



**Our mission** - ‘To create and sustain an inclusive and outstanding learning community for all, rooted in the teachings of Jesus Christ, in which all will aspire to excellence in learning, teaching and care for one another, so all will achieve and grow as unique individuals made in the image of God’.

**Our Core Values;**

## ***Faith, Aspiration & Unity***

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic and Church of England Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

### **Exams Policy-2024**

<b>Exams Policy - Document Status</b>			
<b>Date of review completion</b>	January 2024	<b>Named Responsibility</b>	Christian Character, Curriculum & Standards Committee (AW)
<b>Date of Policy Adoption by Governing Body</b>	January 2024	<b>Next Review Date</b>	February 2025
<b>Policy Basis</b>	HTA Policy based ‘The Exams Office’ (TEO) guidance and using TEO model policies. Also see <a href="#">‘JCQ Instructions for Conducting Exams’</a> documents which give further details.		

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### **1. Examination Responsibilities**

#### **Head of Centre**

Overall responsibility for the school as an Examination Centre:

- Advises on appeals and re-marks.
- The Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice (as advised by the Examinations Officer). Refer to the JCQ document *suspected malpractice in examinations and assessments*. See Appendix 15.

#### **Examinations Officer**

Manages the administration of public and internal examinations:

- Advises the Leadership Team, Heads of Department, teachers and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards.
- Oversees 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/carers are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary controlled 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 examination papers and completed scripts.
- Administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements online and special considerations regulations and Guidance relating to candidates who the SENCO has deemed are eligible for adjustments in examinations*.
- Identifies and manages examination timetable clashes.
- Assists in the accountability for income and expenditures relating to all examination costs/charges.
- Organise the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of the examinations.
- Distributes results reports to Leadership Team and Heads of Department.

- Submits candidates' controlled assessment marks, tracks, dispatches and distributes returned candidates' work and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the Leadership Team, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Gains external validation of courses followed at Key Stage 4 / Post-16.

### **Leadership Team with Responsibility for Examinations**

- Line managing the Examinations Officer.
- Accounting for income and expenditures relating to all examination costs/charges.

### **Leadership Team**

- Assist with the smooth running of examinations on examination days.

### **Heads of Subject**

- Guidance and oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Ensure adherence to JCQ regulations regarding controlled assessments.

### **Teachers**

- Notification of access arrangements (as soon as possible after the start of the course) to the SENDCO and Head of Department.
- Conduct controlled assessment in adherence with JCQ regulations.

### **SENCo**

- Identification of students who qualify for access arrangements.
- Administration of access arrangements in conjunction with the Examinations Officer.
- Provision of additional support required for access arrangements.

### **Invigilators**

- Report to the Examinations Officer before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the Examinations Officer.
- To uphold all examination regulations as stated in the [JCQ Instructions for Conducting Examinations Booklet](#).
- Supervise the candidates throughout the whole time the examination is in progress, giving complete attention to this duty at all times.
- Complete training as required.

### **Candidates**

- Attend all examinations that they are entered for unless a Doctor's Note can be provided to prove they were too ill to attend.
- Understands controlled assessment regulations, and sign a declaration that authenticates the controlled assessment as their own.
- Submits all coursework on time to Subject Teachers.
- Comply with the JCQ Rules and Regulations as stated in information for Candidates Notice – for Written Exams.

## **2. The Statutory Tests and Qualifications Offered**

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre, Heads of Department and the Leadership Team.

The statutory tests and qualifications currently offered are GCSE, A Levels, BTEC Level 2, Extended Project (EPQ), NCFE Engineering.

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus for that year. The Examinations Officer will carry out an Examinations Audit in June/July each year to ascertain which courses will be offered by each subject for the following academic year.

Informing the Examinations Officer of changes to a syllabus is the responsibility of the Subject Leaders in consultation with the Head of Centre.

### **At Key Stage 4**

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

### **At Post-16**

It is expected that students will sit A level exams at the end of year 13.

## **3. Examination Seasons and Timetables**

### **3.1 Examination Seasons**

Internal examinations and controlled assessments are scheduled throughout the year as detailed in the calendar.

External examinations are scheduled in May/June.

Internal examinations are usually held under external examination conditions.

The Head of Centre, Subject Leaders and the Leadership Team will decide which examination series are used in the Centre.

### **3.2 Timetables**

The Examinations Officer will circulate the examination timetables and seating plans for both external and internal examinations once these are confirmed.

## **4. Entries, Entry Details, Late Entries and Retakes**

### **4.1 Entries**

Candidates are selected for their examination entries by the Subject Leaders. It is the Subject Leaders responsibility to check that all entry codes and details are correct and to advise the Examinations Officer of any amendments within the published deadlines.

Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal without incurring a charge which will be the entry/amendment fee supplied by the exam board.

### **4.2 Late Entries**

Entry deadlines are circulated to Heads of Department from the Examinations Officer.

Late entries are authorised by Head of Centre and Examinations Officer and will incur penalty fees from the awarding bodies which will be payable by the department.

#### **4.3 Retakes**

Retake decisions (where allowed by the awarding bodies) will be made in consultation with the candidates, Subject Teachers and Subject Leaders.

### **5. Examination Fees**

GCSE exam entry fees are paid by the centre.

A2 exam entry fees are paid by the centre.

Late entry or amendment fees are paid by the department except where candidates have transferred to the Centre after the examination entry deadline has passed.

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 is sought from candidates who fail to sit an examination or meet the necessary coursework requirements. The amount will equal the entry fee already paid by the centre for the relative unit.

The Centre normally pays re-sit fees.

Where a pupil requests a GCSE re-sit after completing Year 11, the candidate will pay the re-sit fee.

Where a department feels that a GCE re-sit is not worthwhile but the candidate wishes to re-sit, the candidate will pay for the re-sit.

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.

### **6. The Disability Discrimination Act (DDA), Special Needs and Access Arrangements**

#### **6.1 Equality Act 2010**

The equality Act 2010 encompasses The Disability Discrimination Act 2005 which extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law. The Examinations Officer will advise on this as necessary.

#### **6.2 Special Educational Needs**

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

The SENCo will inform Subject Teachers of candidates with special educational needs who are embarking on a KS4 course leading to an examination and of any special arrangements that individual candidates may be granted during the course and in the examination.

#### **6.3 Access Arrangements – see Appendix 7**

Making special arrangements for candidates to take examinations is the responsibility of the SENCo and the Examinations Officer.

It is the responsibility of the SENCo to submit access arrangement applications to the awarding bodies and to provide the Examinations Officer with a copy of all relevant documentation as stated in JCQ Booklet.

The Examinations Officer and the SENCo will arrange rooming for access arrangement candidates.

Invigilation and support for Access Arrangement Candidates will be organised by the SENCo in conjunction with the Examinations Officer, using Learning Support Assistants where possible.

## **7. Estimated Grades**

Subject Leaders will submit estimated grades as and when requested by the Examinations Officer.

## **8. Managing Invigilators and Examination Days**

### **8.1 Management of Invigilators**

The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the Business manager.

DBS fees for securing such clearance are paid by the Centre.  
Invigilators are timetabled and briefed by the Examinations Officer.  
Invigilators' rates of pay are set by the Centre.

### **8.2 Examination Days**

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available in time for the start of the examination.

The Site Manager will be notified of requirements for examination rooms and desks, etc. and is responsible for setting up the allocated rooms.

The Examinations Officer or allocated Examination Invigilator will start all examinations in accordance with JCQ guidelines.

In practical examinations Subject Teachers may be on hand in case of any technical difficulties.

Examination papers must not be removed from the examination room before the end of a session. The Examinations Officer will distribute papers to Heads of Department at the end of the examination session.

In case of the fire or lockdown alarm being activated during an examination, the Exam Emergency Procedures Policy must be adhered to. See appendices 1 and 2

### **8.3 Contingency Planning – See Appendix 3**

The Examinations Officer is responsible for contingency planning for examination days and examination administration.

## **9. Candidates, Clashes 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. See Appendix 14.

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

The Centre will attempt to contact any candidate who is not present at the start of an examination and the Examinations Officer will deal with them in accordance with JCQ guidelines. As aforementioned, candidates who are absent from an exam (without prior agreement) will be charged the entry fee already paid by the centre. See Appendix 12

## **9.2 Clashes**

The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays with assistance from the Leadership Team, in respect of any pupils with a clash of examinations (if required). See Appendix 13

## **9.3 Special Consideration**

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the Centre, and the Examination Invigilator, to that effect.

Any Special Consideration Claim must be supported by appropriate evidence within five days of the examination, for example, a letter from the candidate's doctor. The Examinations Officer will then submit an application for Special Consideration to the relevant awarding body within seven days of the examination. See Appendix 6.

## **10. Coursework, Controlled Assessment and Appeals Against Internal Assessments**

### **10.1 Coursework**

Candidates who have to prepare portfolios should do so by the end of the course or the date determined by the Centre.

Subject Leaders will ensure all coursework is ready for dispatch at the correct time and the Examinations Officer will keep a record of what has been sent when and to whom.

Subject Leaders will ensure marks for all internally assessed work are submitted to the Examinations Officer as required.

### **10.2 Controlled Assessment**

The Centre is obliged to publish a separate policy on this subject. See Appendix 4.

The main points are: -

- it is the responsibility of each Subject Leader to obtain the correct controlled assessment task details from the awarding bodies
- departments must plan when and how the assessment will take place, taking into account the accommodation and resources required. The Examinations Officer should be notified when high level controlled assessment is taking place
- relevant display materials must be removed or covered up
- all staff must be aware of the relevant level of control specified (high, medium or low)
- all assessment materials must be locked in suitable secure cabinets at the end of each session
- where work is internally assessed, standardisation arrangements as set by the board must be followed
- if suspected malpractice occurs, the Examinations Officer must be informed
- if a student's work is lost within the school, this must be reported to the awarding body via the Examinations Officer
- authentication forms must be signed by both the candidates and teacher at the end of the assessment period

- existing approved access arrangements apply to controlled assessments
- the assessment marks must be submitted to the Examinations Officer by the appropriate date
- it is the responsibility of the Centre to have a Controlled Assessment Risk Management process in place.

### **10.3 Appeals against Internal Assessments**

The Centre is obliged to publish a separate procedure on this subject. See Appendix 19. The main points are:

- appeals will only be considered 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 coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by the published deadline to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for inspection by the awarding body.

## **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 (if they have provided a self-addressed envelope)

The provision of staffing on results days is the responsibility of the Head of Centre.

### **11.2 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.

If a result is queried, the Examinations Officer, teaching staff or Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.

When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requests this against the advice of subject staff, they will be charged. (See section 5: Examination Fees). See Appendix 20.

In all cases, the candidate must sign the JCQ EARs Candidate Consent Form before an enquiry can be applied for.

### **11.3 Access to Scripts**

Candidates are able to request access to their own scripts for general interest or to inform future learning. The candidate will pay any associated fees. The Subject Leader will pass the request to the relevant awarding body via the Examinations Officer. See Appendix 19.

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

Fees for this service are payable by the department.

GCSE re-marks cannot be applied for once a script has been returned.

## **12. Certificates**

Certificates can be collected from the main Reception. All certificates need to be signed for on collection. See Appendix 17.



Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. A signed letter of consent and proof of identity of the third party will be required.

The Centre retains certificates for one year, after which the candidate will need to apply directly to the awarding body for replacement certificates. A fee of around £40 per certificate is currently applied by awarding bodies.

### **13. Glossary of Terms**

JCQ	Joint Council for Qualifications
NCT	National Curriculum Test
GCSE	General Certificate of Secondary Education
GCE	General Certificate of Education
A Level	Advanced Level
A2	Second year of A Level/GCE Course
BTEC	Business and Technology Education Council
CACHE	Council for Awards in Children's Care and Education
ALAN	Adult Literacy and Numeracy
ELC	Entry Level Certificate
DDA	Disability Discrimination Act
EAR's	Enquiries about Results
ATS	Access to Scripts
DBS	Disclosure & Barring Service
Access Arrangements	Pre-examination adjustments primarily based on history of need and provision
Special Consideration	Post-examination adjustments to reflect temporary disadvantage to a candidate, such as injury, illness or bereavement, etc.

## **14. Appendices**

1. [Appendix 1 – Exam Emergency Evacuation Procedure](#)
2. [Appendix 2 – Exam Lockdown Procedure](#)
3. [Appendix 3a – Exam Contingency Plan](#)
4. [Appendix 3b Escalation Process](#)
5. [Appendix 4 – Non-Examination Assessment Policy](#)
6. [Appendix 5 – Candidate Identification Policy](#)
7. [Appendix 6 – Exam Special Considerations Policy](#)
8. [Appendix 7 – Exam Access Arrangements Policy](#)
9. [Appendix 8 – Alternative Rooming Arrangements Policy](#)
10. [Appendix 9 – Exam Food and Drink Policy](#)
11. [Appendix 10 – Word Processor Exam Policy](#)
12. [Appendix 11 – Exam Candidate Absence Policy](#)
13. [Appendix 12 – Exam Late Arrival Policy](#)
14. [Appendix 13 – Exam Overnight Supervision Policy](#)
15. [Appendix 14 – Managing Exam Behaviour Policy](#)
16. [Appendix 15 – Exam Malpractice Policy](#)
17. [Appendix 16 – Leaving the Examination Room Policy](#)
18. [Appendix 17 – Exam Certificate Issuing Procedure and Retention Policy](#)
19. [Appendix 18 – Exam Complaints Policy](#)
20. [Appendix 19 – Internal Appeals Procedure \(Internal Assessment Decisions\)](#)
21. [Appendix 20 – Internal Appeals Procedure \(Review of Results and Appeals\)](#)
22. [Appendix 21 – Exam Archiving Policy](#)
23. [Appendix 22 – Exam Conflict of Interest Policy](#)

Additional policies

Data Protection (Exams)

Child Protection and Safeguarding Policy (exams)

Whistleblowing Policy (exams)