

## 2022/2023 Exam Changes

Key changes and updates for the new  
academic year

[www.examstraining.org](http://www.examstraining.org)

ExamsTraining

# Welcome and introductions

---

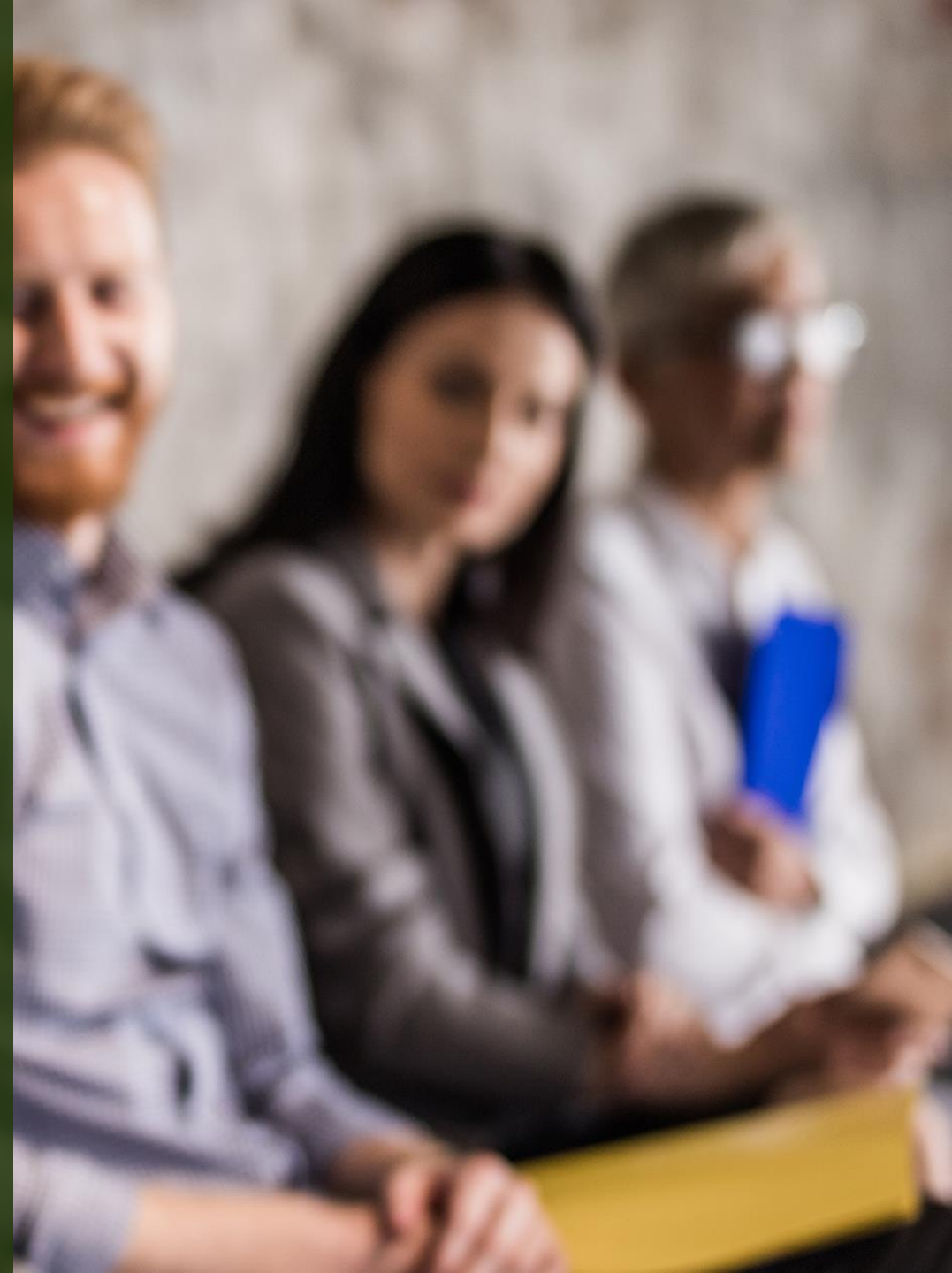
The  
**ExamsOffice**

**National  
Association of  
Examinations  
Officers**<sup>cic</sup>

# ExamsTraining

## Objectives

- To highlight and confirm a range of key changes and updates
- To understand and discuss the impact of these upon your role and in your centre
- To help you prepare for the new academic year
- To suggest good practice and hints and tips
- To network with colleagues
- To provide an opportunity for you to ask questions



# ExamsTraining

## Areas covered

- Key changes and updates to the JCQ regulations and instructions for 2022/2023
- Review of the 2022 summer series
- DfE and Ofqual update
- The Exams Office and NAE0 update

*Note: Information accurate at time of printing – 5 September 2022*



# ExamsTraining

## Introductions

Introduce yourselves to your fellow delegates



# JCQ changes

This section covers a selection of the changes for 2022/2023

All JCQ documents for 2022/2023 need to be read in their entirety by the relevant members of centre staff



Joint Council for  
Qualifications CIC

ExamsTraining

**Exams**Training

# General Regulations for Approved Centres

Key changes for 2022/2023



Joint Council for  
Qualifications CIC

## General Regulations for Approved Centres

1 September 2022 to 31 August 2023

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

Produced on behalf of:



©JCQ CIC 2022

## Key changes for 2022/2023

- A table listing the principal changes has been included in the document

### Key changes for 2022-23

Section	Paragraph	Summary of change
1	1.10	Requirement for centres to respond promptly to actions raised by the JCQ Centre Inspection Service.
	1.11	Requirement for centres to report incidents to awarding bodies promptly.
2	2.6	Requirements when head of centre and/or examinations officer operate across more than one site.
3	3.1	Additional details about third party arrangements for delivering parts of assessments.
5	5.3c	Requirements for the head of centre to ensure adequate time for the SENCO to manage the access arrangement process and that the examinations officer is actively supported.
	5.3x	Additional policies that centres should have available for inspection. The requirement that the centre's internal appeals procedure should also cover centre decisions relating to access arrangements and special consideration.
	5.6f	Link to a list of centres willing to accept private candidates.
	5.6g	Reminder that candidates should not have multiple entries for a qualification at the same level and in the same subject in the same series.

# ExamsTraining

Section 1.10

Section 1.11

## About the regulations

- Heads of centre must ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre
- Centres must promptly report any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack



Free security checks are available from the National Cyber Security Centre (NCSC). Information is available from the NCSC website

## Operating across more than one centre

- The head of centre and/or examinations officer may operate across more than one centre
- In such cases the head of centre must ensure there is suitable support in place, so they can meet their obligations across all centres for which they are responsible (see section 5.3a)
- The head of centre must ensure that these arrangements are covered by their examination contingency plan



Section 5.3(a): The head of centre is responsible for maintaining a workforce of an appropriate size and competence

## Third party arrangements

- Where a centre uses a third party to deliver any part of a qualification **(including the assessments)**, it must:
  - Maintain oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ *General Regulations* and awarding body requirements
  - Have in place a written agreement with the third party. **This will ensure there is a shared understanding of the arrangement and will manage the risk of failure by the third party to deliver the expected service**
  - Ensure that a copy of the 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 was removed in 2021/2022

## Third party arrangements

- The regulations now include a table identifying examples of the key third party arrangements that must be covered, along with acceptable exclusions (section 3.1, page 5)
- Third party arrangements do not include:
  - Arrangements that are not for the purposes of delivering, assessing or supporting examinations/assessments as detailed in the table
  - Arrangements between candidates and third parties, e.g. tutors
  - An approved centre which has multiple sites, such as college campuses

## Prospective centres

- A prospective centre must ensure that it meets all the requirements in the JCQ *Are you ready?* checklist before seeking centre approval



Produced on behalf of: AQA, CCEA, OCR, Pearson and WJEC

### Are you ready?

#### A checklist for prospective examination centres or where a centre has changed its address or secure storage arrangements

Examination centres must ensure a completed copy of this checklist is returned to either the awarding body it is seeking approval with, or the National Centre Number Register Team following notification of a change of address or secure storage arrangements.

An inspection will only take place on receipt of the completed form.

If your response to a question indicates that you are not yet ready as a prospective examination centre, you **must** seek advice from the relevant awarding body.

Please note that until a satisfactory inspection has taken place, confidential materials such as question papers **will not** be despatched.

Should another inspection become necessary in view of inaccurate information being submitted, the awarding bodies reserve the right to levy a fee.

General requirements	Centre is ready	Centre is not ready
Does the centre have a full understanding of and is prepared to abide by the JCQ publication <i>General Regulations for Approved Centres</i> ?	Yes	No
Does the centre have a full understanding of and is prepared to abide by the JCQ publication <i>Instructions for conducting examinations</i> ?	Yes	No
Does the centre have a full understanding of and is prepared to abide by the following JCQ publications? <ul style="list-style-type: none"><li>• <i>Access Arrangements and Reasonable Adjustments</i></li><li>• <i>Instructions for conducting coursework</i></li><li>• <i>Instructions for conducting non-examination assessments</i></li><li>• <i>Suspected Malpractice in Examinations and Assessments</i></li></ul>	Yes	No
Do you have a designated business address with an office and reception which will be permanently staffed between 8.30 am to 3.30 pm during term time?	Yes	No
Will the centre be open and staff available for an inspection visit in the next two to four weeks?	Yes	No
Are you applying for centre approval no later than five months before the entry deadline for the first exam series?	Yes	No
Are the secure storage arrangements at the centre already constructed?	Yes	No
Is a safe/secure cabinet in place?	Yes	No

## Centre status

- A centre must have appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements **and/or practical assessments**
- Where an awarding body has withdrawn approval either for the delivery of a specific qualification or centre approval for all qualifications, the awarding body reserves the right to notify other awarding bodies **and the regulator** of such actions

## Issuing results and certificates

- The awarding bodies will:
  - Issue certificates which are presented clearly **and reflect the full name of the candidate entered with the awarding body at the time of the examination series**
  - Issue **certificates** in a new name following gender re-assignment, or a released prisoner being given a new identity, or a witness protection case, upon receipt of appropriate documentation

## Recruitment, selection and training of staff

- The head of centre must ensure that:
  - The SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*
  - 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



This paragraph is also included in *Access Arrangements and Reasonable Adjustments*, page 1



See JCQ *Report of the Independent Commission on Examination Malpractice*, recommendation 70

# ExamsTraining

## Independent Commission on Examination Malpractice

- The Independent Commission on Examination Malpractice, chaired by Sir John Dunford, was launched in July 2018 and considered examination malpractice in general and vocational assessments
- A final report, including a set of recommendations, was published in September 2019 and is available on the JCQ website
- The Commission agreed that Governors, heads of centres and senior leadership teams should strive to build an ethical culture based upon honesty and openness which enables staff and students to report matters of concern

# ExamsTraining

## 2021/2022 exams officer survey

- The Exams Office and NAE0 annual survey of exams officers in 2021/2022 found that:
  - Almost a third of exams officers do not have access to an annual appraisal
  - 22% of exams officers do not feel well supported or valued by their line manager/SLT
  - Almost half of all senior leaders believe that exams officers are only required (or only have tasks to undertake) when exams or assessments are taking place
  - There is a lack of contingency planning in 38% of centres
  - In 79% of centres there is little or no succession planning in the event of the exams officer leaving their post/the appointment of a new exams officer
  - 34% of heads of centre/SLT do not read/refer to/familiarise themselves with the entire contents of the relevant JCQ publications

# ExamsTraining

## Discussion

- Are you line managed by a member of the senior leadership team?



## Policies available for inspection

- The written **examination contingency plan** should also consider the potential impact of a cyber-attack
- A written **whistleblowing policy** must be in place and available for inspection
- The written **internal appeals procedure** must cover **at least** appeals regarding:
  - Internal assessment decisions
  - Post-result services and appeals
  - **Centre decisions relating to access arrangements and special consideration**

## Internal appeals procedure

### Internal assessment decisions

- A candidate may request a review of the centre's marking before marks are submitted to an awarding body. As part of this process, candidates must be informed of the mark given by their centre for a centre assessed component/unit

### Post-results and appeals

- 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

### Access arrangements and special consideration

- To manage disputes when a candidate disagrees with a centre decision regarding access arrangements and/or special consideration

Section 5.7(f)

Section 5.13(h)

Section 5.3(x)



Details of the procedure need to be made widely available and accessible to all candidates

It should also be brought to the attention of parents/carers

# ExamsTraining

## Whistleblowing policy

- The *Report of the Independent Commission on Examination Malpractice* was published in September 2019 and is available on the JCQ website – [www.jcq.org.uk/examination-system/imc-home/](http://www.jcq.org.uk/examination-system/imc-home/)
- One of the central points in the report is building an ethical culture in which integrity in examinations and assessment is emphasised
- The report recommends that centres should have a **clear and comprehensive whistleblowing policy** which identifies how to report concerns and which should include a commitment to do everything reasonable to protect the reporter's identity, if requested



**NEW for 2022/2023**  
A Whistleblowing Policy template is available from The Exams Office website



*JCQ Report of the Independent Commission on Examination Malpractice, recommendation 59*

# ExamsTraining

## Independent Commission on Examination Malpractice

- The Commission recommended that the whistleblowing policy should:
  - encourage individuals to raise concerns, which will be fully investigated by appropriately trained and experienced individuals
  - identify how to report concerns
  - explain how such concerns will be investigated and set expectations regarding the reporting of outcomes
  - provide details of relevant bodies to whom concerns about wrongdoing can be reported, including awarding organisations and regulators
  - include a commitment to do everything reasonable to protect the reporter's identity, if requested
  - set out how those raising concerns will be supported



The Commission made a range of recommendations which have impacted upon the 2022/2023 JCQ regulations, including the *Suspected Malpractice: Policies and Procedures* document

ExamsTraining

Discussion



## Access arrangements and reasonable adjustments

- A centre must recognise its duties towards disabled candidates, **including private candidates**, ensuring compliance with all aspects of the Equality Act 2010 or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect



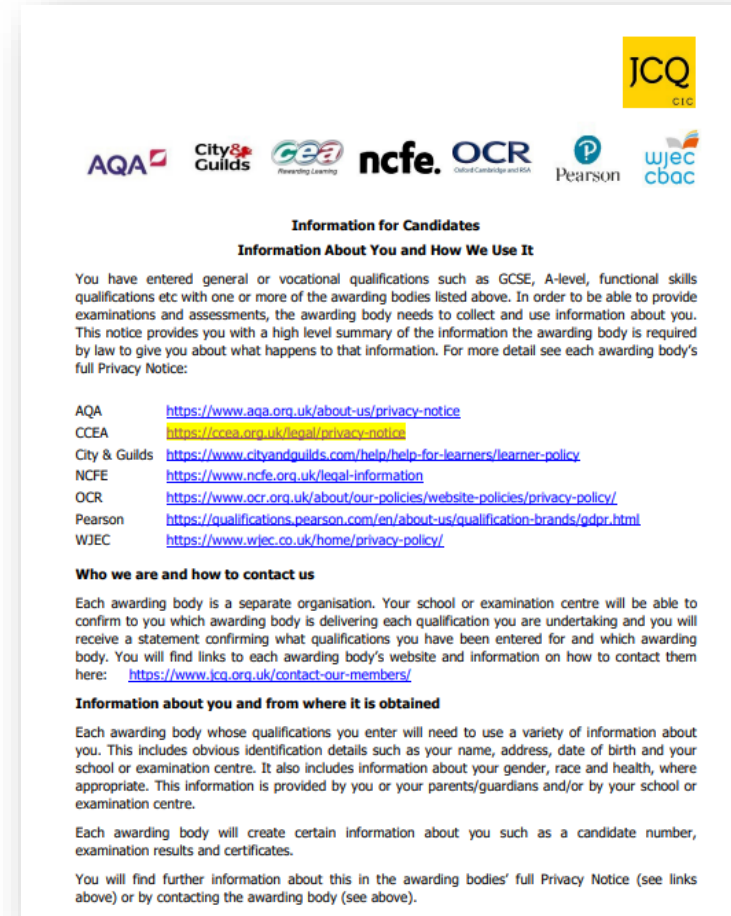
Where the centre is under a duty to make a reasonable adjustment, the centre must not charge a disabled candidate any additional fee in relation to the adjustment or aid, section 5.4(c)

## Entries

- A list of centres willing to accept entries from private candidates can be found on the JCQ website – [www.jcq.org.uk/private-candidates/](http://www.jcq.org.uk/private-candidates/)
- **To help manage any possible timetable variations and invalid entry combinations**, where a private candidate is also registered at another centre, that centre must be informed of the entries made
- Centres must not enter candidates for a qualification at the same level and in the same subject multiple times in the same series (e.g. by entering a candidate for the same subject qualification with different awarding bodies). This is to manage the increased risk of security breaches due to inappropriate timetable variations and is also generally in the interests of candidates to avoid detrimental effects

## Candidate information

- The centre will ensure that the JCQ *Information for candidates* documents are distributed to all candidates whether electronically or in hard copy format prior to assessments and/or examinations taking place:
  - Coursework
  - Non-examination assessments
  - On-screen tests
  - Privacy notice
  - Social media
  - Written examinations



The screenshot shows the 'Information for Candidates' document from JCQ. At the top, there are logos for JCQ, AQA, City & Guilds, CCEA, ncf, OCR, Pearson, and WJEC. The title 'Information for Candidates' is followed by the subtitle 'Information About You and How We Use It'. The main text explains that candidates have entered general or vocational qualifications and that the awarding body needs to collect and use information about them. It provides a high-level summary of the information the awarding body is required by law to give about what happens to that information. Below this, there is a list of awarding bodies and their respective privacy notice links: AQA, CCEA, City & Guilds, NCFE, OCR, Pearson, and WJEC. The document also includes sections for 'Who we are and how to contact us' and 'Information about you and from where it is obtained'.

**Information for Candidates**  
**Information About You and How We Use It**

You have entered general or vocational qualifications such as GCSE, A-level, functional skills qualifications etc with one or more of the awarding bodies listed above. In order to be able to provide examinations and assessments, the awarding body needs to collect and use information about you. This notice provides you with a high level summary of the information the awarding body is required by law to give you about what happens to that information. For more detail see each awarding body's full Privacy Notice:

AQA <https://www.aqa.org.uk/about-us/privacy-notice>  
CCEA <https://ccea.org.uk/legal/privacy-notice>  
City & Guilds <https://www.cityandguilds.com/help/help-for-learners/learner-policy>  
NCFE <https://www.ncfe.org.uk/legal-information>  
OCR <https://www.ocr.org.uk/about/our-policies/website-policies/privacy-policy/>  
Pearson <https://qualifications.pearson.com/en/about-us/qualification-brands/gdpr.html>  
WJEC <https://www.wjec.co.uk/home/privacy-policy/>

**Who we are and how to contact us**

Each awarding body is a separate organisation. Your school or examination centre will be able to confirm to you which awarding body is delivering each qualification you are undertaking and you will receive a statement confirming what qualifications you have been entered for and which awarding body. You will find links to each awarding body's website and information on how to contact them here: <https://www.jcq.org.uk/contact-our-members/>

**Information about you and from where it is obtained**

Each awarding body whose qualifications you enter will need to use a variety of information about you. This includes obvious identification details such as your name, address, date of birth and your school or examination centre. It also includes information about your gender, race and health, where appropriate. This information is provided by you or your parents/guardians and/or by your school or examination centre.

Each awarding body will create certain information about you such as a candidate number, examination results and certificates.

You will find further information about this in the awarding bodies' full Privacy Notice (see links above) or by contacting the awarding body (see above).

## Preparing for exams checklist

- The checklist for candidates has been updated, effective from 1 September 2022
- It provides top tips to help students prepare for their exams
- The checklist is available from the JCQ website – [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)



### On your exam day

This checklist will help you to be as prepared as possible for your exams, so that on the day itself you can focus on doing your best.

**Before sitting your exams, ensure you know:**

- ☐ the date, time and location of your exams – you might find it helpful to write this information in a calendar or planner
- ☐ who to contact at school or college in case there's an emergency that makes you late or unable to sit your exam

**What you cannot take into exams:**

- ☐ any type of phone
- ☐ revision notes
- ☐ any type of watch (this includes analogue, digital and smart watches)

**What you will need:**

- ☐ a clear pencil case
- ☐ at least two black ink pens – blue pens are not acceptable
- ☐ an approved calculator for relevant exams
- ☐ appropriate apparatus such as a ruler or protractor for relevant exams
- ☐ a clear water bottle if you wish to take one in – it must not have a label

**Other important information:**

- ☐ Listen carefully to the invigilator's instructions which will be specific to your exam. If you are unsure of anything, please raise your hand and wait for the invigilator.
- ☐ Fill in your details on the front of your answer booklet.
- ☐ If you need additional answer sheets, raise your hand and wait for an invigilator who will provide you with one. Remember to add your details to this booklet too.
- ☐ If you need to use the toilet or feel unwell, raise your hand and wait for an invigilator who will escort you from the exam room.
- ☐ Make sure you stay silent – talking to a fellow candidate could result in disqualification from all your exams.

If you have any questions about the format on the day, please ask your teacher or exams officer.

You can also find useful information about preparing for exams at [www.jcq.org.uk/exams-office/information-for-candidates-documents](http://www.jcq.org.uk/exams-office/information-for-candidates-documents)

EFFECTIVE FROM 1 SEPTEMBER 2022

## Results

- The centre will keep results 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
- The centre should refer to the JCQ publication *Notice to Centres – release of results*  
[www.jcq.org.uk/exams-office/results-and-certification/](http://www.jcq.org.uk/exams-office/results-and-certification/)

## Post-results services and appeals

- Centres must have in place written procedures for how they will deal with candidates' requests for post-results services. Candidates must be made aware of these arrangements **prior to the issue of results**
  - 2021/22 regulations: *Candidates must be made aware of the arrangements for post-results services before they sit any **examinations***
- *General Regulations* now aligns with section 4.1.1 of the JCQ *Post-Results Services* booklet (June 2022)

ExamsTraining

Discussion



# Instructions for conducting examinations (ICE)

Key changes for 2022/2023



Joint Council for  
Qualifications CIC

## Instructions for conducting examinations

1 September 2022 to 31 August 2023

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

Produced on behalf of:



©JCQ<sup>©</sup> 2022

## Key changes for 2022/2023

- A table listing the principal changes has been included in the document

### Key changes for 2022-23

Section	Paragraph	Summary of change
4		New section detailing requirements for handling secure electronic materials.
5	5.1	What centres must do if a wrong question paper packet has been opened.
	5.3b	Details as to when question papers may be removed from the secure storage facility.
7	7.1	Reminder that candidates must not have multiple entries for a qualification at the same level and in the same subject in the same series.
12	12.3	Requirement for invigilators to be trained on the current regulations and for centres to ensure invigilators are competent.
13	13.6	Requirement that a candidate's teaching assistant should not normally facilitate an access arrangement.
14	14.27	Requirements for retaining electronic copies of word-processed scripts.
18	18.2g	Requirements for how food and drink should be taken into examination rooms.
19	19.1	Requirement that candidates must not open question papers until the examination begins.
27	27.1	Reminder that scripts must be handled securely at all times.
	27.4	Reminder that scripts must be kept in the secure room until close to collection time.
31		New section detailing requirements for the release of question papers.

## Resources for examination officers

- During the 2022/23 academic year the JCQ Member awarding bodies will supplement the *Instructions for conducting examinations* with additional resources such as blogs, Frequently Asked Questions and infographics



A range of support resources were published on the JCQ website in 2021/2022

**JCQ CIC Starting times for examinations and supervising candidates**

Centres in the UK can start exams up to 30 minutes earlier than, or later than, the awarding bodies' published starting time for the session.

No awarding body permission needed | No paperwork to complete

To maintain the security of the exam, all candidates must start within these windows

**Exceptions**

- Timetable clashes
- Arrangements described in ICE paragraph 7.2
- Candidates who arrive late for their exam

**Morning session**  
Centres can start exams at any point during these times

8.30am	9.00am	9.30am
Earliest centre starting time	Published starting time	Latest centre starting time

**Afternoon session**  
Centres can start exams at any point during these times

1.00pm	1.30pm	2.00pm
Earliest centre starting time	Published starting time	Latest centre starting time

**CCEA EXAMS**

8.45am	9.15am	9.45am
Earliest centre starting time	Published starting time	Latest centre starting time

## Checking and arranging question paper packets

- When question paper packets are removed from the despatch packaging they must be checked carefully and **a log of the check kept**
- The question paper packets must be checked against the awarding body's despatch note and the centre timetable or entries

You can use:



- JCQ *Exam Materials Receipt Log – Exams Officer*
- The Exams Office – *Confidential materials: receipt, secure movement, checks and secure storage log template*

## The secure room

- Access must be restricted and staff approved by the head of centre must be accompanied by a keyholder at all times
  - 2021/2022 regulations: *Access must be restricted and staff **named** and approved by the head of centre must be accompanied by a keyholder at all times*
- Double doors are not acceptable



All keyholders  
must fully  
understand  
their  
responsibilities



You can use The Exams Office *Secure room/secure storage facility keyholder and access log template*

## Arrangements for handling secure electronic materials

- This is a completely new section. The original paragraphs in JCQ ICE 2021/2022 have been removed and replaced
- The section covers:
  - Centre authorisation (4.1 – 4.3)
  - Secure account management (4.4 – 4.9)
  - Accessing and printing secure files (4.10 – 4.16)
  - Reporting to an awarding body (4.17 – 4.18)



The Exams Office has produced a log to support the arrangements for handling secure electronic materials

### HANDLING SECURE ELECTRONIC MATERIALS LOG

This log records the arrangements for handling secure electronic materials provided to the centre and accessed by the exams officer (or other authorised member of centre staff)

DETAILS OF SECURE ELECTRONIC MATERIAL (Awarding body, subject etc)		DATE & TIME OF ACCESS TO MATERIAL	
Material only handled by authorised staff who accepts personal responsibility for maintaining the security of the material	YES / N/A	Printed question papers sealed in non-transparent envelope marked clearly with the exam details on the outside	YES / N/A
Secure file only accessed/downloaded for the use of candidate(s) who have been entered for the exam	YES / N/A	Envelope stored securely ready for transfer to the exam room at appropriate time	YES / N/A
Email/link to material not forwarded or shared	YES / N/A	Secure file stored locally only for the purpose of printing then immediately deleted, then deleted from the deleted items folder	YES / N/A
Secure file accessed/printed in secure environment with only authorised members of staff present	YES / N/A	Email/link associated with the secure file immediately deleted, then deleted from the deleted items folder	YES / N/A
Other member of centre staff assisted with printing and collation under supervision	YES / N/A	No unnecessary hard copies of the file created/any unneeded hard copies when printing completed has been securely destroyed	YES / N/A
Integrity and security paper maintained during the downloading, printing and collating process	YES / N/A	Any deviation from the full instructions in section 4 of the JCQ publication <i>Instructions for conducting examinations</i> reported to the awarding body using JCQ Form M2	YES / N/A
NOTES/COMMENTS (where relevant)			

## Arrangements for handling secure electronic materials

### Centre authorisation (sections 4.1 - 4.3)

Electronic question paper materials must only be handled by members of staff authorised to do so by the head of centre

The head of centre must ensure that authorised staff are familiar with the most recent instructions issued by the relevant awarding bodies

At least two and no more than six members of centre staff should be authorised to handle secure electronic materials

Other members of centre staff may assist with printing and collation provided they are under supervision

## Arrangements for handling secure electronic materials

- The Exams Office has updated the *Secure Storage and Confidential Materials Checklist*, with particular reference to *Instructions for conducting examinations*, section 4 – arrangements for handling secure electronic materials

### SECURE STORAGE AND CONFIDENTIAL MATERIALS CHECKLIST

The centre must:

- have a secure storage facility in a room solely assigned to examinations
- take all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials
- make arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required

The JCQ Centre Inspection Service will assess if a centre's arrangements for secure storage and the security of question papers and supporting confidential materials are compliant with the regulations.

**THIS CHECKLIST IS PROVIDED AS A MEANS OF SELF-ASSESSMENT**

Secure room (this is the 'box' containing the secure storage facility 'box')	Yes/No
Secure room use	
Is the room only be used for the purpose of administering secure examination materials?	
Is access to the room restricted and staff approved by the head of centre accompanied by a keyholder at all times?	
If the room is a large cupboard, can someone walk into it, close the door behind them and sort confidential exam material in private?	
Confirm that the room does not contain any non-exam related material or house any other items or equipment e.g. a server, a boiler, electrical units or any archive material	
Secure room construction	
Is the room in a fixed building (i.e. not a Portakabin or similar)?	
If the room has windows (which are easily accessible) are bars fitted or is the room alarmed?	
If the room is on an upper floor with a balcony or flat roof, are windows fitted with bars or the room alarmed? (Note: a room on an upper floor with no windows is JCQ's preferred location of a centre's secure room)	
Confirm the room does not have a door which leads directly out to the exterior of the building	
If the room has a glass panel in or above the door, is the panel toughened safety glass?	
Are walls, ceiling and floor of strong, solid construction? (Note: new/prospective centres – false ceilings are not permitted)	
If any wall is not made of solid brick (e.g. is stud partition) is this wall reinforced with metal? (Note: JCQ does not specify the type or thickness of the metal but it must be metal sheeting or strong, heavy duty metal. There is no requirement to cover it over afterwards; it can be as simple as just fixing the sheeting to the surface of the wall. MDF is not considered sufficiently robust.)	
Secure room door	
Is the door solid or if the door is not solid (a hollow panel door) does the door have extra metal reinforcement? (Note: the metal sheeting must be screwed on the inside of the panel door)	
Does the door have strong secure/heavy duty hinges?	

This guide is provided for members of The Exams Office [only](#) and must not be shared beyond use in your centre.

SECURE STORAGE AND CONFIDENTIAL MATERIALS CHECKLIST (2022/23)



This checklist is provided as a means of self-assessment

## Removing question papers from secure storage

- If it is subsequently identified following the second pair of eyes check that the wrong question paper packet has been opened, it must be resealed. The incident must be reported to the relevant awarding body's Malpractice Investigation Team immediately



When undertaking the additional check, you can use:

- JCQ *Second Pair of Eyes Check Form*
- The Exams Office *Exam Room Checklist*

Centre Number and Name (insert here)



### Second pair of eyes check form

Two individuals **must** check the day, date, time, subject, unit/component and tier of entry, if appropriate, **immediately** before a question paper packet is opened.

Venue of check (secure room or exam room)	Date	Time	Awarding Body and unit/component code	First individual – name, signature and role	Second individual – name, signature and role

The exam date (Column 2) and exam details (Column 4) may be inserted ahead of the examinations. This will help to minimise the information to be completed on the day of the examination(s). This form **must** be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later. It may be inspected by a JCQ Centre Inspector and/or awarding body staff, and might be requested in the event of concerns being reported to an awarding body.

## Removing question papers from secure storage

- **Reminder:** For certain arrangements centres are permitted to open question paper packets **in the secure room within 90 minutes** of the awarding body's published starting time for the examination

To make them up into more appropriately sized sets for different rooms on one more sites

**Section 5.3**

Copying onto coloured paper or enlarging

**Section 5.4**

Where a candidate requires a computer reader (approved via AAO)

**Section 5.5**

Alternative site arrangement

**Section 11.3**

Copying into black and white where beneficial for colour blind candidates

**Section 14.10**



For the relevant arrangements, it is strongly recommended that a PDF copy of the question paper is used

## Removing question papers from secure storage

- Question paper packets being opened within 90 minutes of the published starting time for the examination must be opened in the secure room and not in the examination room(s). The question paper packet must be re-sealed and placed back into the centre's secure storage facility
- **Unless the question papers being removed are required for an alternative site, they must not leave the secure room any earlier than 60 minutes prior to the awarding body's published starting time for the examination**
- The question papers extracted from the packet must be taken to the examination room(s)/site(s) in a sealed **non-transparent** envelope

## Discussion

- In summer 2022, did you copy/print any question papers onto coloured paper for your candidates?
- If yes, approximately how many candidates required this arrangement?
  - 1-5
  - 5-10
  - More than 20



## Timetable clashes

- Candidates must not be entered for the same subject at the same qualification level with more than one awarding body in the same series
- An additional reminder has been included confirming that overnight supervision arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A Level candidate has six hours or less of examinations in one day



See also  
*General  
Regulations for  
Approved  
Centres,*  
section 5.6(g)

Section 7.1

Section 8.1

## Invigilation arrangements

- A training session **on the current regulations** must be held for any new invigilators and those facilitating an access arrangement for a candidate under examination conditions
- An **annual** update meeting must be held for the existing invigilation team so that they are aware of any changes
- **Centres must ensure that the testing of invigilators' competence and their understanding of the regulations in JCQ ICE is rigorous. This must also extend to those facilitating an access arrangement**

# ExamsTraining

## Training your invigilators – what's available?

- **The JCQ**
  - Instructions for conducting examinations (ICE)
  - Checklist for invigilators (for written examinations) – invigilators must be made aware of this document
  - Invigilator training checklist
- **The Exams Office – certificated training**
  - Online training and assessment (free to access for members)
  - Timed assessment – *Invigilator Digital Accreditation (IDA)* (free access to members)
  - In-house training (discounted for members)
  - Regulation changes training for existing invigilators via an online Zoom/Teams meeting
- **The Exams Office – online materials**
  - Presentation and speaker notes
  - A wide range of support materials/resources, including the *Invigilator Training Record template* and *Centre-specific Invigilator Training Record template*

# ExamsTraining

## Training your invigilators

- **Option 1:** Create a training programme using The Exams Office resources and JCQ documentation
- **Option 2:** Use The Exams Office online training and assessment programmes
- **Option 3:** Arrange for an invigilator trainer to conduct an in-house session at your centre
- **Option 4:** (For existing invigilators) Arrange an online update meeting on regulation changes for the current academic year

### Training your invigilators

Below are the range of options offered by **The Exams Office** to centres/exams officers to help you train your invigilators.

#### In-house Invigilator Training

**The Exams Office** offers a training session for **new and experienced invigilators** delivered in your centre by one of our trainers.

**For JCQ inspection purposes, certificates will be available for all participants**

The following areas are covered during each session:

- The qualities required to invigilate
- Invigilation arrangements
  - The role of an invigilator
  - What does the JCQ expect of me as an invigilator?
  - What invigilators must/must not do
- Preparing for the examination
- At the beginning of the examination
- During the examination (including dealing with irregularities, malpractice and emergencies)
- At the end of and after the examination
- Instructions for conducting on-screen tests (optional)
- Exam regulation changes for the current academic year
- Invigilating and facilitating access arrangement candidates (including the roles/rules – of a reader, scribe, practical assistant, prompter – and other main access arrangements)

**The cost of this training will be confirmed by your trainer** (dependent on time and distance of travel to training venue)

Below is an indication of the minimum cost:

- 25 invigilators or less **from** £325 (Non-members **from** £395)
- 26 – 50 invigilators **from** £425 (Non-members **from** £495)
- 50+ invigilators **from** £9 per invigilator (Non-members **from** £12 per invigilator)

For more details email [contact@theexamsoffice.com](mailto:contact@theexamsoffice.com)

#### Online Training and Assessment

(Option 1) **INVIGILATOR TRAINING AND ASSESSMENT MODULE** – non-timed units designed to inform and measure understanding

(Option 2) **INVIGILATOR DIGITAL ACCREDITATION (IDA)** – a timed assessment designed to assess and measure understanding

Access to both options is included within your centre membership to **The Exams Office**

#### Training Presentation

(Option 1) **INVIGILATOR TRAINING VIDEOS** – Deliver training via videos recorded by our trainers to invigilators in your centre (including Facilitating and Invigilating Access Arrangements and Conducting on-screen tests training videos)

(Option 2) **PowerPoint presentation** – Customise and deliver a presentation to invigilators in your centre

- **INVIGILATOR TRAINING PRESENTATION TEMPLATE** supported by **TRAINER NOTES TEMPLATE**
- **ACCESS ARRANGEMENTS: TRAINING PRESENTATION TEMPLATE**

Access to both options is included within your centre membership to **The Exams Office**

#### Regulation Changes Training – Online via Zoom/Teams

Bookings are being taken for an online Zoom/Teams session with one of our subject matter experts to update your **experienced invigilators/existing invigilation teams** in JCQ regulation changes for the current academic year.

**For JCQ inspection purposes, electronic copies of certificates will be forwarded for all participants**

## Invigilation arrangements for candidates with access arrangements

- The person appointed to facilitate an access arrangement must not normally be the candidate's own subject teacher **or teaching assistant**
- Where the candidate's own subject teacher **or teaching assistant** is used, a separate invigilator must always be present



See also JCQ *Access Arrangements and Reasonable Adjustments*, section 4.2.10

# ExamsTraining

## Discussion

- How do you train your invigilators?
- Do you anticipate a shortage of invigilators in 2022/23?



## Access arrangements – word processors

- A word processor must not include computer reading (text to speech) software unless the candidate has permission to use a computer reader
- Centres may retain electronic copies of word-processed scripts
- The electronic copy of a word-processed script may be accepted by an awarding body where the printed copy has been lost. However, the centre would need to demonstrate to the awarding body that the file has been kept securely. The head of centre would be required to confirm this in writing to the awarding body

## Contingency planning

- The awarding bodies will designate '**contingency days**' for examinations in summer 2023
- In the event of disruption to a day of examinations in summer 2023, it is possible that there could be more than one timetable date affected following the disruption, up to and including the **last** contingency day



The contingency days in the provisional summer 2023 timetables are:  
**8 June and 28 June**

## Food and drink in the examination room

- Food and drink may be allowed in the examination room at the discretion of the head of centre
- **To enable invigilators to check these items quickly and efficiently:**
  - Food brought into the examination room by the candidate must be free of packaging **and in a transparent container**
  - **Drink bottles must be transparent** with all labels removed **which would include transparent, reusable plastic bottles**

## Starting the examination

- Candidates must not open the question paper until the examination begins



### Appendix 5 Information for candidates for written examinations – effective from 1 September 2022

This document has been written to help you.  
Read it carefully and follow the instructions.

If there is anything you do not understand, especially which calculator you may use, ask your teacher.

#### A. Regulations – Make sure you understand the rules

- 1 Be on time for all your exams. If you are late, your work might not be accepted.
- 2 **Do not** become involved in any unfair or dishonest practice during the exam.
- 3 If you try to cheat, or break the rules in any way, you could be disqualified from all your subjects.
- 4 You **must not** take into the exam room:  
(a) notes;

#### D. Instructions during the exam

- 1 Always listen to the invigilator. Always follow their instructions.
- 2 Tell the invigilator at once if:  
(a) you think you have not been given the right question paper or all of the materials listed on the front of the paper;  
(b) the question paper is incomplete or badly printed.
- 3 Read carefully and follow the instructions printed on the question paper and/or on the answer booklet.
- 4 **Do not** start writing anything until the invigilator tells you to fill in all the details required on the front of the question paper and/or the answer booklet before you start the exam. **Do not open the question paper until you are instructed that the exam has begun.**
- 5 Remember to write your answers within the designated sections of the answer booklet.

Section 19.1

Appendix 3

Appendix 5

Appendix 6

## Collecting and sending scripts

- Exam office staff, including invigilators, must ensure scripts are handled securely at all times
- Centres must ensure that scripts are always kept in the secure room until as close to the collection time as possible. Script packages must not be left unattended at the collection area
- Clarification has been provided that centres must retain scripts in the centre's **secure room** if kept within the centre overnight and/or between 26-30 May 2023

Section 27.1

Section 27.4

Section 29.1

Section 29.2

## Releasing question papers

- A new section has been added on releasing question papers
- Question papers must not be released to centre personnel 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
- For CCEA examinations question papers must not be released until 24 hours after the published finishing time for the examination



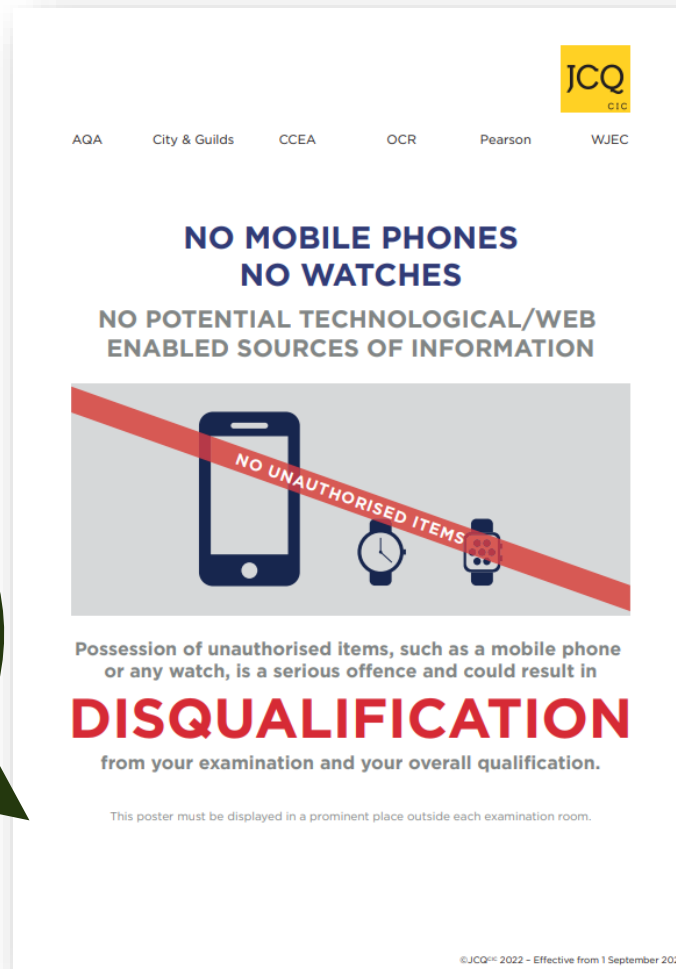
See also *General Regulations for Approved Centres*, section 6.13

## Unauthorised items poster

- The unauthorised items exam room poster has been updated – effective from 1 September 2022



The poster must be displayed in a prominent place outside the exam room




### 2021/2022

AQA City & Guilds CCEA OCR Pearson WJEC

JCQ  
CIC

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

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.

©JCQ™ 2021 - Effective from 1 September 2021

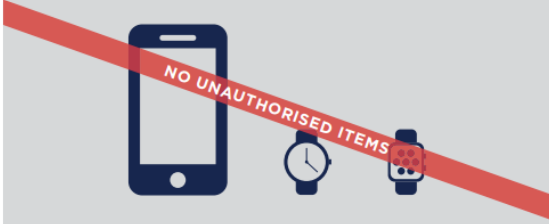
### 2022/2023

AQA City & Guilds CCEA OCR Pearson WJEC

JCQ  
CIC

**NO MOBILE PHONES**  
**NO WATCHES**

NO POTENTIAL TECHNOLOGICAL/WEB  
ENABLED SOURCES OF INFORMATION



Possession of unauthorised items, such as a mobile phone  
or any watch, 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.

©JCQ™ 2022 - Effective from 1 September 2022

# ExamsTraining

## Discussion

- When do you release question papers to centre staff?



## Access Arrangements and Reasonable Adjustments

### Key changes for 2022/2023

*This section focuses on the changes most relevant to exams officers*



Joint Council for  
Qualifications CIC

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 (WBQ), WJEC Level 1 and Level 2 General qualifications, WJEC Level 1 and Level 2 Vocational qualifications, WJEC Level 3 Applied qualifications

1 September 2022 to 31 August 2023

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

Produced on behalf of:



©JCQ CIC 2022

## Key changes for 2022/2023

- A table listing the principal changes has been included in the document



Key changes not covered in this section

### Key changes for 2022-23

Section	Paragraph	Summary of change
Introduction		Requirement for the head of centre to ensure that the SENCo has sufficient time to manage the access arrangements process and familiarise him/herself with the JCQ regulations.
4	4.2.10	Details about who cannot facilitate access arrangements.
5	5.1.2	Purpose of supervised rest breaks detailed.
	5.2.2	When to use a measure of text reading speed or writing speed as one of the two required scores for 25% extra time.
		Evidence requirements for 25% extra time linked to the completion of Form B.
	5.3.2	When to use a measure of text reading speed or writing speed as one of the two required scores for extra time of up to 50%.
	5.5.5	Evidence needed for the use of a computer reader/reader.
	5.16	Additional arrangements for which an application via AAO is not required.
		Further guidance about separate invigilation.
7	7.4.1	Examples of evidence to show that the assessor is suitably qualified.
	7.5.30	When a measure of text reading speed can and cannot be used as evidence for 25% extra time.
	7.5.11	When a measure of writing speed cannot be used as evidence for 25% extra time.
8	8.5	Additional arrangements for which an application via AAO is not required.
	8.8	ELC qualifications - additional arrangements delegated to the centre.

## Importance of the regulations

- To reinforce the importance of the regulations and the SENCo's leading role in the access arrangements process within the centre, a paragraph has been added to the Introduction stating that:
  - The head of centre must ensure that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication *Access Arrangements and Reasonable Adjustments*



This paragraph is also included in  
*General Regulations for Approved Centres*  
2022/23, section 5.3(c)

## AAO candidate consent form and privacy notice

- An updated document comprising the candidate personal data consent form and Privacy Notice has been introduced – ***Personal data consent from examination candidate (aged 13 or over): Access arrangements online***
- For all applications made from 1 September 2022, the candidate is required to have signed page 3 and dated page 7 of the updated form before an application for access arrangements is made using Access Arrangements Online
- There is now a separate form, ***Data protection confirmation by the examinations officer or SENCo***. This form, which was previously contained within the candidate personal data consent form, has a confirmation statement which must be acknowledged before an application is processed online
- Once completed, the forms should be kept in the candidate's file in hard copy or electronic format for inspection purposes



The forms can be downloaded from the JCQ website

## Deadlines for submitting applications via Access Arrangements Online

- The deadline for submitting applications for access arrangements for the June 2023 series is **21 March 2023**



This deadline has been brought forward by 10 days from the previous deadline of 31 March to allow more time for the JCQ Centre Inspection Service to plan for its summer inspection visits

Exam series	Access arrangement	Final deadline
November 2022	Modified papers	20 September 2022
November 2022	All other access arrangements	1 November 2022
January 2023	Modified papers	4 October 2022
January 2023	All other access arrangements	21 October 2022
June 2023	Modified papers	31 January 2023
June 2023	All other access arrangements	21 March 2023

### Other arrangements

- There may be disabled candidates who require other adjustments which are not listed in the document
- White noise played through headphones is now given as an example of such an arrangement



Where a candidate has substantial needs which are not accommodated by Access Arrangements Online (AAO), the centre must make an online referral to the relevant awarding body/bodies

This must be done via AAO by selecting 'Other'



It is becoming increasingly common for students to need direct sight of their mobile phone to manage their diabetes (or any other chronic health condition) during their exam

You can request approval for this by submitting an application via AAO and selecting 'Other'. This will automatically generate a 'Not Approved' outcome. You can then go back into the application within AAO and click on the 'Send to Awarding Body' button

## Other arrangements – centre delegated

- Three new arrangements have been delegated to the centre:
  - Fidget toys and stress balls
  - Non-electronic ear defenders/ear plugs
  - Squared paper for candidates with visual spatial difficulties
- These arrangements can be provided to candidates according to their needs and normal way of working in the centre
- An application using Access Arrangements Online (AAO) does not need to be made and no evidence is needed to support the arrangement for inspection purposes



The SENCo must make their decision based on:

- Whether the candidate has a substantial and long-term impairment which has an adverse effect; **and**
- The candidate's normal way of working within the centre

## Other arrangements – separate invigilation

- The access arrangement ‘separate invigilation’ has been re-named, ‘separate invigilation within the centre (sitting the examination outside of the main exam hall/room, e.g. a room for a smaller group of candidates)’
- Nervousness, low level anxiety or being worried about examinations is not sufficient grounds for separate invigilation within the centre
- An example of separate invigilation within the centre has been given in the regulations



These additions to the wording are to help centres manage the increased demand for separate invigilation following the Covid-19 pandemic

This arrangement should only be considered where there is a genuine need and where the candidate’s difficulties are established within the centre

A blog on understanding the requirements for separate invigilation has been produced by the JCQ – [www.jcq.org.uk/exams-office/blogs/](http://www.jcq.org.uk/exams-office/blogs/)

## Facilitating access arrangements

- The person appointed to act as a communication professional, language modifier, practical assistant, prompter, reader or scribe must not normally be the candidate's own subject teacher or teaching assistant
- He/she is responsible to the exams officer and must be acceptable to the head of centre
- Where the candidate's own subject teacher or teaching assistant is used, a separate invigilator must always be present
- The person appointed must not be a relative, friend or peer of the candidate. A private tutor cannot facilitate an access arrangement



In some circumstances, it may be necessary for the candidate's own teacher or teaching assistant to act in the supporting role. For example, for a candidate with an autism spectrum disorder, the continuity of support from a known adult may be of primary importance for the arrangement to be used successfully



See also JCQ  
*Instructions  
for conducting  
examinations,*  
section 13.6

# ExamsTraining

Section 5.1

Section 5.1.2

## Supervised rest breaks

- Where a candidate has an impairment other than a learning difficulty, the SENCo should have explored and trialled the option of supervised rest breaks through timed internal tests and mock examinations before making an application for 25% extra time. Some candidates may additionally require 25% extra time
- The purpose of a supervised rest break is for a break from the examination and should not be used as ‘thinking time’



There is no maximum time set for supervised rest breaks. The decision must be made by the SENCo based on their knowledge of the candidate's needs and the candidate's normal way of working when placed under timed conditions (section 5.1.2)



A break from the exam may be more appropriate than extra time for a candidate with a medical condition or substantial needs. In some cases, a candidate may require both supervised rest breaks and 25% extra time

## Word processor policy

- A member of the centre's senior leadership team must produce a word processor policy, **specific to the centre**, which details the criteria the centre uses to award and allocate word processors for examinations and assessments
- **This policy must be available for inspection**



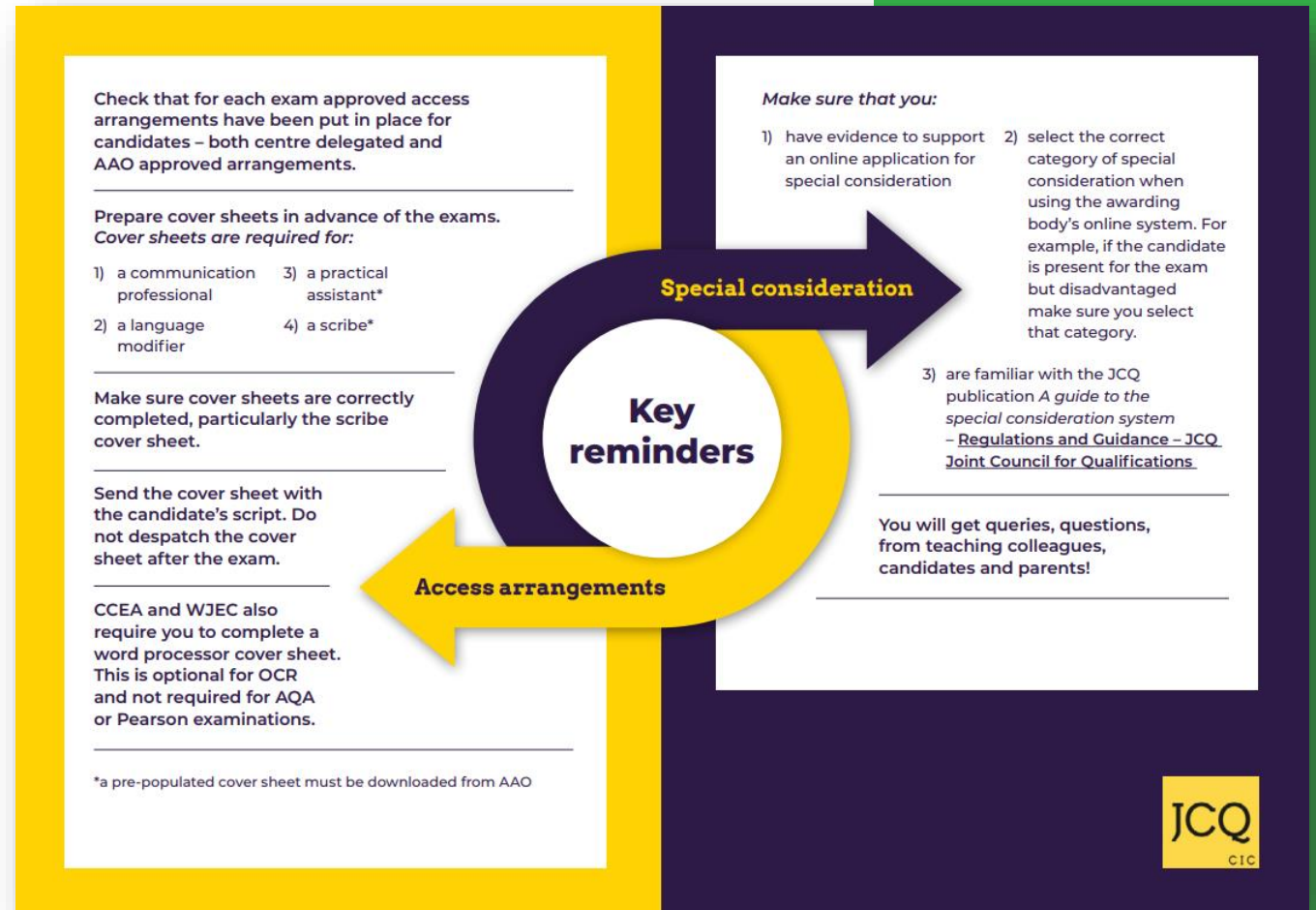
The requirement for a member of the senior leadership team to produce a **statement** for inspection purposes detailing the criteria the centre uses to award and allocate word processors for examinations has been removed

# ExamsTraining

## Key reminders

- An infographic is available on the JCQ website – *Key reminders: access arrangements and special consideration*
- It confirms which awarding bodies require a word processor cover sheet to be completed:
  - WJEC and CCEA – required
  - OCR – optional
  - AQA and Pearson – not required

The infographic is available from the 'Exams Office' area of the JCQ website, Access arrangements and special consideration section



# ExamsTraining

## Discussion

- In summer 2022, did you receive requests from staff, parents or candidates for separate invigilation due to anxiety/nervousness about exams?



## A guide to the special consideration process

Key changes for 2022/2023



Joint Council for  
Qualifications<sup>C1C</sup>

### A guide to the special consideration process General and Vocational qualifications

Effective from 1 September 2022

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

Produced on behalf of:



Centres are encouraged to access the interactive version of this booklet using the Centre Admin Portal (CAP).  
CAP is accessible via any of the awarding bodies' secure extranet sites.

©JCQ<sup>C1C</sup> 2022

## Eligibility for special consideration

- Candidates will be eligible for special consideration if they have been fully prepared and have covered the whole course but performance in the examination, or in the production of coursework or non-examination assessment, is materially affected by adverse circumstances beyond their control
- These include:
  - Participation in sporting events, training camps or other events at an international level at the time of the assessment, e.g. representing **their club** or country at an international level in chess or football

## Candidates who are present but disadvantaged

- Changes have been made to the examples of circumstances which must apply at the time of the assessment. These include:
  - **5% category of allowance:** death of a member of the immediate family **within three months** of the examination (previously within two months)
  - **1% category of allowance:** illness of another candidate which leads to **minor** disruption in the examination room



Special consideration will normally be given by applying an allowance of additional marks to each component affected within a specification

The size of the allowance depends on the timing, nature and extent of the illness or misfortune

# ExamsTraining

## Candidates who are absent for acceptable reasons

- On 29 September, the JCQ confirmed that the awarding bodies have reviewed the summer 2022 arrangements for special consideration
- In summer 2022, where a candidate was absent from an exam or assessment for an acceptable reason, they could receive a grade as long as they had **completed at least one entire component of a qualification**
- This will now be adopted for all future exam series and will make it easier for both centres and awarding bodies to identify eligible candidates



The JCQ will update the *Guide to the special consideration process* with further details by 7 October

## Other certification – statement of recognition

- Where a candidate has been fully prepared and entered for a qualification but has encountered exceptional mitigating circumstances beyond their control and is unable to sit any awarding body set examinations/assessments, the centre should contact the relevant awarding body. The awarding body will advise the centre of the process and the information required
- An awarding body may issue a statement of recognition:
  - A statement of recognition records the candidate's likely qualification grade(s), according to the centre, had the awarding body's set examinations/assessments been completed
  - The statement of recognition is designed to support the candidate's progression to the next stage of education, training, or employment
  - The statement of recognition is provided by the awarding body based on the information supplied by the centre and is not a qualification certificate



The 2021/22 guide was amended on 24 June 2022 to include this information

## Processing applications

Section 6

Section 6.1

Section 6.2

### Making applications (online and paper)

- The centre must inform a candidate when an application for special consideration is submitted to the awarding body
- The centre must ensure that it complies with the UK GDPR/Data Protection Act 2018

### Late applications made after the publication of results

- A member of the senior leadership team must produce **compelling** evidence to support a late application

## Vocational qualifications

### Lost or damaged work (internally assessed work)

- When work has been lost or damaged **due to events outside of the learner's control**, an awarding body may consider an application for special consideration
- In all cases, the centre must be able to verify that the work was done and that it was monitored whilst it was in progress

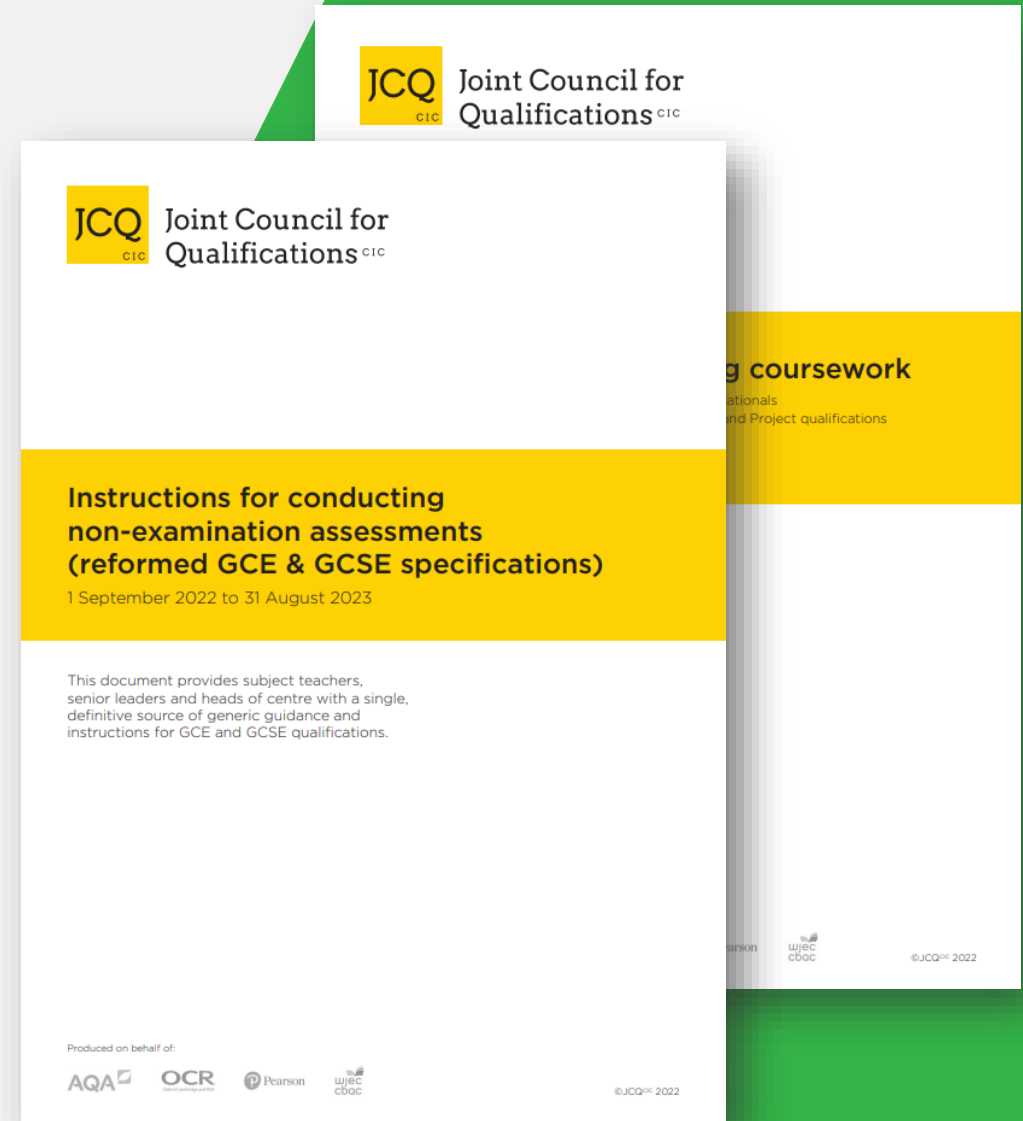


For guidance on lost or damaged work for non-examination assessment components refer to the JCQ *Instructions for conducting non-examination assessments*

## Instructions for conducting non-examination assessments

## Instructions for conducting coursework

Key changes for 2022/2023



## Qualifications covered – reminder

- The publications apply to the following qualifications:

Non-examination assessments (NEA)	Coursework
Reformed AS and A Levels	AQA Applied General qualifications
Reformed GCSEs	OCR Cambridge Nationals
	CCEA unitised AS and A Levels
	ELC
	Project qualifications
<i>Note: For qualifications accredited in England and Wales</i>	<i>Note: May also apply to other awarding body qualifications. Centres should refer to awarding body instructions</i>



**Coursework  
Instructions**  
WJEC legacy AS  
and A Level  
Health and Social  
Care has been  
removed

## Presentation and submission of work

- If candidates' work is to be submitted electronically, ensure that it meets the awarding body's specified requirements  
(*Instructions for conducting non-examination assessments*, section 4.7)
- Where candidates produce coursework electronically their work must be backed-up regularly and stored securely on the centre's IT system. **The centre must implement appropriate information security arrangements (which will include protection against corruption and cyber-attack)**  
(*Instructions for conducting coursework*, section 3.5)



Details on requirements for storing work electronically are provided in sections 4.8 and 6.5 of the *Instructions for conducting non-examination assessments*

## Authentication procedures

- Electronic signatures can be used on teacher and candidate declarations of authentication
  - *Instructions for conducting non-examination assessments*, section 4.6
  - *Instructions for conducting coursework*, sections 7.1, 7.2 and Appendix 1

NEA:  
section 4.6

Coursework:  
sections 7.1,  
7.2 and  
Appendix 1

# Suspected Malpractice Policies and Procedures

Key changes for 2022/2023

## Suspected Malpractice Policies and Procedures

1 September 2022 to 31 August 2023

Revised for 2022-23

Produced on behalf of:



©JCQ<sup>CC</sup> 2022

## Changes for 2022/2023

- The document has been revised and there have been some changes to the policy, including:
  - Detailing awarding body obligations to prevent malpractice and the steps taken to do so
  - The steps centres are expected to take to prevent malpractice
  - Greater clarity about how malpractice incidents are reported and how they are investigated
  - Greater clarity about conflicts of interest and how these must be avoided/minimised during the investigation process
  - Introducing a summary procedure for simple/straightforward cases. Those who receive sanctions can request a review of this decision



The document  
has been  
restructured and  
includes new  
chapter  
headings

## Malpractice and maladministration

- All those involved in the public qualifications system have a role to play in supporting the appropriate delivery of assessments and upholding the integrity of qualifications
- Whilst the vast majority of centres, centre staff and candidates do not normally experience any form of malpractice, it is important that all are aware of the risks of malpractice and take steps to prevent it occurring
- Where malpractice does occur, it is vitally important that prompt action is taken to safeguard the integrity of qualification

## Identification and reporting of malpractice

- Centres must have in place robust processes to prevent and identify malpractice. Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels
- Awarding bodies want malpractice to be reported and would encourage anyone who has information regarding malpractice to come forward and report the matter



Ofqual's Conditions of Recognition state that awarding bodies must 'take all reasonable steps to prevent the occurrence of any malpractice or maladministration in the development, delivery and award of qualifications' (section 3.1)

# Review of the summer 2022 series



ExamsTraining

**Exams**Training

# ExamsTraining

## Exams officer feedback

- Awarding body support
- Accessing awarding body electronic question papers/assessment materials
- Awarding body online systems and portals
- Delivery of awarding body confidential materials
- Access arrangements, including managing approved supervised rest breaks



The NAEO  
annual exams  
officer survey is  
open from 1 - 31  
October



ExamsTraining

Discussion



# DfE and Ofqual update



Department  
for Education

**ofqual**

ExamsTraining

**ExamsTraining**

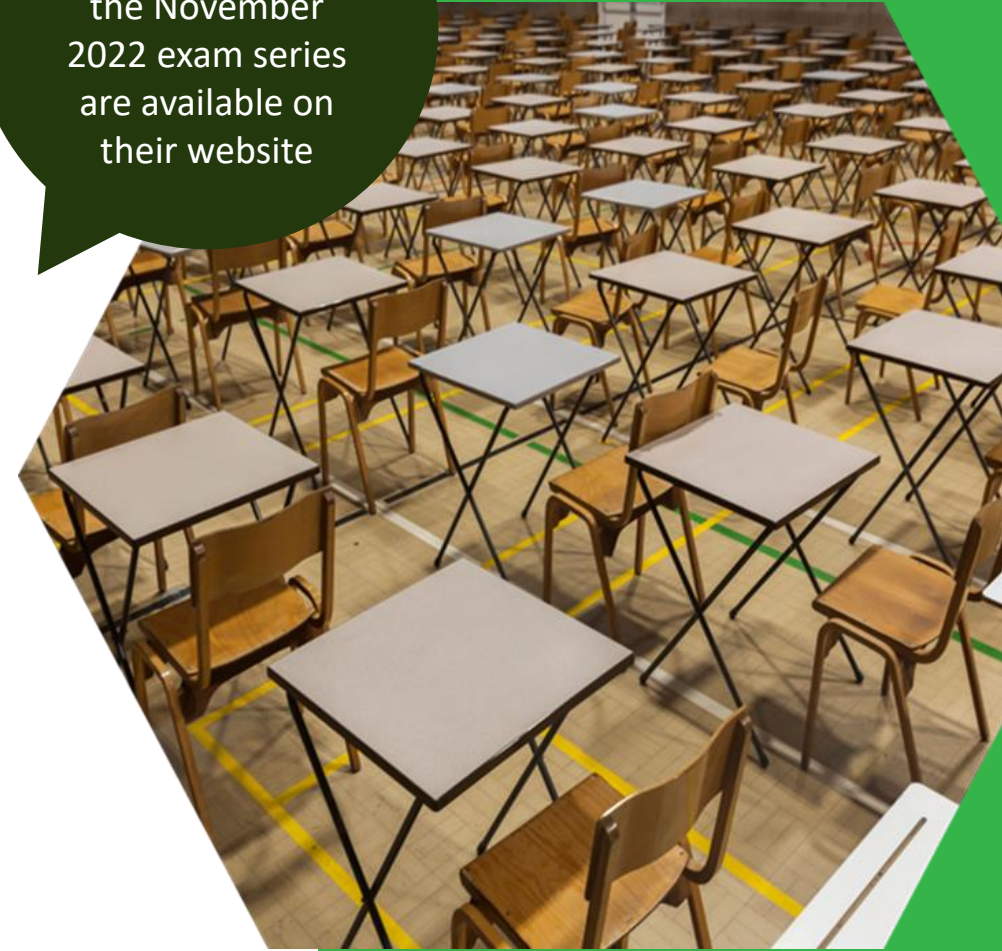
# ExamsTraining

## November 2022 – reminder

- The DfE and Ofqual confirmed that advance information to support student revision would be provided for GCSE Maths and English Language in the November 2022 series
- Ofqual instructed awarding bodies to publish the advance information on 27 June 2022
- Advance information for November 2022 is different from the advance information provided for summer 2022
- For GCSE maths in November 2022, the same formulae sheet will be provided as for summer 2022
- On 29 September, Ofqual confirmed that awarding bodies will align November 2022 grading with the standards from summer 2022



JCQ key dates for the November 2022 exam series are available on their website



# ExamsTraining

## Exams and assessments in 2022/2023

- On 10 May 2022, Ofqual and the DfE confirmed that a range of adaptations put in place in 2021/2022 will not be taken forward for 2022/2023 given that public health restrictions are no longer in place
- Adaptations **not** being taken forward:
  - The range of adjustments made to non-exam assessment, fieldwork and practical science requirements in some GCSE, AS and A Level subjects
  - The reduction in topic and content choice for GCSE English Literature, History, Ancient History and Geography
  - The range of adaptations permitted for vocational and technical qualifications taken alongside or instead of general qualifications, as determined by individual awarding bodies



# ExamsTraining

## Exams and assessments in 2022/2023

- Whilst the intention is to return to pre-pandemic assessment arrangements as quickly as possible, the DfE and Ofqual will continue to monitor the impact and path of the pandemic and evaluate the delivery of arrangements in 2022, including the provision of exam aids, such as formulae sheets, and advance information, before finalising 2023 arrangements
- Ofqual will also consider the approach to grading GCSEs, AS and A Levels for 2023 in light of outcomes in 2022



# ExamsTraining

## Summer 2023 timetable

- Ofqual asked the awarding bodies to look at the design of the exam timetable in the light of experience in summer 2022, to see if the increased spacing between subjects in the exam timetable should be retained
- The provisional June 2023 timetables were published by awarding bodies on 29 September
- The deadline for comments and feedback on the timetables is 13 October



# ExamsTraining

## Summer 2023 arrangements

- On 29 September, the DfE and Ofqual announced the examination arrangements for 2023 in England
- GCSE, AS, and A Level exams in England will largely return to pre-pandemic arrangements
  - Advance information to support student revision will **not** be provided
  - Students should continue to be provided with support in GCSE mathematics, physics and combined science with formulae and equation sheets – Ofqual has launched a consultation on the plans for formulae and equation sheets
- Ofqual does not expect any further adaptations to be used in VTQs



# ExamsTraining

## Grading in 2023

- In line with plans set out last September, Ofqual has confirmed a return to pre-pandemic grading for GCSEs, AS and A Levels in 2023
- To protect students against the disruption of recent years, and in case students' performance is slightly lower than before the pandemic, senior examiners will use the grades achieved by previous cohorts of pupils, along with prior attainment data, to inform their decisions about where to set grade boundaries
- This mirrors the approach used in the first years of reformed GCSEs and A Levels in 2017, when early cohorts were protected against the impact of changes to the qualifications



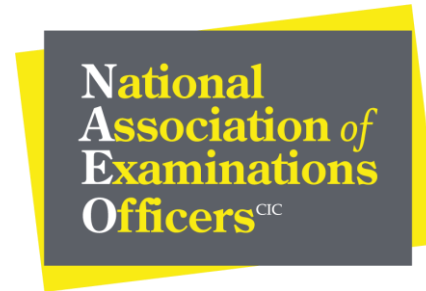
# ExamsTraining

## DfE and Ofqual consultations

- Two consultations were launched on 29 September:
  - The DfE and Ofqual are jointly consulting on proposals for gathering evidence of student performance in GCSE, AS, A Level, Project and AEA qualifications to support resilience in the exams system in the unlikely event it is necessary to use that evidence to inform Teacher Assessed Grades (TAGs)
  - The DfE and Ofqual are both consulting on plans to remove the expectation that students engage with unfamiliar and abstract material, such as unfamiliar vocabulary, within modern foreign language (MFL) GCSE assessments from 2023 onwards



The  
**ExamsOffice**



# The Exams Office and NAEO update

ExamsTraining

ExamsTraining

# ExamsTraining

## The Exams Office

### Homepage

Select an icon to access the required resource



Assessment Portal

### Training Videos

A range of updated videos to support exams officers, including training for invigilators and facilitators of access arrangements, will be available from September 2022. Please note that the 'Exam Changes' training videos will be available in December via a PIN code ONLY to those who attended the training event until the end of 2022, and accessible to all from January 2023.



### Appendix 3 Suggested wording for invigilators' announcements at the beginning of written examinations

Centres may wish to laminate copies of this announcement or alternatively digitally record it. If using a digital recording centres must consider alternative means of communication for candidates with a Hearing Impairment.

1. You must now
2. Only material

### INVIGILATOR ANNOUNCEMENT 2022/23 To be published in September 2022

(When available) Click play to start the announcement



or click here to download

Please note you may need to right click and 'Save As...' or 'Save Link As...' depending on your browser settings

A suggested announcement given at the start of written examinations taken during the 2022/2023 academic year reflecting appendix 3 of JCQ's *Instructions for conducting*

The Exams Office

### POLICY/PROCEDURES CHECKLIST 2022/23

#### MEETING JCQ REQUIREMENTS

Confirm documentation in place		Yes/No
1	Examination contingency plan (which covers all aspects of examination administration) (GR 5.3)	
2	Escalation process (should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent) (GR 5.3)	
3	Internal appeals procedure which must cover at least: <ul style="list-style-type: none"><li>- appeals regarding internal assessment decisions (GR 5.3, 5.7, NEA 1)</li><li>- post-results services and appeals (GR 5.3, 5.13)</li><li>- centre decisions relating to access arrangements and special consideration (GR 5.3)</li></ul>	
4	Management of GCE and GCSE non-examination assessments policy (GR 5.3, 5.7, NEA 1)	
5	Policy for dealing with an emergency evacuation of the examination room (ICE 25)	
6	Policy on the use of word processors in examinations specific to the centre (GR 5.3, AA 5.8)	
7	Complaints and appeals procedure (GR 5.8)	
8	Procedures to verify the identity of all candidates at the time of the examination or assessment (GR 5.9)	

#### CENTRE-SPECIFIC INVIGILATOR TRAINING RECORD

Centre name	Date of Training
Exams officer	Training delivered by

The table(s) below records the content delivered in this training/briefing session. The section of the JCQ publication *Instructions for conducting examinations* to which an instruction relates (where applicable) is detailed. A ✓ against an instruction confirms the actual content covered in this session. (X) against an instruction indicates not covered in the session or N/A indicates not applicable to invigilators conducting examinations in this centre).

#### TRAINING FOR NEW INVIGILATORS (Or a refresher session for experienced invigilators)

New Invigilators: INSTRUCTIONS FOR CONDUCTING EXAMINATIONS	Section	✓
Preparing for the examination		
Starting times for examinations	6	
Confirmed the centre's starting times for morning and afternoon exam sessions		
Timetable clashes	7	
(If candidates are taking two or more exams in a session and the total time is three hours or less)		
Confirmed the centre's arrangements regarding any supervised break between exam papers timetabled within the same session		
(If candidates are taking two or more exams timetabled for the same session and the total time is more than three hours including approved extra time allowances and/or supervised rest breaks)		
Confirmed the centre's arrangements regarding any supervised break between exam papers moved to a later or earlier session within the same day		
Resources for examinations	9	
Confirmed the resources the centre provides in the exam room and what authorised materials the centre expects candidates to provide		
Using calculators	10	
Confirmed the centre's process/arrangements for managing the use of calculators and if replacement calculators are provided by the centre for candidates to use if needed		
Accommodation	11	
Confirmed the centre's expectations of invigilators in terms of setting up the exam room		
Confirmed the process/arrangements for inviting candidates into exam rooms and the role of the invigilator within this		
Invigilation arrangements	12	
Confirmed the centre's method of summoning assistance to the exam room		
At the beginning of the examination		
Identifying candidates	16	
Confirmed the centre's procedure for verifying the identity of all candidates at the time of the exam		
The people present	17	
Confirmed if any senior members of centre staff will be, or are likely to be, present in the exam room at the start of the exam(s) and if so what specific task(s) they will be performing in the exam room		
Confirmed what action to take if an unauthorised person enters the exam room		
Question papers, stationery, materials and other equipment	18	

This template is provided for members of The Exams Office only and must not be shared beyond use in your centre.  
CENTRE-SPECIFIC INVIGILATOR TRAINING RECORD

# ExamsTraining

## The Exams Office

- *Exam Day checklist* animation includes:

- Preparing for each exam session
- After each exam session
- Preparing for the next exam session/day
- What to do if a candidate requires an emergency access arrangement(s) at the time of an exam
- What to do if a candidate arrives for an exam and he/she is clearly unwell or extremely distressed
- What to do if a candidate is absent from an exam
- What to do if a candidate arrives late for an exam
- What to do if a candidate arrives very late for an exam
- What to do if a candidate is suspected of or committing actual malpractice in the exam room
- What to do if there is a serious disruption in the exam room

**This is a series of 10 animations which support exams officers in managing an exam day, and dealing with unexpected events, instances of malpractice and irregularities**

# ExamsTraining

## National Association of Examinations Officers (NAEO)

- Membership renewal – academic year membership
- Union collaboration – discussions taking place with the National Education Union
- Legal support
- Member benefits
- Summer Conference – Monday 3 July, London (Oval Cricket Ground)
- Professional Standards
  - Steering Group
  - Timelines



ExamsTraining

Final comments



# ExamsTraining

## Stay connected

- [www.TheExamsOffice.org](http://www.TheExamsOffice.org)
- [www.thenaeo.org](http://www.thenaeo.org)
- Facebook: <https://m.facebook.com/theexamsoffice/>
- Follow us on Twitter: @TheExamsOffice

## Thank you for attending and have a safe journey

