



Exam Policy

Policy agreed by Staff on:	Spring 2024
Ratified by Local Advisory Board on:	Spring 2024
Review Date:	Spring 2026
Agreed Frequency of Review:	2 Yearly
Allocated Group / Person to Review:	LAB can delegate to committee or individual member or HT
Signed by Chair:	
Signed by Headteacher:	



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Purpose of the Exam Policy

The purpose of this exam policy is to:

- Ensure that the planning and management of examinations are conducted efficiently and in the best interests of all candidates.
- Ensure the operation of a robust and efficient examination system with clear guidelines for all relevant staff.

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

This exam policy will be reviewed every two years.

The policy will be reviewed by the Headteacher, Head of Centres, and the Examinations Officer.

Exam Responsibilities

Headteacher

The Headteacher has overall responsibility for the academy as an examination centre.

Examinations Officer

The Examinations Officer is responsible for the administration and organisation of all public and internal examinations and will:

- Manage the administration of all public and internal examinations.
- Provide awarding bodies with data relating to estimated and confirmed entries.
- Maintain systems and processes to support the timely entry of candidates for examinations.
- Advise the Senior Leadership Team, subject leaders, class tutors and relevant support staff on annual examination timetables and application procedures as set by awarding bodies.
- Oversee the production and distribution of an annual examinations calendar for staff and candidates, and communicate regularly with staff regarding key deadlines and forthcoming events.
- Administer access arrangements and liaise with the Head of Centre and SENDCO, who submit applications for access arrangements and special consideration in accordance with the Joint Council for Qualifications (JCQ) *Access Arrangements and Reasonable Adjustments* and *Special Consideration* guidance.
- Consult with teaching staff to ensure that all controlled assessments are completed on time and in line with JCQ regulations.
- Ensure that candidates are fully informed of, and understand, all aspects of the examination timetable that affect them.
- Line manage examination invigilators, including the recruitment, training, deployment and performance monitoring of invigilators responsible for the conduct of examinations.
- Report all suspected or actual cases of examination malpractice, in line with JCQ guidance contained in *Suspected Malpractice in Examinations and Assessments*.
- Receive, check and securely store all examination papers and completed scripts.
- Identify and manage examination timetable clashes.

- Liaise with the finance department regarding examination fees, re-marks, access to scripts and other examination-related costs.
- Prepare and provide examination data to the Extended Leadership Team (ELT) to enable analysis of outcomes against expected grades and historical performance, supporting continuous improvement.
- Organise payments to Exceed Academies Trust for entries, re-marks and access to scripts where applicable.
- Advise candidates and staff on appeals and re-marks processes.
- Distribute controlled assessment record forms to Heads of Subject for submission of candidate marks.
- Track and distribute returned controlled assessment materials to Heads of Subject.
- Arrange the secure dissemination of examination results and certificates to candidates and forward any appeals or re-mark requests from candidates or subject leaders to awarding bodies.

Heads of Subject

Heads of Subject are responsible for:

- Providing guidance and pastoral oversight to candidates who are unsure about examination entries or requests to amend entries.
- Being involved in post-results procedures, including queries about results and appeals where appropriate.
- Ensuring the accurate completion of coursework mark sheets and declaration forms, and the timely dispatch of these to the relevant awarding body or moderator. Copies of all completed mark sheets must be provided to the Examinations Officer.
- Ensuring that all required procedures are followed for board-set classroom-based examinations and coursework, in line with awarding body and JCQ requirements.

Teachers

Teachers are responsible for:

- Notifying the Head of Centre and/or Examinations Officer of any access arrangement requirements as soon as possible after the start of the course.
- Submitting candidate names accurately to the Head of Centre in line with examination entry deadlines.

Head of Centre

The Head of Centre is responsible for:

- Administering access arrangements and keeping the Examinations Officer fully informed at all stages of the process.
- Identifying and assessing candidates' needs for access arrangements in accordance with JCQ regulations.
- Ensuring the provision of appropriate additional support, including support for spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English as an additional language, and the use of IT equipment, to enable learners to achieve their course aims.
- Managing and approving extra-time allowances where required.

Invigilators

Invigilators are responsible for:

- Participating in annual invigilator training and completing any required online assessments.
- Collecting examination papers and associated materials from the Examinations Officer prior to the start of each examination.
- Conducting examinations in line with JCQ regulations and guidance, and as covered in invigilator training.
- Collecting all examination scripts at the end of the examination, ensuring they are in the correct order, and returning them promptly to the Examinations Officer.
- Ensuring that seating plans and signed attendance registers are completed accurately and filed in the examinations office.

Candidates

Candidates are responsible for:

- Confirming examination entries and signing to verify their accuracy.
- Understanding coursework regulations and signing a declaration to authenticate that the coursework submitted is their own work.
- Being aware of malpractice rules and expectations relating to all examinations and coursework, as set out in Joint Council for Qualifications (JCQ) documentation.

Administrative Staff

Administrative staff are responsible for:

- Supporting the input of examination data and providing additional support on results days where required.
- Ensuring the security of all incoming examination-related post delivered to the academy.
- Managing the posting and dispatch of examination papers and related materials.
- Ensuring examination notice boards in each centre are kept up to date and display accurate information.

Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are determined by the Senior Leadership Team (SLT).

The subjects offered for these qualifications in any academic year will be published on the academy website.

Key Stage 4

All candidates at Key Stage 4 will be entitled to, and supported in, achieving entries for qualifications awarded by external awarding bodies.

Exam Seasons and Timetables

The Examinations Officer will circulate examination timetables once these have been confirmed by the awarding bodies.

External examinations take place during the May and June examination series.

Entries, Entry Details, Late Entries and Retakes

Entries

- The level of entry is decided by subject teachers.
- A candidate or parent/carer may request a subject entry, change of level, or withdrawal; however, these requests must be discussed with the Head of Centre or Head of Subject prior to any changes being made.

Late Entries

- Entry deadlines are circulated to the Head of Centre and/or Heads of Subject via email.
- Late entries must be requested by the student and co-signed by the relevant teacher.
- Entries are processed once the required form has been completed and payment has been made, where applicable.
- A list of late entries will be shared with staff for checking and verification.

Retakes

- Decisions regarding retakes will be made in consultation with the candidate and the Head of Subject and will be based on subject availability.

Exam Fees

- Initial examination entry fees are paid by the centre.
- Candidates will not be charged for changes of tier, withdrawals made through the correct procedures, or amendments resulting from administrative processes, provided these are completed within awarding body deadlines. After the deadline, costs may be incurred by the candidate.
- Reimbursement will be sought from candidates who fail to attend an examination or do not meet the required coursework submission requirements.
- Fees for first and any subsequent retakes are paid by the candidate.
- Candidates must pay the fee for an enquiry about results where the request is made by the candidate. Where an enquiry is requested by a Head of Subject or the Head of Centre, this may be agreed with the candidate, and the cost may be met by BAPA.

The Equality Act and Special Educational Needs

The Equality Act 2010 extends protections to candidates undertaking general qualifications. All examination centre staff must ensure that access arrangements and special consideration regulations and guidance are applied consistently and comply with the requirements of the Act.

Special Educational Needs

- A candidate's special educational needs are determined by the Head of Centre in consultation with an educational psychologist and/or specialist teacher.
- The Head of Centre will inform the Examinations Officer, Heads of Subject and relevant staff of any special arrangements that individual candidates may be granted during the course and in examinations.

Access Arrangements

- Responsibility for making special arrangements for candidates sits with the Head of Centre.
- Responsibility for submitting completed access arrangement applications to awarding bodies is shared between the Head of Centre and the Examinations Officer.
- Rooming arrangements for candidates with access arrangements will be organised by the Examinations Officer.
- Invigilation and additional support for access arrangements will be organised jointly by the Examinations Officer and the Head of Centre.

Managing Invigilators and Examination Days

Managing Invigilators

- Internal invigilators will be used wherever possible to supervise examinations.
- External invigilators may be recruited where necessary, following established procedures under the responsibility of the Examinations Officer.
- All external invigilators will be required to undergo a Disclosure and Barring Service (DBS) check. The initial DBS cost will be covered by BAPA; however, external invigilators must subscribe to the DBS Update Service at their own expense.
- Invigilators will be timetabled and briefed by the Examinations Officer.
- All rooms used for examination purposes will be booked by the Examinations Officer.
- The Examinations Officer will ensure that question papers, examination stationery and required materials are made available to invigilators.
- Invigilators will be responsible for the conduct of examinations and will start and finish examinations in accordance with JCQ regulations if the Examinations Officer is not present.
- The Examinations Officer will oversee the preparation and setting up of examination rooms in conjunction with site staff.
- The Head of Centre should be present at the start of examinations to assist with candidate identification but must not advise candidates or view examination papers during the examination.
- In practical examinations, subject teachers may be present only to assist with technical difficulties.
- Examination question papers must not be read by subject teachers or removed from the examination room before the end of the session.
- All invigilators will participate in annual invigilator training and complete required online assessments.

Candidates, Exam Clashes and Special Consideration

- BAPA's published rules on acceptable dress, behaviour, and the use of mobile phones and electronic devices apply at all times during examinations.
- Candidates' personal belongings must be handed in to the office for secure storage.
- Disruptive behaviour will be managed in line with JCQ regulations.
- Candidates may leave the examination room temporarily only for genuine reasons requiring an immediate return and must be accompanied by a member of the invigilation team.
- The Head of Centre and Examinations Officer are responsible for managing candidates who arrive late to examinations or fail to attend.

Exam Clashes

The Examinations Officer is responsible for managing examination clashes, including arranging supervision, secure venues, and overnight stays where required.

Special Consideration

- Where a candidate is unable to sit an examination due to illness, bereavement, trauma, or becomes ill during the examination, it is the candidate's responsibility to notify BAPA.
- Any application for special consideration must be supported by suitable evidence, such as medical documentation, within five days of the examination.
- The Examinations Officer will submit the special consideration application to the relevant awarding body within seven days of the examination.

Controlled Assessment and Appeals Against Internal Assessments

Controlled Assessment

- Candidates who are required to prepare portfolios must do so by the end of the course or by the centre-defined deadline.
- The Head of Centre will ensure that all controlled assessment materials are ready for dispatch at the correct time. The Examinations Officer will maintain a record of what has been sent, when it was sent and to whom.
- Marks for all internally assessed work will be entered onto the awarding body's secure website by the Head of Centre or the Examinations Officer.

Appeals Against Internal Assessments

The centre is required to publish a separate policy relating to appeals against internal assessments. This policy is available from the examinations office.

Key points include:

- Candidates may appeal if they believe their coursework has been assessed unfairly, inconsistently, or not in accordance with the qualification specification.
- Appeals will only be accepted where they relate to the assessment process. There is no right of appeal against the final mark or grade once it has been revised.
- Appeals must be submitted in writing to the Examinations Officer or the Head of Centre, who will determine whether the assessment process followed the required procedures. The Headteacher will be

informed.

- The outcome of the appeal will be communicated in writing, copied to the Headteacher, and retained for awarding body inspection.

Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

Results

- Candidates will receive individual results slips on results days, either in person at the centre or by post to their home address (candidates must provide a stamped addressed envelope where required).
- Arrangements for opening the centre on results days will be made by the Examinations Officer.
- The provision of appropriate staffing on results days is the responsibility of the Senior Leadership Team (SLT).

Enquiries About Results (EARs)

- EARs may be requested by centre staff or candidates where there are reasonable grounds to believe there has been an error in marking.
- Candidates wishing to request a review of marking must do so through the school.

Access to Scripts (ATS)

- Following the release of results, candidates may ask subject staff to request the return of examination scripts within the awarding body deadlines. Candidates are required to pay the relevant fee for this service.
- Centre staff may also request scripts for investigation or teaching purposes. In such cases, candidate consent must be obtained.
- All returned scripts must be stored securely and must not be issued to students to remove from the classroom. All candidate names must be removed from scripts used for teaching purposes.
- GCSE reviews of marking cannot be requested once a script has been returned to the centre.

Certificates

- Certificates will be issued to candidates either in person, by post (first-class recorded delivery), or collected from the centre and signed for.
- Certificates may be collected on behalf of a candidate by a third party, provided that written authorisation has been given.
- Certificates will not be withheld from candidates who have outstanding fees.
- The centre will retain certificates for the maximum retention period as specified by the Joint Council for Qualifications (JCQ). After this period, certificates will be returned to the awarding body for destruction.
- The centre will make multiple attempts to contact candidates to arrange collection of certificates before returning them to the awarding body.
- If a candidate loses their certificate, they must apply directly to the relevant awarding body for a replacement. Application forms are available on awarding body websites and a fee will apply.