

2022/2023 Exam Changes

Key changes and updates for the new academic year

International Exams Officer Training 2022: Day 1

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Welcome and introductions

- Jugjit Chima
- Ali Leather

The
ExamsOffice

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About me – Jugjit Chima

- Head of History/Head of Year
- University College London (UCL) – First World War history adviser
- Member of SLT
- Exams Manager/Officer
- Secondment at OCR
- Department for Education Exams Support – National Manager
- Founder of The Exams Office
- Founder and Chief Executive Officer of the National Association of Examinations Officers (NAEO)



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About me – Ali Leather

- Teacher Training Department Manager – International House London
- Exams Manager – FE College
- Centre Support Officer – Department for Education Exams Support
- Exams Officer – secondary school (11-18)
- Customer Support Manager – OCR (part of Cambridge University Press and Assessment)
- Exams Officer Communications Manager – OCR



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Day 1: Areas covered

- Key changes and updates to the JCQ regulations and instructions for 2022/2023
- Review of 2021/2022
- Summer 2023 arrangements – GCSEs, AS and A Levels in England
- Cambridge International update

Note: Information accurate at time of printing – 31 October 2022



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Objectives

- To highlight and confirm a range of key changes and updates
- To understand and discuss the impact of these changes upon your role and in your centre
- To help you prepare for and manage the 2022/2023 academic year
- To suggest good practice and hints and tips
- To network with colleagues
- To provide an opportunity for you to ask questions



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Introductions

Introduce yourselves to your fellow delegates



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Who's who in the exam system in England?



The Department for Education sets the subject content that GCSEs, AS and A Levels must cover



Ofqual is the qualifications regulator in England. They set the rules that awarding bodies must follow



Awarding bodies develop, mark and award qualifications



JCQ is the awarding bodies' membership organisation which sets common policies and procedures that centres must follow

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

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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:



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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.

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

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 the JCQ *General Regulations for Approved Centres* 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

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**

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 JCQ *Access Arrangements and Reasonable Adjustments*, page 1



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

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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

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2022/2023 exams officer survey

- The Exams Office and NAE0 annual survey of exams officers in 2022/2023 found that:
 - 1 in 4 exams officers do not have access to an annual appraisal
 - 23% of exams officers do not feel well supported or valued by their line manager/SLT
 - 44% of exams officers believe that their head of centre/SLT think they are only required/busy when exams or assessments are taking place
 - There is a lack of contingency planning in 37% of centres
 - In 3 out of 4 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
 - 43% of exams officers believe that their heads of centre/SLT do not read/refer to/familiarise themselves with the entire contents of the relevant JCQ publications

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Discussion



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**

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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

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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/
- 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

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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

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



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

EFFECTIVE FROM 1 SEPTEMBER 2022

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***
- JCQ *General Regulations for Approved Centres* now aligns with section 4.1.1 of the JCQ *Post-Results Services* booklet (June 2022)

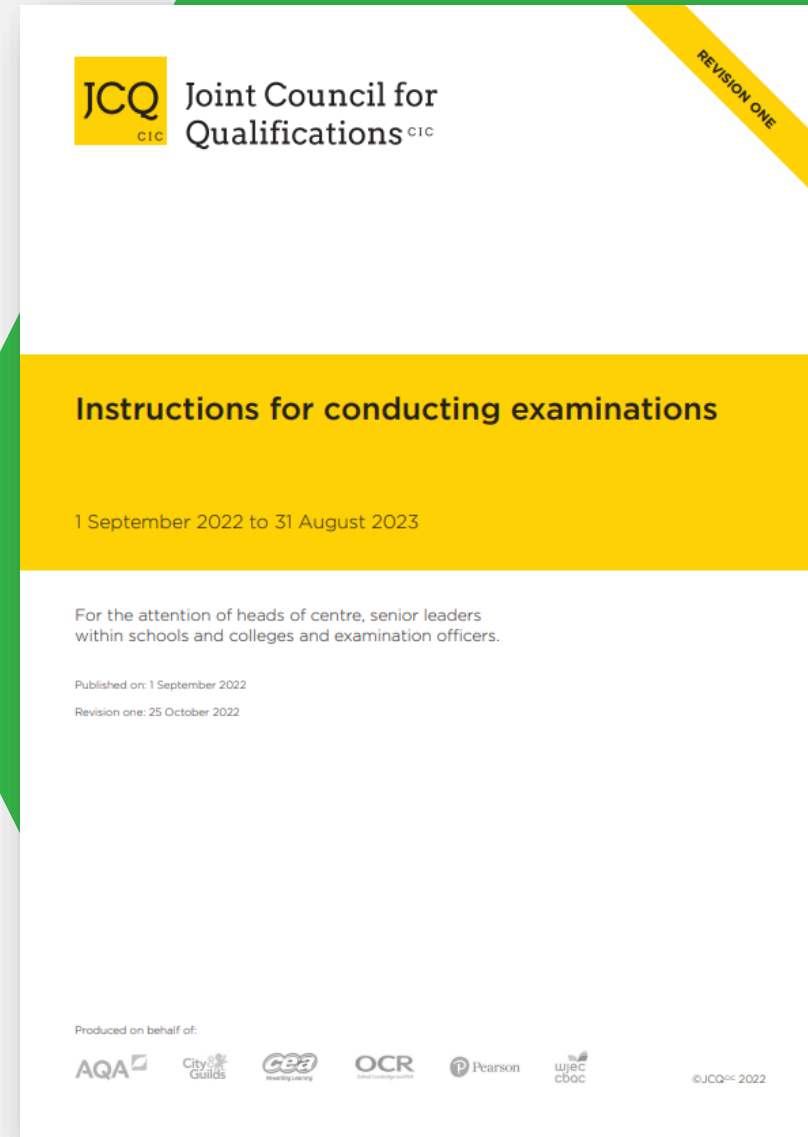
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Discussion



Instructions for conducting examinations (ICE)

Key changes for 2022/2023



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 2022/2023 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

JCQ Instructions for conducting examinations (ICE) section 6

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			Afternoon session Centres can start exams at any point during these times		
8.30am Earliest centre starting time	9.00am Published starting time	9.30am Latest centre starting time	1.00pm Earliest centre starting time	1.30pm Published starting time	2.00pm Latest centre starting time
CCEA EXAMS					
8.45am Earliest centre starting time	9.15am Published starting time	9.45am 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

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Discussion



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**



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

Access arrangements – bilingual translation dictionaries

- A bilingual translation dictionary must:
 - Only be used in examinations by a candidate whose first language is not English, Irish or Welsh
 - Reflect their normal way of working within the centre
- A bilingual translation dictionary is not permitted in GCSE Bengali, GCSE Modern Hebrew and GCSE Panjabi examinations. This also extends to the preparation time for the Speaking Test



Section 14.3
was amended
on 25 October
2022

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 for summer 2023 are:

8 June (pm), 15 June (pm) 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**

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Discussion



Quiz – Question 1

- In which year were the United Arab Emirates officially formed?
 - 1961
 - 1966
 - 1971
 - 1972

A – Hands on head

B – Hands on hips

C – Hands behind your back

D – Hand in the air

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Quiz – Question 2

- Which is the tallest hotel in Dubai?
 - Gevora Hotel
 - JW Marriott Marquis
 - SLS Dubai Hotel & Residences
 - Burj Al Arab

A – Hands on head

B – Hands on hips

C – Hands behind your back

D – Hand in the air

Quiz – Question 3

- In which year did Kuwait gain independence?
 - 1946
 - 1951
 - 1961
 - 1971

A – Hands on head

B – Hands on hips

C – Hands behind your back

D – Hand in the air

Quiz – Question 4

- How many letters are there in the Thai alphabet?
 - 32
 - 44
 - 60
 - 76

A – Hands on head

B – Hands on hips

C – Hands behind your back

D – Hand in the air

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

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



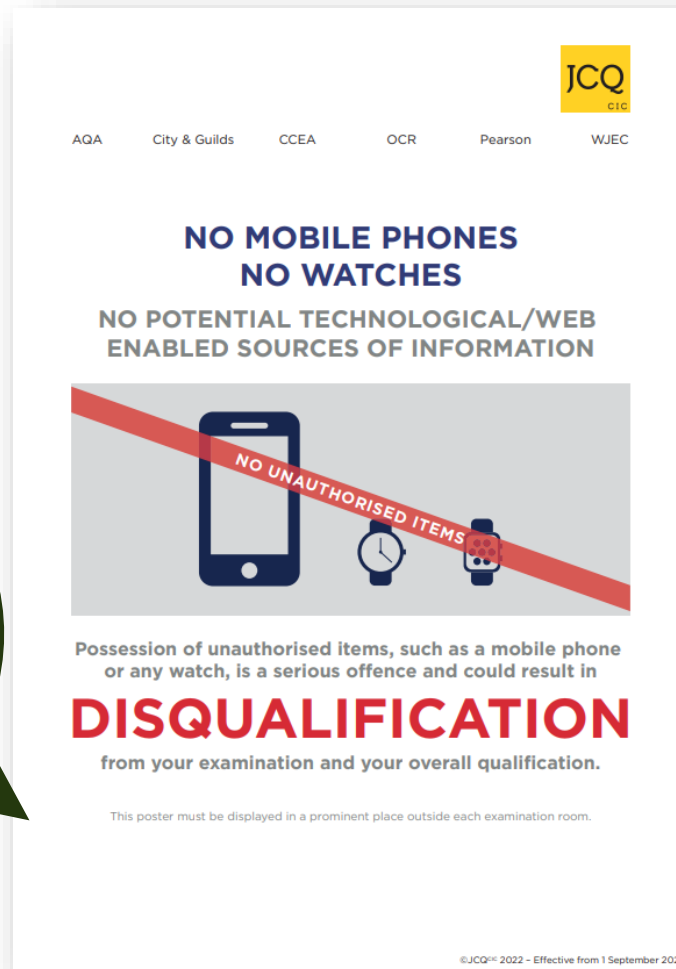
See also *General Regulations for Approved Centres*, section 6.13

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 each exam room



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Discussion



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:



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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 JCQ *General Regulations for Approved Centres*, 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

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 – 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 for approval 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/

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

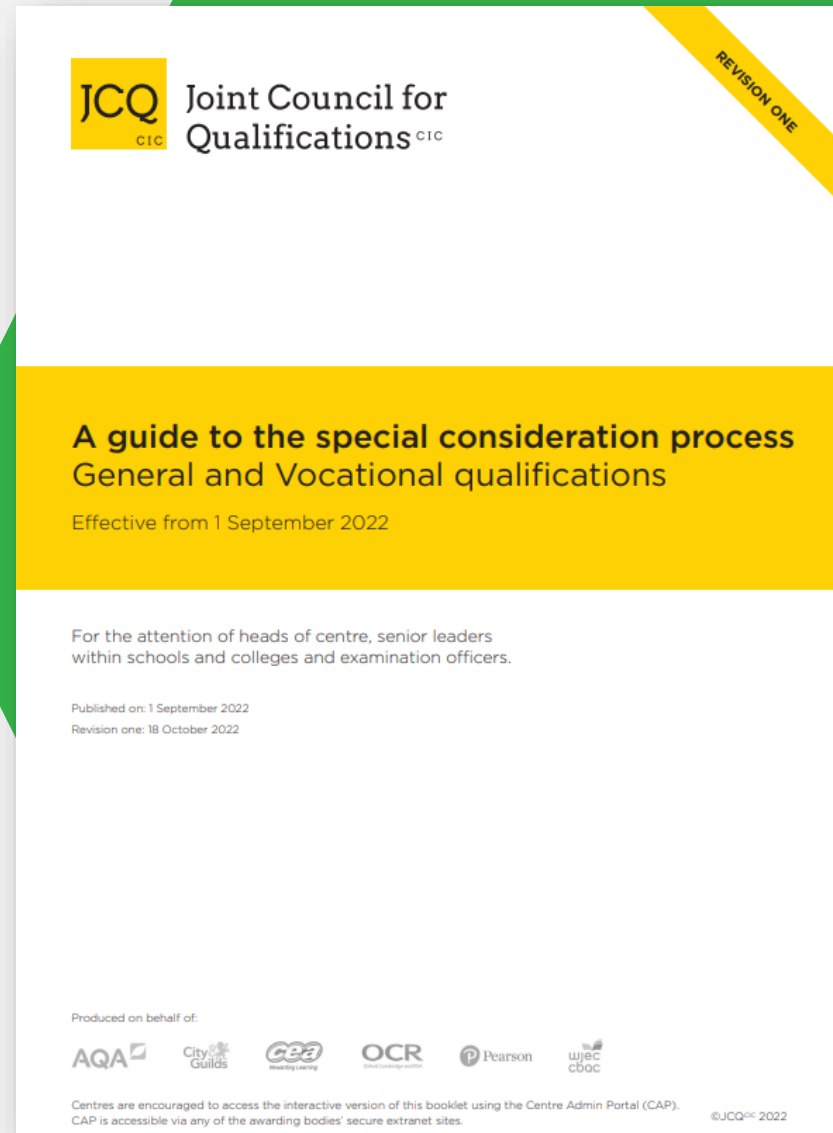
ExamsTraining

Discussion



A guide to the special consideration process

Key changes for 2022/2023



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

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 has now be adopted for all future exam series. The minimum requirements for enhanced grading are that **one whole component, which is a minimum of 15% of the total assessment**, must have been completed
- For vocational qualifications similar in nature to general qualifications, awarding bodies may, in certain circumstances, implement the minimum requirements for enhanced grading in cases of acceptable absence as outlined in section 4.3



The JCQ revised the *Guide to the special consideration process* on 18 October 2022



In all cases, candidates must have been fully prepared and covered the whole course

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

Making applications (online and paper)

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

Late applications made after the publication of results

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

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:



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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 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)

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Discussion





Review of 2021/2022

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Summer 2023 arrangements

GCSEs, AS and A Levels
in England



Department
for Education

ofqual

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Summer 2023 arrangements

- The Department for Education (DfE) and Ofqual have confirmed that GCSE, AS and A Level exams and assessments in England will largely return to pre-pandemic arrangements in Summer 2023
 - The usual arrangements for non-exam assessment, fieldwork and practical science have been reinstated
 - There is a return to full subject content coverage in GCSE English Literature, History, Ancient History and Geography
 - Advance information to support student revision will not be provided



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Summer 2023 arrangements

- In view of the disruption caused by the pandemic, students taking exams in Summer 2022 were not required to memorise formulae for GCSE mathematics and equations for GCSE physics and combined science, as they must in a normal year. Formulae and equation sheets were provided in the exams by awarding bodies
- In September 2022, the DfE confirmed they wish these arrangements to continue for a further year, **for 2023 only**
- Ofqual launched a consultation seeking views on the continuation of these adaptations to assessment for students in England taking exams in 2023. The consultation closed on 20 October 2022



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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



Results days in 2023

- The JCQ has confirmed that Summer 2023 results days will be on:
 - **17 August 2023** for AS and A Levels
 - **24 August 2023** for GCSEs



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Final comments



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Stay connected

- www.TheExamsOffice.org
- Facebook: <https://m.facebook.com/theexamsoffice/>
- Follow us on Twitter: @TheExamsOffice

Thank you for attending today



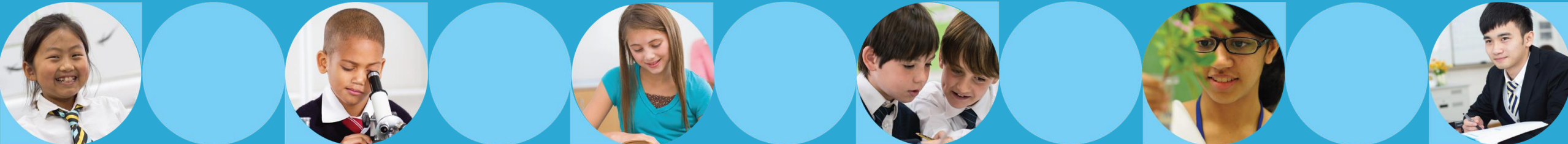


Cambridge Assessment
International Education

Update from Cambridge International

Sarah Louise Saiger
School Development Manager
United Arab Emirates

16 November 2022



About me

- ▶ Background in sport education
- ▶ Joined Cambridge International in 2020
- ▶ Territory Manager – United Arab Emirates
- ▶ Responsible for 260+ schools



What we will be covering...

- ▶ The Cambridge International MENA team
- ▶ Cambridge University Press & Assessment
- ▶ Covid-19 support
- ▶ November 2022 exam series
- ▶ 2023 exam series
- ▶ Support and resources available to you

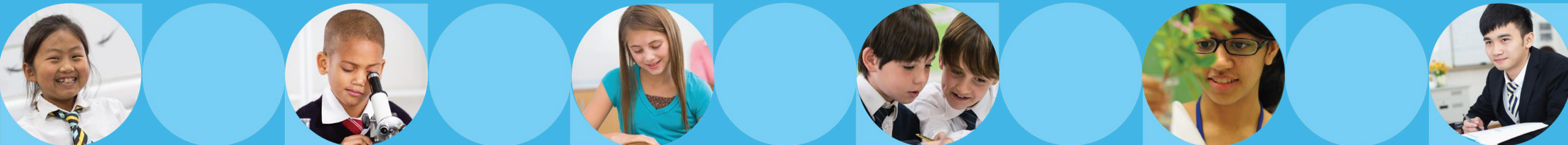
Middle East and North Africa (MENA) coverage

- ▶ Waseem Al Hanbali – Regional Director
- ▶ Ahmad Assaf – Senior Manager, Gulf & Middle East
- ▶ Raed Omar Brahedni – Senior Manager, Gulf & Middle East
- ▶ Sarah Saiger – Schools Development Manager, UAE
- ▶ Marketing Communications Manager

Middle East and North Africa (MENA) coverage

- ▶ Brock Chapman – Regional Training Manager
- ▶ Kim Cecelia Arboleda – Office Manager
- ▶ Maye El Hadad – Senior Educational Consultant
- ▶ Asma Tarawneh – Senior Educational Consultant

Administering our exams



Covid-19 information pages

Information for schools about Covid-19

- > June 2021 exam series
- > November 2021 exam series
- > June 2022 exam series
- > November 2022 exam series
- > Portfolio of evidence June 2022
- > Carrying forward marks to a future series
- > Carrying forward AS Level to A Level

[Home](#) > Information for schools about Covid-19

Information for schools about Covid-19

In this section, there is a range of support to guide you through the results period for the June 2022 series. This should help you prepare for and manage results day, whether your candidates sat exams or followed the portfolio of evidence route. There is also information about our enquiry about results services.

[Results day](#)[Students and families](#)[June 2022 exam series](#)[November 2022 exam series](#)

Information about our June and November 2022 exam series

We know that our centres are facing different challenges in managing teaching, learning and assessment for our exams in our 2022. Our priority is delivering exams safely and fairly, allowing learners to progress.

- See our [June 2022 results pages](#) for information about receiving results.
- See our [November 2022 page](#) for key dates and information about running exams.

We recognise that your learners' mental health may be affected by this time of disruption and uncertainty. See our [mental health and wellbeing page](#) to find advice, useful resources and websites, guides and webinars, to help you support learners and their wellbeing.

Latest updates for Cambridge schools

- [Update on the June 2022 exam series results – 8 August 2022](#)
- [Update on June & November 2022 exams – 29 April 2022](#)
- [Update for Cambridge schools - 7 April 2022](#)

[View all news >](#)

Support for teaching and learning

- ▶ Latest information and updates: cambridgeinternational.org/covid
- ▶ Latest FAQs answered
- ▶ Series specific information
- ▶ Signposting to online teaching and learning support

November 2022 Series

- ▶ Timetable exams finish 18 November 2022
- ▶ Results release:
 - Cambridge International AS & A Level – 10 January 2023
 - Cambridge IGCSE and O Level – 18 January 2023

cambridgeinternational.org/november-2022

2023 dates for May Checkpoint and June exams

- ▶ **21 January 2023:** Modified paper requests
- ▶ **21 February 2023:** Final entries deadline and access arrangement
- ▶ **17 April 2023:** Late entries deadline and timetable deviation application deadline
- ▶ **10-28 April 2023:** May Checkpoint test window
- ▶ **Late April to Mid June:** June 2023 exam period

2023 dates for the diary

- ▶ **Mid-June** – May Checkpoint 2023 results release
- ▶ **Mid-August** – results release for June 2023 series
- ▶ **20 September** – enquiries about results deadline June 2023 series
- ▶ **Late October** – certificates despatch for June 2023 series

2023 supporting documents

- ▶ Current documents available for June 2023:
 - ▶ Final timetables
 - ▶ Cambridge Guide to Making Entries
 - ▶ Fees list
- ▶ Published online December 2022:
 - ▶ The Cambridge Handbook 2023
 - ▶ Key dates cards and monthly calendars

2023 support measures

- ▶ See our latest update to schools for the latest information

Reminder of our key regulations

- ▶ Key Times
cambridgeinternational.org/keytimes
- ▶ Full Centre Supervision
- ▶ ‘Key Times and Full Centre Supervision’ section of the Cambridge Handbook

United Arab Emirates, Dubai

Zone 4

You are in administrative ZONE 4.

Our records show that your location does NOT observe Daylight Saving Time (DST)

If you believe this to be incorrect please contact [Cambridge Customer Services](#).

Local Key Times for your Centre

Morning session Key Time

09:00

Key Time GMT/UTC 05:00

Afternoon session Key
Time

13:00

Key Time GMT/UTC 09:00

Evening session Key Time

17:00

Key Time GMT/UTC 13:00



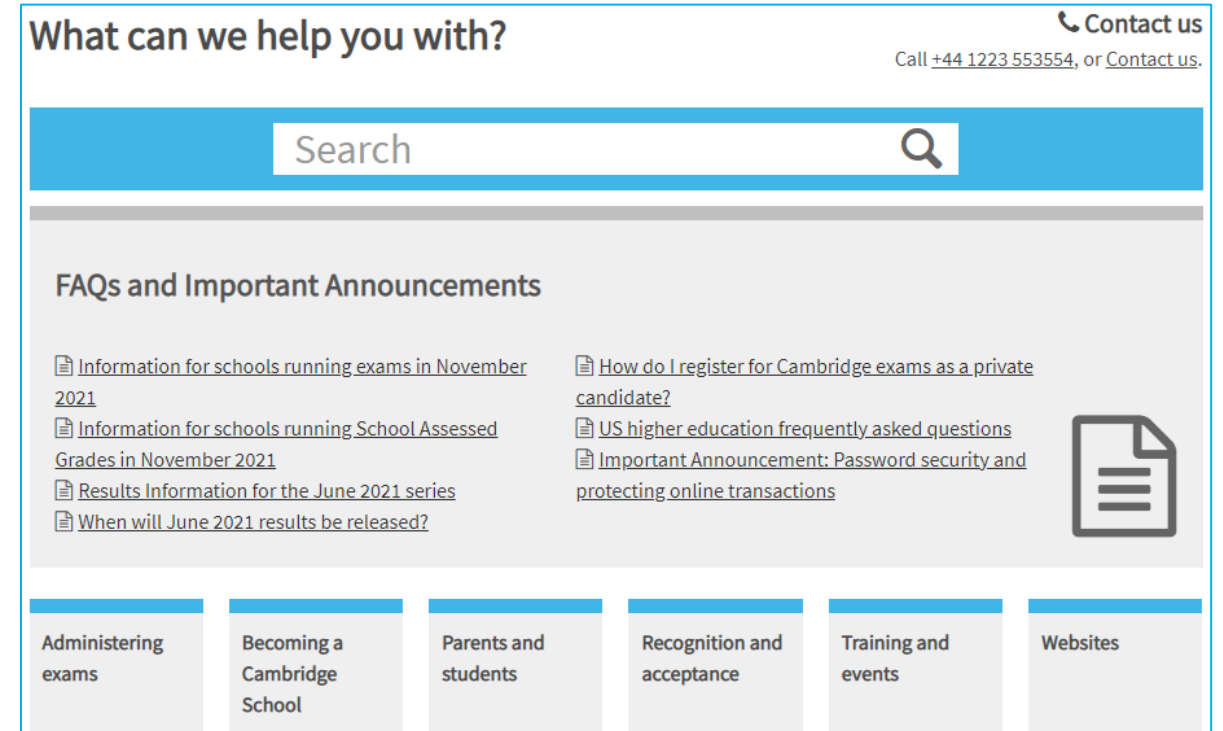
Cambridge Assessment
International Education

Reminder of our key regulations

- ▶ Invigilator requirements and training
 - ▶ Written exams 1:30
 - ▶ Practical exams minimal 1:20 – see Handbook for more detail
 - ▶ Invigilators must be trained every series, even if experienced
 - ▶ Invigilator training presentation available online:
www.cambridgeinternational.org/training-invigilators
 - ▶ Schools/centres recruit own invigilators
 - ▶ See section 4.6 of the Cambridge Handbook

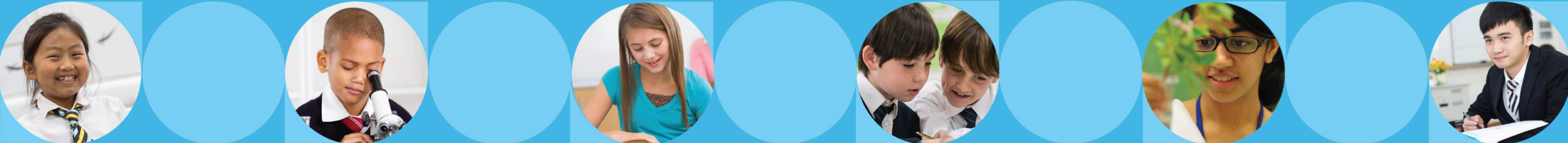
Support available

- ▶ FAQs (series specific and general)
cambridgeinternational.org/help
- ▶ Cambridge Exams Officer eNews
- ▶ Exams officer training
cambridgeinternational.org/eo-training
- ▶ Customer services – available 24 hours a day, six days a week
info@cambridgeinternational.org



The screenshot shows the 'What can we help you with?' section of the Cambridge International Education website. At the top right, there is a 'Contact us' link with the phone number +44 1223 553554. Below this is a search bar with the word 'Search' and a magnifying glass icon. The main content area is titled 'FAQs and Important Announcements' and lists several links: 'Information for schools running exams in November 2021', 'Information for schools running School Assessed Grades in November 2021', 'Results Information for the June 2021 series', 'When will June 2021 results be released?', 'How do I register for Cambridge exams as a private candidate?', 'US higher education frequently asked questions', and 'Important Announcement: Password security and protecting online transactions'. To the right of these links is a document icon. At the bottom, there is a row of six category buttons: 'Administering exams', 'Becoming a Cambridge School', 'Parents and students', 'Recognition and acceptance', 'Training and events', and 'Websites'.

Support for teaching and learning



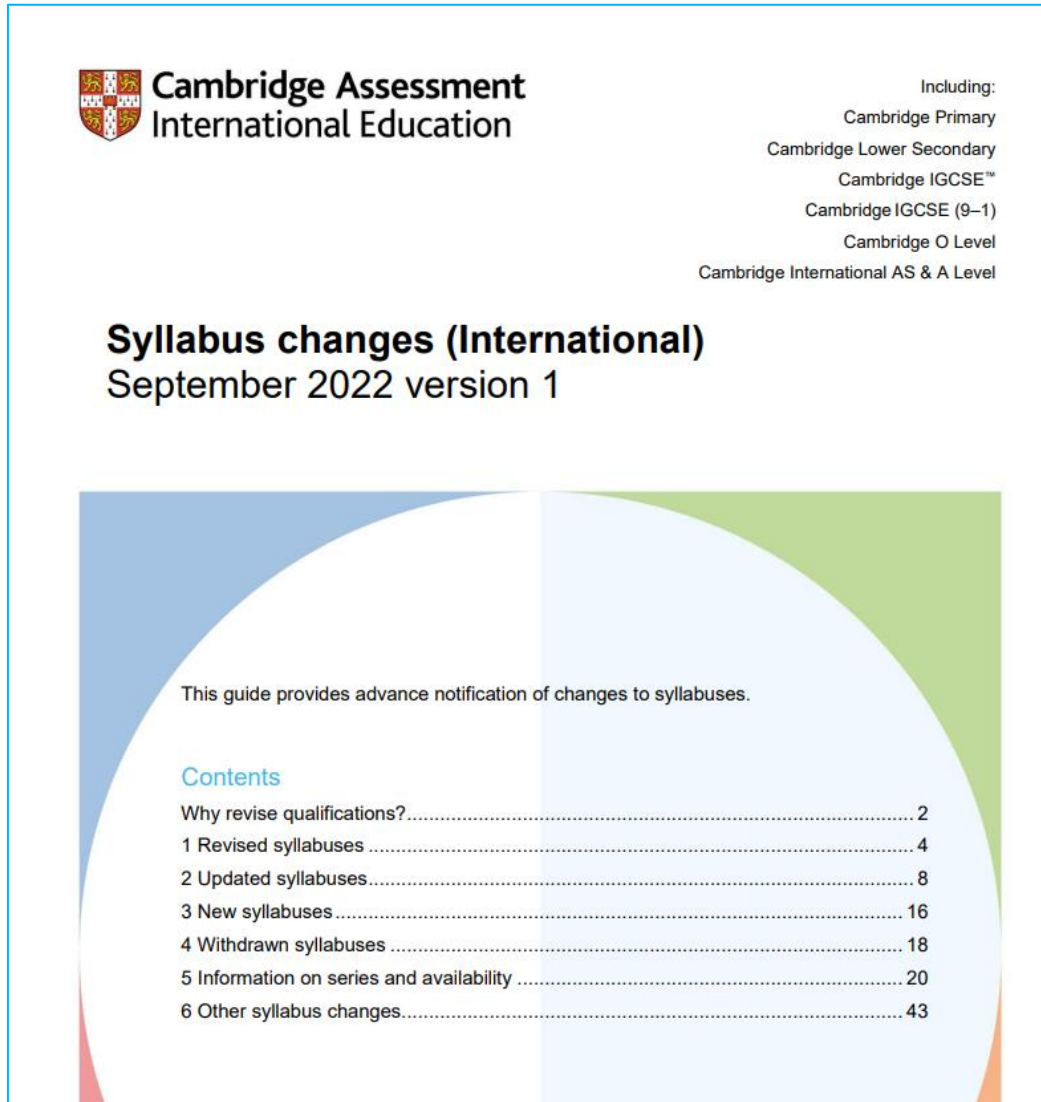
School Support Hub

- ▶ Past papers
- ▶ Test maker
- ▶ Resource plus
- ▶ Progression tests
- ▶ Tools for remote teaching
- ▶ Syllabus quizzes

...and much more



Syllabus changes



Latest version published September 2022

New syllabuses:

Cambridge Primary Global Perspectives
(0838)

Cambridge Lower Secondary Global
Perspectives (1129)

Updated and revised syllabuses up to 2025

cambridgeinternational.org/syllabuschanges

2022: First new Cambridge Progression Tests

From 2022 onwards, our new Cambridge Progression Tests will become available every year instead of every three years

- ▶ Marked by teachers in your school
- ▶ Assess learners' knowledge and understanding of the new curricula
- ▶ Use to check learners' progress in Stages 3 through to 9



The Cambridge Wellbeing Check

- ▶ Taking a holistic approach to understanding and supporting students
- ▶ Recognise that appreciating each student as a whole person can really help to understand how well they are doing in school, and why
 - ▶ Grounded in world-leading research
 - ▶ Delivered on an easy-to-use digital platform
 - ▶ Takes just 20 minutes to complete



Features of the Cambridge Wellbeing Check



Get a more holistic picture of your students, with additional context to their academic performance



Identify areas where students are feeling good and doing well, and when and where they need additional support



Evaluate their wellbeing throughout the academic years as they move through their education with you



Understand how students are feeling during stressful periods – such as examination time



Compare students at an individual, class and year-group level

Cambridge Teaching and Learning initiative (UAE Schools)



Teaching and Learning with Cambridge

United Arab Emirates

Join our Cambridge Teaching and Learning initiative, where we provide schools within the UAE with additional Professional Development opportunities for teachers from all backgrounds



The program is KHDA approved and it offers varied workshops which cater for all schools, experiences and backgrounds to improve the teaching and learning all round.

This complimentary program instills the Cambridge Learner attributes to ensure all learners achieve their full potential

Join now or Get in touch with us for more information
Email Sarah.Saiger@cambridgeinternational.org



This program is approved by
هيئة المعرفة والتنمية البشرية
KNOWLEDGE & HUMAN DEVELOPMENT AUTHORITY

- ▶ KHDA approved
- ▶ Various workshops
- ▶ Improve teaching and learning

Endorsed resources

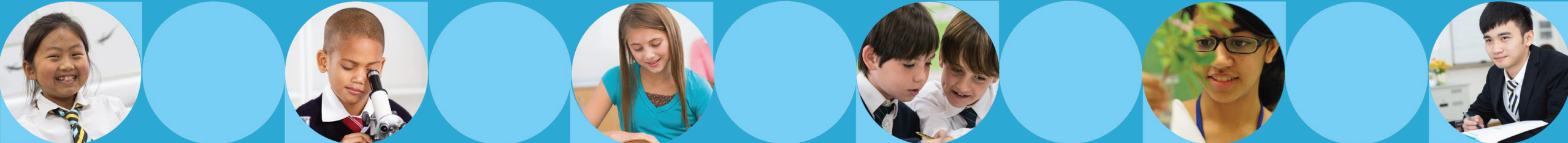
- ▶ Wide range of styles and types of resource to support learners
- ▶ Endorsed resources to support programmes and qualifications
- ▶ Work closely with four publishers
- ▶ Resources published in advance of first teaching





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Thank you
Any questions?



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Final comments



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**Thank you for
attending today**

