



Exams Policy

Policy reviewed: June 2024

Policy adapted from 'The Key for School Leaders'

Governor Responsibility: Quality & Outcomes Committee

Review Date: June 2026

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1. Introduction and aims.

Heltwate School is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates.
- Our system of exams administration is efficient and clear, and staff and 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

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

The head of centre will ensure:

- The National Centre Number Register (NCNR) annual update (administered on behalf of the JCQ member awarding bodies by OCR) is responded to.
- The Exams Officer (EO) attends appropriate training events offered by awarding bodies, MIS providers and other external providers to enable the exam process to be effectively managed and administered.
- Entire staff are supported and appropriately trained to undertake key tasks within the exams process.
- 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 senco ensure teaching staff keep themselves updated with awarding body teaching-specific information to confirm effective delivery of qualifications ensure teaching staff attend relevant awarding body training and update events.

- Security within the examination process is managed according to JCQ and awarding body regulations, guidance and instructions.
- Risks to the exam process are assessed and appropriate risk management processes are undertaken, and a written exam contingency plan is in place.
- The required internal appeals procedures are in place and are accessible to all candidates (and parents/carers)
- Equality and Accessibility Policies are in place and accessible to all candidates) and parents / carers)

Our head of centre is Alison Ashworth.

2.3 Exams officer

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

- Manage the administration of the External exams for Key Stage 4 pupils.
- 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 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 manages 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 Louise Goodlip.

2.4 Assistant Head of St. George's (Key Stage 4/Post 16 centre)

Heads of **St. George's (Key Stage 4/Post 16 center)** 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 Center and/or the Exams Officer

2.6 Specialist teacher /Additional & Exceptional Needs Coordinator /Assistant Head of St. George's

The Assistant Head of St. George's 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 Specialist teacher / Additional & Exceptional Needs Coordinator/ Assistant Head of St. George's is Sam England.

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

Our lead invigilator is Michelle Bull.

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.

2.9 Parents/Carers

- Ensure their child has checked their exam timetable and raised any queries with their class teacher and the Exams Officer.
- Ensure that their child has read and understood the JCQ 'notices to candidates' detailing the conduct expected during the exam or submission of coursework.
- Ensure their child attends all timetabled exams.

3. Qualifications offered.

Our Deputy Headteacher and Assistant Headteacher of Heltwate St. George's decide on the qualifications we offer.

We offer the following types of qualifications:

- Entry Level Qualifications; AQA ELC Step Up (Maths and English)

The subjects offered for these qualifications in any school year may be found in school curriculum handbook, which is also available on our website.

If there will be a change to a specification for the next year, the Exams Office must be informed during the summer term in preparation for the next academic year.

Informing the Exams Office of changes to a specification is the responsibility of Deputy Headteacher and Assistant Headteacher of Heltwate St. George's

Decisions on whether a candidate should be entered for a particular subject will be taken by Assistant Headteacher of Heltwate St. George's in discussion with the class teacher, and in consultation with the Deputy Headteacher.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the Autumn term. External exams and assessments are scheduled in the Spring/Summer term. Internal exams are held under external exam conditions, unless otherwise specified in the guidance for that subject.

The delivering teacher will decide which exam series are used in the centre in consultation with the Exams Officer.

On-demand style exams will be held in three separate windows during January and March. There will be no on-demand exams held outside of these windows.

5. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations. Entry deadlines are circulated to Class teachers via email and internal calendar notifications.

Assistant Headteacher of Heltwate St. George's / Class teachers 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 (i.e. Late) require the authorisation, in writing, of SLT.

Exam board paperwork that requires a signature from each student to confirm that all completed work is their own needs to be completed and returned to the Exams Officer by the end of April.

5.1 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 exam's series.

Exam Entry fees are paid by the centre. Late entry or amendment fees are paid by the centre.

Fee reimbursements are not sought from candidates:

- if they fail to sit an exam.
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

Re-sit fees are paid by the centre.

6. Equalities

All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Officer.

7. Access Arrangements

The Deputy Headteacher 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 Deputy Headteacher in joint conversation with the Class Teacher.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Deputy Headteacher.

The procedure at Heltwate School is for class teachers to make requests for exams access as per the students 'normal way of working'. The Assistant Head of St. George's and the Deputy Headteacher will complete in school assessments and in cooperation with the exams officer, submits the Access Applications.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officer. Rooming for access arrangement candidates will be arranged by the Exams Officer. Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer and Deputy Headteacher.

8. Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer

In the event of Heltwate at St. George's site and buildings being unavailable or unsuitable for use for the purposes of delivering published exam timetable an alternative location is available. Heltwate main site in Bretton can be used as an alternative.

Contingency plans are available via email and briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

9. Estimated Graded

Delivering Teachers are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

10. Managing INVIGILATORS

External staff will not be used to invigilate examinations.

Recruitment of invigilators is the responsibility of the Headteacher and SLT.

Invigilators require Disclosure and Barring Service(DBS) checks.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the Headteacher and School Business Manager.

Invigilators are recruited, timetabled, trained and briefed by the SLT.

11. Malpractice

The head of centre, in consultation with Deputy Headteacher and Exams Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

12. 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 and will be advised of requirements a month in advance.

The Exams Officer or SLT will start and finish all exams in accordance with JCQ guidelines.

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

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to delivering teachers in accordance with JCQ's recommendations and no later than 72 hours after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the School Business Manager.

13. 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 Delivering Teachers.

Our School 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 stationery 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 Exam Officer and SLT

Candidates who leave an exam room must be always accompanied by an appropriate member of staff.

The Exams Officer is responsible for handling late or absent candidates on exam day.

13.1 Clash Candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue.

14. Special Consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 3 days of the exam supported by Deputy Headteacher/Assistant Head at St. George's.

15. Internal Assessment

It is the duty of Assistant Head at St. George's 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 all internally assessed work are provided to the Exams Officer by the delivering teachers. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document detailed in this policy.

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

16. Results and Certificates

Candidates will receive individual results slips (The results slip will be in the form of a centre produced document) once results have been received. Candidates and parents will be kept up to date on their results via reports home, parents and candidates can request a copy of their predicted/actual results at any time by emailing the Exam Officer.

Certificates will be locked away within the school's exams office, In the Summer term, candidates will be presented with these on presentation night. In the absence of the pupil then the Exams Officer will arrange for these to be either collected by the candidate or posted via Special Delivery, 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 2 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.

16.1 Enquiries about results (ears)

Ears may be requested by centre staff or the candidate following the release of results. A request for a remark 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 the group of candidates.

The cost of ears will be paid by the candidate. All decisions on whether to make an application for an EAR will be made by Exams Officer in consultation with delivering teacher and/or SLT. If a candidate's request for an EAR is not supported, the candidate may appeal, and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of ears will be the responsibility of the Exams Officer, following the JCQ guidance.

16.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within one day 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.

An EAR cannot be applied for once an original script has been returned. The cost of ears will be paid by the candidate. Processing of requests for ATS will be the responsibility of the Exams Officer.

17. Internal appeals procedures (IAP)

The school is committed to ensuring that whenever its staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have appropriate knowledge, understanding and skills. Students' work should be produced and authenticated according to the requirements of the examination board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation. If students believe that this may not have happened in relation to his/her work, he/she may make use of the appeals procedure.

Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

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1. Appeals should be made as soon as possible and must be made at least two weeks before the end of the last externally assessed paper in the examination's series.
2. Appeals should be made in writing to the examinations officer, who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, they will ask a member of SLT to conduct the investigation. Likewise, if the Exams Officer is not able to conduct the investigation for any other reason.
3. The person conducting the investigation will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and examination code of practice of the QCA. This will be done before the end of the series.
4. The result of the appeal will be made known in writing to the parties concerned, together with any correspondence with the awarding body, any changes made to the assessment of the piece of work in question and any changes made for the future.
5. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of the school and is not covered by this procedure. Details of the appeals procedure for the relevant awarding body are available from the Exams Officer.

18. Exams Fire Evacuation Policy

In the event of a fire alarm, the following procedures apply:

- Note the time that the fire alarm went off and how long the examination has been going on.
- All examination question and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the hall with the candidates.
- Ask students to leave their belongings and papers on their desk and leave by the nearest fire exit.
- BEFORE the students exit the exams room, remind them that they are still under examination board conditions and under NO CIRCUMSTANCE should talk to one another or use a mobile phone. Remind students that a breach of regulations could mean disqualification from their examination.
- An invigilator should leave with a group at each fire exit. The registers (photocopied and original) should be taken out with the invigilators, together with pens. Invigilators should take a rollcall, to ensure that all students are present and accounted for.

IMPORTANT - the students should assemble at a distance to other classes to ensure that they are isolated from the other students.

- Return to the exams room as soon as all clear is given noting the time of re-starting the examination and changing the finish time.
- Send an application for Special Consideration to the exam board stating details of disruption.

NB: Mobile phones should have been handed into reception on arriving to school and should remain.

There until after the examination.

19. Exam materials security

Exam materials must be delivered to the Exams Officer upon arrival at school. Should the Exams Officer be unavailable, exam materials will be temporarily locked in a secure cabinet in the main office until they are collected by the Exams Officer.

Each delivery will be checked by the Exams Officer to ensure it is correct, before being stored in the secure safe, which is situated in the Exam office storeroom.

Only the Exams Officer will have access to the keys to the exam office storeroom, with a spare set accessible by the Head of Centre in case of emergencies.

The Exam safe keys are kept in a wall mounted key safe in the exam storeroom. The Exams Officer has the code, with the Head of Centre able to access the code in case of emergencies.

Should any breach of security occur, the relevant exam board must be informed immediately.

20. Monitoring and Review

The Head of Centre is responsible for ensuring that this policy is reviewed every 3 years.