

Report on Examination Arrangements for General and Vocational Examinations and Assessments

Centre name	MAPLE MEDICAL PUPIL REFERRAL UNIT
Centre number	36201
Date of visit	25/05/2018
Session	PM
Inspector	Mrs S Cooper
Name of Examinations Officer/SMT member seen	Dawn Hollingsworth
Normal start time AM	9:00 AM
Normal start time PM	1:00 PM
Exam(s) in progress	AQA GCSE SOCIOLOGY 41902
On screen exams	No
Paper based exams	Yes

Criteria

Examination accommodation and environment suitable for mode of delivery	Yes
Examination held at notified address	Yes
Notices displayed outside the examination room: Warning to Candidates, No Mobile Phone	Yes
Satisfactory seating arrangements for mode of delivery/Record of seating arrangements	Yes
Centre number, start and finish times displayed as appropriate to exam	Yes
No unauthorised material introduced into exam room by staff or candidates	Yes
No reference material displayed which may be helpful to candidates	Yes
Clock visible to all candidates (analogue or digital)	Yes
Copy of ICE available (hard copy or accessible on-screen)	Yes
Appropriate arrangements in place for supervision of candidate(s) where starting times altered due to timetable clash	n/a
Overnight supervision forms completed - signed by all parties	n/a
Appropriate arrangements in place for supervision of candidate(s) who arrive	

late, temporarily leave the room or leave early	Yes
Adequate invigilation, any centre staff other than exams officers and invigilators present undertaking permitted tasks only	Yes
Appropriate physical exam room conditions and invigilation for access arrangements	n/a
Able to confirm identity of candidates	Yes
Sole invigilator: not subject teacher/relative of candidate(s), means of summoning assistance	n/a
Satisfactory receipt and storage of examination/assessment material	Yes
Security of 'live' examination/assessment material is maintained	Yes
Remaining packets of question papers intact	Yes
Appropriate arrangements for collection and despatch of examination scripts	Yes
Candidates requiring access arrangements Confirmation of approval of access arrangements and appropriate evidence of need available	No
Insufficient information available relating to 1831846- candidate has recently reviewed EHCP; file note required rolling forward.	
Written disability policy showing centre's compliance with relevant legislation, i.e. Equality Act 2010	Yes
Procedures for the emergency evacuation of the exam room	Yes
Written examination contingency plan	Yes
Written Internal Appeals Procedure, covers EARs and internally assessed GCE/GCSE marks (regulatory requirement)	Yes
Written procedures for planning and managing non-examination assessments, including staff responsibilities and risk management	Yes

General comment	
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