

EXAMINATION PROCEDURES POLICY

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This policy is reviewed annually to ensure compliance with current regulations.

Contents Page:

Aims of the Exams Policy	3
Exam Responsibility	3
Exam Officer	3
Head of Centre	3
Senior Leadership Team	3
Lead Teachers	4
SENCO	4
EAL	4
Invigilators	4
Malpractice	4
Candidates	5
Qualifications Offered	5
Timetables	5
Entries	5
Retakes	5
The Equality Act 2020	5
Special Needs	5
Access Arrangements	6
Examination Stationery	6
Exam Days	6
Special Consideration	6
Exam Disruption	6
Exam Evacuation	7
Coursework	7
Appeals against Internal Assessments	7
Results, Enquiries and Results (EARs) and Access to Scripts (ATS)	7
Access to Scripts - ATS	8
Enquiries about Results - EARs	8
Certificates	8

Aims of the Exams Policy

The purpose of this exam policy is to ensure the planning and management of exams is undertaken efficiently and in the best interest of candidates and ensure the operation of an efficient exam system with clear guidelines for all relevant staff. It is the responsibility of everyone in the exam process to read, understand and implement this policy.

Exam Responsibility

In addition to the Exams Officer, the school will have a senior member of staff with overall responsibility. The Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. Please refer to the JCQ document 'suspected malpractice' in examinations and assessments.

Exam Officer

The Exams Officer manages the administration of the public and internal exams plus :

- Advises SLT, Lead Teachers, tutors and other relevant support staff and annual exam timetables and applications procedures as set by the various exam boards;
- Oversees the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved;
- Communicates regularly with staff concerning imminent deadlines;
- Ensure that candidates are informed of, and understand those aspects of the exam 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, in date order all exam papers and completed scripts;
- Assists with analysis through SIMs of exam results;
- Administers Access Arrangements, along with the SENCO, and makes application for special consideration using the JCQ Access Arrangements and Special Considerations Regulations and Guidance relating to candidates who are eligible for adjustments in examinations;
- Identifies and manages exam timetable clashes;
- Manage accounts for income and expenditures relating to all exam costs;
- Submits candidates' coursework marks and track, despatch and store returned coursework and any other materials required by the appropriate awarding bodies arranges for distribution of exam results and certificates to candidates and forward, in consultation with the Lead Teachers, any appeals/re-marks requests. Maintain systems and processes to support the timely entry of candidates for their exams.

Head of Centre

Has overall responsibility for all aspects of the examinations process.

Senior Leadership Team

- Organisation of the teaching and learning
- External validation of courses followed at KS4/Post 16

Lead Teachers

Lead Teachers are responsible for :

- Guidance for candidates who are unsure about exam entries;
- Amendments for entries involvement in post results procedures;
- The accurate completion of coursework mark sheets - paper and online and declaration sheets;
- The accurate completion of entry and all other mark sheets and adhere to the deadline put in place by the Exams Officer;
- The notification of Access Arrangements along with the SENCO;
- Submission of names to the SENCO who will liaise with the Exams Officer to complete the paperwork and official online application for Access Arrangements.

SENCO

Designated SENCOs are responsible for :

- Identification and testing of candidates' requirements for Access Arrangements;
- The administration of the Access Arrangements;
- Staffing and rooming of the candidates who have Access Arrangements;
- The identification and testing of candidates' requirements for Access Arrangements for provision of additional support – with any arrangements SENCO considers appropriate to achieve their potential.

EAL

- Identification together with the SENCO of the testing of candidates' requirements for EAL related Access Arrangements;
- Provision of additional support, to help candidates achieve their potential.

Invigilators

Appointed invigilators are responsible for :

- Ensuring candidates have the correct equipment;
- The collection of all exam papers and any other material at the end of the exam and ensure the security of the exam papers;
- The supervision of the candidates with clashes;
- Assist with the starting of the exam;
- Notify the Exams Officer of any incidents/warning given or malpractice.

Malpractice

- To minimise the risk of malpractice by staff and learners;
- To respond to any incidence of malpractice promptly and objectively;
- To record an investigation of malpractice to ensure fairness;
- To protect the integrity of the centre.

Candidates

All candidates are responsible for :

- Checking their individual entries;
- Attending the exam at the correct time;
- Coming to the exam appropriately dressed with the correct equipment;
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own;
- Reading and adhering to the JCQ Information for Candidates.

Qualifications Offered

The Head of the Centre along with any of the following staff: SLT, Lead Teachers will decide upon the syllabus to be taught. The qualifications offered in any academic year may be found in the Pathways Booklet for that year.

Timetables

The Exams Officer will circulate the timetables for both external and internal exams once they have been confirmed.

Entries

Candidates are selected for their exam entries by the teachers and confirmed through the Lead Teacher. Alterations to entries or withdrawal is made in consultation with the Lead Teacher and SLT.

Late entries are authorised by the Lead Teacher.

Retakes

Retakes are decided in consultation with the candidate and the Lead Teacher.

The Equality Act 2010 (previously the Disability Discrimination Act, DDA)

The Equality Act 2010 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.

Special Needs

A candidate's special education needs are determined by the SENCO together with any specialist teachers.

The SENCO will inform the Exams Officer of candidates with Special Education Needs who are starting a course leading to an exam. The SENCO can then inform individual staff of any Access Arrangements that individual candidates may be granted during the course and in the exam.

Access Arrangements

Identifying candidates who could be eligible for Access Arrangements is the responsibility of the SENCO.

Applying for Access Arrangements to the awarding bodies is the responsibility of the SENCO together with the Exams Officer.

Examination Stationery

Directors of Study should encourage candidates to have all the necessary stationery for all examinations; they are also notified of any items which are not permitted in the exam room. Notices are displayed outside the examination rooms.

Exam Days

Prior to the exams, the SENCO/Exams Officer will book all exam rooms for Access Arrangement candidates, the rooms will comply with the Yellow JCQ Instructions for Conducting Examinations. Any candidates with Access Arrangements will be collected from the restaurant and allocated to the room where they will complete their exam. All other candidates will remain in the restaurant until they are instructed to enter the exam hall.

The lead invigilator/Director of Studies will start with exams in accordance with the JCQ guidelines.

Subject staff may be present in the restaurant at the start of the exam to assist with identification of candidates and identify any student with concerns over tiers, but must not advise on anything relating to the question paper.

The Exams Officer will be responsible, as necessary, for processing documentation to secure exam board permission for identifying a secure venue and arranging overnight accommodation, if required.

Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement of other trauma prior to the exam, it is the candidate or candidates carer/parents' responsibility to alert the Centre or the Exam Officer to that effect.

Any Special Consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidates' doctor.

The Exams Officer will then complete an online 'Special Consideration' form to the relevant awarding body.

Exam Disruption

In the event of exam disruption, the Exams Officer would refer to either the JCQ Advice to Centre – Severe Weather Conditions document or the Ofqual Joint Contingency Plan as appropriate.

Exam Evacuation

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing;
- Collect the attendance register (**in order to ensure all candidates are present**);
- Evacuate the examination room in line with the instructions given by the appropriate authority;
- Advise candidates to leave all question papers and scripts in the examination room;
- Candidates should leave the room in silence;
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination;
- Make a note of the time of the interruption and how long it lasted;
- Allow the candidates the full working time set for the examination;
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- Make a full report of the incident and of the action taken, and send it to the relevant awarding body.

Coursework

Candidates who have coursework should complete the work by the date the Lead Teacher has defined.

Lead Teachers will ensure all coursework is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the Exams Officer by the Lead Teachers.

Appeals against Internal Assessments

The Centre is obliged to publish a separate procedure on this subject. The main points are:

- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification;
- Candidates may also appeal if they feel they have been disadvantaged by the process leading to an assessment;
- Appeal should be made in writing by 30 June to the Head of Centre, who will decide whether the process used conformed to the necessary requirements;
- The Head of the Centre's finding will be notified in writing, with a copy to the Exams Officer.

Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

- Candidate will receive access to their results at 9.00 am on results day;
- Results will not be given to a third party without prior permission of the candidate;
- Results cannot be conveyed to the candidate by the Exams Officer over the telephone;
- Arrangements for the school to be opened on results days are made by the Exams Officer;
- The provision of staff on results day is the responsibility of the Officer Manager.

Access to Scripts - ATS

- After the release of results, candidates, in consultation with subject staff, may request the return of papers within three day's scrutiny of the results;
- Subject staff may request ATS for a group of candidates, if there are reasonable grounds for believing an error has occurred.
- If a result is queried, the Exams Officer, teaching staff will investigate the feasibility of asking for a re-mark (providing the original script has not been requested – remarks are only available for photocopied scripts);
- ATS service is not available for GCSE qualifications.

Enquiries about Results - EARs

- EARs maybe requested by the school staff or candidates if there are reasonable grounds for believing there has been an error in marking;
- Permission letters must be in place before an EAR is actioned;
- School staff may also request scripts for teaching purposes.

Certificates

- Candidates are notified in writing when and where they can collect their certificates;
- Certificates are presented only to the named person who must collect and sign for the certificate;
- Certificates may be collected on behalf of a student by a third party, providing the school has prior authorisation to do so in writing;
- The school retains certificates, until collection.