



Examinations Policy 2026-2027



Contents

1. Policy Information and Key Contacts	4
2. External Assessments	4
2.1. Objective	4
2.2. Head of Centre's responsibilities	5
2.3. Exams Manager's responsibilities	5
2.4. Curriculum Leader & Vocational Coordinators' responsibilities	6
2.5. Teacher's, Assessors and Trainers responsibilities	6
2.6. Invigilators' responsibilities	6
2.7. Learners' responsibilities	7
3. Access Arrangements and Special Consideration	7
3.1. General Principles	7
3.2. Procedure for Access Arrangements	8
3.3. Types of Rooming Arrangements	10
4. Off-site Exams and Assessments	11
5. Modified Papers	11
6. Data Protection and Confidentiality	12
7. Exam Clashes	12
8. Examination Registration & Certification Process	12
9. Special Consideration	15
9.1. Procedure for Special Consideration	16
9.2. Appeals Regarding Centre Decisions Relating to Access Arrangements, Reasonable Adjustments and Special Consideration	16
10. Word Processor Policy for Examinations and Controlled Assessments	17
10.1. Objective	17
10.2. Methodology	17
10.3. Arrangements at the Time of the Assessment	18
10.4. Examination Security and Use of Word Processors	18
11. Controlled Assessment Policy	18
11.1. Definition (JCQ)	19
12. Staff Responsibilities - GCSEs, GCE A levels, Diplomas	19
12.1. Head of Centre	19
12.2. Curriculum Leader & Vocational Coordinators	19
12.3. Teaching Staff	20
12.4. Examinations Team	20
12.5. Skills Development	21



13.	Managing Controlled Assessment	21
14.	Risk Assessment	21
	This is to be used in conjunction with the College's Risk Management Policy	21
14.1.	Fire Alarm/Security Alert	21
14.2.	Electrical Failure	22
14.3.	Medical Emergency	22
14.4.	Bad Weather	22
15.	Procedure for Identifying Candidates in Examinations	22
15.1.	Objective	22
15.2.	Procedure to check candidate identity	22
15.3.	Procedures to verify candidate identity at the time of the examination/assessment.....	22
15.4.	Roles and Responsibilities	23
16.	Exams Contingency Plan	23
16.1.	Head of Centre/Deputy Principal extended absence at key points in the exam process (cycle) 23	
16.2.	Assistant Principal Curriculum, Quality and Development extended absence at key points in the exam process (cycle).....	23
16.3.	Exams Manager extended absence at key points in the exam process (cycle)	23
16.4.	Exam officer extended absence at key points in the exam process (cycle).....	23
16.5.	SENCo extended absence at key points in the exam process (cycle)	24
16.6.	Teaching staff extended absence at key points in the exam cycle.....	24
16.7.	Invigilators - lack of appropriately trained invigilators or invigilator absence	24
16.8.	Exam rooms - lack of appropriate rooms or main venues unavailable at short notice.....	24
16.9.	Failure of IT systems	25
16.10.	Disruption due to a Cyber Attack	25
16.11.	Disruption of teaching time – centre closed for an extended period	25
16.12.	Centre unable to open as normal during the exams period.....	25
16.13.	Candidates unable to take examinations because of a crisis – centre remains open.....	26
16.14.	Disruption in the distribution of examination papers.....	26
16.15.	Disruption to the transportation of completed examination scripts	26
16.16.	Centre unable to distribute results as normal.....	26
17.	Emergency Evacuation Procedure	27
17.1.	On-Screen Assessments	27
17.2.	Returning to the Examination Room	27
17.3.	Where an Examination Cannot Resume.....	28
18.	APPENDIX A – Contingency Exam Venues	29
19.	APPENDIX B – Exam Procedures:.....	30



1. Policy Information and Key Contacts

Centre name	Brockenhurst College
Centre number	58801
Head of Centre	Judith Munro
Senior leader(s)	Helen Odhams – Principal & CEO Judith Munro - Deputy Principal Graham Try – Vice Principal: Finance and Operations Charlie Woodsford – Assistant Principal: Partnerships and Skills Amy Bletcher – Assistant Principal: Curriculum, Quality and Development Steve Jenkin - Assistant Principal Voc.Ed, Apprenticeships & Student Wellbeing
Exams Manger	Alex Lopez
SD Exam Arrangements Co-ordinator	Helen Fenton
Current policy approved by	Judith Munro
Date of review	31/08/2026
Current policy reviewed by	Judith Munro
Date of next review	31/08/2027

2. External Assessments

2.1. Objective

- To ensure compliance with JCQ and all Awarding Bodies
- To ensure that the planning and management of exams are carried out efficiently and effectively
- To ensure that the learners are not disadvantaged but fully understand and comply with all rules
- To ensure that all staff and learners involved fully understand their roles and responsibilities
- To ensure that all exam staff meet the requirements of all equality legislation and college policies.

PLEASE NOTE - Only Learners who are currently studying the subject and attending all classes can be entered for an exam at Brockenhurst College. We can refer you to other



centres that accept external Learners.

2.2. Head of Centre's responsibilities

- Has overall responsibility for the College as an exams centre and advises on appeals and post results services
- Is responsible for reporting all suspected or actual incidents of malpractice to the relevant Awarding organisation
- To ensure that the necessary senior members of staff are available immediately on results days and after the publication of results.
- To work closely with the Exams Manager & Quality Lead to identify Conflicts of Interest and put in place mitigations in accordance with the College's Malpractice Policy.

2.3. Exams Manager's responsibilities

- Ensures that internal and external assessments are conducted correctly
- Manages the administration of internal and external exams
- Ensures that the Centre is JCQ compliant
- Displays required notices so that all learners can see them
- Distributes internal and Awarding organisation deadline dates to relevant staff
- Book the correct number of rooms and liaise with the necessary departments, e.g. IT, Estates, to ensure the rooms are set up correctly
- Ensure that exams start and end on time
- Can provide names of learners who are entered for each exam
- Shares with staff and maintains processes to support the timely entry of learners for their exams
- Ensures that exam papers are stored securely and are not issued before the allowed time
- Ensure that all completed scripts are stored securely and safely and then sent to the relevant Awarding organisation within the required timescales
- Subject staff must not read exam papers or remove them from the exam room. Papers may be distributed to Curriculum Leader & Vocational Coordinators (CLs) in accordance with JCQ's recommendations
- Oversees applications for special considerations
- Ensures access arrangements are applied
- Manages the exam timetables, coordinating external and internal exams and assessments
- Arrange for dissemination of exam results and certificates in accordance with the College's processes
- Checks invoices for income and expenditure relating to all exam costs/charges
- Ensure that learners who leave an exam room temporarily must be accompanied by an appropriate member of staff at all times
- Ensure that learners who complete an exam early and have left the room must not be permitted to re-enter the exam room
- Recruit, train and maintain a team of over 70 Invigilators, rigorously testing competence and knowledge. Training to include evacuation procedures



- Carries out examination monitoring. Findings are recorded and reviewed with the Assistant Principal Curriculum, Quality and Development annually to inform practice.
- Ensures the timely and accurate completion of all exam registrations and entries

2.4. Curriculum Leader & Vocational Coordinators' responsibilities

- Accurate completion of exam entry and all other data gathering sheets and adherence to deadlines as set by the Exams Manager
- Accurate completion of coursework/controlled assessment and declaration sheets
- Ensuring that teaching staff are JCQ compliant with regard to coursework and/or controlled assessments
- Ensuring that every venue is appropriate for the external test to be taken.

2.5. Teacher's, Assessors and Trainers responsibilities

- Comply with JCQ and Ofqual regulations and exam board direction
- Understand the roles and responsibilities of the individual parties involved in the exam process and explain these to the learners
- Where required mark/grade work in accordance with the specification requirements
- Attend and fully participate in all standardisation activities
- Ensure that learners are fully prepared for the assessment(s)
- Ensure that the learners are fully aware of the layout/presentation of the questions/activities and the format of the assessment
- Ensure that identified learners have all of the support that they need in place for the assessment, and they understand the extent of that support
- Explain examination rules and etiquette and the consequences of non-compliance
- Ensure that all learners understand the meaning of cheating/plagiarism and the consequences of attempting to cheat during the exam

2.6. Invigilators' responsibilities

- Must have attended the College Induction and Annual Invigilator training to be eligible for this role. Must know, understand and implement all procedures outlined in the annual training.
- Assist the Exams Manager in the efficient running of exams according to JCQ regulations
- Collection of exam papers and other materials from the exam office before the start of the exam. Deliver exams under JCQ guidelines, preventing malpractice and maladministration. Ensuring all learners have an equal opportunity to demonstrate their abilities
- Ensuring the security of the examination before, during and after the examination
- Preventing possible learner malpractice and ensuring that learners do not receive any inappropriate assistance
- Preventing possible administrative failures
- Familiarising themselves with JCQ regulations.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exams office
- Follow and comply with all College regulations and requirements



- Giving all their full attention to conducting the examination according to JCQ regulations
- Being able to always observe each learner in the exam venue
- Informing the Exams Manager of any suspected malpractice
- Checking learner identity
- Checking and, if necessary, amending seating plans in consultation with the Exams Manager
- Contribute to ensuring that all staff adhere to the JCQ guidelines in relation to their specific role whilst providing support to the learners
- Handling late or absent learners on exam day
- On occasions it may be required that an Invigilator works on a 1 to 1 basis during an exam. The College and Colleague should ensure that all reasonable adjustments and mitigations are in place to keep them safe and not open to allegation. For example visibility of location, whereabouts known and transparent to Managers to support the monitoring of exam spaces by roving Invigilators etc. Invigilators must be familiar with Safe Working Practices, Child Protection & Safeguarding Policy and completed relevant safeguarding training provided by the College

2.7. Learners' responsibilities

- Arriving in good time prior to the start of the exam
- Confirmation of their identity (by wearing their lanyards or provide alternative photo ID such as a Passport or Drivers Licence)
- To provide the basic necessary stationery to complete the exam
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own
- Ensure they understand exam behaviour and protocol and what will happen if they do not comply
- Learners must ensure they are familiar with the format and requirements of their examination and must comply with all JCQ and centre regulations.
- Learners should note that they are not permitted to leave the examination room until at least one hour has elapsed from the published national starting time of the examination (10:00am for morning sessions and 2:30pm for afternoon sessions), unless otherwise authorised by the Exams Manager in accordance with JCQ regulations.
- Ensure they conduct themselves in all exams according to the JCQ regulations
- Check their Student Portal to confirm the exams entered and their dates and times.

3. Access Arrangements and Special Consideration

The process outlined below is in line with the Joint Council for Qualifications (JCQ) Guidelines. The awarding bodies covered by these guidelines are: AQA; City and Guilds; OCR; Pearson; WJEC/Eduqas; NCFE; CEA; TQUK.

For other awarding bodies e.g. Aim; AAT EAL, OAL ;NOCN; Ascentis; Laser; Highfield; Gateway; RSL; VTCT & SQA; you will need to refer the awarding bodies' specific guidelines on reasonable adjustments and special consideration on their website.

3.1. General Principles



Responsibility for coordinating the access arrangements process within the College will sit within the Skills Development Team, with the Head of Centre appointing an Exam Arrangements Co-ordinator or other suitably qualified member of staff to undertake this role.

This individual will determine appropriate arrangements for candidates with:

- learning difficulties;
- disabilities;
- medical conditions;
- temporary illnesses or injuries; and
- English as an Additional Language (EAL).

The responsibility for determining access arrangements rests with the College. Although advice may be sought from educational psychologists, specialist teachers, healthcare professionals, or other external agencies, the final decision cannot be delegated outside the centre.

The appointed Skills Development Exams Arrangements Co-ordinator or equivalent member of staff is responsible for making informed decisions based upon:

- JCQ regulations;
- evidence of need;
- normal way of working; and
- specialist assessment evidence where appropriate.

All decisions will be evidence-based and supported by a clear picture of need and established normal way of working.

3.2. Procedure for Access Arrangements

- The Equality Act 2010 requires an Awarding organisation to make 'Reasonable Adjustments' where a disabled person would be at a substantial disadvantage in undertaking an assessment. Specific Learning Difficulties such as dyslexia are recognised as disabilities under the Act. Reasonable Adjustments, following strict JCQ regulations, updated annually, should be put in place for all assessments and examinations, both internal and externally administered. These are known as Access Arrangements.
- Reasonable adjustments must be requested before the assessment takes place and there are formal processes that the College has to follow in requesting reasonable adjustments are applied.
- The Skills Development team (SD) supported by the teaching staff determine and process exam arrangements which are implemented by the exams team. It may be appropriate for the SD team to work with specialist advisory teachers and medical professionals where medical history, or evidence is required.
- Assessors, who are qualified to Level 7, from SD team will gather case history evidence from previous settings, formal diagnostic assessments and teacher feedback before commencing the assessment process. SD assessors complete the official JCQ templates to seek approval for Access Arrangements at this Exam Centre and hold the evidence for JCQ and other inspection purposes for all



qualifications.

- Teaching staff are required by JCQ to provide a sample of college tests/mock exam papers across relevant subjects showing the application of 25% extra time along with comments and observations.
- Where the College facilitates playing music as an access arrangement, it will do so through the provision of three pre-approved music playlists. Students may select whichever of these playlists they prefer and can move between them during the examination. Due to copyright and licensing restrictions, including the limitations of the College's music licensing arrangements, we are unable to provide or reproduce specific songs, artists or personalised playlists requested by individual students.
- Anyone wishing to Appeal against Centre decisions relating to Access Arrangements and Special Consideration, need to follow the College's Academic Appeals Policy.
- The Skills Development Exams Arrangements Co-ordinator will submit completed Access Arrangement application to the Awarding Bodies through the Access Arrangements Online (Awarding organisation) or direct to the Awarding organisation in accordance with the annually updated Joint Council for Qualifications (JCQ) published guidelines. SD Assessors are required to annually update internal procedures in line with the latest JCQ regulations.

To ensure learners are supported and enabled to achieve their maximum, eligible learners are entitled to Access Arrangements for exams. Precedence and qualification for Access Arrangements are established in a number of ways:

1. The college application process requests details of 1st language spoken, medical and physical health conditions, diagnosed or undiagnosed learning differences, EHCPs and special exam arrangements. This information appears on the college system and further detailed information is collected on the medical form, once the learners enrol, and this is then recorded in the Additional Support ILP.
2. The Access Arrangements Co-ordinator (AAC) will contact schools with a list of learners who are at Brockenhurst and ask for details of any exam support that they had at GCSE.
3. A spreadsheet of learners who have had Access Arrangements previously or may need arrangements in the future, such as home educated learners is compiled and maintained by the Access Arrangements Co-ordinator.
4. SD tutors call the learners in for interview, to establish ongoing support needs and for re-assessment if necessary
5. Teacher evidence is required to confirm that the learner's support needs are current and ongoing and part of their 'normal way of working'.
6. Teachers can make a referral to SD concerning learners who are struggling and may qualify for Access Arrangements. For example, learners regularly using a LSA to read to them as 'normal way of working' may benefit from a computer reader in exams; or in the case of slow or illegible handwriting, typing may be appropriate.
7. Once the interview and/or assessment has taken place the learner is required to sign the Exam Arrangements form and be made aware that their data will be shared with relevant organisations. The information and application are processed by the Access Arrangements Co-ordinator who applies for Access Arrangements through the JCQ website (Awarding organisation) or other Awarding organisation websites.



8. All information relating to the approved Access Arrangements is shared with the Exams Team by the Access Arrangements Co-ordinator.
9. This procedure is to be monitored for effectiveness and currency on an annual basis. The College follows JCQ guidance in providing centre delegated access arrangements. The Head of Centre delegates to the Skills Development Team to allocate candidates a prompter, rest breaks or a separate room if:
 - The need is a result of substantial and long-term impairments and it is their normal way of working
 - There is substantial medical evidence to support this arrangement
 - This is their normal way of working in class.

As per JCQ guidelines nervousness, or low level anxiety, or being worried about assessments and examinations is not sufficient grounds for separate invigilation within the centre. 1-1 invigilation and the use of an alternative room would apply where the candidate has a serious medical condition, such as frequent seizures; Tourette's, or significant behavioural issues which would disturb other candidates in the examination room.

One-to-one invigilation or the use of an alternative room will normally only be considered where a learner has:

- a significant medical condition;
- a condition that may require emergency intervention;
- a condition that could significantly disrupt other candidates; or
- substantial behavioural or communication difficulties which make alternative arrangements necessary.

Appropriate evidence supporting centre-delegated arrangements is retained by the Skills Development Exam Arrangements Co-ordinator

3.3. Types of Rooming Arrangements

The rooming arrangements available at Brockenhurst College are determined by the needs of candidates, the evidence available, and the resources available within the centre.

Small Room

A small room is defined by the number of candidates seated within it rather than the physical size of the room itself. For the purposes of examinations at Brockenhurst College, a small room is to accommodate 30 candidates or fewer.

Candidates approved for alternative rooming arrangements may be seated within a small room where this is considered appropriate to their identified needs and reflects their normal way of working.

Separate Room



A separate room is defined as a room in which a candidate sits their examination on a one-to-one basis, with an invigilator present in accordance with JCQ regulations.

A separate room will only be considered where there is clear evidence that the candidate's needs require this level of provision and where the arrangement reflects their normal and current way of working within the centre.

Readers, Scribes and Other Support Arrangements

The provision of a reader, computer reader, reading pen, scribe, speech recognition technology, prompter, or any other approved access arrangement does not automatically entitle a candidate to be seated in a separate room.

Where a candidate requires a separate room in addition to another access arrangement, the need for this must be evidenced and supported by the candidate's established needs and normal way of working. The decision to approve a separate room will be made by Skills Development in accordance with JCQ regulations and the evidence available.

Requests for a separate room based solely on the provision of a reader, scribe, or other support arrangement will not normally be approved unless there is clear evidence demonstrating that a separate room is necessary to prevent the candidate from being placed at a substantial disadvantage or to prevent significant disruption to other candidates.

4. Off-site Exams and Assessments

It may be necessary to hold external assessments at other locations, regardless of the location, all external assessments will be carried out in accordance with JCQ guidelines.

The invigilator will ensure that all Awarding organisation exam and assessment rules and regulations are always complied with. The Exams Manager is to be notified beforehand of the location of any off-site external assessment giving full details of address, date, start and end times.

It is the responsibility of the relevant CL to ensure that all internal assessments are ready for dispatch at the correct time.

5. Modified Papers

Modified papers are ordered through Access Arrangements Online (AAO).

Brockenhurst College recognises that modified papers are intended for candidates whose needs cannot be adequately met by other access arrangements.

The College will ensure that:

- modified papers are ordered before the published awarding organisation deadline;
- awarding bodies receive sufficient notice to prepare the required modification;
- modified papers are only ordered where a learner is expected to sit the examination series concerned; and
- candidates are given opportunities to practise using appropriately modified past papers before their first examination.



6. Data Protection and Confidentiality

Brockenhurst College processes personal information relating to access arrangements in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Personal data is collected, stored, retained, and shared only where necessary for the administration of examination access arrangements, reasonable adjustments, awarding organisation requirements, and compliance with JCQ regulations.

Information relating to a learner's disability, learning difficulty, medical condition, assessment evidence, or approved access arrangements is treated as confidential and will only be shared with individuals who require access to that information in order to fulfil their professional responsibilities.

All records relating to access arrangements are stored securely and retained in accordance with the College's data retention procedures and JCQ requirements.

7. Exam Clashes

In the case where exams clash at the same time on the same day, the Head of Centre in conjunction with the Exams Manager will be responsible for making the most suitable arrangements for the Learner in accordance with JCQ guidelines.

8. Examination Registration & Certification Process

Registrations	
Start of Year/Course	- Curriculum Leader & Vocational Coordinators (CL) will meet with Exams team to check and confirm details of Awarding organisation, Qualification aim and Specification code used - Yearly schedule of Exam requests to be discussed at this point - This data is checked and verified against the Curriculum PlanExam Gathering forms contain details of the Qualification, specifying the Exam Code, Specification, Unit exams and Options for entries as applicable - All registrations to be actioned with the Awarding organisation within 6 weeks of the start of the course or by specified deadline dates



Data Quality Assurance	The Exams team will check the following prior to actioning any request; ▪ Qualification Aim is correct ▪ Qualification Aim is correct for the requested Awarding organisation ▪ Qualification Aim is reflected correctly within the MIS system ▪ Learner is enrolled on the correct qualification aim for the exam requested ▪ Exams team will investigate issues with Enrolments and MI as appropriate to try and resolve before referring to CL ▪ Any anomalies or queries will be returned to the requesting party for further investigation before any action can be taken by the Exams team
Registrations	▪ All registrations are to be actioned according to the instructions given by the CL in the returned data gathering form ▪ All learners with an active enrolment will be registered on the appropriate qualification, Exam entries will be made accordingly within the relevant timescale ▪ All registrations will be colad via the MIS system and entries will be made electronically ▪ Registrations, Exam entries will be available for the CL to check ▪ Further amendments can be made at this point if necessary, in conjunction with the Exams team ▪ All data is signed off electronically by the CL and Director ▪ In the event of inaccurate registration and/or certificate claims, the appropriate awarding bodies' procedure is followed. Inaccuracies in registration and certificate claims are recorded by Exams and reviewed with the Assistant Principal Curriculum, Quality and Development annually to inform practice.
In Year Registration requests	▪ All requests for registrations should be made on the appropriate application form and sent to exams@brock.ac.uk ▪ All registrations will be checked in line with the data quality assurance
Late Entries	▪ If a Registration or Entry is beyond the deadline according to the Awarding organisation, the entry must be agreed by the party responsible for payment before action can take place ▪ Details of a late registration or entry must be kept by the EO on the late registration tracker and shared with Quality ▪ Exams to keep a note of the reason for the late entry and who gave the authorisation for invoice and accounting purposes only ▪ All late fee charges on invoices will be highlighted with a full explanation of each occurrence and reported to the Financial Director as necessary



Withdrawals of Entries & Registrations	
Monthly in Arrears	- Exams team to run a Withdrawal report from the system on a monthly basis, frequency of report running is increased around peak Exam times throughout the year - All withdrawals and transfers will be withdrawn from the Awarding organisation
Requests for Examinations	
In Year Exam requests	- All further requests for exams should have the Exam request form completed - All requests to be sent via exams@brock.ac.uk - All requests will be checked in line with the data quality assurance
External Exams	Following Exams Data Gathering meetings with CL at the start of the year, Learner exam entries are confirmed and then made
Claims	
Requests	- All Claim forms to be submitted via exams@brock.ac.uk - These will be actioned within 3 working days - Confirmation of claim will be sent as a reply message within Brock Calls
Check	Exams team to communicate to CL advising that claims have been made so that the CL can check these have been made correctly.
BTEC and Cambridge Technical Claims	Curriculum teams, using the double-checking process, upload the grades to the relevant platform by the date as set out by the relevant Awarding organisation
Monthly import programme	- The MI team will run monthly imports from Awarding organisation to update results and information within the MIS system, where possible - This will assist with the Achievement process
Results	
Results Days	- All results data will be downloaded and imported into the MIS system as per Awarding organisation deadlines - Results will appear on learners' portals at the nationally set release times on Results Day - Candidates provide their written consent via the request form, for clerical re-checks, reviews of marking and any subsequent appeal and access to scripts services offered by the awarding bodies after the publication of examination results
Post Results Services	- In advance of results day candidates are made aware of the post-results services available via information on the College website, noticeboards at College and through enquiries to teachers and exams office. - Candidates are informed that the final subject grade and/or mark awarded following a clerical re-check, review of marking or any subsequent appeal may be lower than, higher than, or the same as the result originally awarded. - Post-results services must be requested via the appropriate form. Any payment links will be issued to candidates within 24 hours. - Once received from the awarding organisation, the Exams Team will send a digital copy of the marked script to the learner's College email address



	Candidates will be notified of the outcome of the requests via email to their college accounts.
Certification	
Certificate checking	- All certificates are recorded and processed by the Exams Team before being sent to the CL for checking prior to distributing to the learner. - Certificates to be checked for: - Correct spelling of learner's name - Correct Qualification - Correct Units and Grades - CL are to confirm at the appropriate time that all certificates for cohorts are correct - All certificates to be checked and the attached Certificate Checking Form is to be signed off prior the certificates being returned to the Exams team, who will then prepare the certificates for distribution to the learners - Certificates must be kept by the College for a minimum of one - year from the date of issue. After this time, they will be securely disposed of if not collected/posted
Achievement	
Monthly Checking	- MI are responsible for checking on all outstanding achievements monthly - Using EBS reports and Insight, all outstanding achievement is investigated - Learners identified as being passed their expected end date are investigated by MI with the support of the Exams and Enrolments Team
Reporting of Issues	
	Exams Team will regularly meet with the following groups to highlight any concerns at any point of the year: - Assistant Principal Curriculum, Quality and Development - College Quality Nominee termly and as required - College CL at the start of the year and then as required - SLT as and when required - MI - Head of Centre as required

9. Special Consideration

Special consideration is a post-assessment adjustment applied where a candidate has experienced an adverse circumstance outside of their control at the time of the assessment.

It may be appropriate where an event or circumstance has had, or is reasonably likely to have had, a material impact on the candidate's ability to:

- Take an assessment; or
- Demonstrate their normal level of attainment.

Brockenhurst College will:



- Comply with the requirements set out in the JCQ publication A Guide to the Special Consideration Process.
- Ensure that all staff involved in the administration of special consideration are aware of and follow JCQ requirements.
- Submit applications for special consideration where appropriate evidence is available and the eligibility criteria have been met.

Applications for special consideration will only be made where the College has sufficient evidence to support the application and where approval has been authorised by a member of the Senior Leadership Team.

9.1. Procedure for Special Consideration

Special Consideration is a post-examination adjustment that compensates Learners who were suffering from a temporary illness or condition or who were otherwise disadvantaged or absent at the time of the examination. This is not an exam access arrangement – see above section.

- The Learner, parent/carer or a member of teaching staff should notify the Exams Manager, during or just after the exam has been sat, of the condition or disadvantage that the Learner has experienced
- Medical or other evidence should be provided to the Exams Manager by the Learner
- Following the Exam period, the Exams Officer will make an application for Special Consideration to the Awarding organisation, giving details of the supporting evidence held on file in the Exams Office

9.2. Appeals Regarding Centre Decisions Relating to Access Arrangements, Reasonable Adjustments and Special Consideration

This may include:

- A decision not to apply for or implement a specific access arrangement or reasonable adjustment.
- A decision not to apply for special consideration.
- A decision that a candidate does not meet the relevant eligibility criteria.
- A determination that there is insufficient evidence to support an application.

Where Brockenhurst College makes a decision relating to a candidate's access arrangements, reasonable adjustments or special consideration:

- The appeal should be submitted in writing to Head of Centre.
- The written appeal must clearly set out the grounds for appeal and explain why the candidate believes the College has not complied with its responsibilities or followed the appropriate procedures.
- Appeals should normally be submitted within five working days of the decision being communicated to the candidate.

Upon receipt of an appeal, the Head of Centre will:

- Review all relevant documentation and evidence.
- Consult the appropriate JCQ regulations and guidance.



- Determine whether College procedures have been followed correctly and whether the decision was made in accordance with JCQ requirements.
- Seek further information where necessary.

The appellant will be informed of the outcome of the appeal in writing within two working days of the review being completed.

10. Word Processor Policy for Examinations and Controlled Assessments

10.1. Objective

To ensure that all learners are offered equal opportunity to reach their potential.

10.2. Methodology

The use of a word processor must reflect the learner's normal way of working within Brockenhurst College and be appropriate to the learner's educational needs. This may be that the learner handwrites shorter tasks and types longer ones, as per Word Processor section on page 69 of 'JCQ 2025-2026' Access Arrangements and Reasonable Adjustments.

All learners requesting the use of a word processor in examinations will require a formal assessment by a specialist assessor within the Skills Development team who will make a judgement based on previous learning history, evidence of need from teachers, samples of work and normal way of working within the centre.

The particular types of learners who would benefit from the use of a word processor in public examinations are those with:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly.
- a medical condition, e.g. ADHD, Asperger's Syndrome
- a mental health difficulty
- a physical disability such as cerebral palsy
- a sensory impairment
- poor handwriting (illegible) but not necessarily a learning difficulty. The definition of illegibility is handwriting that is difficult to read aloud fluently.
- planning and organisational problems when writing by hand
- below average speed of handwriting

Individual cases will be assessed, discussed and agreed within the Skills Development department and noted on centre headed paper and communicated to the Exams Office via METIS and MIS system.

To ensure that this policy remains JCQ compliant it will be reviewed on an annual basis (during September/October) or before if guidelines change during an academic year.



Brockenhurst College Will Not:

- award a word processor simply because a candidate prefers typing to handwriting;
- award a word processor solely because a candidate works more quickly using a keyboard;
- award a word processor because a candidate uses a laptop at home;
- approve an arrangement where there is insufficient evidence of need.

10.3. Arrangements at the Time of the Assessment

Candidates approved to use a word processor will normally be accommodated in a suitable examination room that enables the arrangement to be delivered securely and effectively while minimising distraction to other candidates.

In compliance with JCQ requirements, Brockenhurst College will:

- ensure candidates understand that pages must be numbered correctly;
- ensure centre number, candidate number and component code are included on every page;
- provide equipment with spelling, grammar and predictive text functions disabled unless specifically permitted;
- ensure laptop or tablet battery capacity is sufficient for the duration of the examination where a power supply is not being used;
- remind candidates to save their work regularly;
- make use of automatic saving functions where available;
- instruct candidates to use a minimum 12-point font and double spacing to assist examiners.

10.4. Examination Security and Use of Word Processors

Brockenhurst College will ensure that all word processors used during examinations:

- are in good working order;
- are configured solely for examination purposes;
- are secure and free from unauthorised data;
- are cleared of previously stored information before use;
- do not permit access to the internet;
- do not permit access to email, messaging platforms or social media;
- do not permit access to unauthorised applications;
- do not contain AI tools or generative AI software;
- do not include predictive text facilities unless specifically permitted;
- do not contain text-to-speech software unless approved as a computer reader arrangement;
- do not contain speech-recognition software unless approved as part of a scribe arrangement;
- are positioned so that other candidates cannot view the screen;
- are used solely as word processing devices and not as storage, communication or research tools.

The College will ensure that examination security is maintained at all times and that a candidate's work is produced under controlled examination conditions.

11. Controlled Assessment Policy



JCQ states that their instructions are additional to any guidelines for regulations an individual Awarding organisation may issue. If there is conflict between the Awarding organisation's guidelines or regulations and their instructions, the Awarding organisation's and subject-

specific instructions shall prevail.

The Head of Centre is responsible for ensuring that controlled assessment work is conducted in accordance with these instructions and any subject-specific instructions issued by an Awarding organisation.

11.1. Definition (JCQ)

Controlled assessment is a form of internal assessment where the control levels are set for each stage of the assessment process: task setting, task taking and task marking. In some subjects, work will be marked by the Awarding organisation. For most subjects, however work will be marked and standardised by the Centre and moderated by the Awarding organisation.

12. Staff Responsibilities - GCSEs, GCE A levels, Diplomas

12.1. Head of Centre

- Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with current JCQ guidelines on conducting controlled assessments and Awarding organisation's subject-specific instructions.
- Create, publish and update an Academic Appeals Procedure.

12.2. Curriculum Leader & Vocational Coordinators

- In consultation with the Assistant Principal, decide on the Awarding organisation and specification for a particular GCSE, GCE A level/Diploma.
- At the start of the academic year, co-ordinate with Curriculum Leader & Vocational Coordinators controlled assessment schedule.
- Ensure that individual teachers fully understand the requirements of the Awarding organisation's specification, are familiar with the relevant teachers' notes and any other subject specific instructions.
- Map overall resource management requirements for the year. As part of this resolve:
 - clashes/problems over the timing or operation of controlled assessments.
 - coordination of resources and overseeing of preparation of each event.
 - issues arising from the need for facilities to meet the needs of the learner(s) (rooms, IT networks, time out of College etc.)
- Ensure that all staff involved have a calendar of events, which could include a Scheme of Work.
- Ensure the marking of all teachers, involved in assessing an internally assessed component, is standardised internally and marking is internally moderated.
- Ensure that individual teachers understand their responsibilities regarding controlled assessment and are aware of the Awarding organisation's regulations.
- Ensure that individual teachers understand the requirements of the Awarding



organisation's specification materials and are familiar with the relevant teachers' notes and any other subject specific instructions.

- Where appropriate, develop new assessment tasks or contextualise sample Awarding

organisation assessment tasks to meet local circumstances, in line with Awarding organisation's specifications and control requirements.

12.3. Teaching Staff

- Understand and comply with the general guidelines contained in the current JCQ publication *Instructions for conducting controlled assessments*.
- Understand and comply with the Awarding organisation specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the Awarding organisation's website.
- The teaching staff will supply the Examinations team with details of all unit codes for controlled assessments.
- Obtain confidential materials/tasks set by the Awarding organisation in sufficient time to prepare for the assessment(s) and ensure that such materials are always stored secure
- Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to learners as the specification allows with assistance from the Examinations team.
- Ensure that learners and supervising teachers sign authentication forms on completion of an assessment or as required.
- Mark internally assessed components using the mark schemes provided by the Awarding organisation. Marks are submitted by the Curriculum Lead and a member of staff (double checking procedure), keeping a record of the marks awarded.
- Retain candidates' work and all materials securely between assessment sessions (if more than one) and retain in line with the Awarding organisation's requirements
- Post-completion, retain learners' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain learners' work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the Centre.
- The teaching staff to liaise with the Skills Development team for any assistance required for the administration and management of access arrangements. Teachers must ensure that all Access Arrangements are delivered.

12.4. Examinations Team

- Enter enrolled learners for individual units, whether assessed by controlled assessment, external examination or on-screen test, before the deadline for final entries.
- Enter learners' 'cash-in' codes for the terminal examination series.
- Where confidential materials are directly received by the Examinations team, to be responsible for receipt, safe storage and safe transmission, whether in electronic, CD or hard copy format.
- On the few occasions where controlled assessment cannot be conducted in the classroom arrange suitable accommodation, refer to the Exams Manager.
- Ensure that the planned schedule of controlled assessments is shared with the relevant support departments (Exams, Timetabling, IT, Skills Development, etc) for them to create work plans and support as necessary.
- Ensure all relevant and required notices, e.g. mobile phones are clearly visible in all exam areas



12.5. Skills Development

- Ensure appropriate access arrangements have been applied for in a timely manner by following existing College procedures
- Work with teaching staff to ensure requirements for support staff are met.

13. Managing Controlled Assessment

Task setting can depend on whether the task is under high, medium or limited control

High Control

Where high control is specified, the Awarding organisation is responsible for task setting. For the majority of specification, centres make their selection from a number of comparable tasks, provided by the Awarding organisation. These tasks are designed to ensure that the assessment criteria, as detailed in the specification, are met

Medium Control

Where medium control is exercised, centres may opt to select from several comparable tasks provided by the Awarding organisation. Alternatively, centres may opt to design their own task(s) using criteria set out in the specification. The centre must take care to ensure that the task(s) provide(s) every candidate with an opportunity to meet the assessment criteria and have access to the full range of marks.

Limited Control

Where limited control is exercised, all centres design their own tasks(s) using criteria set out in the specification. The Awarding organisation may provide exemplar tasks. The centre must take care to ensure that the task(s) provides(s) every candidate with an opportunity to meet the assessment criteria and have access to the full range of marks

14. Risk Assessment

This is to be used in conjunction with the College's Risk Management Policy

The following actions are to be taken in stated situations:

14.1. Fire Alarm/Security Alert

- Stop controlled assessment
- Leave all work on desks
- Teacher/Invigilator to note the time
- Escort the learners to the assembly point where Examinations staff or other appointed person(s) will be waiting and will assist with the situation as appropriate
- Learners are evacuated immediately and remain under exam conditions whilst being monitored by invigilators, Exams Team, Skills Development Team and available senior

staff. Learners under exam conditions are kept isolated and away from other learners



being evacuated.

- Following the 'all clear' command learners are escorted back to their exam location, remaining under exam conditions. They are then briefed by the Lead Invigilator. Learners are settled, instructed to draw a line on the exam paper to denote when the evacuation took place. The exam is restarted and full amount of time given. The exams team will then apply for special consideration for all learners affected.

14.2. Electrical Failure

- Teacher/Invigilator to contact Examinations Department/IT Support Department
- Learners stay in the room and continue to work if possible (light)

14.3. Medical Emergency

- Teacher/invigilator to contact Reception
- If there is a serious medical emergency, then the Teacher/Invigilator must dial 200

14.4. Bad Weather

- Re-schedule and advise all parties

15. Procedure for Identifying Candidates in Examinations

15.1. Objective

The purpose of this procedure is to confirm that Brockenhurst college:

- Verifies the identity of all learners that it enters for examinations or assessments
- Has processes in place to be satisfied that all candidate identities have been checked
- Has written procedures in place to verify the identity of all candidates at the time of the examination or assessment

15.2. Procedure to check candidate identity

All internal candidates are issued with a student ID card, containing a recent photograph and their exam candidate number which they are required to always wear in College and bring to every exam. If a candidate loses their card, a replacement can be collected from the IT Office. If a learner forgets their ID badge, then a temporary photo ID sticker, exactly replicating the ID card is issued by the Student Services Helpdesk.

15.3. Procedures to verify candidate identity at the time of the examination/assessment

Invigilators can establish the identity of all candidates sitting examinations by following the arrangements in place to carry out adequate checks. The arrangements at Brockenhurst College are:

- Candidates have their ID cards scanned and checked on arrival at the exam room before entry
- Curriculum staff are on hand to confirm identity where required
- Invigilators check ID whilst completing the seating plan
- The Invigilator must be completely satisfied that the identity of the learner can be confirmed, in the event of doubt, the Exam Manager must be notified and a senior staff member of staff will be required to confirm identity
- Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same



gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes

- Invigilators will be informed of those candidates with access arrangements and made aware of the access arrangement(s) awarded

15.4. Roles and Responsibilities

The role of the Exams Manager:

- Through training, ensure invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment
- Inform candidates prior to their first examination that where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate will be approached by a member of staff of the same gender and taken to a private room where they will be politely asked to remove the religious clothing for identification purposes and that once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination
- Prior to the beginning of the examination, ensure the Lead Invigilator has fully briefed invigilators on those candidates with access arrangements and make them aware of the access arrangement(s) awarded

16.Exams Contingency Plan

16.1. Head of Centre/Deputy Principal extended absence at key points in the exam process (cycle)

The Head of Centre/Deputy Principal is overseen by the Head of Organisation – Principal and CEO who would cover in the absence of the Head of Centre. Both the Principal and Deputy Principal are senior post holders.

The Head of Centre and the Exams Manager operate across more than one site and will ensure that all obligations outlined within this policy are met across all College locations, including the recruitment, selection, training and deployment of support staff.

16.2. Assistant Principal Curriculum, Quality and Development extended absence at key points in the exam process (cycle)

The Assistant Principal is overseen by the Deputy Principal/Head of Centre who would cover in the absence of the Head of Centre.

Further to senior leadership team mentioned, there is one further senior post holder – the Vice Principal and two further assistant principal who may also provide cover.

16.3. Exams Manager extended absence at key points in the exam process (cycle)

The Exams Manager is overseen by a member of the senior leadership team – the Assistant Principal Curriculum, Quality and Development who will cover in the absence of the Exams Manager.

16.4. Exam officer extended absence at key points in the exam process (cycle)

The two Exams Officers are overseen by the Exams Manager who would cover in the



absence of an Exams Officer.

16.5. SENCo extended absence at key points in the exam process (cycle)

This role is carried out by the college's specialist assessors overseen by the Curriculum Lead for Functional Skills, ESOL and ALS. In the event of their extended absence the Director for SEND, Learning Support & Inclusion would assign responsibilities temporarily to members of the Learner Support Team as required.

16.6. Teaching staff extended absence at key points in the exam cycle

In the event of a period of extended absence of a member of the teaching staff, the Curriculum Lead for the curriculum area would arrange teaching cover from within the staff team. The wider staffing establishment at the College or through an agency. New staff providing cover would be briefed as part of their induction process on arrangements for assessment and examinations.

Their practice in terms of assessments would be monitored by an experienced member of the teaching team.

16.7. Invigilators - lack of appropriately trained invigilators or invigilator absence

New invigilators undergo a series of training through a 3-hour Induction session, online training and then a period of shadowing, following appointment. They are only allowed to work independently once they and the Exams Manager are happy that processes and procedures are understood and that invigilators are competent. The College retains a pool of approximately 70 invigilators.

There is an annual update training meeting available for all invigilators on the roll at the start of the academic year following the introduction of the new JCQ ICE booklet. Any changes to the ICE booklet are covered in this training session. Another Invigilator training session is held in April to maintain excellent practice immediately prior to the summer series.

Learning Support Assistants are required to assist during main exam sessions (mainly GCSE English and Maths) and are trained by the Exams Manager with regard to their responsibilities and duties.

Minor absence issues (such as an invigilator calling in sick) are covered by a nominated back up Invigilator scheduled to work that session.

Any members of College staff, including teaching and support staff, that may be required to assist with Exams, receive yearly training. They are issued with Invigilator packs, which contain relevant equipment, JCQ signs and the ICE booklet.

16.8. Exam rooms - lack of appropriate rooms or main venues unavailable at short notice

The College is a large organisation with a number of campuses and rooming resources. The majority of exams, for learners without exam arrangements, are accommodated within 3 main large examination halls. Standard size classrooms/IT suites and smaller rooms are utilised for learners that have exam arrangements. Additionally, the Exams Team have exclusive use of 2 designated Exam Classrooms which have computers in each room. The Exams team



works closely with the College's timetabling team in order to utilise rooms effectively and at short notice. Examinations will take priority over any room bookings in the organisation where it is suitable to do so.

16.9. Failure of IT systems

The college endeavors to minimise any IT disruption via resilient design and preventative maintenance. In the event of an issue this would be dealt with by the college's IT Department in a time sensitive manner. Where such failure impacted on scheduled exams, steps would be taken to reschedule these exams where possible. If this is not possible, options to sit these exams 'offline' or at another campus or local provider would be investigated in co-ordination with the Awarding organisation.

16.10. Disruption due to a Cyber Attack

The Head of Centre must ensure there are procedures in place to maintain the security of user accounts by:

- Ensuring that all staff who access Awarding organisation systems undertake annual JCQ cyber security training, certificates of completed cyber training must be downloaded and held on file for Inspection.
- providing training for authorised staff on the importance of creating strong unique passwords and keeping all account details secret
- providing training for staff on awareness of all types of social engineering/ phishing attempts
- enabling additional security settings wherever possible
- updating any passwords that may have been exposed
- setting up secure account recovery options g)reviewing and managing connected applications
- monitoring accounts and regularly reviewing account access, including removing access when no longer required
- ensuring authorised members of staff securely access awarding bodies' online systems in line with Awarding organisation regulations regarding cyber security and the JCQ document Guidance for centres on cyber security
- General Regulations for Approved Centres – Joint Council for Qualifications
- Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.
- reporting any actual or suspected compromise of an Awarding organisation's online systems immediately to the relevant Awarding organisation.

In the event of a Cyber Attack the College would reference the Critical Incident Policy and IT Processes.

16.11. Disruption of teaching time – centre closed for an extended period

In the event of the centre not being able to open as normal alternative options would be explored such as moving provision to one of the two alternative campuses (and appropriate transport arrangements would be made) or an external location (such as leisure centres, hotels, local schools, etc.). In such instances, details would be communicated to learners via the College's website, text messaging facilities and email.

16.12. Centre unable to open as normal during the exams period



In the event of the centre not being able to open as normal, appropriate communication with the relevant Awarding organisation would be undertaken by the Assistant Principal Curriculum & Quality and alternative options would be explored such as moving exams to an

alternative campus or moving exams to an external location (for example: leisure centres, hotels, local schools, etc.). See Appendix A for alternative exam accommodation.

All arrangements would be agreed with the Awarding organisation before being put in place. In such instances, details would be communicated to candidates via the College's website, text messaging facilities, student and parent portal and student email. Staff involved in exams (including invigilators) would be contacted by email and telephone.

16.13. Candidates unable to take examinations because of a crisis – centre remains open

Response is dependent on the type of issue. If a candidate is able to sit the exam but cannot attend the centre due to a crisis, appropriate communication with the relevant Awarding organisation would be undertaken by the Exams Manager and alternative options would be explored (home, hospital, alternative centre, etc.).

If a candidate is unable to attend an Examination due to unforeseen circumstances or a medical condition, an application for Special Consideration will be made to the Awarding organisation by the Exams Team. The candidate will need to provide the Exams Team with supporting evidence before an application for Special Consideration can be made to an Awarding organisation.

16.14. Disruption in the distribution of examination papers

The Exams team have a process for checking in and confirming that all expected examination papers and materials are in place prior to the date of the examination. If this fails, the Exams Officer will contact the relevant Awarding organisation to arrange transportation as a matter of urgency as necessary at the time.

16.15. Disruption to the transportation of completed examination scripts

The Exams team are to ensure that all scripts and examination papers are collected back into the Exams Office immediately after the end of each session. The Exams team is then responsible for ensuring that scripts and examination papers go back to the relevant Awarding organisation via a trackable service/courier. In the event of loss to the package, the Centre are to contact and work with the Awarding organisation for retrieval.

16.16. Centre unable to distribute results as normal

The Exams team will receive all results from the Awarding Bodies that within their remit. The Exams team are aware and have a schedule of all dates of when results are available and therefore monitor incoming correspondence of results. In the event, of not being able to receive the results, the Exams team will contact the Awarding organisation for further guidance.

If the normal means of distribution of results is unavailable, the College will create the resources to allow the results to be notified to the learners by any means possible and within reason at that time. E.g. Results may not be available via the Student portal but can be emailed



to learners.

17. Emergency Evacuation Procedure

At Brockenhurst College, the following actions will be taken, in accordance with JCQ ICE 25, if an examination room must be evacuated:

- Candidates will be instructed to stop writing immediately.
- Candidates will be instructed to close their answer booklets and leave all examination materials, including question papers and scripts, on their desks unless otherwise directed.
- The attendance register will be collected to ensure all candidates can be accounted for.
- The examination room will be evacuated in accordance with instructions provided by the appropriate authority.
- Candidates will be instructed to leave the room in silence and remain under examination conditions at all times.
- Candidates will be supervised as closely as possible throughout the evacuation to prevent any discussion relating to the examination.
- The time at which the examination was interrupted and the duration of the interruption will be recorded.
- Candidates will be allowed the full remaining examination time when the examination resumes.
- A full report of the incident and the actions taken will be completed and retained on file if required by the awarding organisation.
- Where only a small number of candidates are affected, consideration may be given to relocating candidates to an alternative room to complete the examination. In such circumstances, examination materials will be collected and transported by the invigilator.

17.1. On-Screen Assessments

For on-screen examinations and assessments:

- Candidates must remain under close supervision throughout any evacuation.
- Invigilators must follow any software-specific instructions designed to protect assessment content and candidate responses.
- This may include pausing the assessment, securing candidate responses, and locking the assessment room without closing the examination software.
- Invigilators must be familiar with the procedures for restarting assessments, resetting timing allowances and ensuring candidates can regain access to their previous responses where appropriate.

17.2. Returning to the Examination Room

Following the all-clear:

- Candidates will be escorted back to their examination room whilst remaining under examination conditions.
- The Lead Invigilator will brief candidates before the examination resumes.
- Candidates will be instructed to draw a line in their answer booklet to indicate the point at which the interruption occurred.



- Candidates will be given the full amount of remaining examination time.

Invigilators will:

- Allow candidates sufficient time to settle before recommencing the examination.
- Remind candidates that formal examination conditions continue to apply.
- Clearly announce when candidates may begin writing again.
- Confirm the revised finishing time.
- Record the time at which the examination restarted and update any displayed finishing times.
- Complete a detailed entry on the Examination Room Incident Log as soon as it is practicable and safe to do so.
- Ensure that the Exams Manager is fully briefed following the examination so that any required reports can be submitted to the awarding organisation(s).

17.3. Where an Examination Cannot Resume

Where candidates are unable to return to the examination room, or where the appropriate authority determines that the examination cannot continue:

- The College's Examination Contingency Policy will be invoked.
- Candidates and invigilators will be briefed on alternative arrangements.
- The relevant awarding organisation(s) will be contacted immediately for guidance.
- Consideration will be given to submitting applications for Special Consideration where appropriate.



18. APPENDIX A – Contingency Exam Venues

NAME	LOCATION	CONTACT DTLS	NO OF ROOMS	CAPACITY Approx	FURNITURE ON SITE
Brockenhurst Village Hall	Highwood Road Brockenhurst SO42 7RY. Contact us Booking enquiries trust@brockenhurstvillage.org.uk	Booking enquiries trust@brockenhurstvillage.org.uk	Forest Hall	150	Y
			Craft Room	75	Y
			Exhibition Room	75	Y
			MUGA	20	Y
Brockenhurst Church Hall St Saviours		office@brockenhurst.com	Church Hall	75	Awaiting response
Careys Manor Hotel		Enquire via portal link	Details on detailed enquiry	Details on detailed enquiry	Details on detailed enquiry



19. APPENDIX B – Exam Procedures:

Exam Procedures	
Archiving	<u>Access Arrangements</u> Records relating to the identification, assessment, approval, implementation and review of examination access arrangements for candidates. This includes, but is not limited to: ▪ Form 8 applications ▪ Assessor reports ▪ Evidence of need ▪ Evidence of normal way of working ▪ Correspondence with awarding organisations ▪ Access Arrangements Online (AAO) approval documentation ▪ Records of arrangements provided during examinations ▪ Any supporting documentation used to determine a candidate's entitlement to access arrangements
	<u>Retention Information/Period</u> Retained for 7 years.
	<u>Method of Disposal</u> Confidential shredding and/or secure electronic deletion.
	<u>Certificates</u> Certificates received from awarding organisations.
	<u>Retention Information/Period</u> Certificates will be retained securely for a minimum of 12 months following issue.
	<u>Method of Disposal</u> Unclaimed certificates will be retained securely by the College for a minimum of 12 months from the date of issue. Following this period, certificates may be confidentially destroyed in accordance with the College's Records Management Policy. A record of certificate issue, collection and destruction will be retained by the College.
	<u>Finance Information</u> Financial records relating to examinations and assessments, including: ▪ Awarding organisation invoices ▪ Entry fee charges ▪ Purchase orders



	▪ Payment records ▪ Refund records ▪ Budget reports ▪ Financial authorisations Retention Information/Period Retained for a minimum of 6 years plus the current financial year. Method of Disposal Confidential shredding and/or secure electronic deletion. Secure Electronic Materials Logs Electronic records relating to examination administration, including: ▪ Entry files ▪ Amendment records ▪ EDI files ▪ Candidate registration information ▪ Secure electronic delivery records ▪ Candidate typed examination scripts Retention Information/Period Entry files, amendment records, EDI files and candidate registration records will be retained until the deadline for reviews of marking, appeals, malpractice investigations or results enquiries has passed, usually around one year after the examination series. Candidate typed examination scripts will be retained for three months following the candidate's course end date. (Method of Disposal Secure electronic deletion. Moderator Reports Reports received from awarding organisations following moderation activities, including feedback to centres and subject areas. Retention Information/Period Retained until the end of the following academic year. Method of Disposal Confidential shredding and/or secure electronic deletion.
Issue of Certificates	Brockenhurst College will: ▪ Distribute certificates to all candidates without unnecessary delay and regardless of any dispute between the candidate and the College (GR 5.14). ▪ Keep an accurate record of all certificates issued (GR 5.14). ▪ Obtain and maintain accurate candidate contact details to support the correct and secure distribution of certificates (GR 5.14). ▪ Not withhold any certificate without prior permission from the relevant awarding organisation, which will only be granted in exceptional circumstances (GR 5.14). ▪ Return any certificates requested by an awarding organisation,



	as certificates remain the property of the awarding organisation at all times (GR 5.14). Responsibility for the receipt of certificates from awarding bodies and the arrangements for their issue to candidates rests with the Exams Manager and the Exams Officers. It is the responsibility of each candidate to ensure that their personal details held by the College are accurate and up to date. Candidates should check that their legal name, date of birth, and other personal information are recorded correctly, as these details will be used for examination entries and certificates. Any changes to personal details should be updated through the College student portal at the earliest opportunity. The College cannot accept responsibility for delays, errors, or costs incurred as a result of incorrect information held on a candidate's record
Escalation	The purpose of this process is to identify how responsibility will be escalated in the event of the absence of key personnel, ensuring the continued management of examinations and assessments in accordance with JCQ regulations, awarding organisation requirements and College procedures. This process applies throughout the examination cycle and identifies the individuals responsible for maintaining compliance during each stage. Responsibility for ensuring compliance will be escalated to: ▪ Head of Centre ▪ Exams Manager <u>Main Areas of Compliance</u> ▪ Third-party agreements ▪ Centre status ▪ Confidentiality ▪ Resilience and contingency arrangements ▪ Cyber security ▪ Retention of candidates' work ▪ Communication Entries and Pre-Examinations Responsibility for ensuring compliance will be escalated to the Exams Manager <u>Main Areas of Compliance</u> The Responsibilities of the College (GR 5) ▪ Access arrangements and reasonable adjustments. ▪ Candidate information. ▪ Entries, including ensuring appropriate controls are in place to allow accurate entries to be submitted to awarding



	organisations. ▪ Centre-assessed work, including: ○ Ensuring candidates' work is securely backed up. ○ Maintaining contingency arrangements in the event of IT system corruption or cyber-attacks. ○ Ensuring appropriate controls are in place to allow accurate internally assessed marks to be submitted to awarding organisations. During Examinations and Assessments Responsibility for ensuring compliance will be escalated to Judith Munro – Head of Centre. The College also has a designated member of the Senior Leadership Team available to provide support and guidance to the Exams Manager and Exams Team, ensuring that the integrity and security of examinations and assessments are maintained throughout each examination series. <u>Main Areas of Compliance</u> ▪ Retention of candidates' work. ▪ Conducting examinations and assessments. ▪ Malpractice and maladministration. After Examinations and Assessments As a contingency measure, Brockenhurst College maintains at least one senior member of staff (Senior Designated Contact) who is available to manage emergency requests from awarding organisations relating to results during the summer holiday period. The National Centre Number Register is updated with the Senior Designated Contact details, which may include a personal mobile number and/or email address. These details enable the awarding organisation to contact an individual who can be reached during periods of College closure and who has the authority to mobilise appropriate resources in response to any issue (GR 3.18, GR 5.3). Responsibility for ensuring compliance will be escalated to Judith Munro – Head of Centre. <u>Main Areas of Compliance</u> ▪ Results. ▪ Post-results services and appeals. ▪ Certificates.
--	--



Food & Drink	Food and drink may be permitted in the examination room at the discretion of the Head of Centre (ICE 18.4). To enable invigilators to check items quickly and efficiently before an examination begins: - Any food brought into the examination room must be free from unnecessary packaging and contained within a transparent container where appropriate. - Drink bottles must be transparent and all labels must be removed. This includes transparent reusable plastic bottles (ICE 18.4). - Bottles must not contain writing, notes, symbols or any other markings that could provide an unfair advantage. Drinks Candidates may bring a drink into the examination room provided that: - The drink is contained within a transparent bottle. - All labels have been removed. - The bottle is free from writing, notes, symbols, logos or any other material that could be deemed unauthorised. - The bottle is placed on the floor beside the candidate's desk, unless otherwise instructed by an invigilator. Where a drink is not presented in accordance with these requirements, the candidate may be required to remove it from the examination room before the examination begins. Food Food is not normally permitted within examination rooms. However, food may be permitted where: - A candidate has a documented medical condition requiring access to food during the examination, for example diabetes. - Appropriate medical evidence or supporting documentation has been provided where required. - Approval has been granted in advance by the College. - The food does not compromise examination security or cause disruption to other candidates. Where food is approved, it should, wherever possible: - Be free from packaging that creates unnecessary noise. - Be stored discreetly. - Be consumed in a manner that does not disturb other candidates. - Not require preparation during the examination. Any approved food item must be inspected by an invigilator before the examination begins if requested. Medical Requirements The College recognises that some candidates may require access to food, drink or medication during an examination due to a medical condition or disability. Where such arrangements are required: - Candidates should notify the Exams Team in advance
-------------------------	--



	wherever possible. ▪ Appropriate evidence may be requested where necessary. ▪ Arrangements will be communicated to relevant invigilators before the examination session. ▪ The candidate's welfare needs will be supported whilst maintaining examination security and compliance with JCQ regulations. Unauthorised Food and Drink Candidates must not bring food or drink into the examination room that: ▪ Contains information, writing, labels or images that could breach examination regulations. ▪ Causes disruption to other candidates. ▪ Could compromise the integrity of the examination. ▪ Has not been approved where prior approval is required. Any unauthorised item may be removed before the examination begins. Where a breach of regulations is suspected, the matter will be dealt with in accordance with the College's Candidate Malpractice Policy and JCQ requirements.
Leaving the Exam Room	▪ For examinations lasting one hour or more, candidates must remain under College supervision until 10.15am for a morning examination or 2.30pm for an afternoon examination, being one hour after the awarding organisation's published start time for that examination (ICE 23.1). ▪ For examinations lasting less than one hour, candidates must remain under supervision and question papers must remain in secure storage until the published finishing time of the examination (ICE 23.2). ▪ Candidates who are permitted to leave the examination room temporarily must be accompanied by a member of College staff. This individual must not be the candidate's subject teacher or a subject specialist for the examination concerned (ICE 23.3). ▪ Candidates may be awarded additional time, at the discretion of the College, to compensate for any temporary absence from the examination room (ICE 23.5). ▪ Candidates may only leave the examination room during an examination where this is necessary, or where supervised rest breaks have been approved as part of an access arrangement (ICE 23.4). ▪ The College will ensure that any candidate who leaves the examination room temporarily does not have access to unauthorised materials, electronic devices, notes, internet access or any other source of information relating to the examination. ▪ Candidates who have completed the examination and are permitted to leave early must hand in their script, question



	paper and any other examination materials before leaving the room. Once they have left, they will not be permitted to re-enter the examination room (ICE 23.6). ▪ At the end of the examination, all candidates must hand in their script, question paper and any other examination materials before leaving the room (ICE 23.7). ▪ Candidates are only permitted to leave the examination room temporarily where this is necessary, for example due to illness, a toilet break or an approved supervised rest break. ▪ Any candidate leaving the examination room will remain under continuous supervision. ▪ The start and end time of the absence will be recorded by the invigilator. ▪ Where appropriate, consideration will be given to awarding additional time to compensate for the period of absence. ▪ Any temporary absence and the reasons for it will be recorded on the Examination Room Incident Log. ▪ Candidates must remain silent whilst outside the examination room and must not communicate with other candidates. ▪ Candidates must not access mobile phones, watches, notes, revision materials or any unauthorised item whilst absent from the examination room. Where a candidate becomes unwell during an examination, the Lead Invigilator will determine whether the candidate is able to continue with the examination or whether further action is required. The Exams Team will be informed of any significant incident and, where appropriate, advice will be sought from the relevant awarding organisation.
Overnight Supervision	Where candidates are entered for multiple examinations scheduled on the same day and the total examination time exceeds: ▪ six hours for GCE examinations (AS and A Level), including any approved extra time allowances and supervised rest breaks; or ▪ five and a half hours for GCSE examinations, including any approved extra time allowances and supervised rest breaks; The awarding bodies may, at its discretion, permit an examination scheduled for the afternoon session to be taken on the following morning, including a Saturday where required. Candidates will not be permitted to take an examination earlier than the date or time specified on the awarding organisation timetable. These arrangements do not apply where: ▪ a GCSE candidate has examinations totalling five and a half hours or less; or ▪ a GCE candidate has examinations totalling six hours or less in one day.



	Overnight supervision will only be considered after all other timetable clash management options have been explored and exhausted. The College considers overnight supervision to be an exceptional measure and not a routine arrangement. The Head of Centre must be satisfied that appropriate supervision arrangements can be implemented and maintained throughout the supervision period and accepts responsibility for preserving the security and integrity of the examination. Examination Security During Overnight Supervision The primary purpose of overnight supervision is to ensure that a candidate does not obtain knowledge of the content of an examination before sitting it. To maintain examination security, candidates subject to overnight supervision must not communicate with, or have contact with, any person who may possess knowledge of the examination content. This restriction includes access to or use of: ▪ mobile phones; ▪ email; ▪ internet services; ▪ websites; ▪ social media platforms; ▪ online messaging applications; ▪ streaming services; ▪ printed newspapers and other media; ▪ television; ▪ radio; ▪ podcasts; ▪ electronic communication devices; ▪ any other means through which examination content could be communicated. Any actual or suspected breach of these arrangements will be treated as a serious examination irregularity and may be reported to the relevant awarding organisation as suspected malpractice. Supervised Breaks as an Alternative Where a candidate chooses to complete all examinations within the same day, supervised breaks may be arranged between examinations. Such supervised breaks may exceed twenty minutes where necessary and may take place in a room other than the examination room. During a supervised break candidates may revise using their own revision materials. However, candidates must not: ▪ possess or access any electronic communication or storage device; ▪ access the internet; ▪ communicate with any candidate who has already taken the
--	---



	examination; receive coaching or guidance from any member of staff relating to the examination content. A member of College staff or an invigilator must remain with the candidate at all times during the supervised break. The supervising individual must not be the subject teacher for the examination still to be taken.
Special Consideration	Special consideration must be applied for at the time of the assessment. Candidates may be eligible where: - they have been fully prepared for the assessment; - they have covered the whole course; - their performance in an examination, coursework component or non-examination assessment has been materially affected by adverse circumstances beyond their control. Examples may include: - temporary illness or injury; - bereavement; - serious domestic disruption; - distressing or traumatic incidents; - exceptional circumstances during an examination; - other circumstances recognised within the JCQ guidance. Candidates will not be eligible where poor performance is attributable to circumstances specifically excluded within the JCQ publication <i>A Guide to the Special Consideration Process</i>.



THIS PAGE IS BLANK