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Company Registration Number: 10745840 (England and Wales)

Ethos Academy Trust

Overnight supervision arrangement policy

2024 - 2025

1	Summary	The purpose of this policy is to confirm that Ethos College follows the correct procedures when considering the arrangements for a candidate entered for multiple examinations timetabled for the same day.			
2	Responsible person	Head of Centre			
3	Accountable ELT member	Mandeep Bains			
4	Applies to	Ethos College			
5	Trustees and/or individuals who have overseen development of this policy	N/A			
6	Headteachers/Service Heads who were consulted and have given approval (if applicable)	Mandeep Bains			
8	Ratifying committee(s) and date of final approval	Head Teacher			
9	Version Number	1.5			
10	Available on	Every	Y	Trust Website	N
				Academy Website	N
				Staff Portal	N
11	Related documents (if applicable)				
12	Disseminated to	Entire College			
13	Date of implementation (when shared)				
14	Date of next formal review	November 2025			
15	Consulted with Recognised Trade Unions	N/A			

Date	Version	Action	Summary of changes
20/09/23	1.4	No Changes	
17/10/2024	1.5	No Changes	

Contents

Section	Description	Page
1.	Purpose of the policy	3
2.	Overnight supervision arrangements	3
3.	Roles and responsibilities	4

This policy is reviewed and updated annually to ensure that overnight supervision arrangements at Ethos College are awarded and managed in accordance with current requirements and regulations.

Reference in this policy to ICE refer to the JCQ publication Instructions for conducting examinations.

1. Purpose of the policy

This purpose of this policy is to confirm that Ethos College:

- ▶ follows the correct procedures when considering the arrangements for a candidate entered for multiple examinations timetabled for the same day
- ▶ reserves the right to exercise discretion when considering allowing a candidate to take an examination the following morning
- ▶ has appropriate arrangements in place to maintain the security and integrity of the examination(s)

2. Overnight supervision arrangements

- ▶ When candidates are entered for multiple examinations (three or more examinations) timetabled for the same day and the total duration for those papers is:
 - more than five and a 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 (ICE 8.1)

- ▶ Overnight supervision arrangements should only be applied as a last resort and once all other options have been exhausted (ICE 8)
- ▶ 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 (ICE 8)
- ▶ Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable (ICE 8.1)
- ▶ 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 includes any form of electronic communication/storage device, e.g.

telephone (both landline and mobile), e-mail, internet and social media. It also extends to television and radio, which could report key details of the day's examinations (ICE 8.3)

3. Roles and Responsibilities

Head of Centre

- ▶ Ensures where a candidate takes an examination the following morning, a member of centre staff or an invigilator is appointed to supervise the candidate at all times while the candidate is on the premises sitting examinations (ICE 8.2)
- ▶ Must be satisfied that the arrangements maintain the integrity and security of the examination (ICE 8.4)
- ▶ Informs the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate (ICE 8.4)

Exams Officer

- ▶ Discusses with an affected candidate all possible options to resolve, within the same day, their timetable clash of multiple examinations, only applying overnight supervision arrangements as a last resort and once all other options have been exhausted (ICE 8)
- ▶ Re-arranges any examination that cannot be taken in the scheduled afternoon session for the following morning, ensuring if an examination is deferred from Friday afternoon, it is re-arranged for Saturday morning (ICE 8.5)
- ▶ Downloads the JCQ Overnight Supervision Declaration form for signing by the candidate, the supervisor and the head of centre (ICE 8.4)
- ▶ Ensures the JCQ Overnight Supervision and Overnight Supervision Declaration forms are completed before the overnight supervision is to commence (ICE 8.4)
- ▶ Confirms that the supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer/guardian or centre staff, determining a method of supervision which ensures the candidate's well-being (ICE 8.2)
- ▶ Ensures that affected candidates are transported separately from other learners at the centre
- ▶ Informs 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 publication Suspected Malpractice: Policies and Procedures (ICE 8.4)
- ▶ Keeps 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, and does not send these to an awarding body, unless specifically requested (ICE 8.4)
- ▶ Ensures where a candidate takes an examination the following morning, the candidate is under centre supervision from 30 minutes after the awarding body's published starting time

for the delayed examination, and ensures there is no contact with other candidates who have already taken the examination (ICE 8.2)

- ▶ If a candidate is allowed to take an examination on a later day than other candidates at the centre, ensure all copies of the question paper used on the earlier day are sealed in an envelope and returned to the centre's secure storage facility until all candidates at the centre have taken that examination (ICE 8.6)