



Joint Council for
Qualifications^{CIC}

Senior Leadership Team's Quick Guide to Summer 2022 exams and assessments

Produced on behalf of:



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Dear SLT members

We've created this short guide for senior leaders to provide a quick overview of this summer's exam arrangements. We've divided the content into sections for arrangements affecting your teachers, students and parents, and your exams officers, and highlighted what's new for this summer.

For nearly everyone in schools and colleges, 2021/22 has proved to be another exceptionally challenging year and the disruption of Covid is far from over. Some of you may have run exams and assessments for your students during the year. However for many, this is the first public examination series since the pandemic began.

The JCQ and the exam boards appreciate the challenges for schools and colleges and all the hard work that has gone on to get your students to this stage. Thank you for your help in supporting your colleagues and students to complete any final preparation for this year's exams. The JCQ and exam boards are here to support you, whether or not your teams have experienced a formal exam series before, so your summer 2022 exam series goes as smoothly as possible and your students have the opportunity to showcase their knowledge, skills and understanding.

Yours faithfully

Dr Philip Wright
JCQ Director General

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This guide is a reminder of key arrangements affecting:

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Supporting teachers, students and parents

Package of support

NEW FOR 2022

For summer 2022, the Department for Education (DfE) and Ofqual announced a package of support for students taking exams. This package will help ensure your students are treated as fairly as possible when compared to pre-pandemic years. JCQ and the exam boards worked with the DfE and Ofqual to develop the package which recognises the challenges that your students and teachers have faced and overcome during the pandemic. It's designed to support students to achieve their full potential and progress on to the next stage of their education or their chosen careers.

JCQ and the exam boards have worked closely together so the support is appropriate for the subject and as consistent as possible across different exam board specifications. We're grateful to teachers for making students aware of the measures available and for helping them to better prepare for exams by revising the full course content wherever possible.

The package of support applies to GCSEs, AS and A Levels. Measures such as advance information also apply to some general Level 1, 2 and 3 Maths qualifications (e.g. Core Maths). For support available for students following vocational qualifications, please check the relevant exam board for details of the package of measures they've put in place to help students preparing for assessments.

The package of support includes:

ADVANCE INFORMATION - provided by exam boards on the focus of content in exams for most GCSE, AS and A Level subjects, to help students revise. Advance Information will also be provided for the November 2022 exams series for GCSE English Language and GCSE Maths. **Find more from JCQ on Advance Information here.** For your students and parents, there are **FAQs to help answer their questions about advance information.** It's important that everyone preparing for exams has access to advance information to aid their revision. Advance information is available from exam board public websites.

OPTIONAL CONTENT - there will be less content or fewer topics for students to learn in some GCSE subjects (GCSE English Literature, GCSE History, GCSE Ancient History and GCSE Geography).

SUPPORTING MATERIALS - students will receive formulae sheets (GCSE Maths) and equation sheets (GCSE Physics and GCSE Combined Science) for their exams.

CHANGES TO COURSEWORK - Non-exam assessment and fieldwork requirements will be adjusted, with flexibility in some subjects (such as Practical Sciences and Art and Design).

Find the DfE/Ofqual announcement covering optional content, support materials and coursework changes here.

GENEROUS GRADING - exams will be graded more generously this year compared to 2019 when summer exams last took place, to prove a safety net for students who might otherwise just miss out on a grade. **More info here.**

Here's an infographic we've produced on the package of support for GCSE, AS and A level exams that you can share with your students and parents.

Exam timetabling

NEW FOR 2022

Your students should also rest assured that JCQ and the exam boards have set exam papers at least 10 days apart wherever possible, to allow for students to recover from temporary illness or isolation due to Covid for example.

Exam contingency day

Your students should also be aware that **29 June 2022 is the contingency day** for exams this summer. This is a last day on which an exam can take place if moved from its original time or date, due to disruption.

Non-exam assessment (NEA) marking and moderation

As the deadline for submitting NEA marks approaches, many thanks to your teachers who have conducted NEA and coursework this year in challenging circumstances. We reminded teachers to mark student work according to the standard of the published mark schemes, as in a normal exam year. Exam boards will also moderate NEA in the usual way in summer 2022 – and it’s good practice for teachers to make students aware marks can change due to external moderation. Please read the [JCQ guidance on NEA marking and moderation for more information](#). ‘Generous grading’ this summer (see package of support above) will apply to the setting of grade boundaries, which takes place after marking.

Special Consideration

Students should be aware that they may be eligible for special consideration if they experience a temporary illness, injury or circumstances outside their control at the time of the assessment which may have disadvantaged them. It may also be possible for a student to apply for a grade if they miss an exam for an acceptable reason. As in a normal exam year, exam boards cannot calculate grades when no exams or assessments have been taken. Find [the JCQ guidance to find out more about the scenarios for special consideration here](#).

Managing Covid and special consideration

NEW FOR 2022

Following [UKHSA’s Living with Covid guidance](#) which set out advice about young people with Covid, JCQ published [an appendix to its guidance on special consideration relating to Covid](#). This applies to young people taking general or vocational qualification exams in England. The supplementary guidance does not apply to Wales or Northern Ireland. [JCQ has recently published FAQs](#) about special consideration which provides more support on Covid and the minimum requirement for students to receive a grade through special consideration.

The disruption caused by Covid is far from over. In the first instance, a student with Covid should tell their school or college. The school should then inform and support the student through the relevant procedures and processes in place (special consideration above). In line with UKHSA Covid advice, this states: “If a child or young person has a positive COVID-19 test result, they should try to stay at home and avoid contact with other people for 3 days after the day they took the test, if they can.” As JCQ and exam boards have timetabled exam papers at least 10 days apart, this should reduce the chance of students missing all their exams in a subject.

Access Arrangements/Reasonable adjustments

Access arrangements to support students with special education needs, disabilities or injuries to take exams and assessments for general or vocational qualifications are in place as normal this year. The deadline for applications for summer 2022 has passed. Please contact the relevant exam board with any outstanding concerns or queries. There’s [more detailed information here](#).

Exam hall preparation and malpractice

Your students should speak to teachers and exams officers about the exact arrangements they should follow and conditions that they will experience when sitting their exams. We’ve published [extra guidance](#) for exams officers which includes support on invigilation for summer 2022 (see more exams officer information below).

Results

Results days are due to go ahead as follows:

Key dates

- Wednesday 17 August (restricted)/Thursday 18 August 2022 – AS, A Levels and other Level 3 qualifications
- Wednesday 24 August (restricted)/Thursday 25 August 2022 – GCSEs and other Level 2 qualifications

Release of results to students

Your school or college may release results to students **from 8am** on 18 and 25 August 2022.

Post-results services

Post-results services, such as reviews of marking and moderation, will be available as in pre-pandemic years.

[Find more JCQ information here.](#)

Appeals

Appeals against results, against malpractice decisions and against decision about access arrangements, reasonable adjustments or special consideration which are submitted by heads of centres will be available as in a normal exam year. **[Read the JCQ guidance here.](#)**

Private candidates

To help private candidates who are taking exams or assessments via your school or college this summer, see **[JCQ's FAQs for private candidates here.](#)**

Supporting exams officers

The JCQ and exam boards are working closely together to provide on-going and expert support to exams officers, including additional communications about new arrangements for 2022.

Below is a list of all arrangements that exams officers need to have in place to enable this summer's exams to go ahead. The head of centre is ultimately responsible for the effective delivery of exams and assessments. **See the JCQ guidance for more information**. We've highlighted the key areas that senior leaders should be aware of at all times and what your exams officers are doing to prepare for the exam series. Arrangements that are new for this summer are also highlighted.

We know that for a significant number of exams officers, this may be the first public examination series they have experienced. The pandemic and student wellbeing have also raised new challenges such as invigilation, in the running of exams.

Senior leaders should be aware at all times of:

- **Key JCQ exam policies and procedures**
- **Contingency Planning** including **joint contingency plans**
- **Invigilation** (see Sections 12 and 13). It's the responsibility of the head of centre to ensure that invigilators are appropriately trained in their duties. **Read JCQ's invigilator training checklist**. Extra flexibility is permitted on invigilation arrangements for this summer **which we communicated** on 29 April. **NEW FOR 2022**
- **Malpractice**
- **JCQ inspection service**

Here is a reminder of other key arrangements your exams officer will be managing for the summer exam series. This is in accordance with **JCQ's Instructions for Conducting Examinations** and other JCQ documents (links to relevant guidance provided):

- Last minute entry amendments such as tier changes
- **Implementing Access arrangements**
- **Instructions for NEA** and **Coursework**
- **Briefing candidates, parents and staff**
- **Preparing for exams including timetabling, rooms and seating arrangements**. **See the JCQ infographic and blog on managing timetable clashes**. JCQ communicated extra flexibility on starting times and room arrangements **in guidance** published on 29 April.
- **Confidential materials/security** and a **JCQ infographic on question papers**.
- **Special consideration** plus **JCQ's supplementary guidance relating to Covid** and a set of new JCQ **FAQs**.
- **Administering results** and **post-results services**

Thank you for reading our quick guide. JCQ and exam boards are committed to providing further support and updates whenever necessary during the summer 2022 exam series. If you have any questions, please contact your exam boards via the links provided below.

AQA: [AQA | Contact us](#)

OCR: [Contact us - OCR](#)

Pearson: [Contact us \(pearson.com\)](#)

WJEC: [Eduqas Home](#)