



Policy:	Exam
Policy Ref:	CM34
Review Date:	February 2025
Next Review:	February 2026
Authorised by:	Deputy Headteacher & Examinations Officer

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam 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.

This exam policy will be reviewed annually.

This exam policy will be reviewed by the Headteacher (Head of Centre) and the Governors, with the Examinations Officer.

1. Exam responsibilities

Head of centre / Headteacher

Overall responsibility for the school/college as an exam centre

- Ensuring all staffing is appropriate for managing the provision of exams
- Responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officer / Exams Administration Assistant

Manages the administration of public and internal exams

- Maintains systems and processes to support the timely entry of candidates for their exams.
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be

involved and communicates regularly with staff concerning imminent deadlines and events

- Ensures that candidates and their parents/ carers 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 securely all exam papers and completed scripts
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Organises the training and staffing for access arrangement provision
- Makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Oversees the submission of candidates' coursework marks by HoDs, tracks despatch of coursework and any other material required by the appropriate awarding bodies, ensuring this is done correctly and on schedule
- Advises Heads of Department on the correct procedure for storage of returned coursework
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Senior Leadership Team (SLT), any appeals/re-mark requests
- Feeds back to SLT & Governors re. examination procedures, indicating where future procedural improvements might be made

Deputy Headteacher:

- Advises on appeals and re-marks
- Analysis of exam results
- Prepares and presents reports to SLT & Governors showing results achieved in relation to expected grades and comparable data for previous years.

Heads of Department

- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Guidance and pastoral overseeing of candidates who are unsure about exam entries or amendments to entries.
- Accurate completion of coursework mark sheets and declaration sheets.
- Timely dispatch of coursework; informing Examinations Officer.
- Accurate entry of coursework marks
- Safe, appropriate storage of returned coursework
- Involvement in post-results procedures:
 - Analysing results
 - Accessing papers to consider for remarking / analyse performance
 - Requesting remarks
 - Safe, appropriate storage of any papers accessed

Teachers

- Notification of access arrangements required (as soon as possible after the start of the course).
- Placement of evidence of need and 'normal way of working' in 'Evidence of Access Arrangements' folder on school system
- Ensure students gain frequent practice in lessons and using access arrangements for internal assessments
- Submission of candidate names to Heads of Department.

Lead invigilator/ Invigilators

- Set up all examination rooms in line with JCQ regulations
- Collection of exam papers and other material from the exams officer before the start of the exam.
- Distribute papers to candidates and oversee the running of the examination in line with JCQ regulations
- Collection of all exam papers in the correct order at the end of the exam and their secure return to the exams officer.
- Ensure all access arrangement documentation has been completed accurately by appropriate staff
- Return of all unused papers to exams officer

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Following instructions and directions from staff throughout the examination process

Administrative staff

- Support for the registration of candidates; input of entries and data.
- Recording receipt of examination documentation; alerting Examinations Officer to its arrival
- Support for the collation of exam documentation and arranging of appropriate collection of exam papers by Parcel Force and recording their despatch.
- Support for downloading and collation of results

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre, Deputy Headteacher and the Heads of Department.

The statutory tests and qualifications offered are GCSEs, BTECs, Entry Level Certificates and other vocational qualifications.

At Key Stage 4

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

In Sixth Form

Students will have the opportunity to improve on their English and Maths achievements. They will also be offered Vocational Introductory (BTEC) courses and qualifications alongside course designed to develop their personal, social and employability skills. Work experience is a priority in Sixth Form.

3. Exam seasons and timetables

- Internal exams are scheduled in the School Calendar by SLT in consultation with Heads of Department
- External exams are scheduled in the Autumn, Spring and Summer series
- The Exams Officer will circulate the exam timetable once confirmed.

4. Entries, entry details, late entries and retakes

- Candidates are selected for their exam entries by Head of Department in discussion with class teachers
- Entry deadlines are circulated to Heads of Department via email. Late entries are authorised by the Deputy Headteacher and Exams Officer
- Retake decisions will be made in consultation with Head of Department, Exams Officer and Deputy Headteacher

5. Exam fees

- Initial registration and entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre.
- 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.
- Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing it.

6. The Disability Discrimination Act (DDA), special needs and access arrangements

- The Disability Discrimination Act 2005 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.
- A candidate's access arrangements are determined by the Exams Officer and the Deputy Headteacher.
- Staff providing access arrangements will be trained annually
- Provision of access arrangements for candidates is the responsibility of the exams officer and the Deputy Headteacher
- Requesting and providing evidence for Access Arrangements provision is the responsibility of the teachers of that student.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Deputy Headteacher.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.
- Invigilation and support for access arrangement candidates will be organised by the Exams Officer.

7. Estimated grades

The Heads of Department will submit estimated grades to the exams officer when requested by the exams officer.

8. Managing invigilators and exam days

- Invigilators are timetabled and briefed by the Exams Officer
- Invigilators are trained annually in required procedures and I.C.E
- 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.
- The school's Lead Invigilator is responsible for setting up the allocated rooms, with the support of the Caretaker and additional teaching assistants when required.
- The lead invigilators in each room will start all exams in accordance with JCQ guidelines.
- 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.

9. Candidates, clash candidates and special consideration

- The centre's published rules on acceptable dress and behaviour apply at all times.
- JCQ regulations re. candidates' use of mobile phones and all electronic devices apply at all times
- Disruptive candidates are dealt with in accordance with JCQ guidelines.
- For exams longer than one hour, candidates will not be allowed to leave the exam room unsupervised until at least one hour after the published starting time. They will not be allowed to return unless on a supervised break.
- The Head of Year will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

- The exams officer will be responsible to arrange the necessary arrangements following JCQ guidelines, for any exam clashes.

Special consideration

- Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, 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 candidate's doctor.
- The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the final exam of that Subject series.

10. Non-Exam Assessment (previously known as Coursework/ Controlled Assessments) and appeals against internal assessments

- Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
- Heads of Department will ensure all non-exam assessment 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 entered by the Heads of Departments.

Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Headteacher's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

Results Day

- Arrangements for the school to be open on results days are made by the Head of Centre. Students or parents/carers will be able to collect their results from school on that day.
- The provision of staff on Results Day (and the day before Results Day) is the responsibility of the Headteacher.
- Candidates who do not collect their results on Results Day will receive individual results slips by post to their home addresses.

Enquiries 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.

When the centre does not uphold an EAR, 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.

Access To Scripts

- After the release of results, candidates may ask subject staff to request the return of papers within three days of the results.
- If a result is queried, the Exams Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a re-mark at the centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

12. Certificates

- Certificates are presented in person, collected and signed for.
- Certificates may be collected on behalf of a candidate by a third party, provided the school has conclusive evidence that they have been authorised to do so.
Certificates are not withheld from candidates who owe fees. If certificates are unable to be collected, school will post certificates on request of the candidate or parent / carer.
- If school is unable to make contact with a student who has left, the certificates will be posted with a 'return address provided if undeliverable'. This is only used as a last resort after attempts to contact by phone, email and text are unsuccessful on a number of occasions.
- The Centre retains certificates for two years.