

EXAMINATION POLICY

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| Approved by | David Butterworth | Date | January 2026 |
| Next review due by | January 2027 | | |

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| Centre Name | Weston Secondary School |
| Centre Number | 58659 |

Key staff involved in the policy

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|-------------------------|---------------------------------------------------------------|
| Head of Centre | David Butterworth |
| Senior Leader/s | Natalie Bungay Steve Smith Chris Collins Luke Wilson |
| Exams Officer | Claire Harlow |
| SENCo / Assistant SENCo | Hannah Barron / Nicole Arding |

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2. Purpose of the policy

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

This exams policy ensures that:

- the planning and management of exams is conducted efficiently and in the best interest of candidates.
- all aspects of the exam process are documented, supporting the exams contingency plan and other exam related policies, procedures and plans.
- the operation of an efficient exam system with clear guidelines for all relevant staff.
- all exams and assessments are conducted in accordance with JCQ and awarding body regulations, thus always maintaining the integrity and security of the exam/assessment system
- exam candidates understand the exam process and what is expected of them

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

Where references are made to the JCQ regulations/guidelines, further details can be found at <https://www.jcq.org.uk/>

3. Exam responsibilities

The Head of Centre

- Overall responsibility for the school as an exam centre
- Ensuring compliance with all JCQ and awarding body rules and regulations
- 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
- Is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies (including appropriate accommodation, suitable staffing and confidentiality/security)
- Has responsibility for ensuring that all key staff (including Senior Leaders, the Exams Officer and SENCo) are appointed and fully trained to fulfil the requirements of the examinations process
- Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update
- Understands that this responsibility cannot be delegated to a member of the senior leadership team or the examinations officer, and acknowledges that failure to respond to the NCNR annual update, and/or the head of centre's declaration, will result in:
 - the centre status being suspended

- the centre not being able to submit examination entries
- the centre not receiving or being able to access question papers
- Advises on appeals and re-marks.
- Reports all suspicions or actual incidents of malpractice. Refer to the JCQ document **Suspected Malpractice: Policies and Procedures**.

Assistant Headteacher with oversight of exams:

- has delegated responsibility from the Head of Centre to lead staff in the coordination of exams.
- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:
 - General Regulations for Approved Centres (GR)
 - Instructions for Conducting Examinations (ICE)
 - Access Arrangements and Reasonable Adjustments (AA)
 - Suspected Malpractice - Policies and Procedures (SM)
 - Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework)
 - A guide to the special consideration process (SC)
- line manages the Exams Officer
- liaises the SENCo ensuring that all Access Arrangements are completed to support all students with SEND.
- ensures 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
- ensures centre staff are supported and appropriately trained to undertake key tasks within the exams process
- ensures centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO
- ensures "that a teacher who teaches the subject being examined, or a senior member of teaching staff who has had overall responsibility for the candidate's preparation for the examination, is not an invigilator during the examination or on-screen test;" [ICE 6]. Senior members of staff may be present to identify and settle candidates and to instil discipline, providing they have not had overall responsibility as outlined above (ICE 17.1)
- ensures staff are only entered for qualifications through the centre where entry through another centre is not available
- ensures the appropriate steps are taken where there is a conflict of interest.
- External validation of courses followed at key stage 4 / post-16
- Ensure support is provided for the Exams Officer and invigilators when dealing with disruptive candidates in exam rooms

The role of the exams officer

"The examinations officer or quality assurance co-ordinator is the person appointed by a head of centre to act on behalf of the centre in matters relating to the administration of awarding body examinations and assessments." [GR 1]

- understands the contents of annually updated JCQ publications including:
 - General regulations for approved centres
 - Instructions for conducting examinations
 - Suspected Malpractice in Examinations
 - Assessments Post-results services (PRS)
- Is the first point of contact for JCQ and Exam Boards.
- manages the administration of internal exams and external exams
- Advises the leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- requests that all staff with any conflicts of interest/perceived conflicts of interest are declared to the exams officer, for a decision as to whether this needs to be submitted formally to the awarding bodies. Those that do not need to be submitted are retained on file and produced to the relevant awarding body if required
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Checks with teaching staff to ensure that necessary coursework is completed to exam board deadlines and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives checks and stores securely all exam papers and completed scripts.
- Attaches erratum notices received to relevant exam question paper packets
- Makes applications for special consideration following the regulations in the JCQ publication 'A guide to the special consideration process'.
- Identifies and manages exam timetable clashes.
- Ensures that all relevant paperwork and signage is available and that all exam rooms are set up correctly.
- Ensures that candidates' coursework marks and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests

The role of Heads of department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- being up to date with all developments regarding the particular exam board and examination series.
- attending all appropriate training and update meetings from the appropriate awarding body (in person or online).
- Accurate completion of coursework mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Involvement in post-results procedures.

The role of SENCo / Assistant SENCo

- being familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including Access Arrangements and Reasonable Adjustments
- working with a qualified member of staff regarding the identification and testing of candidates' requirements for access arrangements and notifying the exams officer in good time so that they are able to put in place exam day arrangements. (For all Access Arrangements, please see Appendix 1.)
- ensuring the school meets its requirements under the Equalities Act 2010, enabling any students with a disability to complete their exams at the centre, with the appropriate support. (For the Disability Exams Policy, please see Appendix 3.)
- 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.

The role of Invigilators

- assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exam's office before the start of the exam.
- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuations etc.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exam's office.
- Ensuring that all students are safely evacuated from the exam hall in an emergency, that they are monitored while they are evacuated and that a full statement is completed regarding the incident

The role of Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- attending exams punctually.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

4. 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 offered are GCSE, Cambridge Nationals and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by the beginning of the academic year (that being Year 10 or Year 11).

Informing the exams office of changes to a specification is the responsibility of the Subject Leader for each individual subject. This decision will be reached through discussion with the Leadership Team. The type of qualification will be considered as well as the appropriate awarding body.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the subject teachers, heads of subject and the responsible member of the Leadership team.

5. Exam seasons and timetables

Exam seasons

External exams are scheduled in May / June.

Mock exams are scheduled throughout the academic year and will be placed on the school calendar.

All internal exams are held under external exam conditions.

Timetables

Once confirmed, the exams officer will circulate the exam timetables for both internal and external exams

Individual timetable for students incorporating seating arrangement and provision for any additional support that they are entitled will be given to them individually prior to any exam period.

Students will receive an exams guide and briefing session in the form of a year assembly to prepare them for exams. These will ensure that the following information is made available to students:

- Issue relevant JCQ information for candidates' documents
- Where relevant, issue relevant awarding body information to candidates

- Issue centre exam information to candidates including information on:
 - exam clashes
 - arriving late for an exam
 - absence or illness during exams
 - what equipment is/is not provided by the centre
 - food and drink in exam rooms
 - when and how results will be issued and the staff that will be available
 - the post-results services and how the centre deals with requests from candidates
 - when and how certificates will be issued

6. Entries, entry details and late entries

Entries

Decisions on Candidates exam entries are made by heads of department and the subject teachers. Any decisions for non-entry for specific subjects will be agreed by SLT and communicated to parents.

The centre does not accept private candidates and does not act as a centre for other organisations

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

Late entries

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by the SLT lead for Exams.

7. Exam fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by departments.

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.

As a school if there is a serious concern with a student's attendance resulting in them not being entered for GCSE exams, the school will communicate with the parents to discuss options. If after discussion the parents request that students be entered, then the school will ask that the parents cover the cost of the entries prior to the exams being sat. If the student does attend and undertake the exams the fees will be refunded to the parents after the exams have taken place.

Fee reimbursements are sought from candidates and their parents:

- if they fail to sit an exam.
- candidates being consistently late for exams;
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

8. Security of exam materials

Exams officer

- Has a process in place to record confidential materials delivered to the centre and issued to authorised staff
- Has in place a recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential
- Receives, checks and securely stores question papers and other exam materials according to JCQ and awarding body requirements

Reception staff

- Follow the process to record confidential materials delivered to the centre and issued to authorised staff

Teaching staff

- Adhere to the recording system to track confidential materials taken from or returned to secure storage throughout the time the material is confidential

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

Equality Act 2010

The Equality Act 2010 sets out the statutory requirements which must be applied to a pupil's application for access arrangements. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

SEN needs

A candidate's SEN requirements are determined by the SENCo.

The SENCo will inform subject teachers of candidates with special educational needs prior to the start of Year 10. The SENCo will also inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam. These arrangements must then become part of the student's normal way of working.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCo and the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Assistant SENCo.

Rooming for access arrangement candidates will be arranged by the exams officer. Invigilation and support for access arrangement candidates will be organised by the Exams Officer with the support of the SENCo.

10. Managing invigilators and exam days

Managing invigilators

External staff will be used to invigilate examinations. These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the Exams Officer and Business Manager.

Completing all pre-employment checks is the responsibility of the HR Officer. This will be carried out using all safer recruitment training.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and trained by the Exams Officer using the online Exams Office training as well as in house training.

Invigilators' rates of pay are set by the centre management.

Exam days

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator. Designated exam rooms may not be used for revision or coaching sessions on the day of the examination.

Site management is responsible for setting up the allocated rooms and will be advised of requirements in advance of any exam period.

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

Senior leadership staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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

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 when the completed papers have been dispatched to the Awarding Body.

11. Candidates, clash candidates and special consideration

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices always apply.

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

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer and SLT.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the awarding bodies published starting time. (Morning exams – no earlier than 10.00 / Afternoon exams – no earlier than 14.30) They will not be allowed to return.

Invigilators will alert the exams officer of any candidate who is not present at the start of an exam, in order that they can be contacted immediately.

Identification of candidates

Students are lined up as per the seating plan on the hard court prior to entering the exam room. Staff will be on hand to check attendance.

Student candidate cards will be placed on each desk according to the seating plan. These are used to confirm the student identity when the register is taken.

NEAs will be overseen by the class teacher (or another teacher within the department if the usual teacher is absent) All staff within the dept will be familiar with the students.

Candidates needing to leave the venue

Candidates are not permitted to leave the exam venue within the first hour of the exam, unless there is a medical reason.

Any candidate who needs to leave the venue will make this known to an invigilator. The candidate must be accompanied at all times by a member of invigilation staff.

A record of any candidate who leaves the room is kept on the exam incident report form including the time they left as well as the time they returned.

If a candidate is entitled to a rest break as part of AA provision, then any time they are out of the room will be added to the exam time.

Absent candidates

Candidates are lined up outside the venue prior to the start of exams and any absent students will be contacted by the year team.

If a candidate is still absent when the register is taken, then the attendance team will make contact with home and request that the student attend school as soon as possible.

If the candidate has a genuine reason for not attending, an application for special consideration will be considered, depending on circumstances.

Late candidates

It is at the discretion of the centre if late candidates are allowed to sit any exam.

Candidates who arrive within 30 minutes of the centre start of an exam will be allowed to enter and will be given the full length of the exam. Any late arrivals must be recorded on the exam room incident report.

Any candidate who arrives more than 30 minutes late will not be allowed to sit and will be marked as absent on the exam board register.

Any candidate who is late for 3 consecutive exams will be removed from all further exams and reimbursement of fees will be sort from parents.

Clash candidates

The exams officer will be responsible, as necessary, for supervising escorting, identifying a secure venue and arranging overnight supervision if required. As far as possible, the effect of these exam clashes will be minimised for the candidate. Where candidates' exams may last longer than 5 hrs in a day, the specific exam regulations will be adhered to, and the exam board be contacted regarding special consideration.

Special consideration

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the exams officer, or the exam invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within five working days of the exam, for example a letter from the candidate's doctor.

The exams officer will make a special consideration claim to the relevant awarding body before the JCQ published deadline for the academic year.

12. JCQ Inspection Visit

When there is a JCQ inspection visit, the Exams Officer and/or Senior member of staff accompanies "the Inspector throughout the course of his or her centre visit, including inspection of the centre's secure storage facility." (ICE Introduction)

The SENCo / Assistant SENDCo will need to be available to answer any questions and to supply paperwork for review relating to AA students.

13. Coursework and appeals against internal assessments

Coursework

Candidates who must prepare coursework should do so by the end of the course.

Marks for all internally assessed work are uploaded to the relevant exam board platform by the set deadlines. The exams officer will be notified that this has been done and a record is kept.

Heads of department will ensure all coursework that is required for moderation is ready for upload by the exam boards set deadlines. The exams officer will keep a record of what has been sent when and to whom.

Moderation reports will be received by the exams officer and distributed to the relevant teaching staff for review and action if required.

Appeals against internal assessments

Weston Secondary school has a separate appeals policy which should be referred to for actions to be carried out.

14. Post Exams

Results

Exams Officer

- Informs candidates in advance of when and how results will be released to them
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body
- Resolves any missing or incomplete results with awarding bodies
- Issues statements of results to candidates on issue of results date. These will be available for candidates to collect in person at the school. Any results that are not collected will be posted to the students by the end results day. No results will be issued by email or over the telephone. Written permission must be given by the candidate to allow someone to collect results on their behalf.
- Ensures that all relevant "Post results" paperwork is available to students on results day.
- The provision of SLT / staff on results days is the responsibility of SLT / exams officer.

Enquiries about Results (EAR)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

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 the group of candidates

The cost of EARs will be paid by the centre or the candidate if the centre does not feel that an enquiry is required

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers by the published awarding body deadlines. Students must give formal written permission for this.

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

Processing of requests for ATS will be the responsibility of the Exams Officer. All exam board deadlines must be adhered to.

15. Certificates

Certificates are collected in person.

Certificates may be collected on behalf of a candidate by a third party, provided written permission has been obtained from the candidate. Anyone collecting on behalf of a candidate will need to bring suitable ID with them.

The centre retains certificates for five years as per the school retention policy. Any requests for replacement certificates or a transcript of results must be made directly to the exam board and any fees will be the responsibility of the candidate.

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| Signed: | |
| Date: | |