



## Procedures for the Conduct of External Examinations

### 1. Legal Framework

- a) These procedures have due regard to legislation in accordance with examination awarding bodies and the Joint Council for Qualifications (JCQ). As such, it should be read in conjunction with the policies and procedures relating to the JCQ and individual awarding bodies. All staff involved in the conduct of examinations should be familiar with these procedures as well as the policies and procedures of the JCQ and our individual awarding bodies (currently NCFE). Information on these policies, procedures and regulations can be found at the following links:

<https://www.qualhub.co.uk/policies-documents/assessment-regulations/>

<https://www.jcq.org.uk/exams-office/general-regulations>

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>

When applying policies, procedures and regulations, staff must, at all times, ensure that they adhere to and implement the requirements of any equality legislation.

### 2. Responsibilities of PiPeLine Productions Academies

- a. It is our responsibility to communicate with pupils, parents, carers, and referring schools, ensuring that they are made aware of any issues that may arise.
- b. It is our responsibility to ensure that examinations and assessments are conducted in line with the conditions prescribed by awarding bodies.
- c. It is our responsibility to liaise with awarding bodies in the event of an issue concerning examinations. Issues with examinations must be passed to the responsible persons in a swift and timely manner.
- d. PiPeLine will explore the opportunities for alternative arrangements should our centres be unable to open for examinations and we will agree any such arrangements with the relevant awarding bodies prior to proceeding.
- e. The directors will appoint an appropriate examinations officer whose role it is to manage examinations.
- f. It is the responsibility of the staff at PiPeLine and specifically the designated examinations officer to ensure that assessment materials and candidate's work are stored under secure conditions at all times.
- g. It is the responsibility of the designated examinations officer and/or directors to ensure that examination materials are submitted to awarding bodies in line with their timeframes and procedures.

### 3. Absence of the designated examinations officer

- a. In the absence of the designation examinations officer, the necessary tasks will be undertaken by the deputy as appointed by the directors.
- b. In some cases, the directors or management will assign a deputy to carry out specific tasks and/or roles.

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PiPeLine Productions Academies LTD

The Delius Arts & Cultural Centre, 29 Great Horton Road, Bradford BD7 1AA

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- c. Where cover for the role of examinations officer is unavailable, the examinations officer of another school may be approached.

#### **4. Centre is unable to open**

- a. In the event that a PiPeLine centre is unable to open as normal for a scheduled examination, the examinations officer or/directors will contact the awarding body.
- b. The directors are ultimately responsible for deciding whether or not one of our centres is safe to open.
- c. When considering whether a PiPeLine centre will open as normal, the directors will take advice or follow instructions from relevant local and national agencies.
- d. In the event that a PiPeLine centre is unable to open, where possible and/or safe, directors will consider opening to examination candidates only.
- e. PiPeLine will use alternative venues where permitted and/or possible, in agreement with awarding bodies.
- f. Where possible, PiPeLine will offer candidates the opportunity to sit any missed examinations at the next available opportunity.
- g. In the event of a partial or whole examination disruption, PiPeLine will apply to awarding bodies for special consideration for candidates who were affected by the disruption.

#### **5. Examination materials**

- a. Upon arrival at a PiPeLine centre, examination materials must be handed immediately and directly to the designated examinations officer.
- b. If the designated examinations officer is unavailable, examination materials must be handed to the deputy examinations officer.
- c. If both the designated and deputy examinations officers are unavailable, the receiving member of staff must personally contact the directors who will directly instruct the member of staff on how to proceed.
- d. Upon receipt of examination materials, the designated officer will open the outer packaging to confirm what examination materials we have received.
- e. The date and time of receipt of the examination materials must be noted and the relevant course leader informed of their arrival.
- f. The papers must be locked immediately in the confidential cabinet.
- g. The box containing examination materials must not be opened until the time mandated by the awarding body.
- h. It is the responsibility of the designation examination officer to take collection of all examination materials at the end of an examination and to ensure that said materials are locked immediately in the confidential cabinet.
- i. It is the responsibility of the designated examinations officer to ensure the swift and safe submission of examination materials to the awarding body in line with their procedures.

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## 6. Candidate unable to take an examination

- a. When a pupil is unable to attend a PiPeLine centre in order to complete an examination as normal, it is the responsibility of the school to communicate with the relevant awarding body to make them aware of the issue.
- b. PiPeLine will effectively and efficiently communicate with pupils, parents, carers, and referring schools regarding solutions to the problem.
- c. Where possible, PiPeLine will utilise our own transport facilities in order to transport candidates who would otherwise be unable to attend the examination.

## 7. Late Arrivals

- a. Latecomers will be allowed to take their examination at the discretion of the designated examinations officer and the directors provided they are within the awarding body's regulations.
- b. Supervision will be in place to accommodate late arrivals where possible and all external assessment materials and work will be submitted in line with exam regulations. The full circumstances of late arrivals will be recorded on the relevant paperwork and submitted with the assessment papers.
- c. Any late arrivals must be advised of relevant regulations of the assessments including any relevant documentation posted in the examination room.
- d. Wherever possible in line with the regulations PiPeLine may accommodate very late arrivals should adequate supervision be available. Learners must be made aware that the regulating bodies may not accept the script. All information should be given to the awarding bodies as per the regulations.
- e. In all cases of late arrivals, no learner will be left unsupervised at any time.

## 8. Invigilators

- a. PiPeLine will ensure that invigilators who are being used are appropriately trained and suitable for the role.
- b. The designated examinations officer will endeavour to confirm the full attendance of invigilators prior to the examination date.
- c. Where there is a shortage of invigilators, PiPeLine managers and directors will cover the shortfall.

## 9. Examination room

- a. It is the responsibility of the designated examinations officer to ensure that rooms appropriate for examinations or booked and arranged well in advance of the examination.
- b. It is the responsibility of course leaders to inform the designated examinations officer and directors of the numbers of pupils they intend will sit examinations for their subject along with when those examinations will be.
- c. The designated examinations officer will ensure that rooms have appropriate signage within and without as directed by the awarding body's regulations.

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## 10. Examination entries

- a. Course leaders are responsible for determining who will be entered for examinations for their subjects and will ensure that candidates are entered for examinations suitable to that candidate's ability.
- b. Course leaders must make themselves aware of any special adjustments needed by their learners and these adjustments must be communicated **in writing** to the designated examinations officer and directors no less than 30 days before an examination is due to commence.
- c. Course leaders are responsible for setting their mock examinations and liaising with directors and managers as to a suitable time for these and for any other examination practice.
- d. Course leaders are responsible for ensuring that candidates have access to all appropriate equipment and materials necessary for completion of the examination.

## 11. Disruption to examinations underway

- a. Emergencies:
  - i. Fire alarm tests must never be scheduled to coincide with examinations so if there is a fire alarm, the emergency is real. Normal emergency fire protocol will be followed but in addition to this, candidates and staff must leave all examination materials behind in the room and the room must be secured **as long as it is safe to ensure this security**. At all times and under all circumstances, the priority is the safety and wellbeing of staff and students and staff and students should not do anything to jeopardise their safety.
  - ii. The exam room must be evacuated safely and learners will be escorted by staff to the fire safety point as per the evacuation policy where all learners will be registered.
  - iii. Learners will not be allowed to converse and will be kept apart as much as is safely and practicable.
  - iv. All assessment materials must be left in the exam room and learners must not have any access to mobile phones, notes, books or the internet.
  - v. The awarding body must be informed immediately of the situation and their advice heeded on the next necessary steps.
  - vi. Where in accordance with the awarding body's regulations and only under their guidance, a note of when the examination was disrupted will be taken and the appropriate time will be given to candidates after the disruption to allow them their full time allocation.
  - vii. In the event that the invigilator/supervisor has reason to believe there has been a breach of security, the assessment must be stopped immediately and NCFE must be noted with correct and full details.
  - viii. The same procedure must be followed in the case of a medical emergency.
  - ix. In the event of an emergency during an online assessment the computers must be left switched on and can be paused by invigilators should it be safe to do so. Invigilators should follow instructions to resume the assessment

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should it be safe to do so. If the assessment cannot be resumed the invigilator must record all details and notify NCFE as soon as is possible.

- b. Pupil disruption
  - i. Pupils who become disruptive in examinations can be removed at the discretion of the designated examination officer and/or managers and directors.
  - ii. This should be considered quickly if such disruption threatens the integrity of the examination or threatens to impact the chances of other pupils to properly complete their examination.
  - iii. Pupils who become disruptive and who are removed from their examination may be given another opportunity to sit their examination again if such an opportunity naturally exists at a later date, but no arrangements will be made to retake the disrupted examination.
- c. Adverse conditions
  - i. Managers and directors must be mindful of any adverse conditions which could impact the safety of staff and candidates (for example, adverse weather conditions) and should liaise with the awarding body should they have concerns.

## 12. Seating arrangements

- a. A seating plan will be drawn up before the examination and followed for the examination.
- b. The seating plan will be kept on file in the confidential cabinet after the examination has been completed.

## 13. Record keeping

- a. The designated examination officer will ensure that all records are kept after the completion of an examination. These must be labelled and stored in the confidential cabinet in the upstairs office:
  - i. Seating plan
  - ii. Pupils who sat the examination
  - iii. Invigilators register
  - iv. Post office record of submitted materials
  - v. Time of receipt of examination materials
  - vi. Full details of any issues arising, and actions taken

## 14. Policy and procedural update

- a. This policy and procedure will be reviewed and updated yearly by the management team and directors.
- b. Throughout the year, this procedure will be monitored for its effectiveness and further developed as needs arise.

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