

## CHECKLIST FOR SENIOR LEADERS / LINE MANAGERS

This checklist has been created to support senior leaders and/or exams officer line managers in ensuring that all tasks have been completed ahead of each exam series. It will also help centres meet the following JCQ requirements as set out in the *General Regulations for Approved Centres booklet (section 5.3)*, which state:

*The head of centre must ensure that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.*

*It is the responsibility of the head of centre to ensure that his/her centre... has in place a member of the senior leadership team who will provide support and guidance to the examinations officer and ensure that the integrity and security of examinations and assessments is maintained throughout an examination series*

This checklist includes a series of statements which support centres in ensuring compliance with JCQ regulations as stated in the General Regulations for Approved Centres. There is also a series of questions which have been divided into the five stages of the exam cycle for each exam series. These questions will help to inform the discussion/agenda in meetings which take place with the examinations officer:

**Planning**

**Entries**

**Exam Preparation (Pre-exams)**

**Exam Time**

**Results and Post-Results**

Please note:

- Senior leadership teams and exam office personnel should familiarise themselves with the entire contents of the General Regulations for Approved Centres publication and any other relevant JCQ booklets/regulations
- There may be additional centre specific questions which may also need to be addressed/confirmed with your exams officer
- Additional copies of this checklist are accessible via The Exams Office website at [www.theexamsoffice.org/new-exams-officers/support-resources/](http://www.theexamsoffice.org/new-exams-officers/support-resources/)

# COMPLIANCE - JCQ REQUIREMENTS

Confirm that the following actions have been taken/completed (please note that JCQ reference relates to the content within the General Regulations for Approved Centres publication):

JCQ REF.	ACTION	✓
1.3, 1.9, 1.10 & 1.11	<p>JCQ and awarding body regulations have been read by the Senior leadership team(s) and exam office personnel, and followed in the management, administration and conducting of examinations within the centre.</p> <p>The centre complies with JCQ requirements in relation to the annual completion and submission (by the end of October) of the National Centre Number Register update.</p> <p>The National Centre Number Register (NCNR) update has been completed and submitted.</p> <p>If applicable, any actions raised by the JCQ Centre Inspection Service have been addressed.</p> <p>Any requests for information from awarding bodies relating to the administration and conducting of examinations/assessments, and any incidents which might compromise any aspect of assessment delivery have been reported promptly to the relevant awarding body/bodies.</p>	
3.1: Use of third parties	If applicable, third-party agreements are in place.	
3.6: Centre status	The centre complies with the requirements for centre status which include signage, a staffed reception (see section 3.6 for more details), a secure storage facility which complies with JCQ regulations, and appropriate accommodation to support the size of the cohorts being taught and for candidates requiring access arrangements and/or practical assessments.	
3.12 & 3.13: Confidentiality	The centre adheres to the regulations relating to confidentiality and the sharing of information and data shared with other centres within the same consortium/Academy Trust.	
3.15: Retention of candidates' work	All non-examination assessments and scripts returned under access to scripts arrangements are stored/retained in line with JCQ/awarding body regulations.	
3.16: Communication	Parents/candidates have been advised not to contact awarding bodies/JCQ directly.	
5.1: Centre management	Appropriate controls are in place which allow accurate data to be submitted to the awarding bodies and compliance with requests for information or documentation made by an awarding body or regulatory authority as soon as is practical.	
5.2: Centre management	Internet access is available which enables exams office personnel to fully utilise the awarding bodies' extranet sites.	
5.3: Recruitment, selection, training and support	<p>The centre retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body.</p> <p>Fully qualified teachers/staff with occupational competence are in place to assess specific qualifications and, if applicable, to mark assessments and/or verify centre-assessed components.</p> <p>The exams officer has received appropriate training and support, been given sufficient time to perform the role, and familiarise themselves with the relevant JCQ/awarding body regulations.</p> <p>The exams officer is actively line managed/supported by a member of the senior leadership team who has a good working knowledge of the examination system.</p> <p>The SENCo/ALNCo has received appropriate training and support, been given sufficient time to perform the role, and familiarise themselves with the JCQ regulations.</p>	

JCQ REF.	ACTION	✓
5.3: External and internal governance arrangements (and other information requirements)	<p>A written escalation process is in place in the event of the head of centre, or a member of the senior leadership team with oversight of examination administration, being absent.</p> <p>A member of the senior leadership team is appointed to ensure that the integrity and security of examinations/assessments is maintained throughout an examination series.</p> <p>The centre has external and internal governance arrangements in place to ensure integrity in the delivery of qualifications and the conducting of examinations and assessments.</p> <p>A member of the senior leadership team is in place to act as an emergency point of contact for the awarding bodies to address any urgent matters which might adversely affect candidates which arise outside of term time, and which potentially put qualification awards at risk (The Exams Office recommends that two members of staff are nominated to act as emergency points of contact). This member(s) of staff has the necessary authority to mobilise resources to provide the necessary support, which might include resolving issues within the centre itself.</p>	
5.3: Delivery of qualifications	<p>Qualifications are delivered as required by the awarding body and in accordance with relevant equality legislation.</p>	
5.3: Public liability	<p>The centre complies with local health and safety rules and has adequate cover for public liability claims.</p>	
5.3: Conflicts of interest	<p>Conflicts of interest are managed, and recorded, in line with JCQ regulations.</p>	
5.3: Controlled assessments, coursework and non-examination assessments	<p>Arrangements are in place to:</p> <ul style="list-style-type: none"> <li>• co-ordinate and standardise all marking of centre-assessed components.</li> <li>• ensure that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions.</li> <li>• submit all information/forms as required by awarding bodies in accordance with their instructions and by the required date.</li> </ul>	
5.3: Security of assessment materials	<p>All reasonable steps have/are being taken to maintain the integrity of the examinations/assessments, including the security of all assessment materials.</p> <p>Candidates are given access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies.</p> <p>Arrangements are in place to receive, check and store question papers and examination material safely and securely at all times and for as long as required by JCQ regulations, and receive and issue material received from the awarding bodies to staff and candidates.</p>	
5.3: Centre inspections	<p>Arrangements are in place to ensure co-operation with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit. All venues used for examinations and assessments, paperwork and secure storage facilities are open to inspection.</p>	
5.3: Policies available for inspection	<p>Relevant exam-related policies are in place and available for inspection. This may also include, where relevant, exam policies to promote good practice or to address centre specific issues.</p> <p>See <i>The Exams Office Policy Checklist</i> for a list of exam-related policies/procedures.</p>	
5.4 & 5.5: Access arrangements and reasonable adjustments	<p>The centre has appointed a SENCo who is suitably qualified and determines appropriate arrangements for candidates with learning difficulties and disabilities.</p> <p>The SENCo ensures that learners have the correct information and advice on their selected qualification(s) in an accessible format and that the qualification(s) meet their needs.</p> <p>The centre recognises its duties towards disabled candidates, including private candidates, ensuring compliance with all aspects of the Equality Act 2010.</p> <p>The process relating to the assessment of students, collating and submitting of evidence relating to access arrangements, and retaining information for inspection purposes is in line with JCQ requirements.</p>	
5.6: Entries	<p>The centre/exams officer has submitted registrations, examination entries and certification claims by the deadline(s) and in line with awarding body and JCQ regulations.</p>	

JCQ REF.	ACTION	✓
5.7: Centre-assessed work	<p>The centre has in place a written internal appeals procedure relating to internal assessment decisions and a written policy regarding the management of GCE and GCSE non-examination assessments. Both are available for inspection purposes.</p> <p>All assessment criteria is in line with awarding body and JCQ regulations including informing candidates of their centre assessed mark(s) and allowed them to request a review of the centre's marking before submitting marks to the awarding body.</p>	
5.8: Candidate information	<p>The centre has made candidates aware of the relevant JCQ and awarding body regulations, including the contents of the JCQ <i>Unauthorised items and Warning to candidates posters</i>, and that in relation to examinations, these posters are displayed in a prominent place for all candidates to see prior to entering the examination room.</p> <p><i>JCQ Information for candidates</i> documents (coursework, non-examination assessments, on-screen tests, privacy notice, social media and written examinations) have also been distributed to all candidates prior to assessments and/or examinations taking place. This has been followed up with a briefing session or a special assembly led by a senior member of staff.</p> <p>The attention of candidates and their parents/carers has been drawn to the centre's written complaints policy and internal appeals procedure which covers general complaints regarding the centre's delivery or administration of a qualification.</p>	
5.9: Conducting examinations and assessments	<p>When conducting examinations/assessments, the centre has/will ensure:</p> <ul style="list-style-type: none"> <li>• suitable accommodation/facilities and fully trained and competent staff (e.g. invigilators, facilitators of access arrangements for all examinations and assessments)</li> <li>• that the work submitted by candidates meets JCQ/awarding body regulations</li> <li>• a written procedure(s) in place to verify the identity of all candidates</li> <li>• conducted all examinations/assessments in accordance with the relevant JCQ publications for current academic year</li> <li>• if applicable, <ul style="list-style-type: none"> <li>• that the JCQ Centre Inspection Service have been informed of the use of any alternative site via the JCQ <i>Alternative Site form</i></li> <li>• kept records for inspection purposes of all cases where overnight supervision is required</li> <li>• submitted declarations for very late arrival of candidates for examinations</li> <li>• submitted any applications for special consideration where candidates meet the published criteria</li> </ul> </li> </ul>	
5.11: Malpractice	<p>The centre has taken all reasonable steps to prevent the occurrence of any malpractice/ maladministration) before, during and after assessments have taken place and informed the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.</p> <p>In such instances, the centre has/will gather evidence of any instances of alleged or suspected malpractice/maladministration in accordance with the JCQ publication <i>Suspected Malpractice – Policies and Procedures</i>.</p>	
5.12: Results	<p>The centre ensures that results are kept entirely confidential and restricted to the head of centre, examinations office staff and key members of teaching staff within the centre (at the discretion of the head of centre), the consortium or Multi Academy Trust, until the official dates and times of release of results to candidates.</p> <p>The centre refers to the JCQ publication <i>Notice to Centres – release of results</i> and does not withhold provisional results from candidates and distributes provisional statements of results to all candidates without delay and regardless of any disputes (such as non-payment of fees).</p>	

JCQ REF.	ACTION	✓
5.13: Post-results services and appeals	<p>The centre has a written procedure(s) in place for dealing with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies which is widely available and accessible to all candidates.</p> <p>The centre refers to the JCQ publication Notice to Centres – release of results and does not withhold provisional results from candidates and distributes provisional statements of results to all candidates without delay and regardless of any disputes (such as non-payment of fees).</p> <p>Candidates have been made aware of the arrangements for post-results services prior to the issue of results which includes senior members of centre staff being available immediately after the publication of results.</p> <p>Candidates have provided their written consent 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.</p> <p>The centre submits electronic requests for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ publication Post-results services, and requests for appeals in accordance with the JCQ publication <i>A guide to the awarding bodies' appeals processes</i>, and makes the outcome of these known to candidates as soon as possible.</p> <p>The centre has a written internal appeals procedure in place to manage disputes when a candidate disagrees with a centre decision not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal. This is drawn to the attention of candidates and their parents/carers (making it available on the school/college website or to candidates upon request) and made available for inspection purposes.</p> <p>All late subject awards for unitised GCE AS and A-level qualifications are made by the published deadline.</p>	
5.14: Certificates	<p>The centre ensures the correct and secure despatch of certificates and that certificates are distributed to all candidates without delay and regardless of any disputes (such as non-payment of fees).</p> <p>The centre keeps a record of the certificates that are issued, retaining all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue and ensures that where any unclaimed certificates are destroyed after the minimum retention period this is done in a confidential manner. A record of any certificates that are destroyed is retained for four years from their date of destruction.</p> <p>Candidates have been informed that some awarding bodies do not offer a replacement certificate service and that in such circumstances will issue a Certifying Statement of Results.</p> <p>The centre is aware that certificates must be returned to the awarding body/bodies upon request and that certificates always remain the property of the awarding bodies.</p>	
6.1, 6.2 & 6.3: Personal data	<p>The centre has complied with the requirements of the UK General Data Protection Regulation and the Data Protection Act 2018 and brought to candidates' attention the JCQ publication <i>Information for candidates – Information About You and How We Use It</i>, and has distributed this document to all candidates in accordance with the requirements.</p> <p>Any individual involved in administering, teaching or completing examinations/assessments where malpractice is suspected, or alleged, has been informed that their personal data will be provided to the relevant awarding body (or bodies).</p>	
6.13 & 6.15: Copyright	<p>The centre follows the appropriate copyright regulations, including not releasing question papers to centre until after the awarding body's published finishing time for the examination or, in the case of a timetable variation, until all candidates within the centre have completed the examination.</p> <p>The centre has asked each candidate to grant the awarding body a non-exclusive, royalty-free licence to use their assessment materials and informed them that they are entitled to notify the awarding body, by means of a notice to the centre, that he or she wishes to terminate the awarding body's rights.</p>	

# PLANNING

## CHECKLIST

✓ / NA

### SLT/teaching staff

Are you aware of the JCQ regulations as set out in the following publications for the current academic year – General Regulations for Approved Centres, Instructions for conducting examinations, Access Arrangements and Reasonable Adjustments, A guide to the special consideration process, Information for candidates documents (coursework, non-examination assessments, on-screen tests, written exams, Privacy Notice, Social Media), A guide to the awarding bodies' appeals processes, Suspected Malpractice: Policies and Procedures, Post-Results Services, Notice to Centres: Release of Results?

Is there an escalation process in place in the event of the head of centre, or a member of the senior leadership team with oversight of examination administration, being absent?

Have you confirmed your role, if any, in ensuring that exam-related information is received from teaching teams to your exams officer within internal centre deadlines, and the process/actions if a deadline is not met?

Are you aware of the exams-related information which must be provided to candidates, parents/carers (where relevant) and staff as stipulated by JCQ regulations, and has a process (e.g. roles and responsibilities) been confirmed to ensure that this is disseminated as required?

Are newly qualified teaching staff aware of exam regulations which impact upon their role?

Has a process been confirmed for how information relating to 'conflicts of interest' will be collected, recorded and declared to awarding bodies (where required), and your role within this process?

### Exams officer

Is there a process in place to undertake an exams review at the end of the academic year/for the previous academic year?

Are you aware of the outcome of your centre's latest JCQ Centre Inspection, and if any issues were highlighted, that these have been addressed?

Has the examinations officer been given sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation?

Have you confirmed whether your exams officer will be required to manage the conducting of internal examinations and tests (such as mock exams (PPEs), end of year exams etc.) or other tests, where applicable (such as CATs, Yellis, ALIS, UATs etc.)?

Is there a process in place for your exams officer to record/report any issues that may impact upon exam planning in your centre?

Have you confirmed that your centre's secure room and secure storage facility/facilities meet JCQ requirements?

Have you confirmed that the receipt, secure movement, checking and secure storage of confidential exam materials in your centre is in line with JCQ regulations?

Have you confirmed that relevant exams-related policies/procedures as required by the JCQ are in place/reviewed as early as possible at the beginning of the academic year?

Have you confirmed which member(s) of staff will be responsible for each exams-related policy/procedure?

Is there a records management policy in place in your centre to handle/retain/dispose of any exam-related information?

Are you aware of the busiest periods or potential peaks in exam-related activity, so that you can effectively support your exams officer?

Have you met with your exams officer to confirm key dates and deadlines relevant to exams and assessments taken in your centre?

Has your exams officer confirmed internal and external deadlines with relevant staff members to ensure that relevant exam-related activity is completed as required?

### Access arrangements

Have you confirmed the roles and responsibilities of your ALS lead/SENCo/ALNCo and exams officer in relation to the management and administration of access arrangements?

### Invigilators

Have you confirmed with your exams officer that there are a sufficient number of invigilators for the forthcoming academic year/exams series?

Have you confirmed with your exams officer that current JCQ regulations are being met in the training and updating of new and existing invigilators, and that the content of training is being recorded in accordance with the requirements?

If there is not a sufficient number of invigilators to call upon during an exam series, is there is a recruitment process/plan in place?

Is a contingency plan in place if a sufficient number of invigilators are not recruited?

## Notes



# ENTRIES

## CHECKLIST

✓ / NA

### Exams officer

Where applicable to your centre, has your exams officer had training in the use of your centre's Management Information System (MIS) where the system facilitates exams management and administration?

Where applicable to your centre's method of entry, is your exams officer aware of their role in handling basedata?

Is your exams officer clear on the entry types for each qualification – for example, linear, unitised and registration/qualification entry?

Is your exams officer aware of awarding body key dates and deadline so he/she is collecting entry information from subject staff in good time to meet awarding body entry deadlines?

Is your exams officer aware of entry deadlines – including those for withdrawals and amendments?

Is your exams officer aware of how to create/acquire candidate numbers, unique candidate identifiers (UCI) and (where applicable) unique learner numbers (ULN)?

Once entries have been made, is your exams officer aware of how to undertake entry checks, and how to deal with confirmation/feedback reports from awarding bodies?

If there are any candidates on your centre roll who may be educated elsewhere, has your exams officer confirmed where the candidate will sit exams and which centre should make the entries?

Have you confirmed whether your centre accepts private candidates, and if so, that there is process for dealing with these candidates in line with JCQ regulations?

If applicable, is your exams officer aware of how to and when to request transferred candidate arrangements should this be required for a particular exam series?

If applicable, is your exams officer aware of how to submit centre consortium arrangements for centre assessed work, and to the relevant deadline?

If applicable, is your exams officer aware of how to instigate alternative site arrangements to timescale?

If applicable, is your exams officer aware of how to apply for approval for access arrangements to the relevant deadline?

If applicable, is your exams officer aware of how to order modified papers to the relevant deadline?

If internal (mock) examinations are conducted under formal/external examination conditions, have you discussed formalising processes to mirror those used for external exams?

### Notes



# EXAM PREPARATION

## CHECKLIST

✓ / NA

### Exams officer

Have you confirmed with your exams officer that there is a process in place to demonstrate the receipt, secure movement, checking and secure storage of confidential exam materials?

Have you confirmed with your exams officer that when question paper packets are removed from the despatch packaging they must be checked carefully, and a log of the check kept?

Is your exams officer aware of what can/cannot be stored in the secure room and secure storage facility?

Is your exams officer aware of how to create centre and individual candidate exam timetables?

Is your exams officer aware of how to create a seating plan, and what needs to be included on a seating plan?

Does your exams officer have a process in place to check for exam timetable clashes and understand how to resolve these in line with JCQ regulations?

Are you supporting your exams officer in acquiring the adequate number of rooms for exams, including any additional rooms required for access arrangement candidates?

If applicable, is your exams officer aware of how to deal with/apply overnight supervision arrangements?

If applicable, have you confirmed that your exams officer has provided any transferred candidates – in or out of your centre – with the required information and any host centre-specific information they may need to be aware of?

If your centre has entered a private candidate, have you confirmed with your exams officer that the candidate has been provided with the required information together with any centre-specific information and instructions?

Have you confirmed your exams officer's role, if any, in the conducting of non-examination assessments?

If applicable, is there a process in place of informing your exams officer of any candidates taking their exams elsewhere (for example, in alternative provision)?

Is there a plan in place to minimise noise outside exam rooms and to ensure rooms selected are appropriate for the type of assessment taking place?

Is your exams officer clear on how exam scripts should be dispatched to awarding bodies?

### Teaching staff

Have subject staff been briefed on the exam timetable and the information that has been provided to candidates, so they are able to deal with any candidate questions?

Are teaching staff aware of regulations relating to the conducting of coursework and/or non-examination assessments?

Are teaching teams aware that they must inform candidates of when any non-timetabled assessments will take place?

Are teaching teams aware that they must inform candidates of their centre assessed marks for internally assessed work in sufficient time for them to be able to consider whether to request a review of the centre's marking prior to the submission of marks to the awarding body for moderation?

Are centre staff aware of who is/is not authorised to be present in the exam room and why?

Are teaching staff aware that they have a responsibility to remind students during class/teaching time of JCQ regulations relating to their examination (e.g. malpractice and its consequences, equipment, additional/support materials, if applicable) and any subject specific information?

If applicable, have teaching staff provided the exams officer with the relevant information for candidates engaged in vocational and technical qualifications?

### SLT and other staff

Have site staff been informed of when exams are taking place?

Are relevant members of staff prepared for any visit by the JCQ Centre Inspection Service?

Is there an exam contingency plan in place which confirms what will need to happen in case of disruption during the exam period?

### Candidate information

Have candidates been informed of the relevant JCQ Information for candidates documents and where they can access this information/documents (e.g. centre website)?

Has a briefing session or a special assembly led by a senior member of staff been held to reinforce what candidates must and must not do when sitting written examinations and/or on-screen tests, and when producing coursework and/or non-examination assessments?

Have candidates been informed of the resources which may be allowed in the exam room (for example, calculators) and those unauthorised items that must not be in their possession (which includes watches)?

Have candidates been informed of your centre's policy on food and drink in the exam room?

### Invigilators

Have you confirmed with your exams officer that new invigilators are appropriately trained in line with the current JCQ regulations as set out in the Instructions for conducting examinations publication?

Have you confirmed with your exams officer that experienced invigilators have received an annual update on any regulation changes for the current academic year that impact on the role of the invigilator?

Have you confirmed with your exams officer that all invigilators have been/will be made aware of the JCQ's Checklist for invigilators (for written examinations) prior to exams taking place?

Has your exams officer ensured that invigilation arrangements are in place, that they understand who can invigilate and the candidate/invigilator ratios required in exam rooms?

Has your exams officer ensured that all invigilators are trained in the centre's emergency evacuation policy and the procedure(s) to be followed in case of the need to evacuate the exam room in an emergency?

Have you confirmed with your exams officer that invigilators are aware of the required JCQ conditions in relation to question papers, stationery, materials and other equipment in the exam room?

Is your exams officer (and invigilators) aware of how each exam room must be set up in line with JCQ regulations?

Is there a documented process in place so that invigilators can carry out adequate checks on the identity of all candidates sitting examinations (including any private/external or transferred candidate who is not known to the centre)?

Have you confirmed with your exams officer that invigilators are aware of the centre's announcement and instructions that must always be given to candidates at the beginning of timetabled written examinations?

Have you confirmed with your exams officer that invigilators understand that candidates must be under formal examination conditions from the moment they enter the exam room until the point at which they are permitted to leave?

Have you confirmed with your exams officer that invigilators know what they must and must not do in the exam room?

**Access arrangements**

Have you confirmed with your exams officer that the testing of invigilators, and those facilitating an access arrangement, has rigorously addressed their competence and understanding of the JCQ Instructions for conducting examinations regulations?

Is your exams officer/ALS lead/SENCo aware that a candidate's own subject teacher, Learning Support Assistant or teaching assistant must not normally be used a facilitator of an access arrangement?

Have you confirmed with your ALS lead/SENCo and/or exams officer that those facilitating access arrangements are appropriately trained in line with JCQ regulations, including as an invigilator if they are facilitating an access arrangement on a one-to-one basis?

**Notes**

# EXAM TIME

## CHECKLIST

✓ / NA

### Exams officer

During the exam period, is your exams officer checking, on a daily basis, for any urgent alerts (emails/communications) from awarding bodies that might highlight issues or key information?

Has your exams officer confirmed your centre's policy on providing materials/resources for candidates in exam rooms, including what the centre provides as standard or expects candidates to provide?

Is your exams officer aware of the JCQ regulations relating to the opening of sealed question paper packets on the day and session of an examination?

Is there a process in place to record the required check made by a member of staff, additional to the person removing question paper packets from secure storage immediately before a question paper packet is opened?

Is your exams officer aware that if it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, that it must be resealed, and the incident must be reported immediately to the relevant awarding body's Malpractice Investigation Team?

Is your exams officer aware of the regulations relating to the opening of question paper packets 60 or 90 minutes prior to the published starting time?

Is your exams officer aware of how to store and amend attendance registers?

Have you confirmed with your exams officer that there is a procedure for identifying candidates entering the examination room/taking examinations?

Have you confirmed that there will be an incident log in every exam room to record any issues or irregularities that may happen in the exam room?

Is your exams officer aware of how to pack and dispatch candidates' scripts in line with JCQ regulations?

Have you confirmed that your exams officer is prepared to deal with the application of the special consideration process where a candidate may be eligible?

Is your exams officer aware that for exams taking place on the Friday before May half term, scripts from the morning and afternoon sessions that cannot be dispatched that afternoon must be retained in the secure storage facility and be despatched as early as possible the following week (usually this is on the Tuesday immediately after the Spring Bank Holiday)?

### Invisilators

Have invisilators been informed of when to complete an attendance register(s) in the exam room?

If applicable, has the role of, and the individual acting as, the roving invisilator been confirmed by your exams officer?

Has your exams officer ensured that the invisilators are aware of how to start an examination in line with JCQ regulations?

Has your exams officer ensured that the invisilators are aware of how to supervise candidates throughout an examination?

Have you confirmed that your exams officer has instructed all invisilators to record incidents or emerging situations on the exam room incident log?

Have you confirmed that your exams officer/invisilators is/are prepared to deal with candidates who are absent from an exam?

## CHECKLIST

✓ / NA

Is your exams officer/invigilators prepared to deal with situations that may emerge due to candidate indisposition or incapacity during exam time?

Have you confirmed that your exams officer and invigilators are prepared to deal with a candidate who is suspected of malpractice during an exam in line with JCQ regulations?

Have you confirmed that your exams officer and invigilators are prepared to deal with any emergencies which may occur during an exam in line with JCQ regulations?

Have you confirmed that your exams officer/invigilators are prepared to deal with candidates who arrive late to an exam?

Have you confirmed that your exams officer/invigilators are aware of how to deal with candidates who leave the exam room early/may need to leave the exam room temporarily?

Have you confirmed that your exams officer/invigilators are aware of how to finish an examination in line with JCQ regulations?

Have you confirmed that your exams officer/invigilators are aware of how to collect scripts at the end of the exam in line with JCQ regulations?

Have you confirmed that your exams officer/invigilators are aware of how to handle/store unused exam stationery in line with JCQ regulations?

### Access arrangements

Has your exams officer prepared cover sheets for access arrangements (where this is a requirement)?

Have you confirmed with your exams officer that the logistical arrangements for any candidate using a word processor in exams are in place before the start of each exam?

### Teaching staff

Have staff been made aware of the JCQ regulations relating to the people present in the exam room?

Has your exams officer confirmed when question papers will be released to teaching staff?

## Notes

# RESULTS AND POST-RESULTS

## CHECKLIST

✓ / NA

### Policies/documentation

Does your centre's exams policy confirm roles and responsibilities in the management and administration of the results and post-results process?

Is there a policy in place regarding fees and charges for post-results services determining who pays for a particular service?

Is a document in place to provide information on the post-results services available to candidates and a process in place to collect requests, consent/permission and payment information (where applicable), highlighting internal deadlines?

### Exams officer

Have you confirmed how and when information relating to results and post-results services will be disseminated to candidates?

Has your exams officer confirmed relevant key dates for results and post-results services for the qualifications taken in your centre?

Is there a process in place for safely and securely storing candidates' work, whether retained in the centre or returned to the centre after moderation?

Has your exams officer confirmed how results information will be accessed?

Is your exams officer fully prepared to access results information on restricted release day?

Is your exams officer aware of how to prepare statements of results for issue to candidates?

Have candidates and parents/carers been informed of the centre process and regulations relating to the sharing of candidates' examination results?

Is there a process in place to deal with any enquiries about re-sits or retakes of the qualifications for which results have been issued?

Does your exams officer have an understanding of the post-results services which will help them to prepare to deal with enquiries/requests from candidates?

Has your exams officer confirmed a process for the distribution of certificates and the retention (and destruction) of unclaimed certificates?

### Teaching staff

Have roles and responsibilities been confirmed relating to results day(s) and the post-results period?

Are relevant staff aware of how to understand and interpret exam results?

Have you confirmed the members of staff who will be responsible for discussing results with candidates and making decisions on any post-results services, and for providing advice/guidance/support to candidates regarding progression routes?

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# LINE MANAGER/EXAMS OFFICER MEETINGS

## Autumn Term

MEETING DATE	ATTENDEES	NOTES/AREAS COVERED/ACTIONS

## Spring Term

MEETING DATE	ATTENDEES	NOTES/AREAS COVERED/ACTIONS



