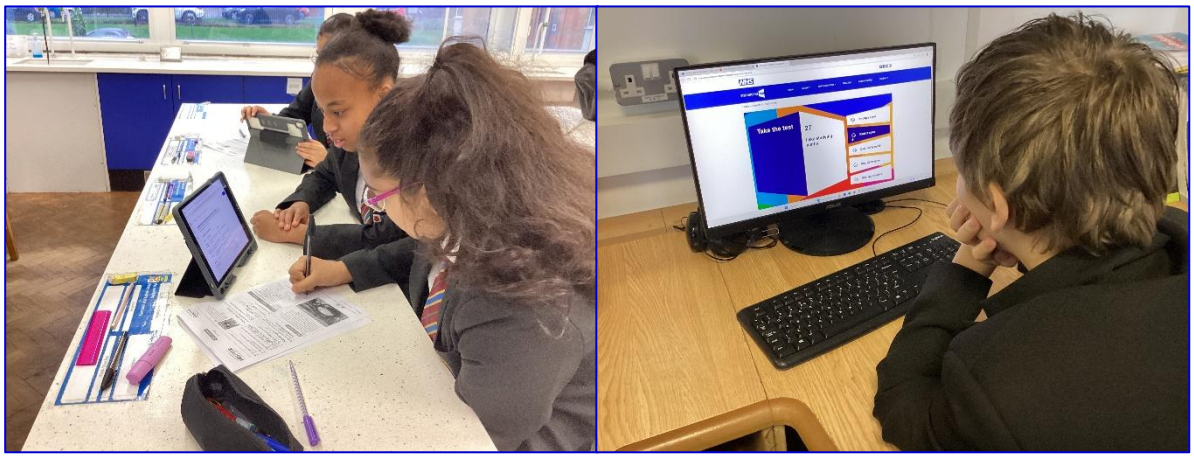

# Examination Policy GP1

Do not be anxious about anything, but in everything by prayer and supplication with thanksgiving let your requests be made known to God. And the peace of God, which surpasses all understanding, will guard your hearts and your minds in Christ Jesus.
Philippians 4:6-7

The purpose of this exam policy is:

- To ensure the planning and management of examinations are 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.

- To ensure Centre compliance with JCQ guidelines and awarding body requirements.

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

This examination policy will be reviewed annually.

This examination policy will be reviewed by the Senior Leader for Exams and the Exams Officer.

## 1 EXAM RESPONSIBILITIES

### Head of Centre

The Head of Centre is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to the instructions, and the qualification specifications issued by the awarding bodies. (JCQ GR 1)

The Head of Centre will:

- be familiar with the contents, refer to and direct relevant Centre staff to annually updated JCQ publications including:
  - general regulations(GR)
  - instructions-for-conducting-examinations
  - access-arrangements-and-special-consideration
  - malpractice
  - contingency planning
  - data protection
  - complete the annual Head of Centre declaration.

The Head of Centre will ensure:

- The Exams Officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the examination cycle to be effectively managed and administered.

- The Head of Centre will ensure that the EO has sufficient time to perform their role and familiarise themselves with relevant awarding body and JCQ documentation

- The Head of Centre will ensure the EO has in place a member of the senior leadership team who will provide effective support and supervision throughout the examination series

- Centre staff are supported and appropriately trained to undertake key tasks within the examinations process.

- Centre staff undertake key tasks within the exams process (exam cycle) and meet internal deadlines set by the EO.

- Security within the examination process is managed as per JCQ and awarding body regulations, guidance and instructions.

- Risks to the examination process are assessed and appropriate risk management processes/contingency plans are in place.

**Exams Officer**

The Exams Officer is appointed by the Head of Centre to act on behalf of the Centre in matters relating to the management and administration of examinations and assessments.

The Exams Officer will:

- Be familiar with the contents of annually updated JCQ publications including:
  - general-regulations(GR)
  - instructions-for-conducting-examinations
  - malpractice
  - contingency planning
  - data protection

- Be familiar with the contents of annually updated information from awarding bodies on administrative procedures, key tasks, key dates and deadlines.

- Ensure key tasks are undertaken and key dates and deadlines met.

- Advises the Senior Leadership Team (SLT), subject teachers, form tutors and other relevant support staff on annual examination timetables and application procedures as set by the various exam boards.

- Support the Assistant Headteacher in overseeing the production and distribution to staff, governors and candidates of an annual calendar 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/controlled and non-examined assessments are completed on time and in accordance with JCQ guidelines.

- Provides and confirms detailed data on estimated entries.

- Receives checks and stores securely all exam papers and completed scripts.

- Assists Special Educational Needs and Disabilities Coordinator (SENDCO) in the administration of access arrangements and makes applications for special consideration using the JCQ access arrangements, reasonable adjustments and special consideration for guidance relating to candidates who are eligible for adjustments in examinations for external examinations. This extends to internal examinations for the candidates entitled to access arrangements.

- Identifies and manages examination timetable clashes.

- Accounts for income and expenditures relating to all exam costs/charges.

- Line manages the team of exam invigilators, organising the recruitment, training and monitoring of exams invigilators responsible for the conduct of examinations.

- Assist the Data Manager to prepare and present reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

- Submits candidates' coursework/non-examined controlled assessment/portfolio marks, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.

- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review of results requests.

- Maintains systems and processes to support the timely entry of candidates for their exams.

**Deputy Headteacher/Assistant Headteacher**

- External validation of courses followed for GCSE, CAMNAT and AS/A-Level

**Senior Leadership Team**

- Will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - general-regulations(GR)
  - instructions-for-conducting-examinations
  - access-arrangements-and-special-consideration
  - malpractice
  - contingency planning
  - data protection

**Special Educational Needs and Disabilities Co-Ordinator (SENDCO)**

- Will be familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - access-arrangements-and-special-consideration

- Will lead on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements').

- Administration of access arrangements including the centre criterion for the use and allocation of word processors for examinations. The document will be available for annual JCQ inspections.

- 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.

**Heads of Department**

- Will ensure teaching staff undertake key tasks, as detailed in this policy, within the examination process (exam cycle) and meet internal deadlines set by the Exams Officer and SENDCO.

- Will ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications.

- Will ensure teaching staff attend relevant awarding body training and update events.

- Accurate completion of entry sheets and adherence to deadlines as set by the Exams Officer.

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

- Will provide required samples of work for moderation to the Exams Officer to the internal deadline.

- Accurate completion of coursework/controlled/non-examined assessment/portfolio data and mark sheets and declaration sheets.

- Involvement in post-results procedures in conjunction with the Data Manager and Head of Centre.

**Teaching Staff**

- Will undertake key tasks, as detailed in this policy, within the examination process (exam cycle) and meet internal deadlines set by the Exams Officer and SENDCO.

- Will keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications.

- Will attend relevant awarding body training and update events.

- Notification of access arrangements (as soon as possible after the start of the course) requirements to Head of Department (HOD) and SENDCO.

- Authenticate candidates work as per awarding body requirements.

- Submission of candidates' names to Heads of department/school/curriculum.

**Invigilators**

- Will attend annual training, refresher, briefing and review sessions. The Exams Officer will keep a record of training given to invigilators and make available for JCQ annual inspections.

- Will provide information as requested on their availability to invigilate.

- Will sign a confidentiality and security agreement.

- Collection of examination papers and other material from the Exams Office before the start of the examination.

- Supervision of candidates and conduct of examinations.

- Collection of all examination papers in the correct order at the end of the examination and their return to the exams office.

**Reception staff**

- Will support the EO in dealing with exam-related deliveries and dispatches with due regard to security at all times.

**Site staff**

- Will support the EO in relevant matters relating to exam rooms, paying attention to conditions such as heating, lighting, ventilation and the level of outside noise, storage and resources.

**Candidates**

Where applicable in this policy, the term 'Candidates' refers to candidates and/or their parents/carers.

- Punctual and attendance to all examinations timetabled for the candidate is expected. (See policy for late and absent candidates.)

- To read and check exam entries for correct details and level of entries.

- Confirmation date of entries.

- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/assessment as their own as required by the awarding body.

- Reading and understanding of JCQ Information for Candidates relating to written, onscreen and controlled assessments.

**External IAG provider**

- The assistant headteacher will arrange information advice, guidance of careers information prior and as part of the post result service.

## 2 THE QUALIFICATIONS OFFERED

The qualifications offered at this centre are decided by the Headteacher, and Assistant Headteacher, and Heads of Subject.

The qualifications offered are GCSE, Entry Level, Cambridge Nationals and some access to college courses.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the EO must be informed in advance of delivery but by the first week in September in any academic year.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENDCO, Heads of Subject, Headteacher, the Assistant Headteacher, and Parents/Carers informed immediately. Requests for examination course or entry changes must be completed and the case presented to the Senior Leadership Team to discuss and come to a conclusion.

**At Key Stage 4**

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

## 3 EXAM SEASONS AND TIMETABLES

### 3.1 Exam seasons

Internal exams are subject to alteration but are usually scheduled throughout the academic year. External exams are scheduled in January, May and June and some on-demand onscreen may be available at other times throughout the year.

All internal exams are held under external exam conditions.

Which exam series are used in the centre is decided by the Heads of Department.

### 3.2 Timetable

Once confirmed, the Exams Officer will circulate the exam timetables for internal exams and external exams (both are detailed and highlighted on the Academic Calendar).

## 4 ENTRIES, ENTRY DETAILS AND LATE ENTRIES

### 4.1 Entries

Candidates are selected for their exam entries by the Heads of Subject and Bucket Leader. Candidates will be entered under names that can be verified against suitable identification such as a birth certificate, deed poll certificate or passport to prevent problems in the future.

### 4.2 Late entries

Entry deadlines are circulated to Heads of Department/Bucket Leads via notice board and internal post.

Late entries will need to be authorised by the Exams Officer and SLT.

## 5 EXAM FEES

The centre will normally pay all exam entry fees on behalf of candidates. Late entry or amendment fees are paid by departments.

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.

## 6 THE EQUALITY ACT 2010 (see our school Equality Policies and Plans document)

### 6.1 The Disability Discrimination Act

The Disability Discrimination Act (DDA) extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### 6.2 Special needs

A candidate's special needs requirements are determined by the SENDCO. 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 exam. The SENDCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

### 6.3 Access arrangements

Identification for candidates with access arrangements to take examinations is the responsibility of the SENDCO.

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

Rooming for access arrangement candidates will be arranged by the Exams Officer with the SENDCO.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Exams Officer and with Heads of Department for internal examinations and assessments.

## 7 MANAGING INVIGILATORS AND EXAM DAYS

### 8.1 Managing invigilators

External invigilators will be used for internal exams and external exams.

For external examinations, at least one invigilator must be present for each group of 30 candidates or at least one invigilator must be present for each group of 20 or fewer sitting timed/practical examinations.

The recruitment of invigilators is the responsibility of the exams office/centre administration. Invigilators will be required to declare any conflict of interest.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the exams office.

Invigilators' rates of pay are set by the centre administration.

### 8.2 Exam days

The Exams Officer 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 is responsible for setting up the allocated rooms.

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

Revision preparation by subject staff will take place outside of the examination room(s).

Staff who teach the subject being examined will not be an invigilator during the timetabled written examination or on-screen test.

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

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session except, when requested by the Exams Officer, for checking a possible problem with the question paper with the relevant awarding body. Papers will be distributed to Heads of Department 24 hours after the examination session official finishing time.

**Verifying the Identity of Candidates Procedure**

Internal candidates will be checked going into the examination room and in the examination room itself by SLT staff members to verify their identity. Invigilators will use school photo cards to identify pupils unfamiliar to them.

External candidates will provide photographic identification both prior to the examinations taking place and on the day of any examination they are sitting to the Exams Officer who will verify their identity to the invigilators.

## 9 CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

### 9.1 Candidates

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

Candidates are expected to store personal belongings in school lockers outside of the exam room. Where this is not possible candidates will be directed by the exams officer to ensure compliance with JCQ guidelines.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates will be notified prior and during examinations of unauthorised materials prohibited from the examination room(s).

Candidates may leave the exam room temporarily for a genuine purpose requiring an

immediate return to the exam room, in which case a member of invigilation staff must accompany them.

The exams officer will attempt to contact any candidate who are not present at the start of an exam and deal with them in accordance with JCQ guidelines.

EAL candidates will not have access to a bilingual translation dictionary for:

- English Literature/English Language examinations; or
- Modern Foreign Language examinations testing one of the languages of the dictionary or a similar language except when allowed.
- History, Geography and Religious Studies.

Only candidates actually sitting the examination/assessment must be present in the examination room while an examination is taking place.

### 9.2 Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays in accordance with JCQ guidelines.

### 9.3 Special consideration

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

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## 10 NON-EXAMINED/COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS

### 10.1 Non-Examined/Controlled Assessment Coursework

Candidates who have to prepare coursework/controlled assessments should do so by the end of the course.

Bucket Leads and Heads of Subject (curriculum) will ensure all coursework/controlled assessments are ready for dispatch at the correct time. The exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Bucket Leads and the Heads of Department by requested deadline.

## 11 Access to food and drink during examinations

At the discretion of the head of centre, water will be provided by the centre to candidates to be consumed in the examination room. The invigilation team and exam officer will

ensure that all packaging and labels are removed. Candidates will not be required to bring in their own consumables into the examination.

## 12 Data Protection – see separate policy

## 13 Examination Contingency Plan

Should an unforeseen emergency arise during external examinations, the Head of Centre should follow procedures as outlined in the centre's Examination Contingency Plan; this document will be available for annual JCQ inspections.

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

### 11.1 Results

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

Arrangements for the school 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.

### 11.2 ROR (Reviews of Results)

ROR may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking at the centre's expense.

When the centre does not uphold an ROR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged before an enquiry is made.

### 11.3 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 this the consent of candidates must be obtained.

(See also Section 5: Exam fees).

## 15 CERTIFICATION

Certificates are presented in person, collected, posted and always signed for. The centre will obtain and maintain accurate candidate contact information to ensure the secure despatch of certificate

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so in writing and provide suitable identification.

Replacement certificates are only issued by examination boards and candidates pay the costs incurred.

The centre retains unclaimed certificates for a minimum of one to a maximum of three years after which they will be destroyed.

Ratified by Governors: 12/10/2026
Review Date: 12/10/2027
*(This policy will remain in force beyond the review date if no updates are required)*