WSAPC Examination Entry Procedures

- Syllabus details request form (**Doc 1)** sent by exams officers to HOCs for return by end of September

- Exams officers submit estimated entry figures to exam boards/complete syllabus codes information sheet (**Doc 2)** for general circulation/create examination entry mark sheets in SIMS

- Exams officers send blank mark sheets (**Doc 3)** to teaching staff- teaching staff annotate with their entries and return to exams officers

- Exams officers make exam entries in SIMS and submit to exam boards, and send copy completed mark sheets to (**Doc 4)** teachers for confirmation

- Subsequent examination entries (after the deadline) are completed via the 'Late Entries, Withdrawals and Amendments' form (**Doc 5)**

Before Examinations

- Candidate exam timetable and exam pack sent to students (**Docs 6,7,8/9)**

- WSAPC exam timetable published on website (**Doc 10)**

- Exams officers provide exam registers to HOC and SENDCos for invigilation and exam room planning (**Doc 11)** and check they have all resources such as posters/stationery

- Exams officers monitor receipt of exam materials

- Exams officers deal with controlled assessment grades and post samples for moderation

- Exams officers make any amendments to entries submitted by staff on 'Late Entries, Withdrawals and Amendments' form and send new registers to HOCs and SENDCos as and when required

During the exams

- Exams officers make exam materials available to HOCs and with attendance register

- HOC runs exams in accordance with JCQ regulations

- HOC or delegated invigilator passes completed exam papers to exams officer with completed attendance register without delay

- Exams officer sends exam papers to exam board

- Exams officer submits any requests for Special Consideration/Malpractice reports etc

After the exams

- Notification of collection of results letter sent to candidates (**Doc12)**

- Download day-Exams officer downloads, checks and distributes results to SLT with initial analyses

- Day after download day- Exams officer distributes results to HOCs

- Day after download day- Exams officer distributes results to candidates

- Exams officer deals with EARs

- Exams officer provides further analyses

- Exams officer responds to queries from candidates and staff

Monitoring and Review
This policy will be monitored and reviewed annually.

ISSUED	April 2016
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