

Bedales Senior Overnight Supervision Arrangements Policy

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Tick relevant box(es) ✓ how this Policy should appear:

Website	Upload	✓
	Signpost	
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This policy is reviewed and updated annually to ensure that overnight supervision arrangements at Bedales School are awarded and managed in accordance with current requirements and regulations.

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

Bedales Senior Overnight Supervision Arrangements Policy

Purpose of the policy

This purpose of this policy is to confirm that Bedales School:

- 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)

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 (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 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 8.1)
- 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, e-mail, internet and social media, including messaging apps. It also extends to television and radio, which could report key details of the day's examinations (ICE 8.3)

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 the candidate is on the premises sitting examinations (ICE 8.2)
- Be satisfied that the arrangements maintain the integrity and security of the examination (ICE 8.4)
- Inform the relevant awarding body immediately of any known or suspected contravention of the arrangements for overnight supervision of a candidate (ICE 8.4)

Additional responsibilities:

- Not applicable

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 once all other options have been exhausted (ICE 8)
- Re-arrange 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 8.2)
- Ensure the JCQ Overnight Supervision and Overnight Supervision Declaration forms are completed before the overnight supervision is to commence (ICE 8.5)
- 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 8.2)

The JCQ Overnight Supervision Declaration form is completed online using any of the awarding bodies' secure extranet sites. It is downloaded from the Centre Admin Portal (CAP) for signing by the candidate, the supervisor and the head of centre (ICE 8.4)

- 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 publication Suspected Malpractice: Policies and Procedures (ICE 8.6)
- 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 8.6 c)
- 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 8.2)
- 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 8.9)

Additional responsibilities:

- Not applicable

MANAGING OVERNIGHT SUPERVISION ARRANGEMENTS FORM

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 break[†]; or
- more than five and a half hours for GCSE examinations, including approved extra time allowances and/or supervised rest break[†];

candidates may, at the centre’s discretion, be allowed to take an examination scheduled for the afternoon session the following morning, including Saturdays (see paragraph 8.8). Candidates are not allowed to take examinations on an earlier day than that scheduled on the timetable. 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.

[†]Where reference is made to supervised rest breaks, this is a supervised rest break as defined in section 5.1 of the JCQ document *Access Arrangements and Reasonable Adjustments*. (JCQ [ICE](#) 8.1)

This form is used to record and manage the arrangements for overnight supervision resulting from eligible timetable clashes (as detailed in the regulations above) once all other options for accommodating all papers on the day they are timetabled have been explored and exhausted. A copy of this completed form will be provided to the candidate and/or the candidate’s parent/carer.

This information supplements arrangements agreed with the candidate and recorded on the form

Resolving exam timetable clashes

Date of clash		Candidate No.		Name	
Record of arrangements					

Tick to confirm

- The requirements in the JCQ document *Instructions for conducting examinations 1 September 2024 to 31 August 2025* (8. **Overnight supervision arrangements**) have been followed
- These arrangements are being applied as a last resort as all other options for the candidate to sit all the exams on the scheduled day have been exhausted
- The JCQ *Overnight Supervision* form has been completed online using the Centre Admin Portal
- The JCQ *Overnight supervision declaration* form has been completed and signed by all required parties so they fully understand their responsibilities
- The candidate’s parent/carer or a member of centre staff has been appointed to supervise the candidate on journeys to and from the centre and overnight. This appointed supervisor(s) has been provided with a copy of the completed *Overnight supervision declaration* form
- A member of centre staff or an invigilator has been appointed to supervise the candidate at all times while on the premises during the required period of centre supervision to ensure there is no contact with other candidates
- All parties involved have been informed that any infringement of the conditions governing overnight supervision arrangements may lead to the awarding body being unable to accept the script(s) and/or the application of sanctions/penalties, as detailed in the JCQ publication *Suspected Malpractice: Policies and Procedures* www.jcq.org.uk/exams-office/malpractice

Arrangements confirmed by exams officer (signature) Date

In case of query, please contact the Exams & Operations Officer