



WREKIN

# **Overnight Supervision Arrangements Policy**

Wrekin College

## Overnight Supervision Arrangements Policy

Centre name	Wrekin College
Centre number	29360
Date policy first created	25/09/2023
Current policy approved by	Mr Ben Smith
Current policy reviewed by	Gemma Allen
Date of review	24/09/2024
Date of next review	30/09/2025

### Key staff involved in the policy

Role	Name
Head of centre	Mr Ben Smith
Senior leader(s)	Mr Ben Smith - Acting Headmaster Mr David Blackhan - Deputy Head Pastoral Mrs Cora Thurst - SENCo Mr Steve Morton - IT Manager and Safeguarding Mrs Amandeep Rathore - Head of Facilities
Exams officer	Mrs Gemma Allen
Other staff (if applicable)	Heads of House Mrs Claire Ferley - Head of Boarding / Hadden Mr Jonny Longfellow - Bayley Mr James Shaw - Tudor

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

References in this policy to ICE refer to the JCQ document **Instructions for conducting examinations**.

## **Purpose of the policy**

This purpose of this policy is to confirm that Wrekin 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)

## **1. 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 six hours for GCE examinations (AS, A2, A-level), including approved extra time allowances and/or supervised rest breaks, or
- 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 scheduled for the afternoon session the following morning, including Saturdays. (ICE 8.1)

- These arrangements do not apply where a GCSE candidate has five and a half hours or less of examinations in one day or where a GCE AS or A-level candidate has six hours or less of examinations in one day (ICE 8.3)
- Overnight supervision arrangements should only be applied as a last resort and only once all other options have been exhausted (ICE 8)
- The head of centre must be satisfied with any necessary arrangement for overnight supervision of a candidate 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 that is 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 email, internet, online streaming services, printed media, radio, social media (including messaging apps), telephone or television (ICE 8.6)
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## **2. Roles and responsibilities**

### **The role of the head of centre**

- Ensure 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 they are on the premises sitting examinations (ICE 8.4)
- Be satisfied that the arrangements maintain the integrity and security of the examination (ICE 8.8)
- Inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate (ICE 8.8)

Additional responsibilities:

Mrs. Allen will conduct pre arrangement briefing and ensure all paperwork is signed. Mrs. Gemma Allen will collect student from their exams and keep them in Centre supervision, there will be a clear handover to the house parent or other appropriately brief staff to supervise over evening super (at a alternative time to be seated separately) after students will be provided a on-site room with an ensuite. The Head of house is responsible for supervision and will check on student, they will also accompany student to breakfast.

### **The role of the exams office/officer**

- Discuss 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 only once all other options have been exhausted (ICE 8)
- Rearrange 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 taken the following morning i.e. Saturday morning (ICE 8.10)
- Ensure the JCQ **Overnight Supervision** and **Overnight supervision declaration** forms are completed before the overnight supervision is to commence (ICE 8.7)
- Confirm 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, determining a method of supervision which ensures the candidate's wellbeing (ICE 8.5)
- Download the JCQ **Overnight supervision declaration** form for signing by the candidate, the supervisor and the head of centre (ICE 8.7)
- 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 as detailed in the JCQ document **Suspected Malpractice: Policies and Procedures** (ICE 8.8)
- 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, and not send to an awarding body, unless specifically requested (ICE 8.8)
- Ensure 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 ensure there is no contact with other candidates (ICE 8.4)
- 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 scheduled day of the examination are sealed in an envelope and returned to the centre's secure storage facility until all candidates have taken the examination (ICE 8.11)

Additional responsibilities:

Gemma Allen will have a meeting with candidates 1 week in advance to clearly explain and lay out schedule. Candidate to sign agreement.

House Parents to sign paperwork to confirm that they have been supervised throughout.

Cora Thurst - Contingency Plan, Mr Ben Smith Reserve Contingency Plan

## **Changes 2025/2026**

(Updated) References to sections of ICE 8 where these have been changed in ICE 2025-2026.

(Added) Bullet point under heading **Overnight supervision arrangements** to reflect change to ICE 8.2.

## **Centre-specific changes**

No Changes 2024-2025

Changes 2025-2026

Gemma Allen will have a meeting with candidates 1 week in advance to clearly explain and lay out schedule. Candidate to sign agreement. House Parents to sign paperwork to confirm that they have been supervised throughout.