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Overnight Supervision Arrangement Policy 2025-2026

Blue Coat CE Secondary School

Policy Date: September 2025

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Updated to reflect JCQ Changes 2024-2025 highlighted in yellow.
V3			September 2025	Kelly Jobson	Refined layout and updated with a summary at the end of this document

This policy is reviewed and updated annually to ensure that overnight supervision arrangements at Blue Coat 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.

1. Purpose of the Policy

This policy confirms that Blue Coat School:

- Follows JCQ procedures for candidates entered for multiple examinations on the same day.
- Reserves the right to exercise discretion in 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).

2 Overnight Supervision Arrangements

When candidates are entered for multiple examinations (three or more) timetabled for the same day and the total duration is:

- More than six hours for GCE examinations (AS, A2, A-level), including approved extra time and/or supervised rest breaks.
- More than five and a half hours for GCSE examinations, including approved extra time and/or supervised rest breaks.
- Candidates may, at the centre's discretion, take an afternoon examination the following morning, including Saturdays (ICE 8.1).
- These arrangements do not apply if the total duration is six hours or less for GCE or five and a half hours or less for GCSE (ICE 8.1).
- Overnight supervision must be a last resort, used only after exhausting all other options (ICE 8).
- The Head of Centre must be satisfied with the supervision arrangements and accept full responsibility for the security of the examination (ICE 8).
- Candidates must not take examinations earlier than scheduled (ICE 8.1).
- During overnight supervision, candidates must not access any external communication or media, including:
 - Email, internet, streaming services, printed media, radio, social media, messaging apps, telephone, or television (ICE 8.4).
- If an exam is deferred from Friday afternoon, it must be taken Saturday morning (ICE 8.8).

3. Roles and Responsibilities

Head of Centre

- Ensure supervision by centre staff or invigilators during the delayed examination (ICE 8.2).
- Be satisfied that arrangements maintain exam integrity and security (ICE 8.6) (GR 6.13).
- Inform the awarding body of any suspected breaches (ICE 8.6).

Exams Office/Officer

- Discuss all possible same-day options with affected candidates before considering overnight supervision (ICE 8).

- Re-arrange deferred exams for the following morning, including Saturday if applicable (ICE 8.5).
- Complete JCQ Overnight Supervision and Declaration forms before supervision begins (ICE 8.5).
- Confirm supervision arrangements for travel and overnight stay (ICE 8.3).
- Inform all parties of potential sanctions for breaches (ICE 8.6).
- Retain completed forms until the deadline for reviews of marking or resolution of any appeals/malpractice (ICE 8.6).
- Ensure candidates are supervised from 30 minutes after the awarding body's published start time and have no contact with other candidates (ICE 8.2).
- Seal and store question papers securely if exams are taken on a later day (ICE 8.9).

4. JCQ 2025-2026 Updates Incorporated

- Heads of Centre must ensure exams officers undertake regular CPD, such as attending annual update courses (General Regulations 5.3).
- JCQ has reinforced the need for senior leadership to support exams officers and ensure they have sufficient time and resources to understand and implement JCQ regulations.
- The 2025/26 ICE guidance includes clearer instructions on handling timetable clashes, secure storage of papers, and supervision protocols.
- Centres must use updated JCQ forms and checklists, including the Overnight Supervision Declaration, available via the JCQ Exams Office portal.

5. Summary

This policy ensures Blue Coat School complies with JCQ's latest regulations for overnight supervision of candidates with timetable clashes. It outlines the conditions under which exams may be deferred, the responsibilities of staff, and the strict security measures required. The 2025–2026 updates emphasize professional development for exams officers, reinforce the importance of senior leadership support, and introduce refined procedures for maintaining exam integrity.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards