**Updated: April 2022**

**Review Date: April 2023**

**Disruption to Exams**

Contingency planning for exams administration is the responsibility of the Head of Exams, Headteacher and Exams Officer along with other staff with a vested interest. We have seen from the Corona Virus in Spring/Summer 2020 we need to be flexible and deal with guidance and directives from DfE, OFQUAL and JCQ as they emerge hence it is vital this plan is continually reviewed

**Purpose of the Protocol**

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.

**Planning Before Exams**

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Deputy Head teacher Mr Gordon and/or Deputy Head teacher Miss Ducker.

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:
* Centre status
* Confidentiality
* 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
* Security of assessment materials
* National Centre Number Register
* 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 senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be escalated to Deputy Head teacher Mr Bamber and/or Deputy Head teacher Miss Ducker.

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 senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be escalated to the Deputy Head teacher Mr Bamber and/or Deputy Head teacher Miss Ducker.

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 senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be escalated to the Deputy Head teacher Mr Bamber and/or Deputy Head teacher Miss Ducker. The relevant section of the General Regulations for Approved Centres is section 5.

**Main duties and responsibilities relate to:**

1. **Results**

Additional JCQ publication for reference is Release of Results notice

1. **Post-results services and appeals**

Additional JCQ publications for reference:

1. **Post-Results Services**: Information and guidance to centres

JCQ Appeals Booklet (A guide to the awarding bodies’ appeals processes)

1. **Certificates**