



## Exam Policy

SLT Responsible:	R Dann	Date of Review:	Spring 2025	Next Review:	Spring 2026
Statutory / Non-Statutory:	Non-Statutory	Website:	No	Review Frequency:	Annually

## Version Control & Amendment History

Version/ Issue No.	Date	Author	Remarks / Reason for Change
1	July 2019	T Ashton	Original document
2	February 2023	B Nassau	Front page/ school logo updated Staff Names updated
3	February 2024	B Nassau	Updated to reflect JCQ amendments
4	Spring 2025	R Dann	No Change

SLT Responsible:	R Dann	Date of Review:	Spring 2025	Next Review:	Spring 2026
Statutory / Non-Statutory:	Non-Statutory	Website:	No	Review Frequency:	Annually

## Contents

- The examination policy
- Qualifications
- Examination series and timetables
- Entries, entry details and late entries
- Examination fees
- Disability Discrimination Act
- Intention to Enter
- Managing invigilators
- Candidates
- Internal assessments and appeals
- Results
- Certificates

SLT Responsible:	R Dann	Date of Review:	Spring 2025	Next Review:	Spring 2026
Statutory / Non-Statutory:	Non-Statutory	Website:	No	Review Frequency:	Annually

## The policy purpose

The purpose of this examination policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

The examination policy will be reviewed annually by the Head of Centre and Examinations Officer.

## Examination responsibilities

Having overall responsibility for the school as an examination centre, the Head of Centre:

Advises on appeals and re-marks.

Is responsible for reporting all suspicions or actual incidents of malpractice, in accordance with the current version of the JCQ guidelines.

(Note – the Headteacher has delegated the implementation of the Exams Policy to the Assistant Headteacher (Assessment, Data & Achievement) who line manages the Examination's Officer)

## The Examinations Officer:

- Manages the administration of public and internal examinations
- Advises the Senior Leadership Team (SLT), subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various awarding bodies
- Oversees the production and distribution to staff and candidates of calendars for all examinations in which candidates will be involved, and communicates regularly with staff concerning imminent deadlines and events
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all examination papers and completed scripts
- Checks and packages completed scripts for collection by ParcelForce or other authorised carrier as soon as possible after the examination concerned

<b>SLT Responsible:</b>	<b>R Dann</b>	<b>Date of Review:</b>	<b>Spring 2025</b>	<b>Next Review:</b>	<b>Spring 2026</b>
<b>Statutory / Non-Statutory:</b>	<b>Non-Statutory</b>	<b>Website:</b>	<b>No</b>	<b>Review Frequency:</b>	<b>Annually</b>

- Administers access arrangements and makes applications for special consideration using the JCQ publications Access arrangements, reasonable adjustments and special consideration.
- Identifies and Manages Examination timetable clashes
- Accounts for income and expenditures relating to all examination costs/charges
- Line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- Maintains systems and processes to support the timely entry of candidates for their examinations.

#### **Teachers are responsible for:**

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submission of candidates' names to Heads of Department/school/curriculum.

#### **The SEND Coordinator/SENCo is responsible for:**

- Identification and testing of candidates, requirements for access arrangements
- Provision of additional support - with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment - to help candidates achieve their course aims

#### **Lead invigilator/invigilators are responsible for:**

- Collection of examination papers and other material from the examinations office before the start of the examination
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office

#### **Candidates are responsible for:**

- Confirmation and signing of entries
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own

<b>SLT Responsible:</b>	<b>R Dann</b>	<b>Date of Review:</b>	<b>Spring 2025</b>	<b>Next Review:</b>	<b>Spring 2026</b>
<b>Statutory / Non-Statutory:</b>	<b>Non-Statutory</b>	<b>Website:</b>	<b>No</b>	<b>Review Frequency:</b>	<b>Annually</b>

## ***Qualifications***

### **Qualifications offered**

The qualifications offered at this centre are decided by the Heads of Department and SLT.

The qualifications offered are GCSE, BTEC, OCR Cambridge Nationals, ASDAN.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Subject teachers and agreed by SLT.

### ***Examination series and timetables***

#### **Examination series**

Internal examinations and assessments are scheduled in on demand during the academic year. External examinations and assessments are scheduled in May and June but we do have some on demand testing throughout the year. Internal examinations are held under external examination conditions.

#### **Timetable**

Once confirmed, the examinations officer will circulate the examination timetable for Internal examinations and External examinations.

### ***Entries, entry details and late entries***

#### **Entries, entry details and late entries**

The QCDA recommends the use of the examination fees estimator tool and the exemplar case study to reduce late examination entries: Practical advice from your examination's office colleagues. Candidates are selected for their examination entries by the Heads of Department.

Candidates or parents/carers can request a subject entry, change of level or withdrawal though the final decision is made by the centre. The Centre does not accept entries from external candidates. The Centre does not act as an examination centre for other organisations. Entry deadlines are circulated to Heads of Department via email. Late entries are authorised by Heads of Department and the Examination's Officer. Retake decisions are made in consultation with Heads of Department.

#### **Examination fees**

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

Examination fees are paid by the Centre.

<b>SLT Responsible:</b>	<b>R Dann</b>	<b>Date of Review:</b>	<b>Spring 2025</b>	<b>Next Review:</b>	<b>Spring 2026</b>
<b>Statutory / Non-Statutory:</b>	<b>Non-Statutory</b>	<b>Website:</b>	<b>No</b>	<b>Review Frequency:</b>	<b>Annually</b>

Late entry or amendment fees are paid by the Departments.

Re-sit fees are paid by the Centre.

### ***Disability Discrimination Act***

#### **Disability Discrimination Act**

All Examination Centre staff must ensure that meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The DDA introduced measures aimed at eliminating the discrimination often faced by disabled people. The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the DDA if s/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

'To find out more about exactly how your Centre can satisfy the requirements of the DDA visit the DDA information page on the QCDA website.

The Centre will meet the requirements of the DDA by ensuring that the Examination's Centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

#### **Access arrangements**

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

A candidate's access arrangements requirement is determined by the SENDCo and Educational psychologist/specialist teacher.

Making access arrangements for candidates to take examinations is the responsibility of both the SENDCo and Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the SENDCo with the examinations officer.

<b>SLT Responsible:</b>	<b>R Dann</b>	<b>Date of Review:</b>	<b>Spring 2025</b>	<b>Next Review:</b>	<b>Spring 2026</b>
<b>Statutory / Non-Statutory:</b>	<b>Non-Statutory</b>	<b>Website:</b>	<b>No</b>	<b>Review Frequency:</b>	<b>Annually</b>

Invigilation and support for access arrangement candidates will be organised by the SENDCo with the Examinations Officer.

### **Contingency planning**

Contingency planning for examination's administration is the responsibility of the Examination's Officer.

### **Intention to Enter**

The Head of Department is responsible for submitting Intention to Enter qualifications to the Examination's Officer when requested by the Examination's Officer.

### ***Managing invigilators***

#### **Managing invigilators**

Support staff, Internal staff, External staff and Agency employees are used to invigilate examinations. These invigilators will be used for internal examinations and external examinations.

Recruitment of invigilators is the responsibility of the Assistant Headteacher – Examinations and the Examination's Officer.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Centre administration.

Invigilators are timetabled and briefed by the Examination's Officer.

### **Malpractice**

The SLT is responsible for investigating suspected malpractice.

### **Examination Days**

The Examination's Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all examinations in accordance with JCQ guidelines.

Subject staff may be present at the start of the examination to assist with identification of candidates but must not advise on which questions or sections are to be attempted.

In practical examinations subject teachers may be on hand in case of any technical difficulties.

<b>SLT Responsible:</b>	<b>R Dann</b>	<b>Date of Review:</b>	<b>Spring 2025</b>	<b>Next Review:</b>	<b>Spring 2026</b>
<b>Statutory / Non-Statutory:</b>	<b>Non-Statutory</b>	<b>Website:</b>	<b>No</b>	<b>Review Frequency:</b>	<b>Annually</b>



Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to heads of department at the end of the examination session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the examination, if required.

## Candidates

The Centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Examination's Officer or senior invigilator.

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre, the Examination's Officer or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor. The Examination's Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the examination.

Candidates will be informed that in order to keep disruption to a minimum during examinations they must go to the toilet **BEFORE** the exam commences.

Requests to use the toilet during a public examination should be infrequent and **ONLY** in cases of emergency. If students request to go to the toilet during an examination, they will be escorted by an examination invigilator. They will also be asked to remove your blazer to ensure there are no aids for the examination. Students with a specific medical condition must submit a medical note at the earliest opportunity.

All visits to the toilet will be logged and the log made available to support any report of suspected malpractice or if requested by the JCQ Inspector during his inspection.

## *Internal assessments and appeals*

SLT Responsible:	R Dann	Date of Review:	Spring 2025	Next Review:	Spring 2026
Statutory / Non-Statutory:	Non-Statutory	Website:	No	Review Frequency:	Annually

## **Internal assessment replaces the largely discontinued term coursework**

It is the duty of Heads of Department to ensure that all internal assessment is ready for despatch at the correct time. The Examination's Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

### **Marks and appeals**

Marks for all internally assessed work and estimated grades are provided to the examinations office by the subject teachers and Heads of Department.

### **Appeals against internal assessments**

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the examinations office.

### **Results**

#### **Results, enquiries about results (EARs) and access to scripts (ATS)**

Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses (candidates to provide self addressed envelope).

Arrangements for the Centre to be open on results days are made by the Head of Centre. The provision of staff on results days is the responsibility of the Head of centre.

Members of the SLT are/will be available immediately after the publication of results.

#### **EARs (Enquiry about Results)**

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any EAR is requested. If a result is queried, the Examination's Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense. When the Centre does not support a candidate's or parent's request for an EAR, a candidate may apply to have an enquiry carried out but they will be charged.

#### **ATS (Access to scripts)**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. GCSE re-marks cannot be applied for once a script has been returned.

### **Certificates**

<b>SLT Responsible:</b>	<b>R Dann</b>	<b>Date of Review:</b>	<b>Spring 2025</b>	<b>Next Review:</b>	<b>Spring 2026</b>
<b>Statutory / Non-Statutory:</b>	<b>Non-Statutory</b>	<b>Website:</b>	<b>No</b>	<b>Review Frequency:</b>	<b>Annually</b>

Certificates are given out at a Presentation Evening soon after all certificates have been delivered to the Centre.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. The Centre retains certificates for a minimum of one year.

Head of Centre  
**Ms C H Hubert**

Examination's Officer  
**Miss C Watts**

SLT Responsible:	<b>R Dann</b>	Date of Review:	<b>Spring 2025</b>	Next Review:	<b>Spring 2026</b>
Statutory / Non-Statutory:	<b>Non-Statutory</b>	Website:	<b>No</b>	Review Frequency:	<b>Annually</b>