



Examinations Policy

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An academy within:



“Learning together, to be the best we can be”

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1. Roles and responsibilities

1.1. The headteacher is responsible for:

- Ensuring this policy is adhered to consistently across the school.
- Familiarising themselves with relevant guidance from awarding bodies and the JCQ.
- Ensuring staff are supported and appropriately trained to undertake their duties in relation to examinations and assessments.
- Ensuring staff with responsibilities relating to assessment and examinations meet internal and external deadlines.
- Handling complaints regarding this policy in line with the school's Complaints Procedure Policy.

1.2. In relation to formal examinations, as the head of the centre, the headteacher is responsible for ensuring the school:

- Complies with relevant guidance from awarding bodies and the JCQ.
- Takes all reasonable steps to maintain the integrity of the examinations and assessments, including the security of all assessment materials.
- Delivers qualifications, as required by the relevant awarding body, in accordance with relevant equality legislation.
- Enables relevant staff to receive appropriate training and support to facilitate the effective delivery of examinations and assessments, and ensure compliance with the published JCQ regulations.
- Manages conflicts of interest.
- Makes arrangements to receive, check and store examination materials safely and securely for as long as required.
- Makes arrangements to receive and issue material received from the awarding bodies to staff and pupils, and notify them of any advice and instructions relevant to the examinations and assessments.
- Allows pupils access to relevant pre-release materials, on or as soon as possible after the date specified by the awarding bodies.
- Cooperates with any monitoring visits from the JCQ or awarding bodies.
- Submits, in accordance with awarding bodies' instructions, information they may reasonably require in relation to their examinations and assessments.
- Has a workforce that is able to deliver the examinations and assessments.
- Provides fully qualified teachers to mark non-examination assessments.

- Has arrangements in place to coordinate and standardise all marking of school-assessed work.
 - Enables pupils to receive sufficient and up-to-date laboratory experience, or relevant training where required by the subject concerned.
 - Complies with local health and safety rules.
 - Provides the relevant contact information to awarding bodies and responds to the National Centre Number Register.
- 1.3. The examinations officer is responsible for:
- Familiarising themselves with, and following, relevant guidance from awarding bodies and the JCQ.
 - Carrying out all necessary duties as directed by the headteacher.
 - Collecting and interpreting assessment data.
- 1.4. Class teachers are responsible for:
- Setting individual targets for pupils.
 - Maintaining accurate pupil records.
 - Reporting progress to parents.
- 1.5. Invigilators are responsible for:
- Familiarising themselves with, and following, relevant guidance from awarding bodies and the JCQ.
 - Ensuring all pupils have an equal opportunity to demonstrate their abilities, e.g. making sure no additional notes are brought into the examination room.
 - Ensuring the security of the examination materials during examinations.
 - Preventing and reporting possible pupil malpractice.
 - Preventing possible administrative failures.

2. Training of staff

- 2.1. Teachers and classroom support staff involved in the process are made aware of this policy and are informed of any changes to it.
- 2.2. Teachers and classroom support staff receive regular and ongoing training as part of their development.
- 2.3. Invigilators are given appropriate training and a record of this training is kept.

3. Preparing for examinations

Exam fees and entries

- 3.1. The centre will pay all normal exam fees on behalf of candidates. Late entry or amendment fees are paid by the centre.
- 3.2. Candidates 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.

Examination timetables

- 3.3. For general qualifications, the published starting time of all morning examinations is 9:00am, and the published starting time for all afternoon examinations is 1:30pm. Other timings may apply for vocational qualifications.
- 3.4. Once confirmed, the exams officer will circulate the exam timetables for external exams to the relevant staff, who will inform candidates.
- 3.5. Pupils will always be allowed the full amount of time specified for the examination, as per the awarding body's published timetable.
- 3.6. Examination timetables will not be amended for any of the following reasons:
 - Work experience
 - A school function
 - A school trip
 - Sporting events below international level
 - Holidays or weddings
 - A pupil's personal arrangements
 - Where there are clashes between papers of different awarding bodies or specifications in the same subject

Examination materials

- 3.7. The school will immediately inform the awarding body if the security of examination materials is put at risk.
- 3.8. Deliveries containing confidential examination materials will be signed for and a log will be kept at the initial point of delivery.
- 3.9. Confidential materials will only be delivered to those authorised by the headteacher.
- 3.10. At the point of delivery, examination materials will be moved to a designated secure room in the school.

- 3.11. All examination materials will be checked by an authorised member of staff in the designated secure room. The awarding body will be informed immediately if there are any problems, including any of the following:
- It appears that the parcel or one of the packets has been opened during transit
 - There are any differences between the material received and the dispatch/delivery note
 - The material has been significantly damaged in transit or upon opening
 - The material appears not to meet the school's requirements
 - The material has been received in error
- 3.12. Examination materials will only be accessed in accordance with the awarding body's specific instructions.
- 3.13. Only staff members authorised by the headteacher will be allowed to access the school's secure storage facility.
- 3.14. Any examination stationery, e.g. answer booklets, will be stored in the secure room.
- 3.15. Mock examinations and internal school assessments that are stored in the designated secure room will be kept separately from 'live' awarding body materials at all times and will be clearly identified.
- 3.16. Additional secure rooms will be identified in the school where the volume of examination materials is too great to be securely stored in one room.

Supervision

- 3.17. No additional paperwork is required to permit a pupil that is allowed to start an examination late. Where this is implemented, late arriving pupils or early departing pupils will be supervised as if the specified starting time had been in place.
- 3.18. Pupils who take an examination earlier than the published starting time, will stay under supervision until one hour after the awarding body's original published start time.
- 3.19. Pupils who take an examination later than the published starting time shown on the timetable will be under supervision from 30 minutes after the published starting time for the paper concerned until they begin the examination.
- 3.20. If pupils are taking two or more examinations in a session and the total time is three hours or less, the school will decide the order in which the pupil will sit them. The school will give pupils a supervised break of no more than 20 minutes between papers within a session; this must be conducted within the examination room, under formal examination conditions at all times.

- 3.21. If pupils are taking two or more papers timetabled in a session and the total time is more than three hours, including extra time and/or supervised rest breaks, the school will conduct an examination in a later or earlier session within the same day. No additional paperwork needs to be completed. Prior permission from an awarding body is not required. The security of the examination must still be maintained.
- 3.22. Overnight supervision arrangements will be organised only in exceptional circumstances and as a last resort. These circumstances may include, but are not limited to, the following:
- When a pupil is entered for multiple examinations (more than three), which are timetabled for the same day, and the total duration of those papers is more than:
 - Six hours for GCE examinations, including extra time and/or supervised rest breaks.
 - Five and a half hours for GCSE examinations, including extra time and/or supervised breaks.
 - At the discretion of the examinations officer, pupils may be allowed to take an examination the following morning, including Saturdays.
- 3.23. Pupils will not be allowed to take an examination a day earlier than the timetabled date.
- 3.24. The overnight supervision arrangements ensure that the pupil does not have advanced warning of the content of the examination. This means that the candidate will not meet or communicate with anyone who may have knowledge of the content.
- 3.25. Pupils will be supervised at all times during examinations.
- 3.26. While being supervised, pupils will not be permitted to have any electronic communication devices, have access to the internet, or be coached by a member of staff.

Other arrangements for pupils

- 3.27. If permitted by the awarding body, pupils may use additional equipment, e.g. calculators or dictionaries. Any additional equipment will comply with the awarding body's specification. Pupils are responsible for providing this additional equipment, but additional equipment will be provided if necessary.
- 3.28. Reasonable adjustments will be arranged for pupils where necessary, and in line with JCQ guidance and instructions from awarding bodies.
- 3.29. Any pupil suffering from, or suspected of suffering from, an infectious or contagious disease will take the examination in a separate room in which all instructions for conducting examinations can be applied.
- 3.30. Pupils will be provided with a copy of the JCQ's 'Information for candidates' documents prior to any examinations taking place.

4. Before examinations

- 4.1. Examination materials will not be removed from the secure facility and taken to the examination room any earlier than 60 minutes prior to the starting time for the examination.
- 4.2. Once the examination materials have been moved to the examination room, they will not be left unsupervised.
- 4.3. Once pupils enter the examination room, they are under formal examination conditions and will remain so until the point they are permitted to leave. Pupils will be told that they are not permitted to talk to, attempt to communicate with or disturb other pupils once they have entered the examination room.
- 4.4. Pupils will be allocated a seat, which will be indicated on their examination timetables. A seating plan will be available to the awarding body at their request.
- 4.5. Pupils' desks will be a minimum of 1.25 metres away from any other pupil's, in all directions, to prevent pupils from overlooking the work of others.
- 4.6. When possible, for written examinations:
 - All pupils will face the same direction.
 - Each pupil will have a separate desk. If this is not possible, pupils will be positioned far enough away from one another so that their work cannot be seen, and contact cannot be made between pupils.
 - Pupils who are working on a drawing board set on an easel or another non-horizontal surface will be arranged in an inward-facing circle or in some similar pattern.
- 4.7. An examination is considered as 'in progress' from the time the pupils enter the room, to the time the scripts have been collected.
- 4.8. A register will be completed, in accordance with the awarding body's specification.
- 4.9. Invigilators will be informed of pupils with access arrangements and of the particular arrangements awarded to pupils.
- 4.10. The examination room will be appropriate for use, with satisfactory heating, lighting, ventilation and levels of noise, whether internal or external, intermittent or continuous.
- 4.11. Any displays that could be of use to pupils, such as providing subject-specific knowledge, will not be visible.
- 4.12. Either an analogue or digital clock will be easily visible to each pupil in the examination room. Countdown or 'count up' clocks are not permitted.

- 4.13. A whiteboard, or similar, will be visible to all pupils and will display the following information:
- School name
 - Subject title
 - Examination number
 - Actual starting and finishing times of each examination (not official published time)
 - The school's centre number
- 4.14. Unauthorised materials, such as notes or PowerPoint presentations, will not be brought into the examination room; doing so constitutes malpractice which may result in disqualification from the examination.
- 4.15. Before pupils are allowed to start the examination, the invigilators will always:
- Make sure that pupils are seated according to the set seating arrangements.
 - Tell the pupils that they must now follow the regulations of the examination.
 - Ask pupils to check that they have been given the correct question paper for the subject (unit/component and tier), if appropriate.
 - Tell the pupils to read the instructions on the front of the question paper.
 - Check that pupils have all the materials they need for the examination.
 - Tell the pupils about any misprinting notices.
 - Instruct pupils about emergency procedures, e.g. what to do if there is a fire.
- 4.16. Invigilators will also give pupils the following instructions before the examination, where appropriate:
- Hand in mobile phones if you have not already done so. This is your final chance; failure to do so may lead to disqualification.
 - Write clearly and in black ink.
 - Write your name, surname, school name, pupil number and unit or component code or paper details on your answer booklet(s) and on any additional answer sheet(s) used.
 - Fill in any other details as necessary.
 - Do all work, including rough work, on examination stationery unless otherwise stated.
 - Write your answers in the designated sections of the answer booklet.

- Neatly cross through any rough work but do not make it totally illegible, as it will be forwarded to the examiner.
 - Do any rough work for multiple-choice papers in the question booklet.
- 4.17. Invigilators will inform pupils of the equipment that they should not use during the examination:
- Correcting pens, fluid or tape.
 - Erasable pens.
 - Highlighter pens in your answers (although pupils may use them to highlight questions, words or phrases within the question paper or question/answer booklet. Pupils may also use a highlighter pen to highlight extracts in any resource material provided).
 - Gel pens in your answers.
 - Blotting paper.

5. During examinations

- 5.1. Invigilators will follow guidance from the JCQ and awarding body throughout the examination.
- 5.2. Access arrangements will be carried out in line with JCQ requirements and any other requirements from the awarding body.
- 5.3. Invigilators will supervise the pupils throughout the whole time the examination is in progress and give complete attention to this duty at all times.
- 5.4. Invigilators will be vigilant and remain aware of emerging situations, being wary of incidents of malpractice or candidates who need to leave the room, e.g. to go to the toilet.
- 5.5. Incidents of actual or suspected malpractice will be recorded by invigilators.
- 5.6. During a practical examination, if pupils need to move around and if spoken instructions are necessary, they will be limited to those which are essential to achieve the objectives of the examination.
- 5.7. On-screen tests will be conducted in line with JCQ guidance.

Late arrival

- 5.8. A pupil who arrives after the start of the examination, may be allowed to enter the examination room and sit the examination – this is entirely at the discretion of the school.
- 5.9. If a pupil arrives late, they will be allowed the full time for the examination.
- 5.10. A pupil will be considered ‘very’ late if they arrive more than one hour after the published starting time for an examination which lasts one hour or more, i.e.

after 10:00am for a morning examination or after 2:30pm for an afternoon examination.

- 5.11. For examinations that last less than one hour, a pupil will be considered very late if they arrive after the awarding body's published finishing time for the examination.
- 5.12. Where a pupil arrives very late for an examination, the school will:
- Send the script to the awarding body/examiner in the normal way.
 - Follow the reporting procedure of the awarding body.
 - Warn the pupil that the awarding body may not accept their script.
- 5.13. The school will provide the following information on the form:
- The reason the pupil arrived late, including any details of special arrangements made for the pupil to reach the centre.
 - The actual starting and finishing times of the examination.
 - The time the pupil started the examination.
 - The time the pupil finished the examination.

Leaving the examination room

- 5.14. For examinations that last one hour or more, pupils will stay under supervision until 10:00am for a morning examination or 2:30pm for an afternoon examination, i.e. one hour after the published starting time for that examination.
- 5.15. For examinations that last less than one hour, pupils will be supervised and question papers will be kept in secure storage until the published finishing time of the examination.
- 5.16. Pupils who are allowed to leave the examination room temporarily will be accompanied by a member staff – this member of staff will not be the pupil's subject teacher or a subject expert for the examination in question. Those pupils may be allowed extra time at the discretion of the school, to compensate for their temporary absence.
- 5.17. If permitted by the awarding body, pupils who have finished their work may be allowed to leave the examination room early; the pupils will hand in their work before they leave the examination room. Those pupils will not be allowed back into the room.

Malpractice

- 5.18. Pupils will be warned about the possible penalties an awarding body may apply if they are found to have committed malpractice.
- 5.19. If a pupil is suspected of committing malpractice, the invigilator will warn the pupil that they may be removed from the examination room.

- 5.20. The pupil will be warned that the awarding body will be informed of any suspected or confirmed cases of malpractice and that they may decide to disqualify the pupil.
- 5.21. The invigilator will record any malpractice incidents.
- 5.22. The headteacher has a duty to monitor and report potential malpractice by invigilators and school staff to the awarding body immediately.

Emergencies during an examination

- 5.23. If an emergency, such as a fire, occurs during an examination, invigilators will:
- Stop the pupils from writing.
 - Collect the attendance register (in order to ensure all pupils are present) and evacuate the examination room.
 - Advise pupils to leave all question papers and scripts in the examination room.
 - Tell pupils to close their answer booklets.
 - Inform pupils to leave the room in silence.
 - Make sure that the pupils are supervised as closely as possible while they are out of the examination room, to make sure there is no discussion about the examination.
 - Make a note of the time and duration of the interruption.
 - Allow the pupils the full remaining working time set for the examination.
 - Make a full report of the incident and of the action taken, and send to the relevant awarding body.
- 5.24. If there are only a few pupils, the invigilator will consider the possibility of taking the pupils (with question papers and scripts) to another place to finish the examination, if it is safe to do so.

Finishing the examination

- 5.25. At the end of the examination, pupils will be told to stop writing.
- 5.26. Pupils will be informed that they will still be under examination conditions until they have left the examination room, so are expected to act accordingly.
- 5.27. Pupils who arrived late, and who were allowed the full working time to complete the examination, will be allowed to complete the examination.
- 5.28. Pupils granted extra time and/or supervised rest breaks will be allowed to carry on uninterrupted for the necessary additional time.
- 5.29. Where an answer booklet is used, pupils will be asked to check that the necessary information, e.g. their name, has been written on the answer booklet, as well as any additional paper. Pupils will also be asked to check their

answers are correctly numbered and that any loose answer sheets are placed inside the answer booklet.

5.30. Invigilators will:

- Collect all the examination materials before pupils are allowed to leave the examination room.
- Check that there is an answer sheet for every pupil marked as present on the attendance register.
- Check that the names on the scripts match the details on the attendance register (except CCEA).
- Put the examination materials in the order shown on the attendance register.
- Check that pupils have used their correct school name and pupil numbers.
- Give the examination materials to the person responsible for despatching them to the awarding body, e.g. the examinations officer, who will send them as specified by the relevant awarding body.

5.31. Scripts will be packed in line with JCQ guidance.

6. Examination results

- 6.1. Pupils will receive individual result slips on results day, by email to their parent or carer.
- 6.2. Arrangements for the school to be open on results days are made by the headteacher.
- 6.3. Appeals may be requested by school staff or pupils if there are reasonable grounds for believing there has been an error in marking; the pupil's consent is required before any appeal is requested.
- 6.4. Pupils or parents can request that an appeal be carried out; they will be charged for this service before a request is made to the awarding body. The examinations officer will make available to every pupil on results day an up-to-date table showing the fees and deadline dates for the appeal service as set by the awarding bodies. Each pupil will also be given a copy of an appeal request form.
- 6.5. If a result is queried by a head of department, then the fee will be paid for by the requesting department.
- 6.6. The appellant will be informed in writing of the outcome of their appeal. Further appeals procedures are outlined in the Exam Appeals Policy.

7. Certificates

- 7.1. Certificates are given to candidates if they are still attending school. Otherwise they will be kept on site until the candidate or their parent/carer can collect them.
- 7.2. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- 7.3. Replacement certificates are only issued if a candidate agrees to pay the costs incurred.
- 7.4. The centre retains certificates for six years.

8. Conflicts of interest

- 8.1. Conflicts of interest will be managed by informing the awarding bodies, before the published deadline for entries, of:
 - Any members of staff who are taking qualifications at the school which include internally assessed components or units.
 - Any members of staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. child) for qualifications which include internally assessed components or units.
- 8.2. Records will be maintained of all instances where:
 - Staff involved in examinations have members of their family, close friends or their immediate family being entered for examinations and assessments either at the school itself or other examination centres.
 - Staff are taking qualifications at their school which do not include internally assessed components or units.
 - Staff are taking qualifications at other centres.
- 8.3. The headteacher will ensure that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected.
- 8.4. The records will be retained until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

9. Non-examination assessments

- 9.1. Non-examination assessments measure subject-specific knowledge and skills that cannot be tested by timed written papers.
- 9.2. There are three assessment stages and rules which apply to each stage. These stages are:

- Task setting
 - Task taking
 - Task marking
- 9.3. The functionality of these rules will vary across subjects due to subject-specific content; for example, the implementation of working in silence would not necessarily be applicable in a drama assessment.
- 9.4. The school has a Controlled Assessment Policy in place to:
- Cover procedures for planning and managing non-examination assessments.
 - Define teaching staff roles and responsibilities with respect to non-examination assessments.
 - Manage risks associated with non-examination assessments.
- 9.5. The examinations officer will confirm to the awarding body that such a policy is in place.
- 9.6. For detailed information regarding non-examination assessments, refer to the Controlled Assessment Policy.
- 9.7. Internal assessments, mock examinations, revision sessions or coaching sessions will not be conducted in a room designated as an examination room.

10. Standardisation and moderation

- 10.1. The process of moderation is an essential part of the assessment system. Teachers are involved in the moderation process to ensure agreement on criteria for progress in the following ways:
- Collaboration with colleagues.
 - Partnership with colleagues from other schools within the local area.
 - Attendance at exam board standardisation meetings.
 - Attendance at LA sessions to ensure judgements are in line with other schools/academies.
- 10.2. Portfolios of moderated work are kept securely by subject lead

