



Sidcot  
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**Policy Name: Procedure for the Supervision of Students during External Examinations**

**Policy Number: 6.18**

**Date: 1 September 2024**

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## 1. Introduction

1.1 Most students in Years 10 to 13 who take examinations find that the Examination Boards have created timetables that enable them to take their papers with few clashes. Where clashes occur then papers can usually be taken in the morning or afternoon on the same day if they are free of other papers.

1.2 The following procedure sets out, in decreasing order of likelihood, the steps that can be taken where clashes create the demand for overnight supervision.

1.3 In forming this procedural framework, the need to preserve the integrity of the examination system and the safety of our students have been balanced. Safeguarding has to be the overriding priority in all cases.

## 2. The Need for Overnight Supervision

2.1 When candidates are entered for multiple examinations (three or more examinations) set by JCQ awarding bodies and timetabled for the same day and the total duration for those papers is:

1. If the total duration of three or more examinations to be taken in one day is **more than 5 hours 30 minutes** for GCSE examinations or **more than 6 hours** for GCE examinations (AS, A2, A-level), centres may wish to arrange overnight supervision. However, the candidate should be offered the opportunity to sit all the examinations on the scheduled day. The centre should submit a request for special consideration to the relevant awarding body for the final paper which has been taken.
2. Where the centre allows the candidate to take an examination scheduled for the afternoon session the following morning, The centre **must always** appoint a member of centre staff or an invigilator to supervise the candidate while he/she is on the premises sitting examinations. The candidate **must** be under centre supervision **from 30 minutes after the awarding body's published starting time for the delayed examination**. The centre **must** ensure there is no contact with other candidates.  
†If an examination from Friday afternoon is deferred, it must be taken the following morning, i.e. Saturday morning.
3. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/carer or centre staff. The centre **must** determine a method of supervision which ensures the candidate's wellbeing.  
The supervisor **must** supervise the candidate from the time when he/she leaves the supervision of the centre until supervision of the candidate is transferred back again to the appointed person at the centre.
4. 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. email, internet, online streaming services, social media and telephone. It also includes printed media, radio and television which could report key details of the day's examinations.
5. The *Overnight Supervision Declaration* form **must** be completed **no later than 24 hours prior to the overnight supervision commencing** so that those involved fully understand their responsibilities.

The centre and the supervisor **must** retain a copy of the form.

6. *Overnight Supervision Declaration* forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.
7. All completed *Overnight Supervision Declaration* forms **must** be kept on file at the centre for inspection. Forms may be stored electronically or in hard copy paper format. They **must** be retained on file 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 **must not** be sent to an awarding body, unless specifically requested.
8. The head of centre **must** be satisfied that the arrangements meet the awarding body's requirements.<sup>2</sup>
9. The awarding body **must** be informed **immediately** of any known or suspected contravention of these conditions.
10. The awarding body may use appropriate means to check that these conditions have been adhered to and will act if there is evidence of any contravention. This could lead to the disqualification of the candidate(s) involved and could affect whether the awarding body would allow such arrangements to be made in the future.

<https://www.jcq.org.uk/exams-office/online-forms/guidance-notes-for-overnight-supervision-of-candidates-with-a-timetable-variation/>

2.2 It is the School's policy that such candidates should normally sit all necessary papers on the day in question. Only when a candidate's needs significantly exceeds this requirement or there are other prevailing circumstances should overnight supervision be considered.

### 3. Overnight Supervision

3.1 If overnight supervision becomes necessary then the following should be considered:

#### 3.1.1 Day students

A day student may be sent home with a parent who has understood, agreed and signed a declaration to affirm that s/he is responsible for that student and will apply the strict rules on supervision and communication devices that the Boards require.

#### 3.1.2 Boarders

If a boarder has a local guardian who is able to provide supervision, the candidate may be sent to the guardian's home under the same conditions as a day student (above). If this is not possible, to remove the temptation for a boarder to communicate with his/her peers, a candidate requiring overnight supervision should be isolated and supervised in the Medical Centre with a member of staff (female or of the same gender).

3.2 The Medical Centre has two bedrooms each with two beds and so such an arrangement can be accommodated provided the number of candidates does not exceed two and that they are of the same gender.

#### 3.3 Large Numbers of Boarding Students

3.3.1 It is recognised that the chances of even one student requiring overnight supervision is extremely low and thus the probability of a number of boarders requiring this arrangement, especially where mixed gender is also an issue, is almost negligible.

If such a situation should ever arise, then the Examination Officer in liaison with house staff would make suitable arrangements for exam candidates well in advance.

#### 4. Review and Document Change History

4.1 This policy will be reviewed every year or sooner if changes to legislation, guidance or practice so require or an event or incident requires.

The examinations officer will undertake this review in conjunction with their manager.

Date of change	Detail significant changes and any new legislation / guidance taken into account
22.03. 2018	Policy reviewed. No changes made.
06.02.2019	Policy reviewed. Sections regarding the need for overnight supervision and Overnight supervision reworded to improve clarity.
17.02.2020	Policy reviewed. No changes made.
31.03.2022	Policy reviewed. No changes made.
06.02.2023	Policy reviewed. Minor grammatical error corrected
12.03.2024	Policy reviewed. No changes made.
24.06.2024	Policy reviewed. No changes made.