



EXAMS POLICY

RESPONSIBILITIES	
To determine and approve policy and ensure compliance	ESA School Board
To implement, deliver and comply	Headteacher and School Board
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SLT LEAD	Associate Principal

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1. Introduction to Policy

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

The aim of this policy is to ensure:

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

2. Roles and responsibilities

2.1 Everyone

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

2.2 Head of centre

The head of centre:

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

Our head of centre is Mr Chris Mitchell.

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal and/or external exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges

- Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks

Our exams officer is Miss Charlotte Wilkes.

2.4 Heads of department

Heads of department are responsible for:

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

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department and/or the exams officer

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

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

Our SENCO is Mr Tom Baines.

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

2.8 Candidates

Candidates are responsible for:

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

3. Qualifications offered

The Head of centre and SLT decide on the qualifications we offer.

We offer the following types of qualifications:

- A-Level, GCSE, Level 1 / 2 / 3 BTEC, RSL, UAL, Tech Awards

The subjects offered for these qualifications in any school year may be found in our prospectus for that year.

If there will be a change to a specification for the next year, the exams office must be informed by April.

Informing the exams office of changes to a specification is the responsibility of Head of Department

Decisions on whether a candidate should be entered for a particular subject will be taken by Ms Adele Wallis, Assistant Principal in consultation with candidates and Heads of Department.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- November / December Year 11 and 13 Mock Examinations
- March Year 11 and 13 Mock Examinations

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

- Autumn Series
- January
- Summer Series

Internal exams are held under external exam conditions.

The Head of Centre and SLT decide which exam series are used in the centre.

The centre does offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the the exams officer and Assistant Principal with responsibility for examinations

5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

6. Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal.

We accept entries from private candidates.

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

Entry deadlines are circulated to heads of department via email.

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

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

6.1 Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs
- A-levels
- BTECs
- Functional skills

Re-sit decisions will be made by heads of department in consultation with the exams officer.

7. Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.

The exams officer will publish the deadline for actions well in advance of each exams series. Maintained schools and academies are not allowed to charge pupils to enter "prescribed public examinations" you have prepared them for in school, or for re-sits of these exams if you have prepared them for the re-sit at school.

This is set out in the DfE's guidance on [charging for school activities](#). "Prescribed public examinations" includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#).

ESA will charge for the following:

- Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations
- Exams not on the set list of prescribed public examinations
- A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact Ms Adele Wallis, Assistant Principal i/c examinations.

8. Equalities

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

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

9. Access Arrangements

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENCO as per 2.6 above. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and teachers.

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

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

10. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

Contingency plans are available on the school website and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

11. Estimated grades

Heads of department are responsible for submitting estimated grades to the exams officer when requested.

12. Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for external exams.

Recruitment of invigilators is the responsibility of the exams officer.

If invigilators require Disclosure and Barring Service (DBS) checks, the exams officer in conjunction with the HR Manager are responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators' rates of pay are set by the head of centre and SLT.

Invigilators are recruited, timetabled, trained and briefed by the head of centre and the exams officer.

13. Malpractice

The head of centre, in consultation with SLT, are responsible for ensuring that suspected malpractice is thoroughly investigated.

14. Exam days

The exams officer will:

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

Site management staff is responsible for setting up the allocated rooms.

SLT, lead invigilator and the exams officer will start and finish all exams in accordance with [Guidance for centres managing exams June 2022 series](#).

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with [Instructions for conducting examinations](#).

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

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

15. Candidates

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

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

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

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

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

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

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

15.1 Private candidates

The head of centre and exams officer are responsible for managing private candidates.

15.2 Clash candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

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

16. Special consideration

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

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

17. Internal assessment

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

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

Any appeals will be dealt with in accordance with our internal appeals procedure document, which can be found in a separate appeals policy on our school website.

18. Results and certificates

Candidates will receive individual results slips on results days.

The results slip will be in the form of a centre-produced document or delivered via email.

Arrangements for the centre to be open on results days are made by the Head of Centre, Exams Officer and SLT.

The provision of the necessary staff on results days is the responsibility of the Head of Centre and Exams Officer.

Dates of results days each year will be published for all candidates through the school website/letters home.

18.1 Enquiries about results (EARs)

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

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by the candidate.

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

All decisions about whether to make an application for an EAR will be made by SLT in consultation with the head of department.

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

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

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 3 days of the receipt of results.

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

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

The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate.

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

18.3 Certificates

Candidates will receive their certificates in the following ways:

- in person at the centre
- collected and signed for

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for 5 years.

A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every 3 years unless there are changes to:

- The exams system
- JCQ guidance
- Our curriculum offer

20. Advanced Information

In addition to the normal regulations, examinations taking place during the summer of 2022 also have access to 'advanced information' and variations to specifications and marking of coursework / NEA. Links to these documents can be found below:

[Student Support Package](#)

[JCQ Advanced Information](#)

[Frequently Asked Questions \(for Examination Centres\)](#)

[Frequently Asked Questions \(for Students\)](#)

[NEA Marking and Moderation | JCQ](#)