



LIONHEART
EDUCATIONAL
TRUST

EXAMINATIONS POLICY

**This policy applies to all secondary schools within
the Lionheart Educational Trust**

Approved by the Trust

September 2025 – September 2026



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1. Introduction and aims

Lionheart exam centres are committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and students understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Each centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

Everyone involved in our exam processes, including staff and students, must read, understand and implement this policy.

2.2 Head of centre

The head of centre:

- Has overall responsibility for school/college as an exams centre, ensuring compliance with all JCQ and awarding bodies rules and regulations
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments



- Is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies (including appropriate accommodation, suitable staffing and confidentiality/security)
- Has responsibility for ensuring that all key staff (including Senior Leaders, the Exams Officer and SENCo) are appointed and fully trained to fulfil the requirements of the examinations process
- Is responsible for responding to the National Centre Number Register annual update by the end of October each year, confirming they are both aware of and adhering to the latest version of the JCQ regulations (a signed copy of the head of centre's declaration will be held on file for inspection purposes)
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service,
- 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 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
- Ensures that the ALS lead/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 who has a good working knowledge of the examination system
- The head of centre and/or examinations officer may operate across more than one centre. In such cases the head of centre must ensure there is suitable support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan.

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- 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](#)
- Manage the administration of all centre examinations (internal and external)
 - Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
 - Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
 - Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
 - Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
 - Provide and confirm detailed data on estimated entries
 - Maintain systems and processes to support the timely entry of candidates for their exams
 - Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines (maintaining the integrity and confidentiality of all exam materials)
 - Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process
 - Identify and manage exam timetable clashes
 - Account for income and expenditures relating to all exam costs/charges
 - Line manage the invigilation team organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
 - Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand their respective role
 - Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
 - Track, dispatch and store returned coursework/controlled assessments
 - Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
 - Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
 - Advise on appeals and re-marks



2.4 Heads of department/faculty

Heads of department/faculty are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALS lead/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
- Must explain the importance of students submitting their own independent work (a result of their own efforts, independent research, etc) for assessments and stress to them and to their parents/carers the risks of malpractice in relation to the use of artificial intelligence (AI)
- Must familiarise themselves with AI tools, their risks and AI detection tools.

2.6 Special educational needs co-ordinator (SENCo)

The SENCo is responsible for:

- Identifying and testing candidates' requirements for access arrangements/reasonable adjustments (see appendix 1) and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

2.7 Invigilators

Invigilators are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exam office before the start of the exam



- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exam office
- Attend/undertake training (on the current regulations), annual update, briefing and review sessions as required
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Read and confirm their understanding of the centres student examination booklet, including links to all JCQ student examination guidance.
- Ensuring they conduct themselves in all exams according to the JCQ regulations
- Providing suitable photo identification at the time of exams and assessment (see appendix 2)

3. Qualifications offered

The head of centre decides the qualifications we offer.

The subjects offered for qualifications in any school year may be found in our prospectus/options booklets.

Decisions on whether a candidate should be entered for a particular subject or tier will be taken by the head of department/faculty in consultation with the SLT and SENCo (as appropriate).

4. Exam series

Internal exams (trial exams) and assessments are scheduled as appropriate throughout the academic year.

Internal exams are held under external exam conditions.

External exams and assessments are scheduled in the following exam series:

- November
- January
- March
- May/June (Summer)

The head of centre decides which exam series are used in the centre.



5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

6. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department/faculty by the exams officer and must be strictly observed.

Heads of department/faculty will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, by the exams team SLT line manager, associate principal or head of centre.

7. Exam fees

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

The exams officer will publish the deadline for actions well in advance of each exams series.

Candidates may be charged for the following:

- Exams or re-sits the candidate has not been prepared for by the centre
- Where a candidate fails, without good reason, to complete the requirements of a public exam where the centre originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation (*see LET Equality Statement 2022-26 on the shared drive and available upon request*).

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre, exams officer and the SENCo.

9. Access Arrangements and Reasonable Adjustments

The Head of Centre will ensure that a SENCo; to coordinate the access arrangements process within the centre and determine appropriate arrangements for candidates with learning difficulties and disabilities, candidate for whom English is an additional language, as well as those with a temporary



illness or temporary injury, and a suitably qualified assessor is in place conduct access arrangements testing for the centre. Evidence of successful completion of a post-graduate course in individual specialist assessment at or equivalent to Level 7 or a printout of a screenshot of HCPC or SASC registration is held on file for inspection purposes and be presented to the JCQ Center Inspector by the SENCO to evidence that the assessor(s) is/ are suitably qualified (AARA 7.3 and 7.4)

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements/reasonable adjustments requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement/reasonable adjustments is the responsibility of the SENCo and teachers.

Alternative room arrangements for candidates using access arrangements/reasonable adjustments will be organised by the exams officer.

Invigilation and support for candidates using access arrangements/reasonable adjustments, as defined in the JCQ access arrangements and reasonable adjustments regulations, will be organised by the exams officer in consultation with the SENCo.

A centre **must** make decisions on appropriate access arrangements for their candidates. Although professionals from other organisations may give advice, they **cannot** make the decision for the centre. They will not have a working knowledge of an individual candidate's needs and how their difficulties impact in the classroom and/or in timed assessments. It is the responsibility of the SENCo to make appropriate and informed decisions based on the JCQ regulations. (AA 4.2)

The use of an alternative room with one-to-one invigilation **must only** apply where the candidate has a serious medical condition, such as frequent seizures, Tourette's or significant behavioural issues which would disturb other candidates in the examination room. (AARA 5.16)

Access arrangements online (AAO) is a tool provided by JCQ member awarding bodies for centres to apply for required access arrangement approval for the qualifications covered by the tool. This tool also provides the facility to order modified papers for those qualifications included. (Refer to [AARA 8](#) (Processing applications for access arrangements and adjustments) and 6 (Modified papers).

AAO is accessed within the JCQ Centre Admin Portal (CAP) using any of the awarding body secure extranet sites. A single application for approval is required for each candidate regardless of the awarding body used.

Online applications **must** only be processed where they are supported by the centre and the candidate meets the published criteria for the arrangement(s) with the full supporting evidence in place. (AARA 8 Summary)

10. Contingency planning and escalation process

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

Contingency plans are produced in line with the guidance provided by Ofqual, JCQ and awarding organisations (see Examinations contingency plan 2025-26 on the shared drive and available upon



request). This includes the escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration be absent.

11. Estimated grades

Heads of department/faculty are responsible for submitting estimated grades to the exams officer when requested in order to meet awarding body requirements and deadlines.

12. Managing invigilators

External staff will be used to invigilate some examinations.

These invigilators will be used for internal exams and/or external exams as appropriate.

Recruitment of invigilators is the responsibility of the exams officer and their SLT line manager.

If invigilators require Disclosure and Barring Service (DBS) checks, the Human Resources (HR) team are responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators are recruited, timetabled, trained and briefed by the exams officer in consultation with the Trust Director of Exams. Training may be provided by the centre, the academy trust or external providers to ensure all are fully aware of the regulations and any changes to centre-specific processes.

13. Malpractice

The head of centre, in consultation with the exams team SLT line manager, the trust director of exams and the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. (see LET Exams Malpractice 2025-26 policy on the shared drive and available upon request)

14. Exam days

The exams officer will:

Book all exam rooms (after liaising with other relevant users)

Make question papers, exam stationary and materials available for the invigilator

Site management staff are responsible for setting up the allocated rooms, and will be advised of in advance.

The invigilators and the exams officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not be present at the start of the exam. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do. Non-teaching Assistant Pastoral Lead to be used to identify any students, without a photo identity card on their desk.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.



Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department/faculty in accordance with JCQ's current recommendations and regulations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies.

15. Candidates

The exams officer will provide information to all candidates in advance of each exam series, either written or electronically.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility, and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

This is particularly true of mobile phone, watches, airpods or earphones/earbuds and other electronic devices with text or digital facilities, as detailed on the JCQ Unauthorised items poster which will be visible outside of all examination rooms.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

15.1 Clash candidates

The exams officer will be responsible for arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. Special consideration

Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s).

A centre must decide whether the candidate meets the published criteria for special consideration. An awarding body cannot determine the candidate's eligibility and make the decision for the centre.

Applications must only be processed where they are supported by the centre and the candidate meets the published criteria for special consideration with evidence in place.



If the centre does not support an online application for special consideration, then it must not be submitted to the relevant awarding body or bodies. Speculative applications for special consideration cannot be accepted.

Where a candidate does not meet the published criteria for special consideration, the awarding body will reject the application and provide clear reasons for doing so.

Centres must not submit applications for special consideration for trivial cases.

Special consideration can only go some way to assist a candidate affected by a potentially wide range of difficulties, emotional or physical, which may influence performance in their assessments. It cannot remove the difficulty faced by the candidate. This means that there will be some situations where candidates should not be entered for a qualification or a unitised examination. This is because only minor adjustments can be made to the mark awarded. To make larger adjustments would jeopardize the standard of the qualification. (JCQ's **A guide to the special consideration process**, 1)

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The head of centre/appropriate member of senior staff will approve any requests for special consideration ahead of the exams officer making an application to the relevant awarding body once sufficient evidence has been received and they have confirmed that the candidate meets the published criteria.

16.1 Timetabled written exams

- Applications for individual candidates will be submitted online (where the awarding body's secure system accepts these) by logging into the relevant awarding body secure extranet site and following the links to special consideration
- The processes for submitting a single application to cover all exams affected where a candidate is present but disadvantaged and a separate application for each day on which exams are missed where a candidate is absent from an examination for an acceptable reason, detailed in [SC 6](#) will be followed
- [Form 14 Self certification form](#) (Self certification for candidates who have missed an examination) will only be completed by a candidate/parent/carer where circumstances warrant this and will not be used where the centre knows the candidate was ill

16.2 Internally assessed work

- Where appropriate, applications will be made online where the awarding body's secure system accepts them or [Form 10 Application for special consideration](#) will be completed and submitted to the awarding body
- Where an application relates to a shortfall in work for an individual candidate, this will be submitted by completing form 10, attached to a breakdown of marks across the assessment objectives



16.3 Applications post-publication of results

- If, after the publication of results for a particular exam series, a claim is made that special consideration was not applied for at the time of an assessment where a candidate was eligible, the claimant will be informed that late applications will only be accepted by an awarding body in the most exceptional circumstances and where a member of the senior leadership team is able to produce compelling evidence to support a late application

17. Internal assessment

It is the duty of heads of faculty/department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by heads of department/faculty. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure (see LET Exams Internal Appeals policy (2025-26) document on the shared drive and available upon request).

18. Results and certificates

Candidates will receive individual results slips on results days either in person at the centre (candidates will need to bring along suitable photo ID for the results slip to be released to them), or electronically due to public health guidance.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the exams officer and relevant site staff.

The provision of necessary staff on results days is the responsibility of the exams officer and the head of centre.

Dates of results days each year will be publicised for all candidates through the centre's website and exam guidance documents provided to students.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results. All requests should be submitted to the exams officer on the appropriate request form (available upon request).

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by the candidate as appropriate.

The cost of EARs will be communicated by the exams officer in line with the charges imposed by the awarding bodies for the particular service being used in each exam series.

All decisions about whether to make an application for an EAR will be made by the heads of department/faculty in conjunction with the head of centre.



If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure (see LET Exams Internal Appeals Procedures 2023-24 document on the shared drive and available upon request).

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance and awarding bodies procedures.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, written consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate unless this is specifically requested by teaching staff to use for teaching and learning purposes.

The cost of ATS will be communicated by the exams officer in line with the charges imposed by the awarding bodies for the particular service be used in each exam series.

19. Complaints and appeals

Lionheart exam centres have a written policy for dealing with complains and appeals (see LET Complaints Policy (2023-25) document on the shared drive and available upon request). Complaints from candidates and their parents/carers in relation to issues regarding the centre's delivery or administration of a qualification can be raised following this policy process.

20. Exams Archiving

Lionheart exam centres understand the importance of correct procedures for archiving of exam related materials and can:

- identify exams-related information/records held by the exams office
- identify the retention period
- determine the action required at the end of the retention period and the method of disposal
- inform or supplement the centre-wide records management policy/data retention policy

Please see Appendix 3 for our full procedures

21. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every year.



22. Staff with responsibility for exam procedures

Beauchamp City Sixth Form

Position in School	Staff
Head of Centre	Catherine Bartholomew
SLT Line Manager for Exam Officer	Dan Burke
Exam Officer	Aziza Raidhan
SLT Line Manager for SEND Coordinator	Catherine Bartholomew
SEND Coordinator	Ismahane Messahel
Other SLT member with contingency exam responsibility	Kathryn Judge

Beauchamp College

Position in School	Staff
Head of Centre	Kath Kelly
SLT Line Manager for Exam Officer	Gary Mellor
Exam Officer	Sal Lail
SLT Line Manager for SEND Coordinator	Jim Ardley
SEND Coordinator	Jim Ardley
Other SLT member with contingency exam responsibility	Shelley Bass, Alice King

Castle Rock School

Role	Staff
Head of Centre	Roma Dhameja
SLT Line Manager for Exam Officer	Phil Cooling
Exam Officer	Emma Knaggs
SLT Line Manager for SEND Coordinator	Roma Dhameja
SEND Coordinator	Amy Bowles
Other SLT member with contingency exam responsibility	Roma Dhameja

**Cedars Academy**

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Hayley Pugh
Exam Officer	Susan Panczak
SLT Line Manager for SEND Coordinator	James Rolfe
SEND Coordinator	Kath Sedgley
Other SLT member with contingency exam responsibility	James Rolfe, Zak Allard

Humphrey Perkins School

Position in School	Staff
Head of Centre	Jenny Piper-Gale
SLT Line Manager for Exam Officer	Rikki Khakhar
Exam Officer	Allison Poulton
SLT Line Manager for SEND Coordinator	Matthew Rofe
SEND Coordinator	Karen Bradley
Other SLT member with contingency exam responsibility	Della Bartram

Judgemeadow Community College

Role	Staff
Head of Centre	Alex Grainge
SLT Line Manager for Exam Officer	Sally Howgate
Exam Officer	Rafia Mastoor
SLT Line Manager for SEND Coordinator	Sally Howgate
SEND Coordinator	Jasdeep Singh
Other SLT member with contingency exam responsibility	Emma Andrews

Newbridge School



Position in School	Staff
Head of Centre	Michael Gamble
SLT Line Manager for Exam Officer	Michael Gamble
Exam Officer	Leila Tillotson-Roberts
SLT Line Manager for SEND Coordinator	Sophie Maine
SEND Coordinator	Sophie Marlow
Other SLT member with contingency exam responsibility	Thomas Barr, Mick Rowbottom, Rebecca Knaggs

Martin High School

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Timothy Hackett
Exam Officer	Chloe Hollis
SLT Line Manager for SEND Coordinator	Kevin Seaward
SEND Coordinator	Ryan Bray
Other SLT member with contingency exam responsibility	Nina Smith

Mercia Academy

Role	Staff
Head of Centre	Nick Holmes
SLT Line Manager for Exam Officer	Nick Holmes
Exam Officer	Emily Endacott-Jones
SLT Line Manager for SEND Coordinator	Kelly Lundman
SEND Coordinator	Katie Westwood
Other SLT member with contingency exam responsibility	

Sir Jonathan North College

Position in School	Staff
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Head of Centre	James McKenna
SLT Line Manager for Exam Officer	Carl Hartley
Exam Officer	Amrita Ali
SLT Line Manager for SEND Coordinator	Claire Greaves
SEND Coordinator	Nic Coton
Other SLT member with contingency exam responsibility	Steve Reynard, Helen Coles Hennessey

Lionheart Educational Trust

Role	Staff
Chief Operating Officer	Ben Jackson
Director of Data & Exams	Richard Heppell



23. Appendices

Any appendices in relation to examinations are listed below.

Appendix 1 - Procedures to check the qualification of the centre assessor(s) and ensure correct procedures are followed

JCQ require all centres to have a written process in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed.

At Lionheart exam centres all assessor qualifications are checked carefully and a photocopy of certificates or printout of HCPC or SASC registration will be held on the assessor's file by Human Resources (HR).

The SENCo SLT Line Manager or appropriate senior leader will check that the centre's specialist assessor's qualifications meet the required levels and will monitor that the assessment process is correctly applied. Further specialist/external advice and support will be sought where necessary if there are concerns or gaps in the centres ability to meet the requirements.

Appendix 2 - Procedures to verify the identity of all candidates at the time of the examination or assessment

JCQ require all centres to have in place written procedures to verify the identity of all candidates at the time of the examination or assessment. At Lionheart exam centres all students are issued with a smartcard which includes a full colour photograph of the student and displays their full name. Students of the centre are expected to visibly wear this at all time on their person. During examinations and assessments student smart cards are placed on the exam desk so that their identify can be verified by invigilators and/or other centre staff. Where a student does not have a smartcard at the time of assessment, they will be required to obtain an identity sticker from the Student Support Centre which will be supplied to them once their details are verified by staff. Senior members of staff will assist in identifying candidates at the start of examinations as appropriate.

External candidates must also be identified at the time of the examination or assessment; candidates are expected to bring along an officially recognised acceptable form of photo ID (passport, driving licence, identity card etc.) which will be checked and verified by centre staff. Where a candidate's identity cannot be verified, they will not be permitted to sit examinations at the centre.

Appendix 3 – Exam material Archiving

Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Access arrangements information	Any hard copy information kept by the EO relating to an access arrangement candidate.	To be returned to SENCo (or equivalent role) as records owner at end of the candidate's final exam series.	
Alternative site arrangements	Any hard copy information generated on an alternative site arrangement. Notifications submitted online via CAP.		
Attendance register copies		(Reference ICE 12, 22 : ...keep signed records of the seating plan, the invigilation arrangements and the centre's copies of the attendance registers for each examination. The awarding bodies may need to refer to them. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later... keep a copy of the attendance register until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later)	Confidential waste/shredding
Awarding body exams administration information	Any hard copy publications provided by awarding bodies.	To be retained until the current academic year update is provided.	
Candidates' scripts	Any unwanted copies of scripts returned to the centre through the Access to Scripts (ATS) service.	To be retained securely until the awarding body's earliest date for confidential disposal of unwanted scripts. (Reference GR 3.15 : ... ensure that when scripts that have been accessed using the awarding body's access to scripts service are no longer required, they are disposed of in a confidential manner)	Confidential disposal
Candidates' work	Non-examination assessment work returned to the centre by the awarding body at the end of the moderation period.	To be logged on return to the centre and immediately returned to subject staff as records owner. To be stored safely and securely along with work that did not form part of the moderation sample (including materials stored electronically)	Returned to candidates or safe disposal



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		(Reference GR 3.15 : ...store safely and securely all non-examination assessments, including controlled assessments, coursework or portfolios, retained in or returned to the centre until the deadline for a review of moderation has passed or until a review of moderation, an appeal or a malpractice investigation has been completed, whichever is later. This includes materials stored electronically. See paragraph 4.8 of the JCQ publication <i>Instructions for conducting non-examination assessments</i> https://www.icq.org.uk/exams-office/non-examination-assessments)	
Centre consortium arrangements for centre assessed work	Any hard copy information generated or relating to consortium arrangements for centre assessed work. Applications submitted online via CAP.		
Certificates	Candidate certificates issued by awarding bodies.	(Reference GR 5.14 : ...retain securely all unclaimed certificates for a minimum of 12 months from the date of issue)	Confidential destruction
Certificate destruction information	A record of unclaimed certificates that have been destroyed.	(Reference GR 5.14 : ...destroy any unclaimed certificates after retaining them for a minimum of 12 months. They must be destroyed in a confidential manner. Centres that do not have a means of destroying certificates confidentially may return them to the respective awarding body. A record of certificates that have been destroyed should be retained for four years from their date of destruction. This record should list the candidate number, the awarding body, the qualification(s) and the examination series. Candidates should be informed that some awarding bodies do not offer a replacement certificate service. In such circumstances the awarding body will issue a Certifying Statement of Results...)	Confidential destruction
Certificate issue information	A record of certificates that have been issued.	(Reference GR 5.14 : ...obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates... distribute certificates to all candidates without delay and regardless of any disputes (such as non-payment of fees). Certificates must not be withheld without prior permission from an awarding body which will only be given in very exceptional circumstances. A record should be kept of the certificates that are issued...)	
Confidential materials: initial point of delivery logs	Logs recording awarding body confidential exam materials received by an authorised member of staff at the initial point of delivery and the secure movement of packages by an authorised member of staff to the secure room		



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
	for transferal to the centre's secure storage facility.		
Confidential materials: receipt, secure movement, checking and secure storage logs	Logs recording confidential exam materials received, securely moved, checked and placed in the secure storage facility by the exams officer (or other authorised member of centre staff) throughout the period the materials are confidential. (Including for example, the handling of confidential MFL Listening materials)		
Conflicts of interest records	Records demonstrating the management of conflicts of interest.	(Reference GR 5.3 : ...The records may be inspected by a JCQ Centre Inspector and/or awarding body staff. They might be requested in the event of concerns being reported to an awarding body. The records must 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.)	
Dispatch logs	Proof of dispatch of exam script packages to awarding body examiners covered by the DfE (Standards & Testing Agency) yellow label service (England only).		
Entry information	Any hard copy information relating to candidates' entries.		Should be retained until the closure of the post results service window and then disposed of securely
Exam question papers	Question papers for timetabled written exams.	(Reference ICE 31 : Unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination.) (Reference GR 6.13 : ...For confidentiality purposes, unused question papers must not be released to any individual for use in accordance with paragraph 6.12 until 24 hours after the awarding body's published finishing time for the examination. Where a candidate is sitting an examination scheduled for the afternoon session on the	Issued to subject staff



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
		following morning with an overnight supervision arrangement, unused question papers for that examination must not be released to any individual until the candidate has completed that examination. This does not restrict access to question papers by authorised centre personnel for the purpose of conducting examinations.)	
Exam room checklists	Checklists confirming exam room conditions and invigilation arrangements for each exam session.		Should be retained until the closure of the post results service window and then disposed of securely
Exam room incident logs	Logs recording any incidents or irregularities in exam rooms for each exam session.		Should be retained until the closure of the post results service window and then disposed of securely
Exam stationery	Awarding body exam stationery provided solely for the purpose of external exams.	(Reference ICE 30 : ...return unused stationery to the secure storage facility or secure room until needed for a future examination. Surplus stationery must not be used for internal school tests, mock examinations and non-examination assessments... confidentially destroy any out-of-date stationery.)	Confidential destruction
Examiner reports		(Where/if provided) To be immediately provided to head of department as records owner.	
Finance information	Copy invoices for exams-related fees.	To be returned to Finance department as records owner at the end of the academic year.	In line with Finance normal retention procedures
Handling secure electronic materials logs	(Where used by the centre) Logs recording the arrangements applied when handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorised member of centre staff)		
Invigilation arrangements	See <i>Exam room checklists</i>		
Invigilator and facilitator training records		(Reference ICE 12 : A record of the content of the training given to invigilators and those facilitating an access arrangement for a candidate under examination conditions must be available for inspection and retained on file until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.)	Should be retained until the closure of the post results service window, or the outcome of any



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
			appeal/malpractice and then disposed of securely
Moderator reports		(Where printed from electronic copy) To be immediately provided to head of department as records owner.	
Moderation returns logs	Logs recording the return of candidates' work to the centre by the awarding body at the end of the moderation period.		
Overnight supervision information	The JCQ <i>Overnight Supervision</i> form is completed online using CAP. The JCQ <i>Overnight Supervision Declaration</i> form is downloaded from CAP) for signing by the candidate, the supervisor and the head of centre. Any hard copy information relating to overnight supervision arrangements. Reports submitted online via CAP.	(Reference ICE 8 : ...keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. Forms may be stored electronically or in hard copy paper format and must not be sent to an awarding body, unless specifically requested...)	
Post-results services: confirmation of candidate consent information	Hard copy or email record of required candidate consent.	(Reference PRS 4.2 , plus appendix A and B: Consent forms or emails from candidates must be retained by the centre and kept for at least six months following the outcome of the clerical re-check or review of marking or any subsequent appeal. The awarding bodies reserve the right to inspect such documentation.)	Should be retained until the closure of the post results service window, or the outcome of any appeal/malpractice and then disposed of securely
Post-results services: requests/outcome information	Any hard copy information relating to a post-results service request (RoRs, appeals, ATS) submitted to an awarding body for a candidate and outcome information from the awarding body.		Should be retained until the closure of the post results service window, or the outcome of any appeal/malpractice and then disposed of securely
Post-results services: tracking logs	Logs tracking to resolution all post-results service requests submitted to awarding bodies.		Should be retained until the closure of the post results service window, or the outcome of any



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
			appeal/malpractice and then disposed of securely
Proof of postage – candidates’ work	Proof of postage of sample of candidates’ work submitted to awarding body moderators. (Proof of postage of candidates’ scripts to awarding body examiners/markers)	(Reference ICE 29 : Centres not involved in the secure despatch of the exam scripts service... must obtain proof of postage or despatch for each packet of scripts, which must be retained on the centre’s files until the results are published, in case of loss or damage. (Proof of postage will provide evidence that the candidates’ scripts have left the centre. This will indicate that the scripts were written at the appointed time and that, should the scripts not be received by the awarding body or examiner, then special consideration may be possible.)...)	
Resilience arrangements: Evidence of candidate performance	The collection of evidence of student performance to ensure resilience in the qualifications system	(Reference Ofqual Guidance on collecting evidence of student performance to ensure resilience in the qualifications system : Retention of the work Student work, either the original or a copy, must always be retained by the centre. Student work can be retained digitally or physically. Students may be given copies, or the original work, where this would support their study.)	
Resolving timetable clashes information	Any hard copy information relating to the resolution of a candidate’s clash of timetabled exam papers		
Results information	Broadsheets of public examination results summarising candidate final grades by subject by exam series.	Records for current year plus previous 6 years to be retained as a minimum.	Secure disposal
Seating plans	Plans showing the seating arrangements of all candidates for every exam taken.	(Reference ICE 12 : ...keep signed records of the seating plan, the invigilation arrangements and the centre’s copies of the attendance registers for each examination. The awarding bodies may need to refer to these records. The centre must keep them until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later...)	Secure disposal
Second pair of eyes check records/forms	Records of the check that must take place by a second person (additional to the person removing question paper packets from secure storage) immediately before a question paper packet is opened.	(Reference ICE 5, 18 : In order to avoid potential breaches of security, care must be taken to ensure that the correct question paper packets are opened. In addition to the person removing the question paper packets from secure storage (e.g. an invigilator), another member of centre staff must check the day, date, time, subject, unit or component and tier of entry (if applicable) immediately before a question paper packet is opened. This second pair of eyes check must be recorded.)	



Record type	Record(s) description (where required)	Retention information/period	Action at end of retention period (method of disposal)
Special consideration information	Any hard copy information relating to a special consideration application which has been submitted to an awarding body for a candidate and appropriate evidence signed by a senior leader.	(Reference SC 6 : All applications must be supported by appropriate evidence signed by a member of the senior leadership team... The centre must retain this evidence until after the publication of results... A centre may be asked by an awarding body to provide signed evidence.)	
Suspected malpractice reports/outcomes	Any hard copy information relating to a suspected or actual malpractice investigation/report submitted to an awarding body and outcome information from the awarding body.	(Reference Suspected Malpractice: Policies and Procedures 7 : The awarding bodies will... A permanent record will be kept of the impact of any sanctions on an individual candidate's results... All other information relating to specific instances of malpractice or irregularities will be destroyed, following the expiry of the awarding body's data retention period.)	
Transferred candidate arrangements	Any hard copy information relating to a transferred candidate arrangement. Applications submitted online via CAP.		Secure disposal
Very late arrival reports/outcomes	Any hard copy information relating to a candidate arriving very late to an exam. Reports submitted online via CAP.		Secure disposal