EXAMINATIONS POLICY

2026/2027

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1. Introduction and aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and students understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and students, must read, understand and implement this policy.

2.2 Head of Centre

Your head of centre will be your principal. The head of centre can delegate tasks related to the responsibilities above, but cannot delegate the overall responsibility.

The Head of Centre:

- Has overall responsibility for the school as an exams centre.
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments

Our Head of Centre is Annabelle Thomas.

2.3 Exams Officer

The Exams Officer is responsible for the administration of exams. They:

- Manage the administration of [internal and/or external exams].
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries

- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Train invigilators
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

Our Exams Officer is Sally Fahy

2.4 Assistant Principals/Teachers

Assistant Principals/Teachers are responsible for:

- Advising the Exams Officer of any changes to syllabus or assessment details for their subjects
- Advising the Exams Officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the Exams Officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the Deputy Principal and/or the Exams Officer.

The Assistant Principal in liaison with a SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the Exams Officer to provide the access arrangements required

by candidates in exam rooms.

Our SENCO is Taylor Nagle

2.7 Invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the Exams Officer to run exams efficiently, according to JCQ regulations.
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office.

Our invigilators are our SLT, Teachers and Support Staff.

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

SLT decides the qualifications we offer.

We offer the following types of qualifications:

- GCSEs
- BTECs
- Functional Skills
- Entry Level's
- Duke of Edinburgh

The subjects offered for these qualifications in any school year may be found on our school website.

If there will be a change to a specification for the next year, the exams office must be informed by 15 May of that year.

The specification is the actual content/syllabus of the exam (as opposed to qualification type or subject). For instance, switching from OCR to AQA for English. Informing the exams office of changes to a specification is the responsibility of Assistant Principal (curriculum).

Decisions on whether a candidate should be entered for a particular subject will be taken by teachers in consultation with Assistant Principal (Curriculum).

4. Exam series

External exams and assessments are scheduled in the following exam series:

- June 2027

English
Biology
Food Preparation and Nutrition
Mathematics
PE
Photography

Internal exams are held under external exam conditions.

The SLT decides which exam series are used in the centre.

The centre does offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and SLT.

5. Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables for external exams at a specified date before each series begins.

6. Entries

Candidates or parents/carers can request subject entry, change of level or withdrawal. However, actioning this is at the discretion of the Centre.

We do not act as an exams centre for other organisations.

We do not accept entries from private candidates.

Entry deadlines are circulated to heads of subject via email.

Heads of subject will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by exams officer.

6.1 Re-sits

We allow re-sits for the following types of qualifications:
Delete/amend as appropriate:

- BTECs
- Functional skills
- Entry Level

We do not allow re-sits for the following types of qualifications:
Delete/amend as appropriate:

- GCSEs

Re-sit decisions will be made by SLT in consultation with the exams officer.

7. 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 Officer will publish the deadline for actions well in advance of each exams series.

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs	• Exams the student has not been prepared for at school • Re-sits at parents' request • Missed exams (without medical or other extenuating circumstances) • Withdrawal from an exam, where charges would be applied by the exam board, if the parent requests the withdrawal	• Entries and re-sits: £30 • Missed exams: dependent on charges levied by the exam board
BTEC	• Exams the student has not been prepared for at school • Re-sits at parents' request • Withdrawal from an exam, where charges would be applied by the exam board, if the parent requests the withdrawal	Dependent on charges levied by the exam board
Functional Skills	• Exams the student has not been prepared for at school • Re-sits at parents' request • Withdrawal from an exam, where charges would be applied by the exam board, if the parent requests the withdrawal	Dependent on charges levied by the exam board

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs – Post Results Services	• Priority copy of marked paper • Clerical re-check • Review of marking • Moderation review • Original marked script	Free £8.25 per unit, component, or module £38.35 £230.50 Free

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the exams officer.

8. Equalities

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the head of centre and the exams officer.

9. Access Arrangements

SLT will inform subject teachers of candidates with 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 SLT and the SENCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SLT, the SENCO and teachers.

Room arrangements for candidates using access arrangements will be organised by the exams officer.

Invigilation and support for candidates using access arrangements, as defined in the JCQ access arrangements regulations, will be organised by the exams officer.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.
Contingency plans are available via email, briefing meetings and the exams contingency plan and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

11. Estimated grades

Heads of subjects/teachers are responsible for submitting estimated grades to the Exams Officer when requested.

12. Managing invigilators

External staff will not be used to invigilate examinations.

13. Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

14. Exam days

The Exams Officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator

SLT, teachers and support staff as delegated are responsible for setting up the allocated rooms, and will be advised of requirements 7 days in advance.

The invigilators and the exams officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room 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 removed from the exam room before the end of a session.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff.

15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by Assistant Principal or heads of subject.

Our published rules on acceptable dress and behaviour apply at all times.

Candidates' personal belongings remain their own responsibility and we accept 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 stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exams officer.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

Clash candidates

The head of centre and exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising 'escorts'
- Identifying a secure venue
- Arranging overnight stays where necessary

16. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer or the head of centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 10 days of the exam.

17. Internal assessment

It is the duty of heads of subject to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by heads subject and teachers. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

18. Results and certificates

Candidates will receive individual results slips by email and posted on results day by recorded delivery. 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 and relevant site staff.

The provision of the necessary staff on results days is the responsibility of the exams officer and the head of centre.

Dates of results days each year will be publicised for all candidates through letters home and email.

18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark 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 a group of candidates.

The cost of EARs will be paid by the candidate.

The cost of EARs is set out in section 7 of this policy ('Exam fees').

All decisions about whether to make an application for an EAR will be made by the Assistant Principal (Curriculum).

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the exams officer following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of

written exam papers within 7 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.
The cost of ATS will be paid by the candidate where there is a fee..

The cost of ATS is set out in section 7 of this policy ('Exam fees').

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every 3 years and/or in response to changes within the exam system/the curriculum/JCQ guidance.

The Local Governing Body will approve this policy as and when it is updated.