



Regents Park Community College

Overnight Supervision Procedure

Policy updated: 14.01.2021

Policy ratified at: 21.01.2021

Policy signed by: Chair of Governors

Policy to be reviewed: 14.01.2022

For review by the Head of Centre, annually
Head of Centre: Mrs S Barnes

Date of last review: September 2020
Date of next review: September 2021

This policy explains the procedures followed in the rare circumstance of a student needing overnight supervision to maintain confidentiality of examination papers and to eliminate the chance of malpractice.

1. If the total duration of three or more papers to be taken in one day is more than 5 hours 30 minutes for GCSE examinations then Regents Park Community College will arrange overnight supervision.

However, the candidate will be offered the opportunity to sit all of the examinations on the scheduled day. Regents Park Community College will submit a request for special consideration to the relevant awarding body for the final paper which has been taken if this is appropriate.

2. Where Regents Park Community College allows a candidate to take an examination scheduled for the afternoon session the following morning, the school will appoint a member of centre staff or an invigilator to supervise the candidate at all times 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. Regents Park Community College will 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 regardless of this being a weekend.

3. The supervision of a candidate on journeys to and from school and overnight may be undertaken by the candidate's parent/carer or centre staff. Regents Park Community College will 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 school until supervision of the candidate is transferred back again to the appointed person at school.

4. The candidate must not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination to eliminate malpractice. Communication includes face to face communication and, any form of electronic communication, e.g. telephone (including mobile phones), smartwatches, e-mail, internet and social media. A candidate must not have access to any of these whilst under supervision.

5. The JCQ Form 'Overnight Supervision Declaration' (see appendix A) will be completed no later than 24 hours prior to the overnight supervision commencing so that those involved fully understand their responsibilities. A copy of the form will be retained by Regents Park Community College and the supervisor. Completed forms

will not be enclosed with the candidate's scripts. The scripts will be sent to the awarding body/examiner in the normal way.

6. All completed forms will be kept on-file at Regents Park Community College should they be requested during an inspection. Forms will be stored electronically or in hard copy paper format. They will 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. This form will not be sent to an awarding body, unless specifically requested.

7. The awarding body will be informed immediately of any known or suspected contravention of these conditions.

8. 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.

Appendix A:



C1C AQA CCEA OCR Pearson WJEC

Timetable variation and confidentiality declaration for overnight supervision

Centre Number						Centre Name						
Candidate Number						Candidate Name						
Specification Title						Unit/paper number						

Scheduled time of examination	Date	Time
Re-scheduled time of examination	Date	Time
Reason for timetable variation		

A. Declaration by candidate

I certify that I will not meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. **I understand that communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, fax, Internet and social media.** I also certify that I will comply with the arrangements made by my examination centre.

I understand that any infringement of these conditions may result in the awarding body applying sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

Candidate Name	Signature	Date
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B. Declaration by Supervisor

I, (insert name), certify that the candidate named above will be personally supervised by me at all times from the time supervision of the candidate is handed over to me by the appointed person at the centre, until I transfer responsibility for supervision of the candidate back to the appointed person at the centre.

I understand that the candidate **must not** meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination. **Communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, fax, Internet and social media.**

I understand that I **must** escort the candidate to the examination centre and ensure that supervision is transferred to the appointed person at the centre.

I understand that any infringement of these conditions may result in the awarding body applying sanctions and penalties in accordance with the JCQ publication Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

Status of supervisor

..... (e.g. member of centre staff, parent, carer, guardian)

Name of supervisor (Please print name)	Signature	Date
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C. Declaration by head of centre

Given the declarations of the candidate and supervisor, I certify that I will do all that I might reasonably be expected to do to ensure that these conditions are fulfilled. I will report any known or suspected contraventions to the appropriate awarding body.

Head of centre (Please print name)	Signature	Date
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Notes for overnight supervision of candidates with a timetable variation

1. **If the total duration of all the papers to be taken in one day is more than 5 hours 30 minutes for GCSE examinations or more than 6 hours for GCE AS/A2 examinations, centres may wish to arrange overnight supervision.**

N.B The candidate may be offered the opportunity to sit all of the examinations on the scheduled day. You should submit a request for special consideration to the relevant awarding body for the final paper which has been taken.

2. Candidates who take an examination on a later day than that published in the timetable **must** either be sitting examinations or under centre supervision from 30 minutes after the awarding body's published starting time for the delayed examination, until the time when they begin their examination. This is to ensure that there is no contact with other candidates.
3. The centre **must** appoint a **member of centre staff** to supervise the candidate **at all times** whilst he/she is on the premises.

4. The supervision of a candidate on journeys to and from the centre and overnight may be undertaken by the candidate's parent/guardian/carer or centre staff. The centre **must** determine a method of supervision which ensures the candidate's wellbeing.

The supervisor **must** undertake to 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.

5. The candidate **must not** meet or communicate with any candidate who has already taken the examination or any person who has knowledge of the content of the examination.

Communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, fax, Internet and social media. A supervised candidate must not be in possession of, nor have access to, any potential technological/web enabled sources of information.

6. In all cases, the Timetable variation and confidentiality declaration for overnight supervision form **must be completed before the overnight supervision is to commence** so that those involved understand their responsibilities.

A copy of the form must be retained by the centre and the supervisor.

7. Completed forms **must not** be enclosed with the scripts. The scripts **must** be sent to the awarding body/examiner in the normal way.

All completed forms must be kept available at the centre for inspection, and should be retained on file until the closing date for enquiries about results for the series concerned. This form must not be sent to an awarding body.

8. The head of centre **must** be satisfied that the arrangements meet awarding body requirements.
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 take action if there is evidence of any contravention. This could lead to the disqualification of any candidates involved and could affect whether the awarding bodies would allow such concessions to be made in the future.