school will work with their Edexcel Regional Quality Manager, to resolve outstanding issues.

Eaglewood follows the guidance given by the SV and responds accordingly.

### External Examination

It is the responsibility of the exams officer in conjunction with the assessment policy to monitor and review external examinations.

### Key dates and actions for processes and procedures

- IV schedules should be completed by the lead IV in the summer term before the start of the next academic year. The school acknowledges that this is a plan and may be altered throughout the year. It is the responsibility of the Lead IV to share any changes with the assessors.
- Standardisation must be completed as soon as available so that all assessors are prepared for delivery and assessment of assignments.
- Assignments must be internally verified before delivery to learners. This should either be done in the summer term prior to the start of the next academic year or in the half term before delivery to the students.
- IV documents must be completed for all assignments and must be kept securely either on T-Drive or in a folder that is kept in a secure place. These must be completed before delivery to students but preferably in the summer term before the start of the next academic year.
- Standardisation of assessments should take place at a mutually convenient time with the lead IV and assessors but in a timely manner to allow for assessment, alterations and feedback to learners. This should occur in line with the IV schedule.
- External examinations – the Exams Officer will inform department leads and Lead IVs of key dates and deadlines accordingly as information is received from the awarding body.



## **Appendix 5 Registration and Certification Policy**

### **Purpose/Scope**

- To ensure that accurate, up to date and auditable centre BTEC registration, achievement and certification records are maintained with Pearson.
- That these records are kept for 3 years after certification, in line with awarding body requirements.

### **Responsibilities**

**Exams Officer:** Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners.

**Programme Leader:** Responsible for ensuring learner details held by Pearson are accurate and that an audit trail of learner assessment and achievement is accessible. Also responsible to grade entry onto EOL as well as ensuring these are accurate and double checked within department.

**Quality Nominee:** Responsible for coordinating and monitoring the learner details held with awarding body.

**Senior Management:** Responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

### **Aim:**

To register individual learners to the correct programme within agreed timescales.

To claim valid learner certificates within agreed timescales.

To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, the centre will:

- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
- Make each learner aware of their registration status.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification by lead IV.

#### **Registration Procedure**

Deadline for internal registrations is within 6 weeks of a candidate beginning the course.

1. Programme Leaders confirm courses to be delivered by sending confirmation to the Exams Officer.
2. QN to follow up any discrepancies
3. Exams Officer then registers all new candidates

#### **Certification Procedure**

1. Lead IV/Programme Leader/QN to arrange a suitable time to meet and check grades to be submitted
2. Lead IV/Programme Leader send Exams Officer a copy of final overall results
3. Exams Officer to enter grades for submission to SV
4. Once SV has completed sampling and has released the programme Exams Officer to check grades against data submitted and deal with any discrepancies.
5. Claims for certification to then be requested.