



King's College

DOHA

Examination Policy 2025-2026

Key staff involved in the Examination Policy

Role	Name(s)
Head of Centre	Kate Jackson (Principal)
Exams Officer Line Manager	Aaran Donlevy (Assistant Head Data and Progress)
Exams Officer	Nerissa Gawan
Head of Learning Support	Daria Dollinsek

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Purpose of the Policy

The 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 ensures that:

- all aspects of the centre's exam process are documented, supporting the exams contingency plan and other relevant exams-related policies, procedures and plans;
- 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 of 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. This policy is communicated to all relevant centre staff.

Roles and Responsibilities Overview

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the published JCQ regulations and awarding body requirements, ensuring the security and integrity of the examinations/assessments at all times.

The Examinations Officer is the person appointed by the Head of Centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The Head of Centre may not appoint himself as the examinations officer. A Head of Centre and an examinations officer are two distinct and separate roles. <https://www.jcq.org.uk/exams-office/general-regulations>

Head of Centre

The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the Head of Centre to ensure that all staff comply with the instructions.** Failure to do so may constitute malpractice as defined in the JCQ publication Suspected Malpractice: Policies and Procedures, 1 September 2021 to 31 August 2022:

<https://www.jcq.org.uk/exams-office/malpractice>

JCQ Instructions for conducting examinations:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

The Head of Centre:

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:

[General regulations for approved centres \(GR\)](#)
[Instructions for conducting examinations \(ICE\)](#)
[Access Arrangements and Reasonable Adjustments \(AA\)](#)
[Suspected Malpractice – Policies and Procedures \(SM\)](#)
[Instructions for conducting non-examination assessments \(NEA\)](#)
[Instructions for conducting coursework](#)
[A guide to the special consideration process \(SC\)](#)

- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.

National Centre Number Register

The Head of Centre:

- Takes responsibility for confirming, on an annual basis, that he is 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;
 - awarding bodies potentially withdrawing their approval of the centre.

Recruitment, selection and training of staff

King's College Doha:

- 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 and the Head of Learning Support 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 Head of Learning Support who will determine appropriate arrangements for candidates with learning difficulties and disabilities.

Internal governance arrangements

King's College Doha has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent (as below).

Escalation Process

King's College Doha:

- has in place a member of the senior leadership team 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 examinations officer;
- 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

King's College Doha:

- 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.
- Where/if using a third party to deliver any part of a qualification at the centre:
 - maintains oversight of, and responsibility for, the delivery of the qualification
 - has in place a written agreement with the third party ensuring that a copy of the written agreement is available for inspection if requested by the awarding body

Public liability

King's College Doha complies with local health and safety rules which are in place and ensures that the centre is adequately covered for public liability claims.

Security of assessment materials

King's College Doha:

- 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 solely assigned to examinations 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 named and approved by the head of centre are accompanied by a keyholder at all times;
 - appropriate arrangements are in place to ensure that confidential materials are only handed over to authorised members of centre staff;
 - 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 papers 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.
- 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
- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notifies 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
- Through taking an ethical approach and working proactively to avoid malpractice among pupils and staff, takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations 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 of any cases of alleged, suspected or actual incidents of malpractice or maladministration
- 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).

Exam Contingency Plan

The Exam Contingency Plan is held within the Exams Office, is available for members of staff as needed and is readily available for inspection purposes. The plan is also emailed to members of SLT in order for them to act immediately in the event of an emergency or staff absence.

The Head of Centre ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.

Lockdown Policy (Exams)

King's College Doha has a Lockdown Policy for exams and this is held in the JCQ inspection file along with the other policies.

Internal appeals procedures

The Head of Centre ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.

The Complaints and Appeals Procedure (Exams) is held within the Exams Office and is available for inspection purposes. A written internal appeals procedure relating to internal assessment decisions procedure is communicated and made widely available and accessible to all candidates. Candidates are informed of their centre assessed marks before they are submitted to the awarding body. This allows for the candidate to request a review of the centre's marking.

As a centre we agree to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, review of moderation or an appeal.

Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.

Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.

Appeals should be made in writing by 30th June to the Head of Centre who will decide whether the process used conformed to the necessary requirements.

The Head of Centre's findings will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

Equalities Policy

The Head of Centre 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, the requesting and the implementing of access arrangements.

King's College Doha's Equal Opportunities Policy is held centrally in the school.

Complaints and Appeals Procedure (Exams)

The Head of Centre ensures a complaints and appeals procedure, covering general complaints regarding the centre's delivery or administration of a qualification, is in place and is drawn to the attention of candidates and their parents/carers.

Child protection/safeguarding policy (Exams)

The Head of Centre:

- ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance or international equivalence, which satisfies current legislative requirements;
- ensures that every invigilator has a DBS check or international equivalence before they commence employment within the centre.

Any invigilator who does not work for three months will need to complete a further DBS check before any more work can be given. Invigilators also complete an invigilator confidentiality and security agreement once a year.

Data Protection Policy (Exams)

The Head of Centre ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations.

Under the principles of the General Data Protection Regulations 2018 and the Data Protection Act 2018, children and young adults can assume control over their personal information and restrict access to it from the age of 13. This suggests that candidate's consent should be sought to share results or other exams-related information with a third party.

Other legislation and guidance may need to be taken into account regarding sharing information with parents, e.g. information from the DfE for schools regarding parental responsibility and school reports on pupil performance:

- Understanding and dealing with issues relating to parental responsibility
<https://www.gov.uk/government/publications/dealing-with-issues-relating-to-parental-responsibility/understanding-and-dealing-with-issues-relating-to-parental-responsibility>
- School reports on pupil performance: guidance for headteachers
<https://www.gov.uk/guidance/school-reports-on-pupil-performance-guide-for-headteachers>

For publication of exam results, refer to ICO (Information Commissioner's Office) information <https://ico.org.uk/your-data-matters/schools/> and <https://ico.org.uk/your-data-matters/schools/exam-results/>

The Data Protection Policy is held centrally in the school.

Access Arrangements Policy

DDA

The Disability Discrimination Act (DDA) 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 Head of Learning Support.

The Head of Learning Support 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 Head of Learning Support can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the Head of Learning Support and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Learning Support.

Rooming for access arrangement candidates will be arranged by the Head of Learning Support with the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the Head of Learning Support with the Exams Officer.

The Head of Learning Support holds the specialist assessor qualification – a copy is on their personal file and is also on the Access Arrangements file. The Head of Centre oversees the assessment process to ensure that this is administered correctly.

Conflicts of Interest

The Head of Centre:

- Ensures the relevant awarding bodies are informed before the published deadline for entries for each examination series or any potential conflict of interest, where:
 - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre is a last resort where an alternative centre cannot be found);
 - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a 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.

Conflicts of Interest Policy (Exams)

The Head of 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.

An email is sent out to all staff before the exam board deadline for each external exam series and they are asked to contact the Exams Officer with details of whether they have a relative who is sitting an exam or assessment in the current academic year. The centre then informs the awarding bodies, before the associated entries are submitted, of any members of centre staff who are either sitting examinations and assessments or teaching and preparing members of their family for examinations and assessments.

The same would apply if the Exams Officer had children or a relative being entered for examinations and assessments. If a teacher is teaching a relative in a subject that they are being examined on, this information is collated and emailed to the relevant exam boards in a timely manner.

If a candidate is entered for an awarding body's examinations at a centre where a relative is employed, the Head of Centre must ensure that during the examination series the candidate's relative does not have unaccompanied access to examination materials, e.g. question papers, pre-release materials and answer scripts. If the relative in question is the centre's Exams Officer, then appropriate arrangements will be made to ensure that another person is present for all the administrative arrangements relating to the candidate's examinations. (For example, any application for special consideration must be authorised by a member of centre staff other than the candidate's relative.)

The Head of Centre also:

- 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 to provide them with addresses/email addresses of awarding body examining/assessment or JCQ personnel

Centre inspections

The Head of Centre:

- 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 \(PRS\)](#)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by Pearson International).
- 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; keeps a record of the content of training provided to invigilators for the required period
- Works with the Head of Learning Support to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand their respective roles, 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 (SLT)

- 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 Procedures](#)
 - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)
 - [A guide to the special consideration process](#)

Head of Learning Support

- 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

Senior Leaders

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the Exam Officer and Head of Learning Support

- 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 events

Teaching Staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Exam Officer and Head of Learning Support
- Keep up to date with awarding body subject- and teacher-specific information to confirm effective delivery of qualifications, and attend relevant awarding body training and events

Invigilators

- Attend/undertake training, updates, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception Staff

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

The exam cycle

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 are grouped into the following stages:

- Planning
- Entries
- Pre-exams
- Exam time
- Results and post-results

Planning: roles and responsibilities

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

Information sharing

The Head of Centre:

- 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 Procedures](#)
 - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)

The Exams Officer:

- signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that has been updated;
- signposts relevant centre staff to JCQ information that should be provided to candidates;
- as the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites.

Information gathering

The 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 internal exams to enable preparation for and conduct of internal exams to the same rules and procedures as external exams (wherever possible).

Senior Leaders:

- responds (or ensures teaching staff respond) to requests from the Exam Officer on information gathering;
- meets the internal deadline for the return of information;
- informs the Exam Officer of any changes to information in a timely manner, minimising the risk of late or other penalty fees being incurred by an awarding body;
- notes 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 a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication Access Arrangements and Reasonable Adjustments;
- ensures the Head of Learning Support is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

Head of Learning Support:

- 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, Privacy Notice (AAO) and Data Protection confirmation** forms (candidate personal data consent form) from candidates where required;
- 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 any documentation is stored electronically, an e-folder must be created for each individual candidate, and 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 Exam Officer 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 keep a record of the content of training provided to facilitators for the required period;
- works with the Exam Officer 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.

Word Processor Policy (Exams)

King's College Doha's Word Processor for Exams Policy is held within the JCQ Inspection file. It ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

Separate Invigilation Policy

Where separate invigilation is required, King's College Doha will ensure that pupils' difficulties are established within the centre and are known to a member of staff such as the Head of Learning Support, School Nurse or Form Tutor. This will reflect their normal way of working and will be a long-term medical condition or social, mental or emotional need. It will be supported by reports from internal/external professionals who have worked with the pupil.

The Head of Learning Support must make her decision based on:

- whether the candidate has a substantial and long-term impairment which has an adverse effect;
- the candidate's normal way of working within the centre.

Separate invigilation always reflects the candidate's normal way of working in internal school tests and mock examinations as a consequence of a long-term medical condition or long term social, mental or emotional needs.

Where candidates are subject to separate invigilation within the centre, the regulations and guidance within this booklet must always be adhered to. This is particularly so in relation to accommodation and invigilation arrangements (see sections 11 and 12). (ICE 14).

In certain circumstances, a candidate with ‘an established difficulty’ may be eligible to take exams under separate invigilation. Centres may also receive requests from candidates (and/or parents/carers) to take their exams under separate invigilation (in a separate room with 1:1 invigilation).

Having a documented policy ensures:

- the criteria for candidates granted separate invigilation within the centre is clear and complies with JCQ regulations;
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer).

It may also be useful to include, within this, the centre’s policy for candidates seated in a ‘small’ room, ‘access arrangements’ room, etc. (i.e. taking exams separate to the main cohort).

Senior Leaders and Teaching Staff:

- support the Head of Learning Support 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

Controlled assessments, coursework and non-examination assessments

Head of Centre:

- 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 (or parent/carer) 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 new GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy);
- 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.

Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Department will ensure all coursework is ready for despatch at the correct time and keep a record of what has been sent when and to whom.

Marks for all internally assessed work are retained by the Heads of Department.

Non-Examination Assessment Policy

King's College Doha has a Non-Examination Assessment Policy, which is a separate policy and is available in the JCQ Inspection File held in the Exams Office. The internal appeals procedure relating to internal assessment decisions is available for inspection.

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 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 that teaching staff follow appropriate instructions issued by the awarding body;
- ensure that 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.

Head of Centre

- ensures relevant support is provided to the Exam Officer 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;
- determines if additional invigilators will be deployed in timed Art exams, in addition to the subject teacher, to ensure that 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 instructions for conducting exams and an annual update for the existing invigilation team so that they are aware of any changes in a new academic year before they are allocated to invigilate an exam;
- 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);
- 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;
- collects evaluation of training to inform future events.

Entries: Roles and Responsibilities

Estimated entries

Exams Officer:

- Requests estimated or early entry information, where this may be required by awarding bodies, from Heads of Department (HoDs) in a timely manner to ensure awarding body external deadlines for submission can be met

Estimated entries collection and submission procedure

King's College Doha collects estimated entries from subjects about 12 months before the exams are due to take place. The entries are collected on an Intentions to Enter form and are then sent over to exam boards in the correct format (e.g. email or via awarding bodies websites, etc.).

Exams Officer:

- Makes candidates aware of the **JCQ Information for candidates – Privacy Notice** at the start of a course leading to a vocational qualification, or when entries are submitted to awarding bodies for processing for general qualifications

Senior Leaders:

- provide entry information requested by the Exam Officer to the internal deadline;

- inform the Exam Officer 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;
- 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.

Final entries collection and submission procedure

King's College Doha collects final entries from departments through iSAMS and by Department indicating on iSAMS marksheets which candidates are being entered for which subject and where relevant the specific tier for a candidate. Each marksheet has to be signed by the relevant member of staff, by a date indicated by the Exams Officer. The final entries are then submitted to exam boards via A2C. The main entries are made before the exam board's deadlines and therefore the late fees are kept to a minimum.

Senior Leaders:

- provide entry information requested by the Exam Officer to the internal deadline;
- inform the Exam Officer 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;
- checks final entry submission information provided by the Exam Officer and confirms information is correct.

Entry fees

The exam budget is overseen by the Exams Officer, who estimates each September how much is going to be spent in different areas of exams (e.g. Summer entries, resits etc.). On occasion, individual departments may be asked to pay for late entry fees, but this is at the discretion of the Head of Centre.

Late entries

Exams Officer

- has clear entry procedures in place to minimise the risk of late entries;
- charges any late or other penalty fees to departmental budgets.

Senior Leaders:

- minimise the risk of late entries by
 - following procedures identified by the Exam Officer in relation to making final entries on time;
 - meeting internal deadlines identified by the Exam Officer for making final entries.

Re-sit entries

Re-sit entries are managed the same as all entries, with marksheets being sent out to teachers and these being returned with an authorising signature. The charge for these entries comes from the Exams budget.

Private Candidates

King's College Doha does accept private candidates but the final decision lies with the Head of Centre. The cost for a private candidate is a fixed cost per paper that they will be sitting and this is in addition to the cost of the exam entry, covering the pupil sitting the exam in a main venue with all other relevant candidates. A private candidate is required to complete an External Candidate form and they are asked to arrange a suitable date and time to return this form, along with payment, and also to bring in relevant ID.

If the candidate has any Access Arrangements or reasonable adjustments that are needed for the exam(s), the Exams Officer will arrange for the candidate to meet with the Head of Learning Support. This will normally happen before final payment is made for the entry. Any access arrangements that are required for a private candidate may incur an additional cost and the amount of this would depend on the access arrangement that is needed.

A timetable is sent out to private candidates in a timely manner.

Candidate Statements of Entry**Exams Officer:**

- Provides candidates with statements of entry for checking

Teaching staff:

- Ensure candidates check statements of entry and return any relevant confirmation required to the Exam Officer

Candidates:

- Confirm entry information is correct. Statements are produced through iSAMS and a typed note is written at the bottom of the statement, requesting that they check their entry information is correct and that they need to contact their subject teacher in the first instance of any discrepancies.

Pre-Exams: Roles and Responsibilities

Access arrangements and reasonable adjustments

Head of Learning Support:

- 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 candidates' 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, issues relevant JCQ information for candidates' documents – available on the school website under 'Exams';
- where relevant, issues relevant awarding body information to candidates;
- issues centre exam information to candidates including information on:
 - exam timetable clashes
 - arriving late for an exam
 - absence or illness during exams
 - 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 and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

Access to Scripts, Reviews and Appeals Procedures

King's College Doha asks pupils to complete an Access to Scripts or Review of Results form before either of these are processed. These forms are also countersigned by the relevant department as an indication that the cost incurred for these requests is paid for by the school, and that the department support this Review of Results.

There is also the opportunity for a candidate to request access to a script or a review of results without the support of the department and, if this is the case, the candidate is required to make payment at the time of the request.

If any appeals to awarding bodies are made, these are completed in line with individual exam boards' guidelines and candidates' authorisation is sought as and when needed.

A copy of the Complaints Policy is held in the school centrally.

Dispatch of Exam Scripts

Exams Officer:

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

Head of Learning Support:

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

Teaching Staff:

- supports the Head of Learning Support in implementing appropriate access arrangements for candidates undertaking internal assessments and practical endorsements;
- assesses and authenticates candidates' work;
- assesses 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:

- provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on appointment and updates experienced invigilators on any regulation changes and any changes to centre-specific processes;
- 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 Head of Learning Support regarding the facilitation and invigilation of access arrangement candidates.

Head of Learning Support:

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

Invigilators:

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

JCQ Inspection Visit**Exams Officer or a Senior Leader:**

- Accompanies the Inspector throughout a visit.

Head of Learning Support or a relevant Senior leader (in the absence of the Head of Learning Support):

- Meets with the inspector when requested to provide documentary evidence regarding access arrangement candidates and to 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 a procedure is in place to verify candidate identity including private candidates

Candidate Identification Procedure

King's College Doha provides ID cards for all internal candidates sitting external exams; these are to be placed on their desk at the start of their exam. Private/external or transferred candidates are asked to bring photo ID e.g. passport or photographic driving licence to each exam that they are entered for.

For candidates wearing religious clothing, such as a veil, a member of the SLT of the same gender will be available in order for the ID of the pupil to be verified. King's College Doha will inform candidates in advance of this procedure and in a timely manner before their first exam.

Head of Centre:

- ensures invigilators are aware of the procedure;
- 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 are made aware of the access arrangement(s) awarded).

Invigilators:

- follow the procedure for verifying candidate identity provided by the Exam Officer;
- seat candidates in exam rooms as instructed by the Exam Officer/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
- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the Head of Centre
- Ensures only persons authorised by the Head of Centre and the Exams Officer are allowed access to the centre's secure storage facility as one of the two to six key holders

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 recording system to track 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 timetables 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)

Overnight Supervision Arrangements Policy

King's College Doha will only use overnight supervision arrangements as a last resort and once all other options have been exhausted. At the centre's discretion, a candidate may be allowed to take an examination the following morning, including Saturdays. Candidates will not be allowed to take an examination on an earlier day than that scheduled on the timetable.

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, e.g. telephone (both landline and mobile), email, internet and social media. It also extends to television and radio, which could report key details of the day's examinations.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence. The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP). The JCQ Overnight Supervision Declaration form is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the Head of Centre. (ICE 8)

Allowing a candidate to take an exam paper the following morning due to an eligible overnight supervision arrangement is at the discretion of the centre. Having a documented policy ensures:

- the correct procedure is followed;
- appropriate arrangements are put in place;
- candidates (and/or parents/carers) understand when, or indeed if, appropriate arrangements can/will be made;
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer): 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 Head of Learning Support regarding rooming of access arrangement candidates.

Head of Learning Support:

- liaises with the Exam Officer 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 Exam Officer 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 have 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.

Centre Consortium Arrangements

Exam Officer:

- Processes applications for Centre Consortium arrangements through CAP to the awarding body deadline (or through the awarding body where a qualification may sit outside the scope of CAP)

Senior Leaders:

- Inform the Exam Officer of any joint teaching arrangements in place and where the centre is acting as the consortium co-ordinator

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 arrangements

Internal Exams

Exams Officer:

- prepares for the conduct of internal exams under external conditions (where applicable to the centre);
- provides a centre exam timetable of subjects and rooms;
- provides seating plans for exam rooms;
- requests internal exam papers from teaching staff;
- arranges invigilation (where applicable to the centre).

Head of Learning Support:

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

Teaching Staff:

- provide exam papers and materials to the Exam Officer;
- support the Head of Learning Support 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;
- 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.

Candidate Absence or Late Arrival

King's College Doha asks invigilators to complete an Absence Form at the start of each exam once the register has been taken. This is then collected by the Exams Officer or another designated member of staff. Some pupils might need to be collected from home addresses and, if this is the case, once the phone call is made we ask that pupils do not have access to internet, tv, mobile phone, social media etc.

Any candidate arriving late/very late into school should be directed to the Exams Officer/SLT and an agreeable decision will be made as to the next action for the candidate. For example, if a candidate arrives into school after the start time of the exam the Exams Office/SLT will try and accommodate them in their original exam venue. If this is not possible, another suitable venue is found and the usual JCQ rules and regulations policies will apply. If a candidate is very late into an exam, we require confirmation from parents/carers that there has been no access to social media, tv, mobile phone etc., and the Very Late Form is then also completed and submitted by the Exams Officer to the relevant exam board.

For a candidate who is persistently late, the SLT may have a meeting with this candidate and/or parents/carers and try and come to a solution as to how the candidate might be on time for all future exams (e.g. phoning in the morning before the exams or arranging for someone to collect the candidate).

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 absent candidates through training;
- ensure that confirmed absent candidates are clearly marked as such on the attendance register and seating plan;
- ensure that relevant information is recorded on the exam room incident log.

Candidate Behaviour

See *Irregularities* overleaf.

Candidate Belongings

See *Irregularities* below.

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 the centre's policy relating to food and drink that may be allowed in exam rooms is clearly communicated to candidates;
- ensures the centre's policy on candidates leaving the exam room temporarily is clearly communicated to candidates.

Site Staff:

- ensure exam rooms are available and set up as requested by the Exam Officer;
- 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.

Candidates:

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

Food and Drink Policy (Exams)

Food is not allowed within the exam room unless there is a medical reason; in this instance, the invigilator/s and exam officer will be responsible for the storage and administration of the food. Any food brought into the exam room by the candidate must be free from packaging and must be approved in advance of the exam taking place.

Water is allowed but water bottles must be clear and without any labels. Water bottles with labels on are to be removed before the start of exams.

Having a documented policy ensures:

- candidates are clear on what is or what is not allowed;
- staff involved in the exams process are aware of what is and what is not allowed and how this will be managed at the time of the exam;
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer).

Leaving the Examination Room Policy

Candidate who are allowed to leave the examination room are always accompanied by a member of centre staff. This would not be the candidate's subject teacher or the subject expert for the examination in question. These candidates may be allowed extra time at the discretion of the centre to compensate for their temporary absence.

A list is kept of when any pupils leave an exam venue – the start and end time of the absence is recorded. After the exam, this record is kept with attendance register and seating plan.

Allowing time to be compensated where a candidate leaves the exam room temporarily, accompanied by a member of centre staff, is at the discretion of the centre. Having a documented policy ensures:

- candidates are aware of the centre's arrangements where time may or may not be compensated for any temporary absence from the exam room;
- staff involved in the exams process understand how this will be managed at the time of the exam;
- the centre can demonstrate the policy if asked/challenged by a candidate (and/or parent/carer).

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 arrangements);
- ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that this must be 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 and candidates are aware of the emergency evacuation procedure;
- ensures invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated.

Emergency Evacuation Policy (Exams)

The Emergency Evacuation Policy is held within the JCQ inspection file in the Exams Office and is available centrally. Invigilators are reminded in the yearly training about the Emergency Evacuation Policy.

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.

The invigilators **must** take the following action in an emergency such as a fire alarm or a bomb alert:

- Stop all the candidates from writing
- Collect the attendance register
- Evacuate the examination room in line with the instructions given by the appropriate SLT member, before retaking a register
- Advise candidates to leave all question papers and scripts in the examination room
- Ensure that candidates leave the room in silence

- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination
- In the unlikely event that exam pupils need to be evacuated from the exams venue, ensure that they are escorted in silence and do not communicate with each other as they make their way to the emergency evacuation assembly point

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.

Managing Behaviour and Malpractice Policy (Exams)

The Head of Centre, member of SLT or Exams Officer has the authority to remove a candidate from their exam room if it is felt that their behaviour would disrupt other candidates by remaining in the room. If the candidate is removed, wherever possible they should be placed in another venue, making sure that the rules and regulations of the exam are still in place.

Having a documented policy/procedure on how behaviour in exam rooms is managed ensures staff conducting exams understand the process to be followed and candidates are aware of the possible consequences of any disruptive actions.

Senior Leaders:

- ensure support is provided for the Exam Officer 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 incidents or irregularities that require 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 Policy

Candidates requiring special consideration for any of their external exams are collated throughout the year. The Exams Officer also sends out emails to relevant members of staff, e.g. Heads of Year, Form Tutors and Heads of Year in timely manners throughout the year, reminding them that special consideration could be given to candidates depending on their home/social circumstances.

Any requests that are made are held on a secure file and processed as and when they are needed. Ad hoc 'on the day' special consideration requests are also processed once evidence has been received.

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.

Invigilators:

- Are informed of the arrangements through training.

Candidates:

- Provide appropriate evidence to support special consideration applications as required.

Unauthorised Items

Candidates are informed at the start of each exam that they must not have access to items other than those stated in the instructions on the question paper, the stationery list or the specification for that subject.

They are asked to place personal belongings way from their exam desk (the actual location of this will depend on the exam venue). Candidates inform invigilators if they do have any unauthorised items and these are handed over to the invigilators until the end of the exam.

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 Exam Officer.

Results and Post-Results: Roles and Responsibilities

Internal assessment

Heads of Department:

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

Managing Results Day(s)

Senior Leaders:

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

Exams Officer:

- Works with senior leaders to ensure procedures for managing the main summer results day(s) (a results day programme) are in place.

Candidates are informed before the end of the Summer Term when their results day is and from what time they can come and collect their results. When the candidates arrive for their results, they are directed by members of staff to the correct venue.

If candidates are unable to collect their certificates themselves, they have the option of nominating someone else to come and collect them or of requesting the results to be sent via email. Both these options are presented to candidates in an email sent out by the Exams Office before the end of the Summer Term. Members of staff are available to discuss results with candidates before they leave on results day and they will also give advice about any post-results service.

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 are 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 the day on which the results are issued.

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:

- provides information to all candidates and staff on the services provided by awarding bodies and the fees charged (see also above *Briefing candidates* and *Access to scripts, Reviews about results and appeals procedures*);
- publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met;
- provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant;
- submits requests to awarding bodies to meet the external deadline for the particular service;
- tracks requests to their 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;
- identify the budget to which fees should be charged.

Candidates

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

Analysis of results

Deputy Head - Academic

- provides analysis of results to appropriate centre staff;
- provides results information to external organisations where required.

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

Candidates are issued with a letter before the end of the academic year advising them as to when certificates will be available for collection from School Reception. There is also the option for a candidate to nominate someone else to collect their certificates or alternatively they can choose to have them sent out by courier. The certificates are held at Reception within the dates specified in the letter and anyone collecting certificates is asked to sign for them. If anyone has nominated someone different to collect their certificates this name will also appear on the signing sheet.

Exams Review: Roles and Responsibilities

Exams Officer:

- provides 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;
- collects and evaluates feedback from staff, candidates and invigilators to inform an exams review.

Senior Leaders:

- Work with the Exam Officer to produce a plan to action any required improvements identified in the review.

Retention of Records: Roles and Responsibilities

Exams Officer:

- keeps records as required by JCQ and awarding bodies for the required period;
- keeps records as required by the centre's records management policy;
- provides an exams archiving policy that identifies information held, retention period and method of disposal.

King's College Doha holds exam records as instructed by the JCQ rules and regulations. Once the retention period has passed for records they are destroyed in a secure manner.

Policy History

Date of adoption of this policy	September 2022
Date of last review of this policy	August 2022
Date for next review of this policy	September 2024
Policy owner (SLT)	Deputy Head (Academic)
Policy owner (Chair of the Board)	Board