



**Exams Policy**  
**2024/25**

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

Reviewed by	
Exams Manager	
Date of next review	September 2025

The purpose of this examinations policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best of interest of candidates.
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff

Every student should be encouraged to complete examination/course preparations and coursework to the best of their ability.

The school is responsible for ensuring all students have the best possible chances of success in examinations and that students are not disadvantaged by organisational or curricular failures.

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

The examinations policy will be reviewed annually by the Senior Leadership Team (SLT) and the Examinations Manager.

The Centre will follow Joint Council for Qualifications (JCQ) regulations throughout its examination process.

## **1. Exam Responsibilities**

### **1.1 Head of Centre**

- Overall responsibility for the school as an exam centre
- Delegates responsibility to the Examinations Manager for the efficient and timely administration of the exam process.

### **1.2 Examinations Manager**

Within this policy "Examinations Manager" is authorised by the Head of Centre to carry out duties including, but not limited, to the following:

- Operate within JCQ regulations, retain copies of all instructions and make available to Centre staff, Invigilators and candidates as requested
- Inform SLT, Inclusion Managers (IMs), Heads of Years (HOYs), Curriculum Leads (CLs) and other relevant support staff of examination information.
- Maintain systems and processes to support the timely submission of exam entries to exam boards

- Ensure statements of entry are provided to all candidates advising them of the exam entries made on their behalf
- Ensure candidates are provided with information on result day processes and the services available before candidates take their examinations
- Produce and distribute exam timetables to candidates
- Receive and check reports from exam boards
- Ensure candidates/parents/carers have a point of contact for all queries relating to exams
- Ensure candidates are fully aware of JCQ regulations and the expectations of them during the exam process
- Consult with SLT, CLs/Subject Teachers to ensure that necessary assessments are completed on time and in accordance with JCQ guidelines
- Collate information on estimated entries and inform exam boards accordingly
- Receive, check and securely store all exam papers, pre-release material and exam stationery prior to the exam day in the Centre's secure storage facility
- Securely store all completed scripts and arrange for their appropriate dispatch for marking
- Make and track online applications for special considerations
- Identify and manage exam timetable clashes
- Provide suitable Access Arrangements for students where identified by the SENCO/Assessor and in accordance to agreed Centre practices
- Manage the external invigilators, including training and monitoring to ensure responsible conduct during exams
- Investigate and appropriately report claims of suspected malpractice
- Account for income and expenditures relating to all exam costs
- Arrange for dissemination of exam results and certificates to candidates
- Manage all Post Results Services/Appeals
- Arrange for Certificate distribution to candidates.

### **1.3 Curriculum Leads**

- Accurately inform the Examinations Manager of specification information e.g. specification codes and component numbers including any withdrawal of qualifications
- Accurately inform the Examinations Manager of estimated and actual entries when requested
- Provide the Examinations Manager with exam entry information before the appropriate deadlines
- Provide the Examinations Manager with details of students who need to be registered for vocational qualifications when requested
- Immediately inform the Examinations Manager of entry amendments or late entries
- Check entry information provided by the Examinations Manager and promptly report discrepancies and required changes
- Ensure that necessary coursework/non-exam assessment documentation is completed and submitted on time and in accordance with JCQ guidelines
- Timely dispatch of coursework (CW)/controlled assessments(CA)/non-examination assessments (NEAs) to the moderator and safe storage on its return
- Inform the Examinations Manager of any anomalies regarding NEAs including plagiarism or use of AI
- Provide guidance to candidates regarding exam entries or amendments to entries

- Involvement in post-results procedures – identify applicable students
- As appropriate inform the SENCO/ Assessors of access arrangements
- As appropriate inform the Examinations Manager of cases of special considerations as soon as possible
- Inform students of Centre Assessed Marks before these are submitted to the exam boards, ensuring students are aware of the 3 working day deadline to raise a Review of Marking and also that marks could go up or down following such a request
- Collate and submit to the awarding body Centre Assessed Marks as prepared by CLs
- Ensure all students are given notification of non-timetabled/practical assessment dates via the agreed communication process
- Advise the Examinations Manager of non-timetabled/practical assessment dates and any potential clashes

#### **1.4 Heads of Year (HOYs)/Inclusion Managers (IMs)**

- As appropriate inform the SENCO/Assessors with information that may affect access arrangements
- As appropriate inform the Examinations Manager with information that may be required for the special consideration process
- As appropriate inform the Examinations Manager with information that may affect the exam entry process.

#### **1.5 Teachers**

- As appropriate inform the SENCO/ Assessors of access arrangements
- As appropriate inform the Examinations Manager of cases of special considerations as soon as possible
- Inform CLs/Subject Teachers of entry requirements for candidates within their teaching group
- Inform candidates of specification restrictions relating to exams, e.g. the number of attempts allowed before certification of the qualification
- Prepare candidates for the exam, including their responsibilities during exams
- Provide any exam and coursework information required by the CLs
- Review any exam information required by the CLs
- Securely keep material completed under exam conditions to support applications for special considerations and until enquiry about results has passed
- Responsible for ensuring access arrangements are applied appropriately for coursework and controlled assessment tasks.

#### **1.6 SENCO (Special Education Needs Co-ordinator)**

- Responsible for adhering to the requirements as published in the JCQ *Adjustments and Reasonable*

#### *Adjustments for candidates with disabilities and learning difficulties*

- Fully complies with The Equality Act 2010 definition of disability in carrying out their role

- Delegates the applications for access arrangements to the Specialist Assessor using Access Arrangements Online (AAO)/JCQ Centre Admin Portal(CAP) and where relevant make written applications to the awarding body
- Must keep detailed records for inspection purposes of: signed candidate personal data consent forms; completed Data protection confirmation; a copy of the candidate's approved application; Forms 8RF or 9 (where required) appropriate evidence of need (where required) and evidence of the assessor's qualification (where required)
- Inform the Examinations Manager of required access arrangements by deadline dates
- Arrange for the provision of additional support to candidates to help them achieve course aims.

### **1.7 External Invigilators**

- Know and follow JCQ regulations for conducting examinations at all times
- Assist in the transportation of exam material from the secure room before and after the exam
- Admit candidates into the exam room on time and in the appropriate manner ensuring they know they are under exam conditions
- Ensure candidates have been identified, marked present and any absentees and additional candidates are reported to relevant Centre staff
- Open and distribute exam papers and other materials to candidates
- Read erratum notices
- Respond to candidate queries and refer as necessary to the Examinations Manager
- Supervise candidates in a quiet unobtrusive manner
- Supervise candidates who need to leave the exam room during the exam
- Collect exam papers in the correct order at the end of the exam and return them with any other material to the secure storage facility
- Dismiss candidates in an orderly manner at the end of the exam under exam conditions
- Supervise clash candidates between exams
- Complete an Incident Log where required for all issues/incidents experienced in the exam rooms
- Report any instances of suspected malpractice to the Examinations Manager.

### **1.8 Candidates**

- It is expected that parents/carers will take responsibility alongside candidates where appropriate
- Check interim and final exam timetables
- Immediately refer any queries to teachers, HOYs/CLs/Subject Teachers or the Examinations Manager
- On the day of the exam check their individual candidate exam timetables and arrive at the line up point
- To be fully prepared for exams with all the required equipment
- To ensure exam conditions on personal conduct are abided by
- To have read and understood all exam and JCQ material emailed

- To inform the school of any difficulties attending exams, such as unexpected late arrival on the exam day, absence or disadvantage on the exam day due to illness or personal misfortune
- To understand specification restrictions relating to exams, e.g. the number of attempts allowed before certification of the qualification
- Understand controlled assessment/coursework/non examination assessment regulations, complete work by deadlines given and sign a declaration that authenticates this work as the candidate's own.

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

The statutory tests and qualifications offered at this Centre are decided by the Head of Centre, Deputy Heads & CL's

The qualifications offered are:

- A Levels
- GCSEs
- BTECs
- Functional Skills
- NCFE awards

Decisions on which subjects and the associated exams a candidate should take will be made in consultation with the candidate, parents/carers, SENCO, Subject Teachers, CLs and HOYs.

In the event of provider approval status being suspended or removed the Centre will work with the relevant exam board to ensure that the students are supported

## **3. Exam Seasons and Timetables**

External exams are scheduled in:

- November (re-takes for GCSE English Language and Maths only)
- January BTEC Levels 1/2/3
- May/June (main Summer series A Levels, BTECs, GCSEs and Vocational)
- On demand where available

The awarding body will publish which exams are available during each series. CLs will decide which exam series to enter candidates for and which candidates should be entered and the tier. This information should be passed to the Examinations Manager before the appropriate deadline.

## **4. Entries, Private Entries and Private Non-Taught Modern Foreign Languages**

### **4.1 Entries (School)**

CLs, with Subject Teachers and HOYs, will decide which candidates to enter for exams and, if relevant, at which tier. This information must be submitted to the Examinations Manager within the deadlines given.

The Examinations Manager will send an entries spreadsheet to all CLs for them to check and sign off the entries

The Examinations Manager will inform the awarding bodies in accordance with JCQ deadlines of any conflicts of interest.

This will include any members of Centre staff who are taking a qualification at their own Centre which include internally assessed components/units or, any members of Centre staff who are teaching and preparing members of their family (which includes stepfamily, foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units.

The Examinations Manager will also maintain clear records where examinations office staff have members of their family (which includes stepfamily, foster family, and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the Centre or another Centre.

This will also include Centre staff taking qualifications at their Centre which do not include internally assessed components/units and Centre staff taking qualifications at other Centres. Additionally, this will include any external invigilator who has members of their family (which includes stepfamily, foster family and similar close relationships) taking qualifications at their Centre.

### **4.2 Private Entries (On Roll Candidates only)**

The Centre will accept private entries for subjects which are being studied independently by candidates on an ad hoc basis. This includes the retaking of examinations in either the November examination series or the Summer examination series.

These entries will be made by the Exams Office from completed forms submitted by the appropriate deadline date.

Where there is a non-examination assessment involved for candidates retaking a subject(s) previously taught at the Centre, all marks/grades will be carried forward.

The Centre cannot accept a private entry for subjects being studied independently containing a non examination assessment that has not been taught previously at the Centre.

### **4.3 Private Non-Taught Modern Foreign Language Entries (On Roll Candidates only)**

For all non-taught modern foreign languages where there is an oral unit to be completed, the Centre can make an exam entry only if the following four criteria are met:

- There is a language tutor who possesses the correct understanding of how to conduct the oral exam according to JCQ regulations and is thoroughly experienced in the delivery of oral examinations according to the awarding body requirements

- The language tutor is not a family member/family friend. Exam entry will be withdrawn if it is discovered that this criterion has not been met
- The tutor initiates the request to access pre-exam material (where applicable) and agrees a mutually convenient time with the Centre to carry out a visit to do this
- The language tutor has taken responsibility to ensure that the candidate knows the correct instructions/guidance regarding the exam topics, how to prepare for the exam and what is allowable and not allowable during the oral exam itself.

In the event that the language tutor cannot meet the demands for all of the above points, then the following actions will be taken by the Centre:

- The Centre will look to our external provider REMA to deliver the oral exam. If REMA are used by the Centre the cost of this service will be passed onto the parent. Further information on these fees will be provided if this route is chosen.
- If there are no colleagues to support the delivery of the oral exam from REMA then the Centre will be unable to make the exam entry. In this event, the candidate will need to make their entry via an alternative Exam Centre.

It is important to note that the Centre will only be able to provide support regarding the entry process and the scheduling of the examinations themselves. It remains the responsibility of the parent and tutor to have the knowledge and understanding for teaching the relevant exam specification content, for guiding the candidate in the production/completion of non-examination elements and coursework, and for preparing the student to understand and abide by the rules and conduct for all oral/written final examinations.

#### **4.4 Withdrawal from exams**

Any decisions to withdraw a student from a qualification will be made in consultation with SLT, CLs & HOYs. This will be discussed with the student/ parent at the earliest opportunity.

### **5. Exam Fees**

The Centre will pay all normal exam fees on behalf of candidates. "Normal exam fees" are one entry per candidate per subject or unit. The Centre will pay late entry or amendment fees resulting from changes requested by the Centre. Where late entries or amendments occur as a result of the appropriate deadline not being met by the Department, the appropriate charges will be levied against the Department.

Candidates may be liable for fees resulting from entries or changes to entries which are against the advice given by the Centre and result in additional fees or where Candidates have not met the appropriate deadlines.

Candidates or Departments will not be charged for withdrawals or amendments made by the proper procedures provided these are made within the time allowed by the awarding bodies.

## **6. The Equality Act 2010, Special Needs, Access Arrangements and Special Considerations**

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



The Equality Act 2010 covers general qualifications. All Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

The Centre will recognise its duties towards disabled candidates as defined under the terms of The Equality Act 2010. The Centre will explore and provide access to suitable courses, submit applications for reasonable adjustments and make reasonable adjustments to the service the Centre provides to disabled candidates in administering their examinations.

## **6.2 Special Needs**

A candidate's special needs requirements are determined by the SENCO/Specialist Assessors who will arrange for appropriate testing through the Centre's Specialist Assessors.

The SENCO/Specialist Assessors will provide subject teachers and the Examinations Manager with details of candidates with special educational needs who are following a line of study leading to an exam.

The SENCO/Assessor will agree with subject teachers any special arrangements that candidates require during both the course and the exam.

The SENCO/Specialist Assessors will inform the Examinations Manager of access arrangements that need to be managed and put in place for any disabled candidates on an individual basis, in order for the Centre to meet its obligations under The Equality Act 2010.

## **6.3 Access Arrangements**

An Access Arrangement is an additional arrangement made available to a candidate which allows them access to an exam equal to that of other candidates. An arrangement may be long term and must therefore reflect the candidate's normal way of working, such as 25% extra time. A temporary access requirement may also be arranged, such as a scribe for a student with a broken arm.

Candidates requiring access arrangements must sign a Candidate Personal Data Consent Form giving permission to the Centre to share their personal data online.

The SENCO/Specialist Assessors are responsible for ensuring that applications for access arrangements are made using *Access Arrangements On-line* or in writing to the appropriate awarding body. All applications must be made by the deadline imposed by awarding bodies before each exam series. The Centre will not accept any applications for Access Arrangements after these deadlines except for emergency Access Arrangements on the day of the exam.

The SENCO/Specialist Assessors will have in place a statement available to Parents/Carers which details the criteria the Centre uses to award and allocate word processors for exams.

The SENCO/Specialist Assessors are responsible for informing the Examinations Manager of candidates requiring long term Access Arrangements, arranging testing and providing appropriate evidence to support an application for Access Arrangements.

Candidates are responsible for informing the Examinations Manager of any factors which may require a temporary arrangement. Medical evidence may be required to support an application for Access Arrangements. However, in some circumstances the Examinations Manager or other appropriate Centre staff may be able to authenticate an application where the need is obvious, e.g. a broken arm.

Applications for Access Arrangements, including all supporting evidence, will be retained on file in a secure environment within the SENCO/Specialist Assessors' department. These may be subject to inspection by JCQ as part of an Access Arrangement inspection or an examination inspection.

The Examinations Manager is responsible for ensuring that appropriate arrangements are in place for candidates to take exams. The rooming and support of such candidates will be arranged in conjunction with the SENCO/Specialist Assessors and invigilation will be provided by members of the invigilation team. Any arrangement for disabled candidates will be managed on an individual basis to enable the Centre to meet its obligations under The Equality Act 2010.

Subject Teachers are responsible for ensuring access arrangements are appropriately applied to all assessments internal and external.

Before the main exam series students/parents will be informed of Access Arrangements that have been granted. Examination Access Arrangements must continue to be the student's normal way of working within school and if this is found not to be the case then the Examination Access Arrangement may be withdrawn.

#### **6.4 Special Considerations**

Special Considerations can be submitted for:

- Candidates who are present for assessment but disadvantaged by illness or misfortune
- Candidates who are absent for a timetabled component/unit for acceptable reasons

The Examinations Manager is responsible for ensuring that applications for special consideration are made either on-line or in writing to the appropriate awarding body as soon as it is known a special consideration is required. All applications must be made by the deadline imposed by awarding bodies.

Candidates are responsible for informing the Centre (the Examinations Manager, CLs, a teacher or an invigilator) of any factors preventing the candidate from attending an exam, any factors which may affect or may have affected the candidate's performance during an exam. Centre staff notified of such cases must inform the Examinations Manager immediately.

Medical evidence from a professional may be required to support an application for special consideration.

However, in some circumstances the Examinations Manager or other appropriate Centre staff may be able to authenticate an application where the need is obvious, e.g. bereavement at the time of the exam.

Evidence requested from the candidate to support an application for special consideration must be supplied to the Examinations Manager.

Applications for special consideration, including supporting evidence, will be retained on file by the Examinations Manager. These may be subject to inspection by JCQ as part of an access arrangement or examination inspection.

If a candidate is ill at the time of their exam, the Examinations Manager, where possible, will endeavour to apply for a Special Consideration if applicable.

## **7. Suspected Malpractice/Maladministration in Examinations and Assessments**

This Centre will follow and adhere to the JCQ *Suspected Malpractice: Policies and Procedures* for all candidate and Centre malpractice and JCQ *AI Use in Assessments: Protecting the Integrity of Qualifications*. The Centre will make available to candidates and publish on their website a Suspected Candidate Malpractice Policy.

## **8 Examination Season**

### **8.1 Managing Invigilators**

- Invigilators are recruited and used for both internal assessments and external exams
- The recruitment of invigilators is the responsibility of the Examinations Manager
- The Examinations Manager is responsible for ensuring that all new Invigilators complete and provide the necessary documents for a Disclosure & Barring Service (DBS) check using the online application system.
- The processing of all DBS checks is the responsibility of HR
- All invigilators on an annual basis will be required to complete the mandatory policy and relevant training video/presentations as provided by the Exams Office
- All new Invigilators will be required to sign up to the DBS Update Service
- All new Invigilators will undertake all online recruitment assessments
- All new Invigilators will undertake the mandatory training before invigilating provided by the Exams Office
- All invigilators are expected to attend the Update and Training sessions held annually
- The timetabling of Invigilators and briefing on exam days is the responsibility of the Exams Team
- Invigilators will be required to always wear their lanyard whilst on the school site.

### **8.2 Exam Days**

- For exams requiring the Use of Large Spaces, the Examinations Manager will liaise with appropriate Centre staff before the start of any exams series to ensure all affected Centre staff are made aware of the priority the Exams Office requires for these venues
- Candidates requiring access arrangements will be roomed accordingly to the guidelines as set out by JCQ
- The maintenance team are responsible for the setting up of the large spaces
- The Examinations Manager will inform the Maintenance Team of venues required, dates and seating plans
- The Examinations Manager will make question papers, exam stationery and any other materials required available to the invigilating team for distribution to candidates
- The Examinations Manager/Assistant Examinations Officer/Lead Invigilator will start all exams in accordance with JCQ guidelines.
- To ensure there is no breach of conflict with SLT/teachers in exam venues, all support will be provided to the venues from outside of the exam venue

- SLT/CLs/Teaching staff may be present before the start of the exam outside the exam venues to assist with admitting students into the exam venue and the identification of candidates but are not allowed in the exam venues. Teaching staff must not read exam papers or remove exam papers from the exam venue until the Exams Manager confirms they can
- Teachers may not be used as the sole invigilator where they have taught the subject being examined
- Invigilators are not permitted to advise on which questions should be attempted
- Internal school tests, assessments, revision sessions or coaching sessions cannot be conducted in a room 'designated' as an examination room.
- The JCQ Centre Inspection Service and awarding body representatives may visit centres during exams to carry out permitted inspections. In doing so they are authorised to enter the exam room and question Centre staff and Invigilators on exam arrangements.

### 8.3 Candidates

- Candidates are expected to comply with the Centre's published rules regarding dress code. Candidates who do not comply with these rules will be reported to HOY/SLT
- Candidates must not talk, attempt to communicate with or disturb other candidates once they have entered the exam venue
- This Centre follows JCQ guidelines regarding conduct during exams. Candidates who are disruptive will be handled according to these guidelines and may be subject to penalties or sanctions by the awarding bodies
- Candidates are responsible for bringing with them into an exam any equipment required to complete the exam. The Centre will only supply awarding body materials
- Candidates are not permitted to have on them any unauthorised items such as, but not limited to, calculator case and instructions leaflets, Wrist watches, iPods, iPads, Mobile Phones, Wireless Airbuds/Smart Watches, Garmin Watches, Tom-Tom Watches, MP3/4 players, fitbits, any potential technological/web enabled sources of information. Unauthorised items brought into the exam room must be handed in to an Invigilator. Mobile phones and electronic devices must be switched off and placed into bags or left at home.
- All wrist watches analogue/digital are not to be brought into the exam venue. These must be removed prior to entry
- Candidates are only permitted to leave the examination room for genuine purposes and must be appropriately supervised. Candidates who leave the exam room are not permitted to have contact with anyone outside of the exam room or have access to any unauthorised items
- All candidates will be required to stay for the duration of the exam paper and will not be permitted to leave earlier
- It is the responsibility to the Examinations Manager to inform candidates of when exams are scheduled; this is usually by way of an examination timetable detailing all exams for which the Centre has made entries. Exam timetables produced by the Exams Office will be made available on Arbor after Easter.
- The candidate is responsible for ensuring they know which exams they have been entered for and when the exam is scheduled
- Invigilators/SLT/HOYs are responsible for providing the names of any candidate who is absent at the start of the exam to the main school office who will attempt to establish the

reason for the absence and if necessary, attempt to make contact with the candidate. The Examinations Manager will keep exam venues informed of the status of any absences

- Candidates who arrive late for an exam will be handled in accordance with JCQ guidelines. Candidates will be allowed the full time for the exam. However, it should be noted that the awarding body has the right not to accept the script. In making their decision the awarding body will consider the extent to which the security of the exam can be guaranteed
- Candidates who arrive after the exam has ended will not be allowed to take the exam and they will not be awarded marks for the exam paper
- Candidates who are absent from an exam due to illness may need to provide evidence (eg, hospital discharge letter, doctor's note) for a Special Consideration to be applied
- External candidates must always sign in at the main school Office and wear a visitor's lanyard and have photo ID. They will be escorted at all times to and from their exam venues.

#### **8.4 Candidates with Exam Clashes**

The Examinations Manager can only identify candidates with exam clashes during the exam seating process.

The Examinations Manager will contact students/parents as soon as possible for any candidate that breaches the JCQ number of exam hours permissible of 6hrs for A Levels and 5.5hrs for GCSEs in a day, with a plan of action to ensure all JCQ regulations are met.

The Examinations Manager is responsible for making arrangements for supervising candidates required to take an exam at a different time to other candidates. Candidates will be advised of the arrangements individually by the Exams Office. If appropriate in exceptional circumstances only, this may include an overnight supervision arrangement.

If an overnight supervision is put in place, a candidate will be escorted off site by the responsible adult who has been identified on the overnight supervision form. The candidate must not meet or communicate with anyone who may have knowledge of the content. This includes any form of electronic communication/storage device, eg telephone (both landline and mobile), email, Internet and social media. It also extends to television and radio, which could report key details of the day's examinations.

Candidates who have two examinations timetabled for the same examination session that total 3hrs or less (e.g. the combined time of both papers) will only be entitled to a 20 minute supervised break between papers and no revision or eating will be allowed, in accordance with JCQ guidelines.

Candidates who have two examinations timetabled for the same examination session that total over the 3hrs, including extra time, (e.g. the combined time of both papers) will be managed by the Centre and will have a longer supervised break with refreshments and will be entitled to revise under JCQ guidelines. Candidates are advised to bring in suitable refreshments whilst being held as a clash candidate as they will be unable to purchase any food from the canteens.

### **9 Coursework, Controlled Assessment, Non Examination Assessment and Centre Assessed Marks**

#### **9.1 Coursework**

- Candidates required to prepare coursework must do so by the deadline imposed by the subject teacher
- CLs/Subject Teachers are responsible for ensuring coursework is completed according to exam board instructions
- The Examinations Manager is responsible for forwarding to CLs any correspondence received from awarding bodies relating to coursework
- Cases of suspected malpractice will be investigated by CLs/Subject Teachers/Examinations Manager in accordance with JCQ regulations.

## 9.2 Controlled Assessment

- The Centre must ensure that it has Controlled Assessment guidelines in place for Staff
- Controlled assessment tasks will be issued by awarding bodies. Each assessment has a shelf life and it is the responsibility of the subject teacher to ensure they are using the correct task for the year of assessment
- Assessment tasks are available via the examination boards secure website. CLs are responsible for requesting the assessment task from the Examinations Manager
- The subject teacher must ensure the requirements of the assessment, including levels of supervision, are adhered to
- During the assessment period all assessment material including mark schemes and candidates work must be stored securely. At the end of each session subject teachers must collect and store securely work which is being produced over several sessions
- Subject teachers must ensure electronic work, including that which is stored on memory sticks etc. is stored securely so it cannot be accessed and amended between sessions
- Cases of suspected malpractice will be investigated by CLs/Subject Teachers/Examinations Manager in accordance with JCQ regulations.

## 9.3 Non Examination Assessment

The Centre will adhere to the Non-Examination Assessment policy for internal assessments

## 9.4 Centre Assessed Marks

The Centre is obliged to inform candidates of all centre assessed marks before submission to the relevant Awarding Body deadline dates. Candidates must also be informed that they have 3 working days to challenge their marks by completing a Centre Assessed Marks - Review of Marking form, which can be obtained by emailing [exams@sjb.surrey.sch.uk](mailto:exams@sjb.surrey.sch.uk).

For any candidate requesting a Review of Marking on their Centre Assessed Mark, the Centre is obliged to undertake this review and inform the candidate of the outcome before submission of these marks to the awarding body. Candidates requesting a Review of Marking for their Centre Assessed Mark should be made aware that the mark can either go up or down. Candidates should refer to the Internal Appeals Process which can be obtained by emailing [exams@sjb.surrey.sch.uk](mailto:exams@sjb.surrey.sch.uk)

## 10 Results, Summer Season Results, Review of Results (RORs) and Access to Scripts (ATS)

### **10.1 Results**

- The Examinations Manager is responsible for ensuring the Centre receives results on the scheduled day and by the agreed method
- The Examinations Manager is responsible for reviewing results for completeness and preparing for distribution to appointed Centre staff and candidates  
External students results will be sent to the email address provided on their private entry form
- The Examinations Manager is responsible for liaising with awarding bodies to ensure special consideration requests have been processed
- The Examinations Manager is responsible for investigating any issues relating to results
- The Examinations Manager is responsible for ensuring the embargo is in place on Arbor on the date the results are released by the awarding bodies and removed at the appropriate time on the date results are released to candidates.
- External candidate results will be posted out on results day
- All results will be available to all on roll exam candidates/parents via Arbor

### **10.3 Review of Results (RORs)**

- A number of services are available. It is the responsibility of the Examinations Manager to inform Centre staff and candidates what services are available and their associated deadlines and cost
- Candidates seeking a ROR must provide the full cost of the service to the Centre before the Centre can process the request with the relevant awarding body
- Centre staff or candidates may request an ROR if there are reasonable grounds for believing the mark scheme has not been applied correctly
- Candidates must discuss concerns about results with CLs or other appropriate Centre staff. The Examinations Manager will make available results documentation to assist in ROR decision making
- A request for ROR must be passed to the Examinations Manager in accordance with the deadlines published by the Centre
- Before an ROR is submitted to the awarding body the candidate must provide the Centre with their consent to request an ROR as marks can either go up or down, which could affect the overall grade
- The Examinations Manager will forward all RORs to the awarding body following the awarding body procedures
- Where a candidate has requested an ROR and their overall grade has improved, the candidate will receive a refund
- All forms and relevant costs with deadline dates are published on the main school website under Exams
- The result of an ROR is communicated by the awarding body to the Centre and the Centre will inform the candidate via the email address provided on the ROR form
- All changes to results will be reflected on the various School systems.

### **10.4 Access to Scripts (ATS)**

- Both the Centre and the candidate are able to request access to scripts: either a photocopy or an original. In both cases the request must be made to the awarding body by the Centre

- The candidate will be liable for any charges for ATS. Centre staff may request scripts to help understand the result awarded or for teaching purposes. In the case of teaching purposes the candidate must provide their written consent. The cost for access to scripts for teaching and learning purposes will be picked up by the requesting Department
- Scripts which are subject to an ROR will not be sent to the Centre until after the enquiry is complete
- The Centre will hold candidate scripts securely and will only be make them available to Centre staff
- Scripts must not be tampered with in any way until after the earliest destruction date as stipulated by JCQ. Candidates who have tampered with returned scripts which then need to be retrieved by the awarding body before the earliest destruction date are liable for malpractice sanctions and penalties as defined in JCQ regulations
- Scripts, no longer required by the Centre, will be destroyed securely. In all cases no script will be destroyed before the earliest destruction date as stipulated by JCQ
- If a candidate has requested the return of an original script a review of marking (Service 2) cannot be requested.

### **10.5 Appeals following Review of Results (RORs)**

- Appeals can only be submitted by the Head of Centre on behalf of a candidate
- An appeal against a moderation decision cannot be made on behalf of an individual candidate
- Appeals can only be submitted after the outcome of an ROR has been reported to the Centre and must be made within 30 calendar days of the date of the outcome
- An appeal will only be made if the Head of Centre genuinely believes that the Awarding Body has not followed due procedures; Has used procedures that were consistent with regulatory requirements; Has applied its procedures properly and fairly in arriving at its judgements; For AS, A-level and Project qualifications only, has not properly applied the mark/the mark could not have been given by a trained and standardised marker who had appropriate subject knowledge and who had exercised his/her academic judgement in a reasonable way
- If a candidate has requested an original hard copy script which has been returned to the Centre under Access to Scripts, it cannot form part of an ROR or a subsequent appeal.

### **11. Internal Appeals Process**

The Centre is obliged to have an Internal Appeals Process in place for the procedure of raising an appeal for Centre Assessed Marks, Review of Results, Malpractice decisions and decisions made in respect of Access Arrangements and Special Considerations.

### **12. Certificates**

For the summer series certificates are dispatched by awarding bodies to arrive at the Centre around mid-November

- Students not returning to SJB will be able to collect their certificates from the Centre from mid-December
- Certificates issued before the result of an ROR requiring re-issue due to a change in mark will be replaced without charge by the awarding body



- Awarding bodies have strict guidelines for the re-issue of certificates and offer a number of alternatives for confirming results when certificates are not available. The candidate should refer to the website of the awarding body for details
- The Centre will retain any uncollected certificates for a minimum of 1 year in accordance with JCQ guidelines. After this the Centre may securely destroy them in accordance with JCQ regulations and General Data Protection Regulations (GDPR).

## **13. Emergency Planning**

### **13.1 Emergencies during the Exam**

- In the event of an emergency during an exam requiring candidates to leave the examination room, e.g. a fire alarm, candidates should follow the instructions of the invigilating team
- Invigilators must inform candidates that they should close their answer booklet/question paper
- Invigilators are responsible for leading candidates out of the building to the designated assembly point
- Invigilators must take with them the examination register so it is known which students are present. The Examinations Manager will inform the person coordinating the roll call of students of confirmation. If returning to the exam venue, registers must be taken back with the Invigilators
- For examinations that are not in one of the main large venues, Invigilators must take the registers with them and where possible, the examinations papers
- Invigilators must supervise candidates as closely as possible to prevent any discussion about the exam
- Candidates who fail to follow the instructions of Invigilators may not be allowed to complete the exam or may have subsequent work disregarded
- Invigilators must record the time of the incident and its duration by completing the Incident Log
- Candidates must be given the opportunity to sit the examination for its published duration
- When permitted back into the building Invigilators are required to settle candidates as quickly as possible and ask candidates to open up their answer booklet/question paper and to resume the exam to the revised timings displayed on the whiteboards
- The Examinations Manager is responsible for preparing a full report of the incident and the action taken. This must be retained on file and will only be disposed of after all RORs are completed
- Where applicable the Examinations Manager will apply for special consideration
- Where an exam cannot continue due to a major incident, the Centre's Examinations Contingency Plan will be followed and liaison with the awarding body will take place, as appropriate.

### **13.2 Major Incidents affecting Exams**

In the event of an incident, whether limited to the Centre or not, e.g. a viral outbreak within the Centre or a pandemic outbreak, the Centre will follow guidance provided by the Department for Education (DfE) together with relevant School Policies and Exams Contingency Plan.

## **14. Private Candidates**

This Centre does not accept private candidates. The only exception to this is where a previous candidate has left the Centre and wishes to retake an exam in either the November GCSE English Language & Maths series, provided they are not on roll with another further education provider, or the main Summer examination series.

Ex-candidates will submit an entry form to the Exams Office and are responsible for the payment of the entry fees.