



Joint Council for
Qualifications^{CIC}

Instructions for conducting examinations

1 September 2021 to 31 August 2022

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

Produced on behalf of:





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Available in pdf format from:

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

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.

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†These JCQ documents are only provided electronically to centres. They may be found on the JCQ website:

<http://www.jcq.org.uk/exams-office>

Introduction

Importance of these *Instructions*

These *Instructions* have been produced to enable all centres to administer examinations consistently and securely so that the integrity of the assessment process can be maintained. Failure to adhere to these *Instructions* could adversely affect candidates, either at a local level within the centre or potentially, in the event of a breach of question paper security, at a national or international level.

These *Instructions* are for examinations held between 1 September 2021 and 31 August 2022 and must be read in conjunction with the JCQ publication *General Regulations for Approved Centres, 1 September 2021 to 31 August 2022*:

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

Centres must ensure that the JCQ *Information for candidates* documents (on-screen tests, social media and written examinations) are distributed to all candidates whether electronically or in hard copy format prior to examinations taking place. These documents may be found at:

<https://www.jcq.org.uk/exams-office/information-for-candidates-documents>

As part of the National Centre Number Register annual update, heads of centre and senior leaders are confirming their adherence to these *Instructions* and the *General Regulations for Approved Centres*.

Qualifications covered by these *Instructions*

These *Instructions* must be used in timetabled written and on-screen examinations of the following qualifications:

- AEA
- AQA Applied General qualifications
- AQA Level 1, Level 2 and Level 3 Technical qualifications
- BTEC qualifications (BTEC Firsts, **BTEC Technicals**, BTEC Nationals, BTEC Tech Awards)
- Cambridge Nationals
- Cambridge Technicals
- **CCEA Level 1, 2 and 3 non-general qualifications**
- City & Guilds Level 2 and Level 3 Technical qualifications
- Edexcel Awards
- Edexcel International GCSE
- ELC
- FSMQ
- GCE
- GCSE
- OCR Level 3 Certificates
- **T-Levels (Technical qualifications)**
- WJEC Level 1 and Level 2 General qualifications
- WJEC Level 1 and Level 2 Vocational Awards and Certificates
- WJEC Level 3 Applied Certificates, Diplomas and Extended Diplomas

They also apply to timed Art examinations as well as timetabled CCEA Science practical examinations and WJEC GCE A2 Science practical examinations.

The *Instructions* may also apply to other qualifications as specified by the conducting awarding body.

Using these *Instructions*

These *Instructions* must be followed by all centre staff involved in examination administration. This includes, but is not limited to:

- heads of centre;
- SLT members;
- exams officers;
- invigilators;
- Communication Professionals, Language Modifiers, practical assistants, prompters, readers and scribes.

An interactive version of this booklet is also available using the Centre Admin Portal (CAP). CAP is accessible via any of the awarding bodies' secure extranet sites.

When reading this booklet centres should note that any reference to 'JCQ' or 'Joint Council for Qualifications' within this document should be read as JCQ^{ctc} or the Joint Council for Qualifications^{ctc}.

Head of centre responsibilities

The **head of centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2021 to 31 August 2022*:

<http://www.jcq.org.uk/exams-office/malpractice>

For details about specific head of centre responsibilities, see sections 1, 8, 11, 12, 13, 16, 24, Appendix 1, section 6 and Appendix 8.

JCQ Centre Inspection Service

The JCQ Centre Inspection Service will visit centres throughout the year to check on compliance. Centres must be permanently staffed between 8.30am and 3.30pm during term time. A senior member of staff, or a member of the exams office, must be available until such time that all afternoon examinations have been completed and examination scripts have been despatched or placed in the centre's secure storage facility for despatch the next working day.

Centres must co-operate with any visit from an Inspector. A senior member of staff, or a member of the exams office, must be available to accompany the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility. Authorised Inspectors will present and identify themselves to the centre by means of an identity card.

Changes made this year

This booklet has been reviewed for clarity and consistency of language.

The changes for the academic year 2021/2022 have been highlighted in yellow.

Resources for examination officers

The JCQ Member awarding bodies have produced the following documents to assist examination officers:

- Centre emergency evacuation procedure
- Checklist for invigilators (for written examinations)
- Exam Day Checklist
- Exam Materials Receipt Log – at the point of delivery to the centre
- Exam Materials Receipt Log – Exams Officer
- Exam Room Incident Log
- Pre-Series Checklist
- Second Pair of Eyes Check form

These documents may be found at:

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

Preparing for the examination

- 1 Keeping question papers and other examination materials secure
- 2 Checking question paper packets
- 3 Conditions for storing question papers and any other confidential material
- 4 Handling encrypted secure material on the day of an examination/assessment
- 5 Removing question papers from secure storage
- 6 Starting times for examinations
- 7 Timetable clashes
- 8 Overnight supervision arrangements
- 9 Resources for examinations
- 10 Using calculators
- 11 Accommodation
- 12 Invigilation arrangements
- 13 Invigilation arrangements for candidates with access arrangements
- 14 Access arrangements
- 15 Contingency planning

1 Keeping question papers and other examination materials secure

- 1.1 The following instructions apply to all confidential materials in order to ensure the integrity and security of the examinations. This includes question papers in any format.
- 1.2 **Awarding bodies must be informed immediately if the security of the question papers or confidential supporting instructions is put at risk.** This includes any natural disaster, fire, theft, loss, damage or other circumstance which places the existing accommodation or secure storage of examination materials at risk.
- 1.3 Centres must be able to demonstrate the receipt, secure movement and secure storage of question papers and confidential materials.
- 1.4 Centres must ensure that envelopes and boxes containing confidential materials are signed for. A log must be kept at the initial point of delivery of confidential materials. Each awarding body's deliveries and the number of boxes received must be logged.

The JCQ has produced Materials Receipt Logs for centres to use for this purpose. These can be found at:

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exams-materials-receipt-log---at-the-point-of-delivery-to-the-centre>

and

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/exams-materials-receipt-log---exams-officer>
- 1.5 The head of centre must ensure that appropriate arrangements are in place so that confidential examination materials are only handed over to authorised members of staff. Care must always be taken to ensure the security of materials.
- 1.6 On receipt, the question paper packets, still in their despatch packaging, must be moved immediately to the secure room for checking and transfer to the centre's secure storage facility (see sections 2 and 3). It is for the head of centre to set out the appropriate terms of authorisation for members of centre staff.
- 1.7 **Only persons authorised by the head of centre and the exams officer must be allowed access to the centre's secure storage facility.**
- 1.8 Examination materials must only be accessed in accordance with the awarding body's specific instructions.
- 1.9 Modified question papers may arrive separately from the main despatch of question papers.

2 Checking question paper packets

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

Checking must take place as soon as possible on the day the question papers are received. If this is not possible, e.g. due to a late delivery or the unavailability of authorised members of staff, the material still in its despatch packaging must be transferred immediately into the secure storage facility until it can be checked.

The checking must take place no later than the next working day and must be undertaken in the secure room.

Following the checking, question paper packets should be arranged in timetable order to reduce the possibility of opening a packet at the wrong time and must then be immediately locked in the secure storage facility.

- 2.2** The awarding body must be informed immediately if there are any problems, e.g.

- a) it appears that the parcel or one of the packets has been opened during transit and therefore there may have been a breach of security;
- b) there are any differences between the material received and the despatch/delivery note;
- c) the material has been significantly damaged in transit or upon opening;
- d) the material appears not to meet the centre's requirements;
- e) the material has been received in error.

3 Conditions for storing question papers and any other confidential material distributed to centres

- 3.1 Question papers and pre-release materials issued by the awarding bodies must always be stored at the centre's registered address in a secure room with a secure storage facility**, e.g. safe, security cabinet. The secure room must solely be used for the purpose of administering secure examination materials, with access restricted to two to six key holders only. This is commonly referred to as 'a box within a box'. The requirements in section 3 must be met. For electronic assessment materials, please see section 4.
- 3.2** The National Centre Number Register Team, ncn@ocr.org.uk, which is administered by OCR on behalf of the JCQ awarding bodies AQA, CCEA, OCR, Pearson and WJEC, must be informed no later than 6 weeks prior to a centre moving to a new address or relocating the secure storage facility. As a result of this notification a centre inspection will take place.
- 3.3** The centre's secure storage facility must have the capacity to hold up to three weeks of question papers and any other confidential material.
- 3.4 The centre's secure storage facility must only contain current and 'live' confidential material. Past examination question papers, internal school tests and mock examinations must not be kept in the centre's secure storage facility.**
- 3.5** Mock examinations and internal school tests may be stored in the secure room but must always be kept separately from 'live' awarding body material and be clearly identified.
- 3.6 Question papers must always be kept in their sealed packets.**
- 3.7** Examination stationery, e.g. answer booklets and formula booklets, must be stored in the secure room. Although it is good practice to store this material in the secure storage facility, it is not mandatory.
- 3.8** If the volume of question papers is too great for the secure storage in one room, additional rooms must be used within the centre. These additional rooms must also meet the requirements for secure storage.