



Examinations Policy

Updated June 2019

Examinations Policy

This policy is designed how to guide examination staff, including invigilators at Social Arts for Education on the best practice that enables them to cover equal opportunities, spotting malpractice, excellent administration and security of exams and relevant resources. It will also highlight the different experiences that examination staff, invigilators and students may face due to the nature of our candidates and premises.

The policy will cover the following in more detail:

- Examination Team and staff
- Security
- Administration
- When are exams?
- Invigilators
- Setting up exam room
- Setting up for access arrangements or reasonable adjustments
- Before the exam starts
- What are the rules?
- Something happens Exam Log Book
- Intervention – When should I?
- Malpractice
- Code of Conduct
- People in the exam room
- Equal Opportunities

Examination Team and Staff

At Social Arts for Education, an examination team have been set up to ensure exams are run smoothly, efficiently and in accordance to all JCQ rules and regulations. The examination team are made up of:

Annabel Leaver – Head of Centre, SENCo and Exam Officer

Ruth McWeeney - Deputy Head of Centre and Exam Officer

Alongside the team, Social Arts for Education employ trained invigilators who are understanding of

the needs of the candidates at SAFE and ideally, already have a relationship within the centre.

Security

Keeping exam material and administration secure is key to enabling we keep the integrity of the exam and reduce malpractice. Over several years, Social Arts for Education have put in place a variety of adaptations to allow the centre to run exams in a secure and efficient manner. These adaptations include; creating a separate reception area to the premises which is manned throughout opening hours; applying wire mesh and rendering one wall attached to the secure materials room; securing a heavy duty safe to the wall of the secure room; attaching a security door to the secure room with heavy duty hinges and a keypad; making space for a secure exams office and making sure all exams officers and invigilators are trained accordingly for their roles and understand the need for accuracy, competency and integrity within the centre during the examination period.

Because of the nature of our centre (close relationships are formed due to the size and nature of the provision) and the types of candidates that will sit the exams (for instance, children of our exam team may sit exams one year) it is on our best interest to make sure we provide transparency when it comes to how and why we do things.

For example, if a member of the exam team's son or daughter were to sit an exam, that staff member would be unable to receive materials, administer data or know any codes to secure keypads or doors during that examination period. They would also not be allowed to invigilate or be present during exams if their son or daughter was sitting an exam.

We have also made sure that all materials and deliveries are logged within a logbook, ensuring that we have details of the date and time of the person receiving the delivery, the date and time of the person who puts the materials into the secure safe and the time and date of the person who then checks the materials within the secure room. All persons involved will sign the logbook accordingly. This will help us look back to see who has been in contact with secure materials, when and where. Our CCTV also follows any deliveries from the front door to the secure room. Any disputes over the journey from door to secure room should be brought to the head of centre or exam officer's notice immediately as our CCTV footage is only available for viewing up to two weeks after recording. During examinations, the security of materials is still as important as it is when materials are kept in storage. The security of materials during examinations is highlighted in the invigilator's procedures further on in this policy. A policy has been written especially for the event of an emergency evacuation, where scripts and secure materials have to be left unattended in an exam room.

New for 2019

On opening the papers prior to the start of an examination, the JCQ Second Pair of Eyes form must

be filled in, and retained on site.

Administration

Administration of examinations is left up to those on our exam team. This defines how ordinary staff differentiate from exam team members; namely, they do not have access to exam administration or materials and are not allowed to access exam boards' secure sites unless they have authorisation from exam team members. Ordinary staff members will also not be required to prepare any administration work for entries, access arrangements or exam days. Ordinary staff should teach candidates as normal, making sure they have no access or control over exam administration – this of course, reduces the risk of malpractice.

Exam officers will be in charge of entries, which will mostly be done online on a secure site. Preliminary materials and deliveries will also be allocated to exam officers once they have been signed for at the front desk. It is up to exam officers to make sure all deliveries are correctly stored in the secure storage room as soon as they are delivered. Only three members of the exam staff are to know the codes of the keypad and safe within the secure storage room.

When are exams?

Social Arts for Education need invigilators for the following dates (this will be updated each year)

2019 -
10 May
14 May
15 May
17 May
20 May
21 May
22 May
3 June
4 June
6 June
7 June
11 June
12 Jun

Invigilators

Invigilators at Social Arts for Education need to have sufficient invigilating training to be able to invigilate during exam periods. This is to maintain the integrity of exams and reduce errors happening.

Social Arts for Education will provide invigilating refresher training for already trained invigilators every two years. This is to make sure all invigilators are up to date with recent changes of JCQ regulations and are confident that they understand the different experiences that they and students may face due to the nature of Social Arts for Education. The training in 2019 has been carried out online. Invigilators will also need to have a professional manner, an clear understanding of the role they have in keeping the centre's reputation in high regard and empathy towards the types of students that will be sitting exams at Social Arts for Education (along with an understanding of the variety of needs they may have).

There are different bodies that expect different things from invigilators. For example, an exam board will prioritise exam integrity but students will prioritise helpfulness and a pleasant experience. It is our job as invigilators to make sure we cover all priorities, making sure equal opportunities, spotting malpractice, excellent administration and security of exams and relevant resources are at the forefront of our minds. Equal Opportunities

This means allowing all students to achieve their best in exam conditions. At Social Arts for Education, we may see a higher proportion of candidates with a Special Educational Need and Disability (SEND). This means our invigilators have to understand the different experiences that candidates and invigilators may face and know how to deal with each situation with the most integrity. Invigilators should be briefed on every candidate with an SEND before the day of the exam so they are able to fully support the candidate throughout the whole experience on the day.

Spotting Malpractice

This means being able to identify something that enables someone to cheat or be at an advantage during the exam. This could be anything from a candidate writing answers on their arms to an invigilator not paying attention to what the candidates are doing. At Social Arts for Education we have a close and often friendly relationship with candidates and their families. We must be aware that these relationships have the potential to allow us to trust more than we would in a conventional educational setting – therefore, invigilators at SAFE must make a conscious effort to maintain a professional and vigilant manner when invigilating during exams. This change in role can lead to confusion among children who are used to adults acting a certain way with them. Exam officers must ensure that all candidates sitting exams are prepared for the changes in roles (especially if staff at SAFE invigilate) and the reasons for doing so. Adequate preparation and explanation should successfully allow everyone to maintain the correct relationship during exam times.

Excellent Administration

This allows candidates exams to run smoothly without any extra stress. Exam administration should be done with vigilance and accuracy as even minor mistakes can affect the overall result of a series of exams. Invigilators should be confident at knowing what to do in any situation during exams and be able to correctly identify the relevant paperwork and/or equipment needed to hand.

Administration during exam periods is delegated to different members of the exam team, however, on the day, all paperwork in the exam room must be managed by the leading invigilator.

Security of Exams and Relevant Materials

This allows the centre to maintain the integrity of the awarding bodies' exams. Jeopardising this would ultimately put the centre in danger of closure and exam results could be affected. Measures will be taken at all times to make sure scripts and materials are locked away in the centre's secure location or under the eye of an invigilator. At no point whatsoever, should scripts or materials be left unattended by an invigilator or given to someone who is unqualified or not allowed to have access to them.

During exams at SAFE there will always be two invigilators in the exam area and one person in the reception area. The invigilator roles are split into **lead invigilator** and **co-invigilator**. The role of the lead invigilator is to manage students to sit the right exam, read briefings, spot malpractice, log incidents, manage times and allow access arrangements or reasonable adjustments to take place. The role of the coinvigilator is to man out of access areas, talk to the inspector if they may arrive to inspect, rectify problems that would require the lead invigilator to move away from students' sights, provide relief for lead invigilator or supervise candidates to the toilet. Lead invigilator should invigilate for most of the time in the exam hall and coinvigilator should be present in kitchen to coinvigilate for most of the time.

Setting up the exam room

At SAFE, Exam officers should set up the room as below at least one and a half hours before the exam is about to take place (in most cases, it should be done the night before). However, it is an invigilator's duty to check that all of the below have been done *before the start of the exam*. In the event of an invigilator finding something missing or not done *during an exam*, they should immediately contact their co-invigilator by texting on their mobile phone – who should then rectify the problem.

- A space of 1.25 meters should be maintained between the centre of each candidate's chairs (a measuring aid will be left on the invigilator's desk).
- Partitions can be used - they are especially helpful during on screen tests to maintain privacy - but they must be positioned such that both invigilators can still see all candidates. They should also have a pair of ear defenders hanging on the highest point.
- Desks should have candidate ID cards sellotaped to them on the top left hand side.
- Desks should have exam materials - pens, pencils, ruler, rubber, pencil sharpener as standard, and calculator and mathematical instruments where necessary and allowed - placed in the middle at the top.
- Desks should have calculators (minus the case lid) placed in the centre on the right (if exam allows the use).
- Chairs should have back supports.
- Walls should be clear of posters, displays, distractions etc.
- Invigilator's desk should have pre-exam instructions, registration (seating plan), exam log book, a copy of ICE, marker pens, board rubber, mobile telephone, stopwatch/es and invigilator's box (including emergency evacuation procedure, exam pencil cases, scissors, sellotape, calculators, tissues, cough sweets, water bottles, envelopes, batteries for clock).

The white board should be visible and should include:

- The date
- The centre's number (10684)
- The exam name
- The exam entry number
- The start and finish time for the exam (invigilators must also write different start and finish times for those awarded extra time)
- The clock should be accurate and invigilators must time the exam to the clock that candidates have access to (not their own watch or clock).
- Invigilators should use separate stopwatches (One to time the exam in sync to the room clock) and one for each candidate who is allowed extra time or supervised breaks)

Three types of posters should be obviously visible to candidates and other people likely to go near the exam room. They are:

SILENT, EXAMS IN PROGRESS x2 should be stuck on the glass window of the French doors (exam hall). x1 should be stuck on the outside of the fire exit door in (exam hall). X1 should be stuck over the doorbell on the main entrance door (main entrance)

WARNING AND RULES x1 should be stuck on door leading to toilets (front room) x1 should be stuck on whiteboard (front room)

MOBILE DEVICES WARNING x1 should be stuck on door leading to exam room (outside of kitchen door) x1 should be stuck on whiteboard (front room)

Candidates should be briefed by lead invigilator before exams start.

On screen tests

Social Arts for Education have recently started running courses for which the examinations can be held on screen. For any examination taking place on screen, an invigilator must be present who has been trained in the use of the software. Access arrangements must be awarded on the invigilator screen prior to the examination starting, and the students' pass codes must be printed ready for distribution as they enter the room. All laptops must be checked before the exam to ensure they have enough memory for the test software to run, and spare laptops must be kept in the exam hall in case of any issues.

For on screen tests, tables should be positioned facing the wall, with dividers between them. This both minimises the risk from any trailing charger cables and reduces the likelihood that candidates could see each others' screens.

Please see our separate policy, Policy for Onscreen Assessments, published on request.

Setting Up a Room for Reasonable Adjustments or Access Arrangements

The exam officer who set up the exam room should have set up in a way in which supports all reasonable adjustments and/or access arrangements. The arrangements needed at SAFE this year (2019) are listed below. These include arrangements that reflect candidate's normal way of working at SAFE. Access arrangements will be detailed on all seating plans.

Toilet breaks – setting up

- Candidates likely to need toilet breaks should be seated nearest to the kitchen.
- Candidates with a medical condition will need a specially allocated stopwatch (managed by the invigilator on the invigilator's desk) to stop the time during toilet breaks)
- Doors, flushing cisterns and taps should be as less noisy as possible

Extra time – setting up

- Candidates needing extra time should be allowed to sit furthest from the kitchen (unless likely to need toilet breaks).
- Candidates with awarded extra time will need a specially allocated stopwatch (managed by the invigilator on the invigilator's desk) to time the increased exam duration.

Supervised breaks – setting up

- Candidates awarded with supervised breaks should have break cards placed on the top right hand side of their desk.

Ear defenders – setting up

- Ear defenders should be hanging on the highest part of each partition for candidates to wear during any point of the exam.

Back supports – setting up

- Back supports should be put on each chair. Should a candidate not wish to have one, they may place it under their desk before the start of the exam.

Scribe - setting up

- An extra chair should be placed at the candidate's desk for the scribe. This chair must be placed a minimum of 1.25m from the next nearest candidate. Partitions should be used to maintain privacy. The student with the scribe should be seated at the rear of the room, to minimise disruption to other candidates. A copy of JCQ's Memory Aid for a scribe must be left on the candidate's desk.

Prompt - setting up

- An extra chair should be placed at the candidate's desk for the prompter. Partitions can be used to reduce distraction. The student with the prompt should be seated towards the rear of the room, to minimise disruption to other candidates. A copy of Memory Aid for a Prompter must be left on the candidate's desk.

Laptop - setting up

- Laptops must have full charge, and a spare laptop and chargers must be available. The wifi must be disabled, as must any spell check software (unless a scribe is also being used). The exams specific login must be used. A copy of the Laptop Memory Aid must be on the candidate's desk.

Comforter - setting up

- Any student bringing a comforter (special item, toy etc.) for anxiety reduction and sensory needs must hand the comforter over to the lead invigilator on arrival, in order that it can be thoroughly checked for any unauthorised material and placed on the appropriate desk in the examination room.

Before the exam starts

Exam staff and Invigilators are expected to **arrive one hour before the exam takes place** to check the exam officer has set up the exam and waiting room as it should be (the waiting room is the front room which needs space for candidates to wait, be briefed and get prepared).

When candidates arrive (should be half an hour before the exam starts), the coinvigilator must sit in the kitchen to make sure no one enters the exam hall before they are meant to. The kitchen door should remain shut at all times throughout the day. Candidates should leave their coats and bags in

the reception, making sure their mobile devices are turned off and in their bags. The lead invigilator should watch them do this and the receptionist should make sure no one retrieves them afterwards (or if they do, they should be then put back again). Candidates needing to wear coats or bulky clothing for sensory reasons are able to do so but will have to allow invigilators access to check hoods, pockets etc.

The lead invigilator should stay in the waiting room with the candidates, briefing them about the rules (using the posters on the whiteboard) and what to expect during the exam (using the rules list in this policy). This is a very important job as candidates are likely to be stressed or anxious and will want much reassurance as possible. It is a good idea to make sure candidates have understood what will happen by asking them to briefly clarify what they have to do. The lead invigilator will ask candidates to empty pockets and rid themselves of any revision notes or otherwise that may cause them to be penalised during the exam.

In this time, candidates are encouraged to go to the toilet but reminded to not go into the exam hall. If they do, the co-invigilator will promptly tell them to leave and go back to the waiting room.

Just before candidates are ready to enter the hall, the lead invigilator checks the toilets for any signs of malpractice (notes in cistern, mobile phones etc.) and reports if any are found.

When everybody is ready (should be about 10 minutes to exam start time) the lead invigilator will line up candidates in seating plan order and walk them through to the exam hall. The lead invigilator will check that the correct candidate is sitting in the correct seat and check their name is exactly the same as what is written on their script, ID card and register. If any are incorrect, they must make amendments on **register only**.

Once correctly seated, the lead invigilator, leaving the co-invigilator in the examination hall, will go to the secure room and collect the papers. The papers will be brought into the exam room in their sealed bag, which will be opened together by the lead and co-invigilator. The JCQ Second Eyes form will then be filled out.

Papers will be distributed to candidates based on the tiers and subjects specified in the seating plan (for 2019 there are some occasions where different subjects are being examined at the same time in the same hall, so extra care must be taken). The lead invigilator will then read out the pre-exam instructions (on desk) and write on the board when exam is due to start and finish. The lead invigilator must state any candidate with extra time's finish time and make clear that anyone who takes a break may have a different finishing time. The lead invigilator must make it clear they will announce different candidate's finishing times by **stating their name**, followed by "you must stop writing now, your exam has finished". Invigilators should not give warnings that time is nearly up etc.

From time to time, invigilators will swap roles but they should take into consideration any impact this

may have on candidates when doing so. For example, a lead invigilator will have carefully noted when each candidate's time is up; the same invigilator should also be the one to tell the candidate that their exam has finished.

What are the rules?

JCQ's ICE document lists all rules and duties of invigilators (a copy should always be kept on the invigilator's desk). However, all exam centres will have their own rules in addition to JCQ's and below are some we have highlighted due to their importance and some that are specific to SAFE only.

For invigilators

- Do not let candidates choose their own seat.
- Give candidates a warning before they are removed for misbehaviour.
- Log all incidents in the exam log book.
- Read pre-exam instructions and make sure everyone understands.
- Allow enough time for pre-exam instructions and questions so that candidates have had enough time to mentally switch task and 'get in the zone'.
- Remind candidates that anyone awarded breaks must show their card – they will not be offered them.
- Clearly state that candidates may have different finishing times and that they will know when their time is up as you will say their name first.
- As soon as the second hand on the clock on the wall reaches 60, start your stopwatch/es and say, "You may turn over the page and start".
- Do not communicate with candidates unless necessary.
- Do not communicate with other invigilators unless necessary.
- Talk in a whisper if needing to communicate with candidates during exam.
- Make sure you are able to see all candidates at all times.
- Make sure you are thinking about invigilating duties whilst invigilating.
- Keep your phone off unless needed to text other invigilators or staff in centre (vibrations and bright lights can cause distractions).
- Do not use your mobile phone for anything other than emergency communication to your co-invigilator or the receptionist.
- Do not read or do work
- Do not eat anything.
- Drink only from quiet containers or cups. Avoid strong smelling liquids.
- If alone with one or two candidates, sit far away and use peripheral view as to not intimidate them.

- Let inspectors approach you (do not take your sight off the students).
- Do not prompt candidates if they look distracted, tired etc. However, you can make your presence felt by walking near to them.
- Do not help candidates out with comprehension, spelling or writing. If candidate is very anxious, simply tell them to answer the best they can or move on to another question and come back to it.
- Do supply new stationary if candidate has asked for replacements.
- Do offer tissues to candidates whose sniffing is distracting.
- Do offer cough sweets to candidates whose coughing is distracting.
- Text or talk to your co-invigilator if you are unsure what to do in a situation.
- Deal with the unexpected (bees, crying, sickness, fire alarms etc.) in a calm and sensible manner. Call/text for help if needed.
- Log all incidents in the exam log book.
- Give candidates the thumbs up to show you have acknowledged their request for a break. Immediately stop their allocated stopwatch and start again when either their ten minutes is up or they have indicated they want to continue with the exam.
- Log all breaks in the exam log book.
- Text your co-invigilator if a candidate needs a toilet break. Co-invigilator should meet candidate at kitchen steps and lead invigilator should not have to 'take' candidate to them.
- Try to avoid allowing more than one candidate at a time to take a supervised rest break outside the room. If it becomes unavoidable, the candidates MUST NOT be allowed to communicate with each other.
- Candidates on supervised rest breaks MUST NOT be allowed to communicate with candidates who have already finished the paper and left the exam room. This situation is common with extra time candidates. Candidates who have finished must be kept in a separate area, unless they are able to go home.
- Invigilator supervising toilet break should not communicate with candidate unless necessary.
- Invigilator supervising toilet break should listen out for suspicious behaviours/times.
- Invigilator supervising toilet break should check toilet after candidate has returned to their seat and before any other candidate uses it.
- Be consistent with your fellow invigilators – take note of their interventions.
- Make sure you have your 'invigilator hat' on and candidates are clear of your role.

For candidates

- Leave your bags and coats in reception.
- Leave mobiles (turned off) in bags in reception.
- Listen carefully to brief and ask questions before you go into the exam area.
- Empty pockets and get rid of any notes or revision aids now.
- Do not choose your own seat – look for your name on the top left corner of the desks.
- Do not communicate with any other candidates.
- Do not communicate with invigilator unless necessary.
- Do not write any answers, formulas or reminders on your body, clothing or equipment.
- Do not cheat.
- Do not help others cheat.
- Do not bring any mobile, online or bluetooth devices into the exam hall.
- Communicate in a whisper or by using break cards.
- Do not distract others (chewing loudly, kicking desk, tapping pencil etc.)
- Contain any sweets in containers provided – avoid strong smelling, noisy or distracting foods.
- Contain drinks in see through, unlabeled bottles.
- Show your break card if you are allowed supervised breaks.
- Only turn your paper over when the invigilator puts their thumb up to acknowledge they've seen your request.
- Only go to the toilet if necessary.
- Put your hand up and quietly ask to go to the toilet. Wait for approval and then go with the co-invigilator who will be waiting in the kitchen to take you.
- Do not fidget or play with equipment if you finish early.
- Play with BluTac provided if you need to fiddle with something. Do not distract anyone else with it.
- Do not leave early unless it is after 10am for a morning exam or 2pm for an afternoon exam. Put your hand up and quietly ask if you can leave if you would like to.
- Do not make loud noise, try to communicate or distract other candidates as you are leaving.
- When you have gone into the waiting room and reception, keep your voice quiet as others may still hear you.
- Do not try to communicate with other candidates even when you are on a break, or when you have finished the examination and they are on a break.

Something Happens – The Exam LogBook

There will inevitably be a time when an unexpected or difficult situation occurs during an exam. This could be anything from an unwanted member of the public knocking on the window to a candidate having a particularly nasty nosebleed. In all situations (and even in evacuation situations) our invigilators must always try to keep watch of everybody during the situation.

Of course, there will be times that you may have to tend to someone up close and turn away from other candidates, however, your co-invigilator should be immediately called to help; simply saying their name should prompt them to take your lead invigilator role in situations that need immediate help.

After **any** incident has happened, it needs to be logged in the exam log book. Invigilators should head a page with the date and exam (Wednesday 4th May, Geography GCSE 8401) and write all incidents that happen during under that exam under that heading. Invigilators should show what time it happened, who it involved and how it may have compromised anyone's exam. They should then sign underneath. For example,

10:33am Sally had a nosebleed which needed immediate attention and caused some distraction to candidates nearby (namely John and Paulo). A. Horn took over my role as lead invigilator while I took Sally to bathroom. After 8 minutes of seeing to her nose, I took her back into the hall to resume her exam. Annabel Leaver.

The list below is not exhaustive but shows times in which the exam log book is to be used:

Suspected cheating Continual communication or disruption Unusual behaviour Inspector's arrival
Sickness Candidate crying Emotional meltdown Loud continual police sirens Noises from
reception Mistakes on register/exam scripts/ID cards Late candidates Toilet breaks Supervised
break All records of incidents should be logged. It is then up to the head of the exam team to
decide whether or not the integrity of the exam was significantly put in jeopardy. If they feel it was,
a notice of the incident will be sent to JCQ to be investigated.

Intervention – when should I?

It is sometimes difficult for invigilators to know when to intervene, especially if candidates have any SEND (should I prompt, should I offer a break?). The rule of thumb is to only intervene if the

candidate's behaviour or situation may affect the integrity of the exam. The following examples are show when and when not to intervene:

Do Not Intervene

Candidate looks tired, yawns repeatedly

Candidate looks around at others once

Candidate coughs once or twice

Do Intervene

Candidate falls asleep and snores

Candidate continually looks around at others

Candidate continually coughs and disturbs others

Malpractice

Social Arts for Education take malpractice extremely seriously as any signs of foul play or irresponsible action will put the centre's reputation at stake and in worse case scenario, result in the centre's registration being taken away.

Any malpractice, intentional or not, should be recorded in the invigilator's logbook or exam material logbook (if exams are currently not being sat). Any incident should then be reported to an exams officer or head of centre where the incident will be investigated. On the occasion where an exam officer or head of centre believes there is a threat to the integrity of the exam, that person will notify JCQ and the exam board of the incident for further investigation. Any member of the exam team that is under suspicion should not be allowed to continue with their involvement of the exam procedure unless JCQ and the exam board have authorised for the person to continue with their role. The head of centre, of course, can at any time, withdraw an exam offer's position if he or she does not feel that the person is suitable for the job.

After the Exam

On conclusion of an examination, the scripts must be collected from each candidate as they leave the exam room, then bagged up in the exam room. The bags must be sealed and labelled, then placed in the safe with the dispatch log sheet. Under no circumstances must unsecured scripts be left out unsupervised - there must always be an invigilator present in the room until the scripts are put away.

Unused papers should not be returned to the secure room unless there are clash candidates who are

sitting the papers late. Papers should instead be given to the relevant subject teachers. Subject teachers can have access to exam papers one hour after the published finishing time for the exam, or after all candidates have sat the exam, whichever is later, however they are expected to keep the contents of the papers private, and not let them enter the public domain.

Code of Conduct

Exam team members should always be aware that if they express integrity towards examinations then candidates, families and other staff will be more likely to accept the strict rules and procedures around examinations. Exam team members and invigilators should consider their conduct, including their appearance, when working alongside candidates during exam periods. This is to show that their role has now changed. For example, an invigilator may usually wear the hat of a lunchtime supervisor, someone who may be friendly, play and comfort children. In an exam environment, this person would need to mark the change in role. i.e. they are now not allowed to talk to the children during the exam, help them if they are struggling or comfort them if they are nervous. The staff member should always prepare the candidate for this change in role, so to not upset the candidate or cause confusion. It is up to the exam officers to make candidates aware that this change in role will happen, but it is up to the staff member to make this change happen.

People in the Exam Room

From this year, JCQ's guidelines have stated that only invigilators and exam staff are allowed in the exam room. Exam officers, however, are advised to not invigilate for the majority of the time as they will be needed to be on hand for inspections and administration purposes. At Social Arts for Education, we will provide at least two people in the exams room, one to cover the main invigilating duties and one to be on standby for things such as supervised breaks and emergencies. The invigilator that is on standby (coinvigilator) will always be on of our exam offers, to reflect the new adjustment that JCQ has made in its recent ICE document (exam officers should not routinely invigilate). Under no circumstances must the teacher of a subject be allowed in the examination hall immediately prior to, and during, an exam for that subject.

Revision classes

Revision classes must not be held in the exam room immediately prior to an exam in that subject, nor must students with a 20 minute break between papers be allowed to use that break to revise.

Equal Opportunities

To ensure that all candidates have an equal opportunity to achieve their very best, Social Arts for Education has its own Disability Policy which was written with disabled candidates in mind. This policy reflects the Disability Act 2010 which was put in place to assure no person with a disability is discriminated against and is given all reasonable adjustments to allow them to receive the same opportunities as everyone else. Our exam officers roles include being part of the access arrangements process, making sure reasonable adjustments are put in place for candidates that need only minor adjustments that do not warrant approval from exam boards. Exam officers are also responsible for access arrangements which reflect the Disability Act 2010, allowing adaptations of the exam and/or premises to be given to the candidate, to show a normal way of working in which the candidate requires for the exam.

Any applications for access arrangements (reasonable adjustments do not have to be applied for, but logged and recorded) should be done by our SENCo with the aid of other qualified staff that work in or alongside the centre. In Social Arts for Education's case, a well known Educational Psychologist that we have a working relationship with, can assess our candidates in order to support any applications we put forward.

Our SENCo's role should also be that of gathering evidence to show how the candidate normally works. This may include past papers (times and breaks/adjustments recorded), homework, classwork, reports and diagnosis letters (for medical conditions).

Candidates at Social Arts for Education will likely have conditions on the autism spectrum. For more information about how the exam period can cause difficulties for people on the spectrum, please read the Exams Guidelines for Parents and Teachers of Young People with Autism Spectrum Disorders published by the National Autistic Society. Social Arts for Education will include copies of this within exam policy filing.

This policy will next be fully reviewed in May 2020 and amended prior to this if required.