



## **Exams Policy**

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**Next Review:** September 2025

The purpose of this Exams Policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

### ***Exam Responsibilities***

#### **The Head of Centre:**

- has overall responsibility for the school/college as an exams centre
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected Malpractice in Examinations and Assessments*.

#### **Exams Manager:**

- manages the administration of internal exams and external exams
- oversees the production and distribution of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- advises the Senior Leadership Team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures, as set by the various awarding bodies
- ensures that candidates and their parents are informed of, and understand, those aspects of the exams timetable that will affect them
- provides and confirms detailed data on estimated entries
- maintains systems and processes to support the timely entry of candidates for their exams
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines
- administers access arrangements following the regulations in the JCQ publications for access arrangements and reasonable adjustments
- ensures that access arrangements cover sheets are signed on behalf of the school prior to submission to the exam boards
- makes applications for special consideration in line with JCQ regulations
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- line manages the exam invigilators
- ensures candidates' coursework/controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule

- tracks, dispatches, and stores returned coursework/controlled assessments
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Heads of Department, any post-results service requests

**Subject Leaders** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets
- decisions on post-results procedures

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Subject Leaders and/or Exams Manager

The **Special Educational Needs Coordinator (SENCo)/Specialist Teacher** is responsible for:

- identification and testing of candidates' requirements for access arrangements and making any necessary applications in order to gain approval (if required)
- working with the Exams Manager to provide the access arrangements required by candidates in exam rooms

**Invigilators** are responsible for:

- ensuring they attend an annual training session about the exams procedures and protocols
- verifying the identity of all candidates by making reference to the students' ID cards placed on each examination desk
- taking responsibility for checking that the names on the scripts match exactly the details on the attendance register and where necessary, make a note on the attendance register
- assisting the Exams Manager in the efficient running of exams according to JCQ regulations
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the Exams Manager
- remaining with the exam papers until the Exams Manager is available to securely pack them

**Candidates** are responsible for:

- confirmation of entries
- understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own
- ensuring they attend for all exams they are entered for
- ensuring they conduct themselves in all exams according to the JCQ regulations

### ***Qualifications Offered***

The qualifications offered at this centre are decided by the Headteacher and Assistant Headteacher with responsibility for curriculum.

The types of qualifications offered are GCSE, GCE, BTEC, VCERTS, CACHE qualifications and some entry level qualifications.

Informing the Exams Office of changes to a specification is the responsibility of the Subject Leaders and will be collected by the annual internal exams audit.

Decisions on whether a candidate should be entered for a particular subject will be taken by Subject Leaders/Headteacher/Heads of Year in consultation with the member of the Senior Leadership Team responsible for that curriculum area.

### ***Exam Series***

Internal exams (mock or trial exams) and assessments are scheduled in the Assessment and Reporting calendar.

External exams and assessments are scheduled in the school calendar.

Internal exams are held under external exam conditions in line with the School's exam protocols.

The Subject Leaders decide which exam series are used in the Centre.

### ***Exam Timetables***

Parents/carers will be informed at the beginning of the school year of all proposed internal exam dates. Year 9, 11 and Sixth Form students will be advised of proposed external exam dates.

Once confirmed, the Exams Manager will circulate the exam timetables for internal and external exams prior to the commencement of each series. Parents/carers will also be issued with a copy of their son/daughter's timetable.

### ***Entries, Entry Details and Late Entries***

Candidates or parents/carers can request a subject entry, change of level or withdrawal and this decision is taken by the candidate/parent/carer in consultation with the Subject Leader. The final decision on which tier a candidate is entered is the responsibility of the Subject Leader/Leadership Link for that subject.

The Centre does not accept entries from private candidates.

Entry deadlines are circulated to teaching staff and Subject Leaders via email.

Subject Leaders will provide estimated entry information via the annual exam audit to the Exams Manager to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Subject Leader.

Re-sit decisions will be made by Subject Leaders in consultation with the member of the Senior Leadership Team responsible for that curriculum area.

### ***Exam 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.

The Exams Manager will publish the deadline for action, well in advance for each exam series.

Fee re-imbursements are sought from candidates:

- If they fail to sit an exam for which they have been entered without medical evidence or evidence of other mitigating circumstances
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Where re-sit decisions have been endorsed by the Centre, the re-sit fee will be paid by the Centre.

### ***Equality Legislation***

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Manager.

### ***Access Arrangements***

The SENCo teacher will inform teaching staff of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the specialist teachers.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the specialist teachers and SENCo.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the specialist teachers in consultation with the SENCo.

Rooming for access arrangement candidates will be arranged by the Exams Manager.

Invigilation and support for access arrangement candidates, as defined in the JCQ Access Arrangements Regulations, will be organised by the Exams Manager in consultation with the SENCo.

### ***Contingency Planning***

Contingency planning for exams administration is the responsibility of the Exams Manager(s) along with the Leadership Link for Exams.

Contingency plans are available via the School website and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### ***Estimated Grades***

Subject Leaders are responsible for submitting estimated grades to the Exams Manager when requested by the Exams Manager.

### ***Managing Invigilators***

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and/or external exams.

Recruitment of invigilators is the responsibility of the Exams Manager.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the PA to the Headteacher.

CRB fees for securing such clearance are paid by the Centre.

Invigilators rates of pay are set by the Centre.

Invigilators are recruited, trained, timetabled and briefed by the Exams Manager.

Please refer to the Invigilator's Handbook

### ***Malpractice***

The Head of Centre, in consultation with the Exams Manager, is responsible for investigating suspected malpractice.

## ***Exam Days***

The Exams Manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance via consultation with the Exams Manager.

The invigilators and Exams Manager will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not be present at the start of or during the exam. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by Subject Teachers or Invigilators or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders once ALL candidates within the Centre have completed the paper and the answer papers have been securely packed by the Exams Team.

After an exam, the Exams Manager will arrange for the safe dispatch of completed examination scripts to awarding bodies.

## ***Candidates***

The Exams Manager will provide written information to candidates in advance of each exam series.

A formal briefing session for candidates may be given by the Head of Year/Exam Manager where considered applicable.

The Centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time. Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Manager, in consultation with the Head of Year, is responsible for handling late or absent candidates on the exam day.

## ***Clash Candidates***

The Exams Manager will be responsible as necessary for arranging supervision of candidates and identifying a secure exam venue.

## ***Special Consideration***

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Centre's Exams Manager to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the exam.

The Exams Manager will make a special consideration application to the relevant awarding body within the deadlines specified by JCQ/Awarding bodies.

## ***Non-Examination Assessments***

It is the duty of Subject Leaders to ensure that all non-examination assessments are ready for despatch at the correct time. The Exams Manager will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Exams Manager by the Subject Leaders. The Exams Manager will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the Centre's Internal Appeals Procedure document.

Please refer to the Controlled Assessment Policy and Appeals Against Internal Assessment for External Qualifications Policy.

## ***Results***

Candidates will receive individual result slips on results days by one of the following methods

- in person at the Centre
- by post to their home address - candidates to provide a stamped self-addressed envelope
- collected and signed for

The results slip will be in the form of a Centre produced document.

Arrangements for the Centre to be open on Results Days are made by the Exams Manager.

### ***Enquiries about Results (EARs)***

EARs may be requested by Centre staff or the candidate following the release of results. A request for a review of results or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EARs, requested by Subject Leaders, will be paid by the Centre. Requests made by parents/carers will be charged to the parent/carer and must be paid prior to the application being made. In both circumstances permission from students must be obtained prior to the application being made. All decisions on whether to make an application for an EAR will be made by Subject Leaders, in consultation with the Headteacher/member of Senior Leadership Team, responsible for the curriculum area.

All processing of EARs will be the responsibility of the Exams Manager, following the JCQ guidance.

## ***Access to Scripts (ATS)***

After the release of results, candidates may ask subject staff to request the return of written exam papers within 14 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. The consent of candidates must be obtained if requesting scripts.

Reviews of marking cannot be applied for once an original script has been returned.

Processing of requests for ATS will be the responsibility of the Exams Manager.

## ***Certificates***

Candidates will receive their certificates by one of the following methods

- in person at a Celebration Afternoon
- in person at the Centre
- collected and signed for

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The Centre retains certificates for one year and after this time will be returned to the relevant exam board/or disposed of by the Centre (as per the Centre's Retention Schedule which is available on request from the Centre). **Replacement certificates may be, but are not always available from awarding bodies if a candidate agrees to the costs incurred.**

## EQUALITY IMPACT STATEMENT

Names and titles of people involved with this assessment	Mark Sackville-Ford – Assistant Trust Director of SEND												
Impact assessment carried out with regard to identified characteristics	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Race</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Disability</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Gender</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Age</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Religion &amp; belief</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Sexual orientation</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> </table>	Race	<input checked="" type="checkbox"/>	Disability	<input checked="" type="checkbox"/>	Gender	<input checked="" type="checkbox"/>	Age	<input checked="" type="checkbox"/>	Religion & belief	<input checked="" type="checkbox"/>	Sexual orientation	<input checked="" type="checkbox"/>
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Summary of any issues/proposed changes													
Date	20 September 2024												
Date of next review	September 2025												