

ExamsTraining

**Exam changes and key updates for the
2021/2022 academic year**

Areas covered

- Key changes and updates to the JCQ regulations and instructions for 2021/2022 relevant to exams officers in the following JCQ publications:
 - *General Regulations for Approved Centres*
 - *Instructions for conducting examinations (ICE)*
 - *Access Arrangements and Reasonable Adjustments*
- Exams and assessments in 2021/2022
- The DfE review of post-16 qualifications
- **The Exams Office** support in 2021/2022
- National Association of Examinations Officers (NAEO)

JCQ documentation

- JCQ publications for 2021/2022 are available in PDF format from the 'Exams Office' area of the JCQ website
- Interactive versions of the following publications are available on the JCQ Centre Admin Portal (CAP):
 - General Regulations for Approved Centres
 - Instructions for conducting examinations
 - Access Arrangements and Reasonable Adjustments
 - A guide to the special consideration process
 - Instructions for conducting non-examination assessments
 - Instructions for conducting coursework

JCQ General Regulations for Approved Centres

 Joint Council for
Qualifications c1c

General Regulations for Approved Centres

1 September 2021 to 31 August 2022

For the attention of heads of centre, senior leaders
within schools and colleges and examination officers.

Produced on behalf of:



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2021/2022 key change

Qualifications covered

- The regulations now apply to:
 - T Levels (Technical qualifications)

2021/2022 key change

The use of a third party

- Where a centre uses a third party to deliver any part of a qualification, it must maintain oversight of, and responsibility for, the delivery of the qualification in accordance with these regulations and awarding body requirements
- **Centres must have in place a written agreement with the third party and must ensure that a copy of the written agreement is available for inspection if requested by the awarding body**

The requirement to obtain written approval from the awarding body before permitting a third party to deliver any part of the qualification has been removed

2021/2022 key change

Conflicts of interest

- It is the responsibility of the head of centre to inform the awarding bodies of relevant conflicts of interest before the published deadline for entries **for each examination series**

2021/2022 key changes

Policies available for inspection

- A written policy on the use of word processors in examinations must be available for inspection

Access arrangements and reasonable adjustments

- Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid

JCQ Instructions for conducting examinations (ICE)

JCQ Joint Council for
Qualifications cic

Instructions for conducting examinations

1 September 2021 to 31 August 2022

For the attention of heads of centre, senior leaders
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Produced on behalf of:



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2021/2022 key change

Qualifications covered

- The instructions must be used in timetabled written and on-screen examinations for the following qualifications:
 - BTEC Technicals
 - CCEA Level 1, 2 and 3 non-general qualifications
 - T Levels (Technical qualifications)

2021/2022 key changes

Keeping confidential examination materials secure

- Access to the secure room must be restricted **and staff named and approved by the head of centre must be accompanied by a keyholder at all times**
- There must be between two and six keyholders only, **each of whom must fully understand their responsibilities as a key holder to the secure storage facility**

2021/2022 key change

Coloured/enlarged question papers

- Where a candidate requires a question paper on coloured paper and/or enlarged from A4 to A3, it is strongly recommended that a PDF copy of the standard question paper is used as this will ensure better print quality and reduce the possibility of human error when collating and stapling

AQA and Pearson

- Download a PDF copy of the standard question paper from eAQA* or Edexcel Online one hour before the awarding body's published starting time for examinations (* eAQA has been replaced by Centre Services)

CCEA, OCR and WJEC

- Order a non-interactive electronic (PDF) question paper via *Access arrangements online*

See also JQC *Access Arrangements and Reasonable Adjustments*, section 6.5.1

2021/2022 key change

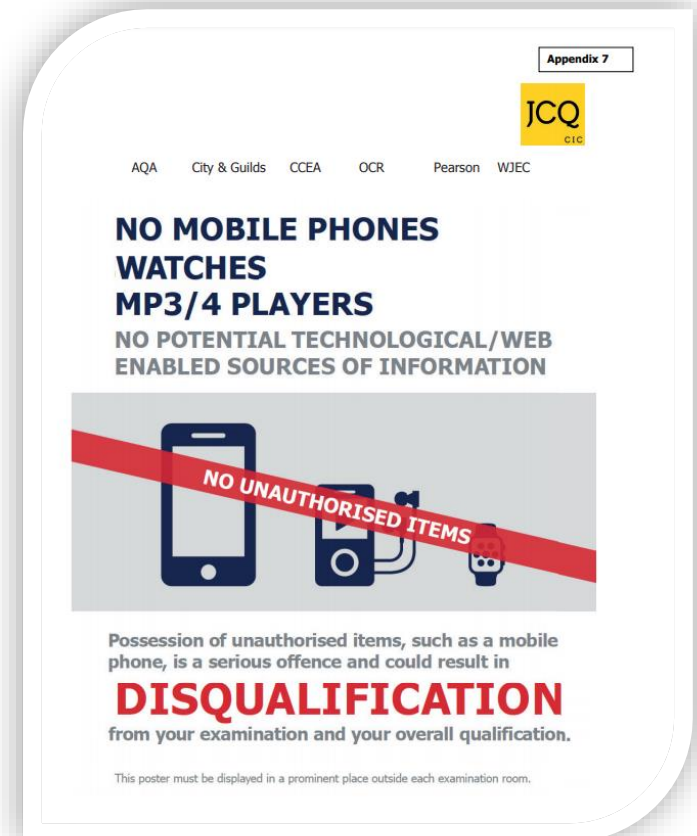
Examination materials and other equipment

- Candidates must not be in possession of watches
- Following the invigilator's announcement (Appendix 3) any mobile phones or other unauthorised items in the candidates' possession must be handed to the invigilator prior to the examination starting. **This also includes watches**

2021/2022 key change

Unauthorised items

- The following appendices have been updated to include the information that watches are unauthorised items:
 - Appendix 3 – Invigilators' announcement
 - Appendix 5 – Information for candidates for written examinations
 - Appendix 6 – Information for candidates for on-screen tests
 - Appendix 7 – Unauthorised items poster



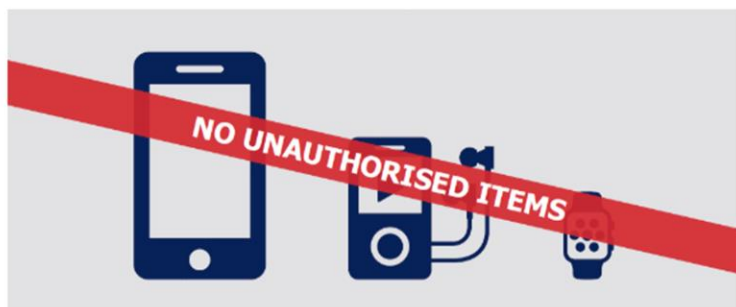
2020/2021



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
SMARTWATCHES
MP3/4 PLAYERS**

NO POTENTIAL TECHNOLOGICAL/WEB
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone, is a serious offence and could result in
DISQUALIFICATION
from your examination and your overall qualification.

This poster must be displayed in a prominent place outside each examination room.



2021/2022



AQA City & Guilds CCEA OCR Pearson WJEC

**NO MOBILE PHONES
WATCHES**
MP3/4 PLAYERS

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2021/2022 key change

Candidate scripts

- When checking that the candidate and centre information matches the details on the attendance register, if a discrepancy is identified the centre may correct the discrepancy or add to the information recorded by the candidate on the front of their answer booklet **and/or on any supplementary sheets used**
- **This should be restricted to the centre number, candidate number, candidate name or component/unit code.** The correction should be counter-signed on the script. Centres must not alter any other details on the candidate's script

JCQ Access Arrangements and Reasonable Adjustments

JCQ Joint Council for
Qualifications c1c

Adjustments for candidates with disabilities and learning difficulties

Access Arrangements and Reasonable Adjustments

This booklet covers the following qualifications:

AQA Applied General qualifications, AQA Level 1, Level 2 and Level 3 Technical qualifications, BTEC Firsts, BTEC Nationals, BTEC Tech Awards, Cambridge Nationals, Cambridge Technicals, CCEA Key Skills qualifications, City & Guilds Level 2 and Level 3 Technical qualifications, ELC, FSMQ, GCE, GCSE, OCR Level 3 Certificates, Welsh Baccalaureate Qualification (WBO), WJEC Level 1 and Level 2 General qualifications, WJEC Level 1 and Level 2 Vocational qualifications, WJEC Level 3 Applied qualifications

1 September 2021 to 31 August 2022

For the attention of SENCos, assessors and senior leaders within schools and colleges.

Produced on behalf of:



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2021/2022 key change

Access arrangements application deadline

- Applications for the summer (June) 2022 exam series must be processed and approved no later than **31 March 2022**

The summer 2022 deadline for ordering modified papers is unchanged (31 January 2022)

2021/2022 key change

Cases that do not gain approval via AAO

- It is inevitable that some individual needs will not be accommodated by a computer system, which cannot deal with every reasonable adjustment which may be required in specific cases. For example:
 - a candidate with a recent brain injury who may need access to eye gaze technology
 - a candidate who needs access to a device which monitors their heart rate or blood sugar levels
 - a candidate who needs access to an individual timer on account of a learning difficulty