



<b>OWNED BY</b>	<b>STUDENT JOURNEY MANAGER/EXAMS OFFICER</b>
<b>Policy</b>	<b>Exams Overnight Supervision Policy</b>
<b>DATE OF LAST REVIEW</b>	<b>SEPTEMBER 2023</b>
<b>PLANNED NEXT REVIEW</b>	<b>AUGUST 2025</b>
<b>APPROVAL</b>	<b>SLT</b>

<b>Role</b>	<b>Name(s)</b>
Head of centre	<b>Mat Reynolds</b>
Exams Team	<b>Neil Owen, Wendy Cowgill, Jane Hart, Kezziah pike</b>
Senco	<b>Gill Thomas</b>

### Overnight Supervision Arrangements

Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted.

The Head of Centre must be satisfied with any arrangement for overnight supervision of a candidate where necessary and must accept full responsibility for the security of the examination throughout, as such the centre will wherever possible avoid overnight supervision arrangements.

In the event a candidate or candidates are entered for multiple examinations (three or more) timetabled for the same day and the total duration for those papers is:

- a) More than six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks; or
- b) More than five and half hours for GCSE examinations, including approved extra time allowances and/or supervised rest breaks;

Candidates may, at the centre's discretion, be allowed to take an examination the following morning, including Saturdays

Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable.

Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ publication Access Arrangements and Reasonable adjustments.

Where a candidate takes an examination the following morning, the centre must appoint a member of centre staff or an invigilator to supervise the candidate at all times while he/she is on the premises sitting the examination.

The candidate must be under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination and the centre must ensure there is no contact with other candidates.

The supervision of the candidate on journey's to and from the centre and overnight may be by the candidate's parent/carer or centre staff.

The centre must determine a method of supervision which ensures the candidates wellbeing.

The overnight supervision arrangements must ensure that the candidate does not have advance warning of the content of the examination deferred until the following morning. This means the candidate must not meet or communicate with anyone who may have knowledge of the content.

This include any from electronic communications/storage device, e.g. telephone (both mobile and landline, email, internet access or social media.

This also extends television and radio, which could report the details of the day's examinations.

The JCQ Overnight Supervision and Overnight Supervision Declaration forms must be completed before the overnight supervision is to commence.

The JCQ Overnight Supervision form is completed online using the Centre Admin Portal (CAP).

Once completed the Overnight Supervision Declaration form should be downloaded from the CAP and signed by the candidate, the supervisor and the Head of Centre.

The centre must:

- a) Inform the parties involved that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script and/ or the application of sanctions/penalties, as detailed in the JCQ publications Suspected Malpractice: policies and Procedures

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

- b) Be satisfied that the arrangements maintain the integrity and security of the examination;
- c) Keep all completed forms available for inspection until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed. Whichever is later. Forms amy be stored electronically or in hard

copy paper format and must not be sent to an awarding body, unless specifically requested;

- d) Inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate.

The awarding body may use appropriate means to check that the conditions for overnight supervision have been adhered to and will act if there is evidence of any contravention.

This could lead to the disqualification of any candidates involved and could affect whether the awarding body would allow such concessions to be made in the future.

The centre must re-arrange any examination that cannot be taken in the scheduled afternoon session for the following morning.

If an examination is deferred from Friday afternoon, it must be taken the following morning, i.e. Saturday morning.

If some candidates are allowed to take an examination on a later day than other candidates at the centre, all copies of the question paper used on the earlier day must be sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that examination.

## **Data Protection**

When managing a student's personal data information, it will be collected in accordance with the College's data protection policy. Data collected is held securely and accessed by, and disclosed to, individuals only for the purposes of information relating to this policy. Inappropriate access or disclosure of student data constitutes a data breach and should be reported in accordance with the organisation's data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the College's disciplinary procedure.

## **Equality**

As with all College Policies and Procedures due care has been taken to ensure that this policy is appropriate to all students regardless of gender, age, race, ethnicity, disability, gender identity, sexual orientation or religion/faith. The policy will be applied fairly and consistently whilst upholding the College's commitment to providing equality to all.