

Exams Policy

Reviewed Date: September 2025

Next Review due: September 2026

Exam responsibilities

Head of Centre:-

- Has responsibility for the academy as an exam centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice – refer to the JCQ document “Suspected malpractice in examinations and assessments”.
- The provision of the necessary staff on results days is the responsibility of the Exams Officer.
- Manages the administration of internal and external examinations.

Exams Officer¹:-

- The provision of the necessary staff on exam days and results day.
- Manages the administration of internal exams and external exams
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- 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 exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time 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 and ensures that scripts are dispatched as per the guidelines.

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- Administers access arrangements and 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.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages and trains the team of invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

Heads of Department:-

- The qualifications offered at the centre in consultation with the Head of Centre and SLT.
- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

Teachers:-

- Supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Exams Officer.

SENCO:-

- 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
- 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 exams rooms.

Invigilators:-

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates:-

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Entries, Entry Details and Late Entries

Candidates or parents/carers cannot request a subject entry, change of level or withdrawal. The centre does not accept entries from private candidates. The centre does not act as an exams centre for other organisations. Entry deadlines are circulated to heads of department/curriculum via email. Heads of Department/curriculum 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 the Deputy Head. GCSE re-sits are allowed. BTEC re-sits are allowed. Re-sit decisions will be made by Head of Centre and Deputy Head in consultation with the Head of Department/Subject Leaders.

Enquiries about Results (EARs)

EARs may be requested by centre staff 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 the group of candidates. The cost of EARs will be paid by the centre. All decisions on whether to make an application for an EAR will be made by the Head of Centre or Deputy Head. 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.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 30 days of the publication of results. Centre staff may also request scripts 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 centre. Processing of requests for ATS will be the responsibility of the Exams Officer.

Certificates

Candidates will receive their certificates

- In person at the centre.
- Collected and signed for by a person named in a letter, signed by the candidate.

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 three years.

A new certificate may not be issued by an awarding body. A copy of the statement of results will be issued by the centre on request.

Head of centre

Exams Officer

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EQUALITY IMPACT AUDIT AND ACTION PLAN

Put X in the PLUS column to indicate if you judge that the policy has a positive impact on a group.

Put X in the neutral column to indicate if you judge that the policy has a neutral impact on a group.

Put X in the MINUS column to indicate if you judge that the policy has a negative impact on a group.

In making a judgement *due regard* has been paid to the requirement to:

- i. Eliminate unlawful discrimination, harassment and victimization
- ii. Advance equality of opportunity
- iii. Foster good relations

PROTECTED CHARACTERISTICS		PLUS	NEUTRAL	MINUS	ACTION
1	Age		X		
2	Disability		X		
3	Gender Reassignment		X		
4	Marriage and Civil Partnership		X		
5	Pregnancy and Maternity		X		
6	Race		X		
7	Religion or Belief		X		
8	Gender		X		
9	Sexual Orientation		X		
Other					