

St Martin-in-the-Fields High School for Girls

A Church of England Academy

Service Compassion Justice Perseverance



EXAMINATIONS POLICY

APPROVED: November 2017

DATE TO BE REVIEWED: November 2018

**ST MARTIN-IN-THE-FIELDS HIGH SCHOOL FOR GIRLS
EXAMINATIONS POLICY**

Approved: November 2017

Reviewed:November 2018

Christ is at the centre of our Church of England school community where we live, love and learn together within an inclusive and equalities framework, and where students of all faiths and none are welcomed into our Anglican Christian community. In all that we do, we seek to show God's care for our students. We value, respect and celebrate all faiths and cultures because we are inspired by a welcoming, inclusive and loving God. seen in Jesus Christ and lived out through the Holy Spirit alive in every person.

Our vision is to create a safe, caring, happy and inclusive community underpinned by our Christian values of service, compassion, justice and perseverance and our motto CARITATE ET DISCIPLINA - WITH LOVE AND LEARNING which come from the story of St Martin of Tours. Central to this is our school bible verse from the book of Corinthians.

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It does not dishonour others, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.

1 Corinthians 13:4-8

Contents

Head of centre	3
Exams officer (EO)	4
Senior leadership team (SLT)	4
Special educational needs co-ordinator (SENCo)/Specialist Teacher	4
Heads of Department (HoDs)	5
Teaching staff	5
Invigilators	5
Reception staff	5
Site staff	5
Candidates	5
Information sharing	6
Information gathering	6
Quality Assurance Procedure	7
The Disability Discrimination Act (DDA), special needs and access arrangements	7
Equal Opportunities	8
Internal assessment	8
Invigilation	9
Estimated entries	9
Final entries	9
Entry fees	10
Late entries	10
Re-sit entries	10
Private candidates	10
Transfer of credit	10
Candidate statements of entry	11
Access arrangements	11

Briefing candidates	11
Dispatch of exam scripts	11
Estimated grades	12
Internal assessment	12
Invigilation	12
Seating and identifying candidates in exam rooms	12
Security of exam materials	13
Timetabling and rooming	13
Transferred candidate arrangements	14
Internal exams	14
Access arrangements	14
Candidate absence	14
Candidate behaviour	15
Candidate late arrival	15
Conducting exams	15
Dispatch of exam scripts	15
Exam papers and materials	16
Exam rooms	16
Irregularities / Malpractices	16
Special consideration	17
Internal exams	17
Managing results day(s)	17
Accessing results	18
Post-results services	18
Analysis of results	18
Certificates	18

St Martin-In-The-Fields High School is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- 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 in accordance with JCQ and awarding body regulations, guidance and instructions “*to ensure that the integrity and security of the examination/assessment system is maintained at all times and is not brought into disrepute*” [JCQ General regulations (GR) 1]
- exam candidates understand the exams process and what is expected of them.

This exam policy will be reviewed annually by the Senior Leadership Team. Centre staff will be informed of this policy by the head teacher.

Roles and responsibilities overview

Head of centre

The head of centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies. (JCQ GR 1)

The head of centre will:

- be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>(GR)
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.jcq.org.uk/exams-office/malpractice>

The head of centre will ensure:

- the EO attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam cycle to be effectively managed and administered
- centre staff are supported and appropriately trained to undertake key tasks within the exams process
- centre staff undertake key tasks within the exams process (exam cycle) and meet internal deadlines set by the EO
- security within the examination process is managed as per JCQ and awarding body regulations, guidance and instructions
- risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place

Exams officer (EO)

The EO is appointed by the head of centre to act on behalf of the centre in matters relating to the management and administration of examinations and assessments.

The EO will:

- be familiar with the contents of annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.jcq.org.uk/exams-office/malpractice>
- be familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines
- ensure key tasks are undertaken and key dates and deadlines met
- recruit, train and deploy a team of internal/external invigilators; appoint lead invigilators, as required

Senior leadership team (SLT)

- will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/general-regulations>
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.jcq.org.uk/exams-office/malpractice>

Special educational needs co-ordinator (SENCo)/Specialist Teacher

- will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration>
- will lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')

Heads of Department (HoDs)

- will 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
- will ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- will ensure teaching staff attend relevant awarding body training and update events

Teaching staff

- will undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SENCo
- will keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications
- will attend relevant awarding body training and update events

Invigilators

- will attend training, refresher, briefing and review sessions as required
- will provide information as requested on their availability to invigilate
- will sign a confidentiality and security agreement

Reception staff

- will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times

Site staff

- will 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

The exams management and administration process that needs to be undertaken throughout the year 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 exam policy identifies the roles and responsibilities of centre staff within this cycle.

Planning

Information sharing

The head of centre will:

- direct relevant centre staff to annually updated JCQ publications including:
 - <http://www.icq.org.uk/exams-office/general-regulations>
 - <http://www.icq.org.uk/exams-office/ice---instructions-for-conducting-examinations>
 - <http://www.icq.org.uk/exams-office/access-arrangements-and-special-consideration>
 - <http://www.icq.org.uk/exams-office/malpractice>

The EO will:

- inform relevant centre staff of JCQ and awarding body documentation relating to the exam cycle that has been updated
- signpost relevant centre staff to information that should be provided to candidates

Information gathering

The EO will:

- undertake 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

- collate all data into one central point of reference
- research awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all qualifications
- produce an annual exams plan of key tasks and key dates to ensure all external deadlines can be effectively met; inform key centre staff of internal deadlines
- collect information on internal exams to enable preparation for and conduct of Pre-Public Examinations (PPE).

HoDs will:

- respond (or ensure Teaching staff respond) to requests from the EO on information gathering
- meet the internal deadline for return
- inform the EO of any changes to information in a timely manner
- familiarise themselves and their staff with the annual exams plan of internal deadlines

Quality Assurance Procedure

- The Centre is committed to Quality Assurance and believes it is an integral part of the Centre's processes.
- The focus of the Centre is on Learners with the provision of relevant and flexible quality training programmes and assessment to suit their needs and lifestyles.
- The provision is regularly monitored and reviewed by the head of centre.
- All staff involved in the administration and/or assessment of qualifications will have undergone relevant training to their role.
- All new invigilators will be observed during their first exam session and annually thereafter to ensure assessment regulations are being followed.
- Existing invigilators will be observed conducting an assessment at least once a year.
- Information from the awarding body is disseminated to all members of staff involved in the delivery of qualifications.
- The organisation's policy for Equal Opportunities is followed and monitored.

The Disability Discrimination Act (DDA), special needs and access arrangements

- **DDA**

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

- **Special needs**

A candidate's special needs requirements are determined by the SENCO and educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

- **Access arrangements**

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the SENCO with the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Examinations Officer.

The SENCO will:

- assess students to identify access arrangements requirements
- gather evidence of need to support access arrangements
- liaise with teaching staff to gather evidence of normal way of working
- gather signed data protection notices from candidates where required
- apply for approval through Access arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO
- keep relevant evidence on file for JCQ inspection purposes
- liaise with the EO regarding exam time arrangements for access arrangement candidates
- ensure staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular access arrangement(s)
- provide and annually review a centre policy for the use of word processors in exams and assessments

SLT, HoDs, Teaching staff will:

- support the SENCO in determining and implementing appropriate access arrangements

Equal Opportunities

- The Centre is committed to seeking equality of opportunity for all, irrespective of race, gender, religion, marital status, sexual orientation, age, class or disability.
- The Centre actively seeks to demonstrate this commitment by adopting policies, codes of practice and action plans to combat discrimination in any form.
- Staff and students are required to reflect their commitment to equality of opportunities and anti-discriminatory practices.
- The Centre will promote equality of opportunity for all students and staff by:
 - Demonstrating opposition to all forms of discrimination in every aspect of its operations
 - Identifying and removing practices and procedures which unfairly discriminate
 - Increasing awareness and positive attitudes at all levels in the centre towards people experiencing discrimination
 - Creating a welcoming atmosphere for all students, staff and visitors
 - Monitoring all operations to ensure no form of discrimination or harassment is taking place
 - Provision will be made for Learners who required reasonable adjustments to be made by providing suitable assessment locations and technical aids where appropriate.

Internal assessment

The head of centre will ensure:

- a procedure is in place for a candidate (or parent/carer) to appeal against an internal assessment decision
- a policy for the management of controlled assessment is in place and followed by centre staff
- both are available for JCQ inspection purposes
- irregularities are investigated and any cases of suspected malpractice reported to the awarding body, as required

SLT will ensure:

- teaching staff have the necessary and appropriate knowledge, understanding, skills, and training to set, conduct, mark and authenticate candidates' work
- a process of internal moderation and standardisation is in place

HoDs will ensure:

- teaching staff delivering GCSE qualifications follow instructions for conducting controlled assessment (<http://www.jcq.org.uk/exams-office/controlled-assessments/>) and subject-specific information where provided by the awarding body
- teaching staff delivering GCE, Entry Level or Project qualifications follow instructions for conducting coursework (<http://www.jcq.org.uk/exams-office/coursework/>) and subject-specific information where provided by the awarding body
- for other qualifications, teaching staff follow appropriate instructions issued by the awarding body

Teaching staff will ensure:

- appropriate instructions for conducting internal assessment are followed
- candidates are aware of JCQ or awarding body information for candidates on producing work that is internally assessed
- submit internal assessment marks in a timely manner to the MIS system

EO will ensure:

- candidates are informed of the internal appeals procedure
- candidates receive a copy of their internal assessment marks before submission to the awarding body within a sufficient timeframe to allow for a review to take place and the outcome be reported
- candidates receive a written confirmation of the outcome of their appeal

Invigilation

The EO will:

- provide an annual training or refresher event for lead invigilators/invigilators in the conduct of exams
- where this isn't possible (for example with daily invigilators provided by an agency) a summary of the rules, regulations and expectations will be given to invigilators upon arrival

Invigilators will:

- attend an annual training or refresher event
- read, sign and date a copy of the centre's rules, regulations and expectations for invigilators before commencing the day's work

Admin staff will:

- liaise with the agency to ensure invigilation requirements are met

Entries

The term 'entries' is used to describe entry/registration information for internally and externally assessed components, and certification of qualifications against which a result will be reported.

Estimated entries

The EO will:

- request estimated or early entry information, required by awarding bodies, from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met

HoDs will:

- provide information requested by the EO to the internal deadline
- inform the EO immediately of any subsequent changes to information

Final entries

All students studying a subject will be entered for the examination unless specifically authorised by the head teacher.

The EO will:

- request final entry information from HoDs in a timely manner to ensure awarding body external deadlines for submission can be met
- inform HoDs of subsequent deadlines for making changes to final entry information without charge
- confirm with HoDs final entry information that has been submitted to awarding bodies

HoDs will:

- 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 confirm information is correct

Entry fees

The school is responsible for ensuring that the entry fees are paid to the appropriate boards.

Late entries

The EO will:

- have clear entry procedures in place to minimise the risk of late entries
- charge any late or other penalty fees to departmental budgets

HODs will:

- 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

Re-sit entries

The centre will cover the cost of one component and any subsequent costs will be covered by the candidate.

Private candidates

The centre does not accept private candidates for any examination. This includes (but is not limited to);

- students who have recently gone off-roll (for example Year 11 or 13 leavers)
- **any** member of staff working for the centre

Where private entries are approved by the head teacher, candidates will pay full entry fees and any related costs (including invigilation).

Staff are not authorised to arrange private entries.

Transfer of credit

The EO will:

- provide information to relevant centre staff/candidates on transferring credit for GCE AS qualifications
- meet the awarding body deadline for requesting transfer of credit

Teaching staff will:

- identify affected candidates to the EO

Candidate statements of entry

The EO will:

- provide candidates with statements of entry for checking

Teaching staff will:

- ensure candidates check statements of entry and return any relevant confirmation required to the EO

Candidates (or parents/carers) will:

- notify the EO of any discrepancies

Pre-exams

Access arrangements

The SENCo will:

- allocate centre staff to facilitate access arrangements for candidates
- inform candidates of the access arrangements that are in place for their exams

Briefing candidates

The EO will:

- issue individual exam timetable information to candidates

- issue relevant JCQ information for candidates
- where relevant, issue awarding body information to candidates
- issue centre exam information to candidates which will include information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - equipment needed
 - information about when results will be issued

Dispatch of exam scripts

The EO will

- identify and confirm arrangements for the dispatch of candidate exam scripts with the DfE 'yellow label service' or the awarding body where qualifications sit outside the scope of the service

Estimated grades

HoDs will:

- ensure teaching staff provide estimated grade information to the EO to the internal deadline

The EO will:

- submit estimated grade information to awarding bodies to meet the external deadline
- keep a record to track what has been sent

Internal assessment

HoDs will ensure:

- teaching staff provide marks for internally assessed components of qualifications to the EO to the internal deadline
- teaching staff authenticate candidates' work as per awarding body requirements
- teaching staff provide required samples of work for moderation to the EO to the internal deadline

The EO will:

- submit marks and samples to awarding bodies/moderators to meet the external deadline
- keep a record to track what has been sent

Candidates will:

- authenticate their work as required by the awarding body

Invigilation

The EO will:

- deploy invigilators effectively to exam rooms throughout an exam series
- allocate invigilators to exam rooms as per the required ratios
- liaise with the SENCo regarding invigilation of access arrangement candidates

The SENCo will:

- liaise with the EO regarding invigilation of access arrangement candidates

Invigilators will:

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

Seating and identifying candidates in exam rooms

The EO will:

- ensure a system is in place for identifying candidates in exam rooms
- provide seating plans for exam rooms as per JCQ and awarding body requirements

Invigilators will:

- follow the system for identifying candidates provided by the EO
- seat candidates in exam rooms as instructed by the EO

Security of exam materials

The EO will:

- have a process in place to record confidential materials delivered to the centre and issued to authorised staff
- have in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- receive, check and securely store question papers and other exam materials as per JCQ and awarding body requirements

Reception staff will:

- follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching staff will:

- adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

Timetabling and rooming

The EO will:

- produce a centre exam timetable for each exam series
- identify and resolve candidate exam clashes
- identify exam rooms and specialist equipment requirements
- liaise with site staff to ensure exam rooms are set up as per JCQ and awarding body requirements
- liaise with the SENCo regarding rooming of access arrangement candidates

The SENCo will:

- liaise with the EO regarding rooming of access arrangement candidates

Site staff will:

- liaise with the EO to ensure exam rooms are set up as per JCQ and awarding body requirements

Transferred candidate arrangements

The EO will:

- liaise with the host or entering centre as required
- process requests to the awarding body deadline
- where relevant (for an internal candidate) inform the candidate of the arrangements that have been made for their transferred candidate arrangements

Internal exams

The EO will:

- prepare for the conduct of internal exams under external conditions
- provide a centre exam timetable of subjects and rooms
- provide seating plans for exam rooms
- request internal exam papers from teaching staff
- arrange invigilation

The SENCo will:

- liaise with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff will:

- provide exam papers and materials to the EO
- support the SENCo in making appropriate arrangements for access arrangement candidates

Exam time

Access arrangements

The EO will:

- provide cover sheets for access arrangement candidates' scripts where required for particular access arrangements
- have a process in place to deal with emergency access arrangements as they arise at the time of exams
 - apply for approval through Access arrangements online (AAO) where required or through the awarding body where qualifications sit outside the scope of AAO

Candidate absence

In the case of candidate absence:

The Attendance Office will:

- Phone the candidate's parents/carer to verify reason for absence
- Advise the parents/carers to collect the relevant documents (eg medical certificate, police report, death certificate) to support their child's absence

The Invigilators will:

- ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan

The EO will:

- Apply for a special consideration in line with the JCQ regulations

Candidates will:

- be re-charged relevant entry fees for unauthorised absence from exams

Candidate behaviour

If a candidate is found to be in breach of JCQ regulations:

The Invigilators will:

- make a note on the exam room incident log of any malpractice including the candidate's name, candidate number & incident
- remove candidates if disruptive, and notify the EO in the first instance, then a member of SLT

The EO will:

- follow the procedures as laid out in the JCQ regulations

SLT will:

- ensure that internal disciplinary procedures relating to behaviour are followed when appropriate

Candidate late arrival

The EO will:

- ensure that candidates who arrive **very late** for an exam are reported to the awarding body
- warn candidates that their work may not be accepted by the awarding body

The head of centre will:

- deal with persistent late arrival for exams
- send a letter home

Conducting exams

The head of centre will:

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

The EO will:

- ensure exams are conducted as per JCQ and awarding body instructions

Dispatch of exam scripts

The EO will:

- dispatch scripts as instructed by JCQ and awarding bodies
- keep appropriate records to track dispatch

Exam papers and materials

The EO will:

- organise exam question papers and associated confidential resources in date order in secure storage
- attach erratum notices received to relevant exam question paper packets
- collate attendance registers and examiner details in date order
- regularly check mail or inbox for updates from awarding bodies

Exam rooms

The head of centre will:

- ensure only approved centre staff are present in exam rooms

SLT will:

- ensure a documented emergency evacuation procedure is in place

The EO will

- ensure exam rooms are set up as instructed by JCQ and awarding bodies
- provide authorised exam materials which candidates are not expected to provide themselves
- brief invigilators on exams to be conducted on a session by session basis
- ensure invigilators and candidates are aware of the emergency evacuation procedure

Site staff will:

- 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 will:

- conduct exams in every exam room as instructed in training/refresher and briefing sessions

Candidates will:

- be required to remain in the exam room for the full duration of the exam

Irregularities / Malpractices

The head of centre will:

- ensure any cases of suspected malpractice are investigated and reported to the awarding body as required

The head of centre has the authority to remove a candidate from the examination room, but should only do so if the candidate would disrupt others by remaining in the room.

The EO will:

- provide an incident log in all exam rooms for recording any incidents or irregularities
- action any required follow-up and reports to awarding bodies

Invigilators will:

- record any incidents or irregularities on the exam room incident log (e.g. late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation)

Special consideration

The EO will:

- process appropriate requests for special consideration
- gather evidence which may need to be provided by other staff in centre or candidates
- submit to awarding bodies to the external deadline

Candidates will:

- provide appropriate evidence to support special consideration requests, where required

Internal exams

The EO will:

- brief invigilators on conducting internal exams
- return candidate scripts to teaching staff for marking

Invigilators will:

- conduct internal exams as briefed by the EO

Results and post-results

Managing results day(s)

SLT will:

- identify centre staff who will be involved in results day(s) and their role

Site staff will:

- ensure the centre is open and accessible to centre staff and candidates, as required

Accessing results

The EO will:

- inform candidates in advance of when and how results will be released to them
- access results from awarding bodies under restricted release of results
- resolve any missing or incomplete results with awarding bodies
- provide provisional statements of results to candidates on publication of results
- provide summaries of results for relevant centre staff on publication of results

Post-results services

The EO will:

- provide information to candidates and staff on the services provided by awarding bodies and the fees charged
- publish internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- provide a process to record requests for services and collect candidate informed consent and fees where relevant

- submit requests to awarding bodies to meet the external deadline
- track requests to conclusion and inform candidates and relevant centre staff of outcomes
- update centre results information, where applicable

The head of centre will:

- ensure an internal appeals procedure is available where candidates disagree with the centre decision:
 - not to support an enquiry about results
 - not to appeal against the outcome of an enquiry about results
- ensure the procedure is available for JCQ inspection

Teaching staff will:

- meet internal deadlines to request the services and gain relevant candidate informed consent
- identify the budget to which fees should be charged

Candidates will:

- meet internal deadlines to request the services
- provide informed consent and fees, where relevant

Analysis of results

Following the publication of results, the Exams Officer will:

- provide analysis of results to appropriate centre staff
- provide results information to external organisations where required
- undertake the checking and submission of Secondary school and college performance tables information

Certificates

The head of centre/EO will:

- inform the candidates of the arrangements to collect their certificates; including a date of collection and that certificates will only be retained for one year, then securely destroyed.

Candidates may:

- arrange for certificates to be collected on their behalf by providing the EO with written or email authorisation; authorised persons must provide ID evidence on collection of certificates

Unclaimed or uncollected certificates are retained for:
a period of 1 (one) academic year

The issue and retention of certificates is managed by:

- the EO

Review

The EO will:

- provide SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle

SLT will:

- work with the EO to produce a plan to action any required improvements identified in the review

Archiving of exam records

The EO will:

- provide an exam archiving policy that identifies information held, retention period and method of disposal

In the first instance:

- Internal and external assessment learner and cohort summary records will be kept for a minimum of three years
- Candidate work will be retained for at least 12 weeks after certification, and either passed to departments or securely destroyed after that time.

Please read this policy alongside associated examinations documents for 2017 -2018.