

Exam Policy

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1. The purpose of this exam policy

Jesmond Park Academy is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that all aspects of the centre's exam process are documented, supporting the exams contingency plan, and that other relevant exams-related policies, procedures and plans are signposted so that:

- The planning and management of exams is conducted efficiently and in the best interests of the candidates
- all relevant staff involved in the exams process have clear guidelines and understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

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

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff and can be found on the VLE and the school website. Relevant information in this policy will also be brought to the attention of candidates during exam briefings and in hard copy with their exam timetables.

2. Exam responsibilities

Principal

The Principal is the Head of Centre having overall responsibility for the school as an exam centre. The Head of Centre is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.

This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

Heads of centre must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of *JCQ General Regulations for Approved Centres* booklet. In particular, heads of centre must familiarise themselves with sections 5.1, 5.3 and 5.4.

Heads of centre must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments. ([GR, section 1](#))

It is the responsibility of the head of centre to ensure that all staff comply with the instructions in the JCQ Instructions for conducting examinations document (ICE) Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice : Policies and Procedures*, <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)

Head of centre

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#) (GR)
 - [Instructions for Conducting Examinations](#) (ICE)

- [Access Arrangements and Reasonable Adjustments](#) (AA)
 - [Suspected Malpractice - Policies and Procedures](#) (SM)
 - [Instructions for conducting non-examination assessments](#) (NEA) (and the instructions for conducting coursework)
 - [A guide to the special consideration process](#) (SC)
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught, including appropriate accommodation for candidates requiring access arrangements for exams and assessments

National Centre Number Register

- Provides contact details and an address to which all correspondence in connection with the administration of examinations and assessments can be directed which must be the registered address of the centre.
- Ensures the National Centre Number Register annual update is responded to by the end of October every year.
- Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update by completion of the Head of Centre Declaration
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration will result in:
 - the centre status being suspended
 - the centre not being able to submit examination entries
 - the centre not receiving or being able to access question papers and ultimately, awarding bodies withdrawing their approval of the centre

Recruitment, selection and training and support of staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Enables the relevant senior leader(s), the examinations manager and the SENCo to receive appropriate training and support in order to facilitate the effective delivery of examinations and assessments within the centre, and ensure compliance with the published JCQ regulations

- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures that the SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise herself with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures that the examinations manager has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation.
- Ensures that the Exams Manager is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system

External and Internal governance arrangements

- Has in place a written escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent

Escalation Process

The Deputy Principal Progress and Achievement is the member of SLT to provide support and guidance to the Exams Manager and ensure that the integrity and security of the examinations and assessments are maintained. The member of SLT for oversight of the exams administration is the Deputy Principal Progress and Achievement.

In the event that the Deputy Principal Progress and Achievement was to be absent, the oversight of the exams process would be escalated to the Head of Centre. In the unlikely event that both of the above were absent, the responsibility for oversight of the exams at this centre would be escalated to a further member of the SLT.

- Has in place a member of the senior leadership team who will provide effective support and supervision of the exams manager to ensure that the integrity and security of examinations and assessments is maintained throughout an examination series
- Ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the Exams Manager
- Can confirm to an awarding body the external governance arrangements so that the awarding body has confidence in the integrity of centre activities such as the delivery of qualifications and the conducting of examinations and assessments
- Makes sure that a teacher, a teaching assistant, a tutor or a senior member of centre staff who teaches the subject being examined, or a Learning Support Assistant who has supported one or more candidates, is not an invigilator during the examination

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre for all examinations and assessments
- Ensures a written process is in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed as per Chapter 7 of the JCQ publication [Access Arrangements and Reasonable Adjustments](#)
- Ensures the ALS lead/SENCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved

Delivery of qualifications

- Delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates
- Enables candidates to receive sufficient and up to date laboratory experience, or relevant training where required by the subject concerned
- Where/if using a third party to deliver any part of a qualification at the centre –
 1. Maintains oversight of, and responsibility for, the delivery of the qualification in accordance with JCQ regulations and awarding body requirements.
 2. Has in place a written agreement with the third party ensuring that a copy of the written agreement is available for inspection if requested by the awarding body.

Internal assessment and endorsements

Controlled assessments, coursework and non-examination assessments

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. internally assessed marks
- Ensures arrangements are in place to co-ordinate and standardise all marking of centre-assessed components and ensures that candidates' centre-assessed work is produced, authenticated and marked, or assessed and quality assured in accordance with the awarding bodies' instructions (including where relevant, private candidates)
- Ensures that teaching staff, in accordance with awarding bodies' instructions, return all subject-specific forms by the required date
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Ensures an **internal appeals procedure** relating to internal assessment decisions is in place for a candidate to appeal against and request a review of the centre's marking (see Roles and responsibilities overview)

- Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment (For CCEA GCSE centres this would be a controlled assessment policy)

Final entries

- Ensures appropriate controls are in place which allow accurate data to be submitted to the awarding bodies, e.g. entries

Public liability

- Complies with local health and safety rules which are in place and that the centre is adequately covered for public liability claims

Security of assessment materials

- Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring:
 - the location of the centre's secure storage facility in a secure room which must only be used for the purpose of administering secure examination materials
 - the secure room only contains exam related materials
 - appropriate arrangements are in place for handling secure electronic materials
 - appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff
 - access to the secure room and secure storage facility is restricted to the authorised two to six keyholders who must fully understand their responsibilities as a key holder to the secure storage facility and that staff approved by the head of centre are accompanied by a keyholder at all times (the exams manager must be one of the keyholders)
 - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
 - that when it is permitted to remove question paper packets from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened by authorised members of centre staff. (If it is ever subsequently identified following this check that the wrong question paper packet has been opened, it will be resealed and the incident reported to the relevant awarding body's Malpractice Investigation Team immediately).
- Makes arrangements to receive, check and store question papers and examination material safely and securely at all times and for as long as required in accordance with the current JCQ publication Instructions for conducting examinations

- Makes arrangements to receive and issue material received from the awarding bodies to staff and candidates, and notify them of any advice and instructions relevant to the examinations and assessments
- Allows candidates access to relevant pre-release materials on, or as soon as possible after, the date specified by the awarding bodies

Malpractice

- Works proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place
- Ensures that any person involved in administering, teaching or completing examinations/assessments is advised that where malpractice is suspected, or alleged, personal data about them will be provided to the awarding body (or bodies) whose examinations/assessments are involved. Personal data about them may also be shared with other awarding bodies, the qualifications regulator or professional bodies in accordance with the JCQ publication Suspected Malpractice – Policies and Procedures.
- Ensures irregularities are investigated and informs the awarding bodies immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation.
- As required by an awarding body, ensures evidence of any instances of alleged or suspected malpractice (which includes maladministration) is gathered in accordance with the JCQ publication Suspected Malpractice – Policies and Procedures and provides such information and advice as the awarding body may reasonably require.

POLICIES AND PROCEDURES

Malpractice Policy (Exams)

The Malpractice Policy is available from the Exams Office and School Website.

Exam Contingency Plan

- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or the head of centre, the examinations manager or SENCo is absent at a critical stage of the examination cycle)
The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations owing to an unforeseen emergency.

All relevant centre staff must be familiar with the examination contingency plan. This also confirms how these arrangements will be communicated to candidates, parents and staff should a disruption to examinations occur.

The Exam Contingency Plan is available from the Exams Office and is invoked in conjunction with the whole school contingency plan.

Internal Appeals Procedures

- Ensures an internal appeals procedure covering appeals regarding internal assessment decisions, post-result services and appeals, and centre decisions relating to access arrangements and special consideration is in place and drawn to the attention of candidates and (where relevant) their parents/carers.

The Internal Appeals and Procedures Policy is available from the Exams Office and School Website.

Equalities Policy

- Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements

The Equalities Policy is available from the school website.

Complaints Policy

- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers.

The school Complaints and Appeals Procedure is available from the school website.

Child Protection/Safeguarding Policy

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements.

The Safeguarding & Child Protection Policy is available from the school website.

Data Protection Policy

- Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

The Data Protection Policy is available from the VLE

Access Arrangements Policy

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Ensures that SLT have a **written** process in place to not only check the qualification(s) of their assessor(s) but that the correct procedures are followed as in Chapter 7 of the JCQ publication *Access Arrangements and Reasonable Adjustments...* (GR 5.4)]

Disability Policy

The Special Educational Needs and Disability Policy is available from the school website.

Whistleblowing Policy

- Ensures the centre has a whistleblowing policy in place.

The Whistleblowing Policy is available from the Exams Office and the VLE

Conflicts of interest

- Ensures the relevant awarding bodies are informed of any **Conflict of Interest** where

- a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
- a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate
- Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where
 - a member of exams office staff have a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
 - a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (noting that being entered by the centre must be as a last resort where unable to find an alternative centre)
 - a member of centre staff is taking a qualification at another centre
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications.
- Ensures centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly or provide them with addresses/email addresses of awarding body examining /assessment personnel or JCQ

Centre inspections

- Co-operates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection, an investigation or an unannounced visit, and takes all reasonable steps to comply with all requests for information or documentation made by an awarding body or regulatory authority as soon as is practical
- Allows all venues used for examinations and assessments, paperwork and secure storage facilities to be open to inspection
- Understands the JCQ Centre Inspector will identify him/herself with a photo ID card and must be accompanied throughout his/her tour of the premises, including inspection of the centre's secure storage facility

Deputy Principal Progress and Achievement

Oversees the running of the exams process and analysis of exam results:

- prepares and presents 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
- Deputise for the Principal when required

Exams Manager / Exams Officer

The Exams Manager is the person appointed by the head of centre to act on behalf of , and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

- Manages the administration of public and internal exams
- Understands the contents of annually updated JCQ publications including :
 - [General Regulations for Approved Centres](#)
 - [Instructions for Conducting Examinations](#)
 - [Suspected Malpractice - Policies and Procedures](#)
 - [Post-results services](#) (PRS)
 - [A guide to the special consideration process](#)
- advises the Senior Leadership Team, leaders of teaching and learning, subject teachers, 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 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 are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework, controlled assessment and Non - Examination Assessment 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. Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check

- apply for modified papers and makes applications for special consideration in accordance with JCQ guidelines
- identifies and manages exam timetable clashes
- recruits and trains new invigilators on the current regulations and updates experienced invigilators on an annual basis, deploys a team of external/internal invigilators; appoints lead invigilators, as required and keeps a record of the content of training provided to invigilators for the required period
- ensures the testing of invigilators' competence and their understanding of the regulations is rigorous. This must also extend to those facilitating access arrangements
- collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them
- ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting the candidate) and the rules and regulations of the access arrangement
- ensures sole invigilators have an appropriate means of summoning assistance (if this is a mobile phone, instructs the invigilator that the mobile phone is only allowed to be used for this specific purpose and that it must be kept on silent mode)
- works with the SENCO to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
- supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of the centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series
- researches awarding body guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications
- ensures key tasks are undertaken and key dates and deadlines met
- briefs other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials on the requirements for maintaining the integrity and

confidentiality of exam materials

- ensures the second pair of eyes check is recorded
- completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by the end of October every year.
 - Confirms the details or informs the awarding bodies of any changes to the centre's contact details through the National Centre Number Register
 - Informs the National Centre Number Register Team **immediately** if any changes occur after the NCN register annual update has taken place.
 - Informs the National Centre Number Register Team no later than 6 weeks prior to moving to a new address or a relocation of the secure storage facility within the centre
 - Informs the National Centre Number Register Team immediately of any other changes in circumstances that could affect the centre's status.
- accounts for income and expenditures relating to all exam costs/charges
- submits candidates' marks for coursework, controlled assessment and Non-Examination Assessment coursework 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/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- take a list of absent students to Student Reception/Post 16 tutors so they can be contacted
- Checks of appropriateness of exam rooms.
- Identifies and confirms arrangements for the dispatch of candidate exam scripts with the DfE yellow label service or awarding body where qualifications sit outside of the scope of the service.
- Signposts relevant centre staff to JCQ publications and awarding body documentation relating to the exams process that have been updated
- Signposts relevant centre staff to JCQ information that should be provided to candidates
- As the centre administrator, approves relevant access rights for centre staff to access awarding body secure extranet sites

- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct
- Collects information on internal exams to enable preparation for and conduct of all internal mock exams

Senior leaders

- Ensure teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and ALS lead/SENCo
- Ensure teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
 - [General Regulations for Approved Centres](#)
 - [Instructions for Conducting Examinations](#)
 - [Access Arrangements and Reasonable Adjustments](#)
 - [Suspected Malpractice - Policies and Procedures](#)
 - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)
 - [A guide to the special consideration process](#)
- Ensure teaching staff attend relevant awarding body training and update events
- Support the ALS lead/SENCo in determining and implementing appropriate access arrangements/reasonable adjustments
- Produce a word processor policy, specific to the centre, which details the criteria the centre uses to award and allocate word processors for examinations

Leaders of Teaching and Learning

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

- involvement in post-results procedures
- accurate completion of coursework, controlled assessment and Non - Examination Assessment mark sheets and declaration sheets, in conjunction with JCQ policy and practice
- accurate completion of entry mark sheets and adherence to deadlines as set by the Exams Officer and Director of Curriculum and Performance
- identify candidates outside each exam venue, in conjunction with Pastoral Teams
- maintain discipline outside each exam venue at the beginning of exams, in conjunction with Pastoral Teams
- effective communication of exam information to departments and co-ordination of department staff
- Respond (or ensure teaching staff respond) to requests from the EO on information gathering
- Meet the internal deadline for the return of information
- Inform the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body

Teachers

- notification of students' needs regarding access arrangements to SENCO (as soon as possible after the start of the course).
- submission of candidate names and entry details to Leaders of Teaching and Learning.

Additional Learning Support (ALS) lead/Special educational needs co-ordinator (SENCo)

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - [Access Arrangements and Reasonable Adjustments](#)
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')

- Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) to identify access arrangements/reasonable adjustments requirements
- Gathers **evidence** to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Gathers signed **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation** forms from candidates where required
- Applies for **approval** through **Access arrangements online (AAO)** via the **Centre Admin Portal (CAP)**, where required or through the awarding body where qualifications sit outside the scope of AAO. Records approved access arrangements on the centres access arrangement spreadsheet.
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if documentation is stored electronically, an e-folder must be created for each individual candidate. The candidate's e-folder must hold each of the required documents for inspection)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are thoroughly trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provides and annually reviews a centre policy on the **use of word processors** in exams and assessments

- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- administration of access arrangements including submission of access arrangements applications, updating of access arrangement spreadsheet and providing appropriate documentation to exams office
- provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, IT equipment – to help candidates achieve their course aims.
- Ensures criteria for candidates granted **alternative rooming arrangements within the centre** is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms

Lead invigilator/invigilators

- collection of exam papers and other material from the Exams team before the start of the exam
- to start and finish exams
- make a list of absent students to give to staff outside the exam venue so they can be contacted
- reading out the 'suggested wording for the announcement at the beginning of an examination'
- complete attendance register
- completion of incident log during exam recording any occurrences
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- refer to and request assistance from exam office when required

- checking the appropriateness of rooms.

Candidates

- confirmation of entries.
- understanding coursework, controlled assessment and Non - Examination Assessment regulations and signing a declaration that authenticates the coursework CA and NEA as their own.
- understanding and adhering to the procedures and regulations as published in the notices, 'Warning to Candidates' and 'Notice to Candidates – GCSE, GCE and ELC Coursework/Portfolio Assessments'

3. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Principal, Director of Curriculum and Performance, and Senior Leadership Team.

The statutory tests and qualifications offered are GCSE, A levels, Entry Level Cert and BTEC. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for both KS4 and Post 16 for that year. If there is to be a change of syllabus from the previous year, the exams office must be informed as soon as possible.

4. Exam seasons and timetables

4.1 Exam seasons

Internal exams are scheduled mainly in January, February, April, November, December and summer.

External exams are scheduled in November, January and June, plus ad hoc online exams throughout the year.

All internal exams are held under external exam conditions.

4.2 Timetables

The Exams Manager/ Exams Officer will create and circulate the exam timetables for both external and internal exams once these are confirmed.

5. Entries, entry details, late entries and retakes

5.1 Entries

Candidates are selected for their exam entries by the Leaders of Teaching and Learning and the subject teachers.

The centre does not accept entries from external candidates.

Former students may be allowed to retake an exam as an external candidate subject to consultation with the Director of Post 16 and SLT, informing the Exam Manager

5.2 Late entries

Entry deadlines are circulated to Leaders of Teaching and Learning via internal post and email.

Late entries are authorised by the SLT via the Director of Curriculum and Performance.

6. Exam fees

GCSE, AS/A level and vocational qualifications' initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the centre unless it is a resit. This must be paid by the candidate.

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 be sought from candidates who fail to sit an exam or meet the necessary coursework and controlled assessment requirements.

GCE Retake fees for first and any subsequent retakes are paid by the candidates.

GCSE retake fees will depend on the subject and grade originally achieved. Details of who is responsible for payment are available on request from the exams office.

Candidates are normally responsible for an enquiry about a result fee.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

Vocational subject retake fees are paid by the centre.

7. The Equality Act 2010, special needs and access arrangements

7.1 Equality Act 2010

The equality act 2010 extends to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

7.2 Special needs

A candidate's special needs requirements are determined by the SENDCO and the educational psychologist /specialist teacher.

The SENDCO will liaise with subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

7.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCO and the Exams Office.

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 SENDCO with the Exams Office.

Invigilation and support for access arrangement candidates will be organised by the SENDCO with the Exams Office.

8. Managing invigilators and exam days

8.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for all internal and external exams.

The recruitment of invigilators is the responsibility of the centre administration.

Securing the necessary Criminal Records Bureau (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 Manager.

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

8.2 Exam days

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

Site management is responsible for setting up the allocated rooms as directed by the Exams Office.

The lead invigilator will be required to start and finish exams in accordance with JCQ guidelines.

Subject staff & pastoral staff will be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted. They will not enter the exam room.

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

Papers will be distributed to Leaders of Teaching and Learning after all the students within the centre have completed the paper, this includes all clash candidates of overnight supervisions.

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' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.

9.2 Clash candidates

The Exams Office will be responsible as necessary for communicating JCQ regulation relating to the supervision of candidates overnight to parents or carers of students, paperwork is completed and understood and complied with.

9.3 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 as soon as possible, preferably within five days of the exam, for example a letter from the candidate's doctor.

The Exams Office will then forward an online application for special consideration to the relevant awarding body as soon as possible preferably within seven days of the exam.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Steps documented within the Internal Appeals and Procedure Policy are implemented then a copy of the marks for all internally assessed work are provided to the exams office by the Leaders of Teaching and Learning.

Leaders of Teaching and Learning will ensure all coursework is ready for despatch at the correct time and will keep a record of what has been sent when and to whom.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office and on the school website.

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

11.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

Arrangements for the school to be open on results days are made by the Exams Office in conjunction with the Director of Curriculum and Performance.

11.2 Enquiries About Results

Once candidates have given consent, EARs may be requested by candidates. Staff will give guidance if there are reasonable grounds for believing there has been an error in marking.

Candidates are normally responsible for payment of the EAR fee.

Written consent must be given by the candidates prior to an EAR being instigated.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. The candidate will be responsible for the fee.

The Exams Office is responsible for EAR applications. (See section 5 : Exam fees)

11.3 ATS

After release of GCE results, candidates may ask for a priority copy of their script. The application must be made within 1 week of the release of results. A remark may still be requested after the script is returned. All fees and deadlines regarding all post result services are provided on results day with student result statements in a sealed envelope.

After release of GCE & GCSE results, candidates may ask for a copy script to support teaching and learning. The application must be made within the deadline set by JCQ. The script will not be returned before the E.A.R deadline. Once this request has been made, an application for a remark cannot be processed.

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

If a result is queried, the Exams Officer, teaching staff and Principal will investigate the feasibility of asking for a re-mark at the centre's expense.

All requests for EARs and ATS must be made via the Exams Office.

Further guidance relating to post results services is available from the Exams Office.

12. Certificates

Certificates are collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation to do so. The third party needs to bring Identification.

Certificates are not withheld from candidates who owe fees.

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

Date approved:
Signed:
Date to be reviewed: September 2026