



Examinations Policy

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Version Control

The table below shows the history of the document and the changes that were made at each version:

Date agreed	Summary of changes
8 th November 2022	Corrected numbering in section 1 and 16; updated section 1.2 and 15.1; added Appendix 1 and 2.
8 th February 2022	N/A

1. Roles

Hampstead School is committed to providing all students with consummate examination and controlled assessment arrangements. The School is committed to the UN Convention on the Rights of the Child (Article 28: Every child has a right to education) and will prepare all students well for controlled assessments and examinations and provide clear information about course requirements, specifications, dates and procedures.

Information about assessment events and examinations will be shared with all parents/carers, who will also be alerted to any specific issues throughout the examination period.

1.1. Head of Centre

- Accountable to the awarding bodies for ensuring that Hampstead School is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations and/or assessments
- It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this Policy document.

1.2. Examinations Officer

- Manages the administration of public and internal exams
- Issues exam results
- Issues certificates
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to staff, governors, candidates and parents/ carers of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Administers access arrangements and makes applications for special consideration using the JCQ Access arrangements and special considerations regulations and Guidance relating to candidates who are eligible for adjustments in examinations

- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Identifies and manages exam timetable clashes
- Reports instances of suspected malpractice in line with JCQ and School procedure
- Accounts for income and expenditures relating to all exam costs/charges
- Submit candidates' controlled assessment marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges the dissemination of exam results and certificates to candidates and forwards, in consultation with SLT, any appeals/ re-mark requests
- Trains and monitors exams invigilators responsible for the conduct of exams. Details and confirmation of Training must be available for JCQ Inspection.

1.3. Senior Invigilators

- Leads the invigilator team
- Maintains systems and processes to support the effective running of exams.

1.4. Heads of Faculty

- Submit candidate names and all qualification unit entry codes to Examinations Officer
- Complete entry and all other mark sheets with adherence to deadlines as set by the Exams Officer
- Complete the coursework and controlled assessment mark sheets and centre declaration sheets.

1.5. SENDCo

- Identifies and tests candidates' requirements for access arrangements and applies for approval online if applicable, including emergency access arrangements
- Access arrangements that do not require online approval require a note of authorisation from the SENDCo
- All information is then passed to the Examinations Officer.

2. Statutory Tests & Qualifications Offered

- The statutory tests and qualifications offered at this centre are decided by the SLT in consultation with Heads of Faculty.

3. School Exams

- Internal school exam timetables will be written by the exams officers in agreement and in conjunction with SLT and the Heads of Faculty
- Most routine school exams/ assessments are held under formal exam conditions

- Pre-Public Examinations' Weeks will be held where possible in formal examination spaces and invigilated under appropriate and strict JCQ or other awarding body external examination rules, this is to prepare students for the actual public examination experience.

4. Examination Timetables

- The Examinations Officer will circulate the exam timetables for both external and internal exams once these are confirmed.
- Timetables for public examinations will be displayed on the school's website.

5. Entries, Entry Details & Late Entries

- Candidates are selected for their exam entries by subject teachers and these are agreed by Heads of Faculty
- A candidate or parent/carer can request a subject entry, change of level or withdrawal which will then be discussed with the Head of Faculty, who makes the final decision
- Late entries or late changes to entries will be paid for from the Exams budget
- Retake decisions will be made in consultation with candidates, Heads of Faculty and the Examinations Officer. Parents / carers will be informed
- Key Stage 5: there is an expectation that all students leave the School with a good set of qualifications. Decisions on entry for examination will be made in consultation with candidates, Heads of Faculty and the Examinations Officer. The School will pay the cost of the first entry to each examination. The cost of any re-takes will be the responsibility of the student.

6. Exam Fees

- GCSE exam fees are paid by the centre
- Late entry or amendment fees are paid by the centre
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

7. Equalities Act, Special Needs & Access Arrangements

- The Equalities Act 2010 extends the application of the Disabled Discrimination Act (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 requirements including those of a disabled candidate are identified by the SENCo and communicated to the Exams Officer
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo (JCQ rules)
- Rooming for access arrangement and disabled candidates will be arranged by the Examinations Officer, in conjunction with the SENCo
- Invigilation and support for access arrangement and disabled candidates will be organised by the Examinations Officer.

8. Managing Invigilators

- The recruitment and training of invigilators is the responsibility of the Examinations Officer, in conjunction with the SLT Lead for examinations. The school's policy is that all prospective invigilators to be on the school payroll will be interviewed. However, this is not practicable when using agency invigilators at peak examination times
- Although all agency invigilators hold a DBS and are trained by the external agency they must sign a declaration confirming whether they have any current maladministration or malpractice sanctions applied to them (to satisfy the Head of Centre that they are competent to invigilate exams)
- Invigilators are timetabled and briefed by the Exams Officer or Senior Invigilator.

Remarks and Retakes

- Retake decisions will be made by Heads of Faculty in consultation with their SLT line manager, usually subsequent to a discussion with candidates, Parents/carers will be informed. In addition to any re-remarks requested by the school, parents/carers may request a remark through the Examinations Officer, at least a week before the Examination Board's deadline for which a charge will be made. Written consent must be submitted to or collected by the exam office
- Key Stage 5: there is an expectation that all students leave the School with a good set of qualifications. Decisions on entry for examinations will be made by Heads of Faculty in consultation with SLT Line Manger, candidates, and the Examinations Officer.

Examination Charges

- Parents/cares may be asked to contribute to examination fees if a student fails to attend examinations with no legitimate reason or if a retake or remark is contrary to the school's advice.

Private Candidates

- Private/ External candidates will only be accepted if they have previously studied at Hampstead School and are not enrolled at any other institution in the same academic year as the examination or re-sit they wish to apply for and can be integrated with the successful running of examinations for Hampstead School students. Payment for the relevant amount must be made at least a week before the examination takes place; the cost for these

students is £50 plus any entry fee submitted within the entry fee deadline. Penalty/ late fees will be passed onto the applicant.

9. Exam Days

- The Examinations Officer will make the question papers, other exam stationery and materials available for the invigilation team adhering to JCQ requirements
- The lead invigilator is responsible for setting up examination spaces, as required by JCQ 'Instructions for Conducting Examination' (ICE Booklet)
- The appropriate Head of Year and SLT Lead will be present to assist with students entering the exam room and/or to contact any missing students. The Head of Faculty / Subject Leader or selected team members, for large exams, will be available to assist
- Generally, subject staff may not be present in the examination hall at the start of the exam and should not enter the space during the course of an exam
- Exam papers must not be read by anyone in the exam room or removed from the exam room. Papers will be distributed to Heads of Faculty/ Subject Leaders after 24 hours has elapsed from the exam start time
- The lead invigilator will start all exams in accordance with JCQ guidelines.

10. Candidate Infringements & Clash Candidates

- The centre's published rules on acceptable dress (school uniform for all KS4 students), behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Any KS4 candidate who arrives in unacceptable dress will be referred to the Head of Year, who will make a decision about the best course of action which may include completion of the exam in a different space.
- Any failure to follow the school's Behaviour for Learning policy or JCQ regulations will be deferred to the end of the examination, unless it is so extreme that it may put others at risk or seriously jeopardise the chances of other students. In such cases the candidate will be removed from the exam.
- Any infringement of JCQ regulations or suspected malpractice will be dealt with in accordance with JCQ guidelines at the end of the examination. All investigations are coordinated by the Examinations Officer and the SLT Lead for examinations will be informed on the day of any issues that have arisen and will be consulted and agree on any ensuing action.
- The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight supervision in the event of clashes.
- For steps to take in a case of suspected exam malpractice see Appendix 1.

11. Special Consideration

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect
- Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor
- The Examinations Officer will then submit an application for special consideration to the relevant awarding body within seven days of the exam.

12. Results, Enquires About Results & Access to Scripts

- Candidates will receive individual results slips on results days in person at the centre/ by post to their home addresses
- Arrangements for the school to be open on results days are made by the Exams Officer and agreed by the SLT lead on examination
- The provision of staff on results days is the responsibility of the Examinations Officer
- Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking
- When the centre does not uphold an enquiry about a result, a candidate may apply to have an enquiry carried out. If a candidate requires this, against the advice of subject staff, they will be charged
- After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results
- If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense
- Centre staff may also request scripts for investigation or for teaching purposes. For all past results services, the consent of candidates must be obtained
- Re-marks cannot be applied for once a script has been returned.

13. Certificates

- Certificates are presented in person, posted (recorded delivery), collected and signed for
- Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so
- Certificates are not withheld from candidates who owe fees
- The centre retains certificates for six years if uncollected.

14. Examination Emergency Evacuation

In the event of an emergency situation including fire alarm during examinations, the following procedures apply:

- Lead Invigilator to note the time of the emergency situation/fire alarm and how long the examination has been going on, then follow the school's emergency procedures as follows:
 - All examination question and answer papers and materials to be closed and left on the candidates' exam desk
 - Candidates to remain seated in silence
 - Lead invigilator to await communication from Examination Officer/SLT as to whether the hall should be evacuated.

If it is necessary to evacuate, candidates are instructed as follows:

- Candidates are told to remain calm and to leave their belongs and papers on their desk
- Candidates leave row by row via the nearest fire exit and make their way to the assembly point in silence
- Candidates MUST NOT take anything out with them - No bags or personal belongings should be taken out of the Hall with the candidates
- An invigilator MUST escort all groups so that no candidate is left unsupervised
- IMPORTANT – BEFORE the students exit the Hall, reminders are given that they are still under examination board conditions and under NO CIRCUMSTANCES should they talk to one another about the exam and that a breach of regulations could mean disqualification from their examination
- UNDER NO CIRCUMSTANCES are students to take their mobile 'phones or other electronic devices outside with them; this will be a breach of examination board regulations and they will risk disqualified from their examination
- One invigilator MUST leave with a group at each fire exit
- The registers (photocopied and original) should be taken out with the invigilators, together with pens - Invigilators MUST take a roll-call, to ensure that all candidates are present and accounted for
- IMPORTANT - the candidates MUST assemble at the designated assembly point away from other students not taking examinations to ensure that they are isolated from the other classes/students
- Candidates are lined up according to the examination taken e.g. one line for GCE Media, one line for GCSE French etc.
- Invigilators will keep in contact with the Head/ SLT Lead and ask them if you have the all clear before re-entering the Hall
- Note the time of re-starting the examination and change the finish time accordingly; Inform the Examinations Officer of the incident immediately, so that a Special Consideration Form can be produced and a report can be made and sent to the relevant awarding body.

NB: The Hall should be locked so that the papers and the student's belongings are secure, this may mean that the site staff need to be contacted.

For smaller examination rooms, the same rules apply as appropriate for the environment; leave by the nearest exit and assemble at the designated assembly point.

15. Controlled Assessment/None Examined Assessments

- These are controlled form of internal assessment which have replaced coursework. It encourages an integrated approach to teaching, learning and assessment. It enables teachers to authenticate and confirm that students have carried out assessment tasks in accordance with exam specifications
- In accordance with specific GCSE awarding body guidelines, Heads of Faculty will be responsible for the selection of controlled assessment tasks from an approved list or for setting appropriate centre specific tasks
- Subject Teachers will ensure that students understand the assessment criteria for any given assessment task
- Controlled assessment tasks will be undertaken with three levels of supervision:
 - Formal (high level of control)
 - Informal (medium level of control)
 - Limited (low level of control)
- Heads of Faculty will be responsible for ensuring that an appropriate level of supervision is in place for each part of an assessment task. Levels of supervision are clearly outlined in each subject specification.

15.1. Definitions

Formal supervision means:

- Candidates will be under direct supervision at all times – in most cases, supervision will be undertaken by the class teacher
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body
- Tasks will be undertaken during normal timetabled lessons in the usual teaching base
- Subject specific display material with direct relevance to an assessment task will be covered up
- A record will be kept of the time, date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s)
- A separate record of any incidents which occur during assessments will also be kept
- Use of mobile phones will be prohibited
- Computers will not be used, unless there is a strong case presented by the Head of Faculty and agreed by the SLT Lead for examinations. If this is the case: Internet / email access will be prohibited as appropriate
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible:
- A record will be kept of the time, date of each assessment, together with the name of the supervisor(s) and all students present for the assessment session(s)
- A separate record of any incidents which occur during assessments will also be kept.

Informal supervision means:

- Interaction with others, including group work is permitted

- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final/ formal assessment is the candidates own work
- Sources used by candidates are clearly recorded.

Limited supervision means:

- Some aspects of work may be undertaken completely without supervision/ outside the classroom – this may include research and data collection
- Class teachers will make close reference to the relevant awarding body specifications when applying limited supervision.

15.2. Task Authentication and Marking

- Each year, before the first controlled assessment is conducted in school, all students in Year 10 will be issued with copies of all JCQ Information for Candidates documents
- Candidates will be reminded of these regulations before completing each assessment task
- Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given/sources used have been acknowledged
- Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions and they are satisfied the work has been produced solely by that candidate; breach of professional standards in this area may be deemed gross misconduct
- This school will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant GCSE awarding body
- If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task
- If candidate malpractice is suspected, this will be referred to the relevant Head of Faculty and Examinations Officer who will follow the guidance set out in the JCQ instructions for controlled assessment
- Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification; work will be annotated according to subject specification requirements
- Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard
- If a controlled assessment task is to be externally assessed, all work and authentication declarations will be submitted according to awarding body requirements and deadlines.

15.3. Factors affecting individual candidates

- If a candidate misses part of a controlled assessment task through absence, an alternative supervised session will be organised
- The school will follow the procedures set out in JCQ guidelines if assessment tasks are lost or accidentally destroyed at the school
- Special Access Arrangements will be agreed according to the published JCQ guidance on Access Arrangements and this will be co-ordinated by the SENDCo

- The school will consider requests to repeat controlled assessment tasks if they are made before marks have been submitted to the relevant awarding body; decisions will be made on an individual basis, by SLT in consultation with Heads of Faculty
- If a controlled assessment task was completed under formal supervision, a completely new task must be set under a new period of formal supervision.

16. Staff Responsibilities

16.1. 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 in this Policy document.

16.2. SLT Lead for Examinations:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment.

16.3. Examinations Officer:

- To be familiar with Joint Council for Qualifications (JCQ) instructions for conducting controlled assessment
- To be familiar with general instructions relating to controlled assessment from each relevant GCSE awarding body
- In collaboration with Heads of Faculty, to submit controlled assessment marks to the relevant awarding body via mark sheets sent by the Examinations Officer
- Dispatch of students' assessments for moderation is done by the Examinations Officer
- In collaboration with the Heads of Faculty, to make appropriate arrangements for the security of controlled assessment materials where necessary.

16.4. Heads of Faculty:

- To be familiar with JCQ instructions for conducting controlled assessments within their subjects
- To understand and comply with specific instructions relating to controlled assessment for the relevant GCSE awarding body
- To undertake appropriate departmental standardisation of controlled assessments
- In collaboration with the Examinations Officer, to submit controlled assessment marks to the relevant awarding body
- In collaboration with the Examinations Officer to dispatch students' assessments for moderation
- In collaboration with the Examinations Officer, to make appropriate arrangements for the security of controlled assessment materials.

16.5. SENDCo:

- To be familiar with JCQ instructions for with reference to access arrangements
- To co-ordinate requests for special access arrangements.

16.6. Subject Teachers:

- To undertake controlled assessments in accordance with specific instructions from the relevant GCSE awarding body and procedures put in place by the school
- To take part in appropriate departmental standardisation of controlled assessments

17. Pandemics (eg Covid-19)

In order to conduct exams safely and within OfQual and awarding body guidelines and instructions the following applies:

- Contact between candidates and invigilators to be minimised
- The collection and storage of collect contact details of external students so that we can share it with NHS Test and Trace service if needed
- External candidates to wait in reception until they can be escorted to the exam room 32 with the application of social distancing
- Sanitising the exam room and any equipment after each exam.
- Desks two metres if there is no candidate 'bubble'
- Adequate ventilation
- The wearing of masks for invigilator and candidates is permissible
- The candidates using a one-way system of entry into and exit from the exam room
- The quarantining of exam papers to minimise exposure time.

18. Supporting Documents

This policy is supported by the following documents, and others, as appropriate:

- Child Protection and Safeguarding policy
- Code of Conduct for Staff
- Data Protection policy
- Non-Examination Assessments policy
- BTEC Qualification policy

19. Policy Consultation & Review

This policy was last reviewed and agreed by the Quality of Education Committee on Tuesday 8th November 2022. This policy will be reviewed on an annual basis. It is due to be reviewed again in the academic year 2023-24.

Appendix 1 - Suspected Malpractice Procedure

Steps to take in a case of suspected exam malpractice

Statement from Invigilator detailing the instance, pass to exam officer.

Statement to include:

- Name of Candidate
- Candidate number
- Exam, Date
- Time
- People present
- Details of the incident including any specific details and interactions.

When the exam is finished the Lead Invigilator is to bring the student to the exam officer where it will be explained to them that there is a suspected allegation or an exam breach and explain what that involves.

The candidate will be:

- Given a copy of the invigilator's statement and a list of the sanctions
- Asked for a statement – they may wish to go away and bring it at a later time – and instructed to be as detailed as possible.

The exam officer will follow up with a telephone call home and then send a letter immediately.

The exam officer will complete JCQ Form M1 as fully as possible and hand everything over to the member of SLT attached to the Exams Department to review and decide whether to:

- assess/investigate further contact both parties for further details if required in accordance with the school's general behaviour investigation procedures as appropriate
- interview the candidate and/or invigilator for further details
- Inform the exam office of the outcome of the investigation and instruct appropriate course of action.

The exam officer will then:

- Inform the candidate of whether the allegation will be sent to the awarding body in a letter sent home c/o the parent/carer
- Collect the signature of the Head of Centre for form M1 if appropriate and submit the case via email.

Appendix 2 – Escalation Process

Purpose of the process

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Before examinations (Planning)

In the event of the absence of the Head of Centre or the member of the Senior Leadership Team with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to the most senior SLT member available who will co-ordinate with the Exams Officers & Awarding Bodies and when necessary the Lead Invigilators.

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Main duties and responsibilities relate to:

- Communication
- Recruitment, selection and training of staff
- Internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Centre inspections
 - Additional JCQ publication for reference:
 - Centre Inspection Service Changes
- Policies
 - Specific JCQ publications for reference:
 - General Regulations for Approved Centres (section 5)
 - Instructions for conducting examinations (section 25)
 - Access Arrangements and Reasonable Adjustments (section 5)
- Personal data, freedom of information and copyright
 - Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

Before examinations (Entries and Pre-exams)

In the event of the absence of the Head of Centre or the member of the Senior Leadership Team with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to the most senior SLT member available who will co-ordinate with the Exams Officers & Awarding Bodies and when necessary the Lead Invigilators.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (sections 1-15)
- Access Arrangements and Reasonable Adjustments (sections 6-8)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries
 - Additional JCQ publications for reference:
 - Key dates in the examination cycle
 - Guidance Notes for Transferred Candidates
 - Alternative Site guidance notes
 - Guidance notes for overnight supervision of candidates with a timetable variation
- Centre assessed work
 - Additional JCQ publication for reference:
 - Guidance Notes – Centre Consortium Arrangements
- Candidate information
 - Additional JCQ publications for reference:
 - Information for candidates documents
 - Exam Room Posters

During examinations (Exam time)

In the event of the absence of the Head of Centre or the member of the Senior Leadership Team with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to the most senior SLT member available who will co-ordinate with the Exams Officers & Awarding Bodies and when necessary the Lead Invigilators.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

Main duties and responsibilities relate to:

- Conducting examinations and assessments
 - Additional JCQ publication for reference:
 - Guidance Notes – Very Late Arrival
- Malpractice
- Retention of candidates' work

After examinations (Results and Post-Results)

In the event of the absence of the Head of Centre or the member of the Senior Leadership Team with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to the most senior SLT member available who will co-ordinate with the Exams Officers & Awarding Bodies and when necessary the Lead Invigilators.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)

Main duties and responsibilities relate to:

- Results
 - Additional JCQ publication for reference:
 - Release of Results notice
- Post-results services and appeals
 - Additional JCQ publications for reference:
 - Post-Results Services:
 - JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)
- Certificates