



**THE HART
SCHOOL**
*Creative
Education
Trust*

Overnight Supervision Policy

2019/20

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
David Thompson – Vice Principal	
Date of next review	September 2020

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 or more than 6 hours for GCE examinations, (AS, A2, A-level) The Hart School will arrange overnight supervision.

N.B However, the candidate will be offered the opportunity to sit all of the examinations on the scheduled day. The Hart School will submit a request for special consideration to the relevant awarding body for the final paper which has been taken if appropriate.

2. Where The Hart School allows the 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. The Hart School 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.

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. The Hart School will determine a method of supervision which ensures the candidate's well being. 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. Communication includes any form of electronic communication, e.g. telephone (including mobiles), e-mail, Internet and social media. A candidate must not have access to any of these whilst under supervision.

5. The JCQ Form 'Timetable variation and confidentiality declaration for overnight supervision' 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 The Hart School and the supervisor.

6. 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.

7. All completed forms will be kept on-file at The Hart School for 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.

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

9. 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 the candidate(s) involved and could affect whether the awarding body would allow such arrangements to be made in the future.