Kidsgrove Learning Campus
INSPIRE INNOVATE CREATE

KIDSGROVE SECONDARY SCHOOL

Examinations Policy

Drafted By	**Mrs S Correia**
Date of Approval	**November 2026**
Approved By	**Academy Council**
Review Date	**November 2027**

Contents

1. Examination responsibilities
2. The statutory tests and qualifications offered
3. Examination seasons and timetables
4. Entries, entry details and late entries
5. Examination fees
6. The Disability Discrimination Act (DDA), Special Needs and access arrangements
7. Estimated grades
8. Managing invigilators and examination days
9. Candidates, clash candidates and special consideration
10. Coursework and appeals against internal assessments
11. Results, enquiries about results (EARs) and access to scripts (ATS)
12. Certificates
13. Appendix 1 (Policy for Appeals against Internal Assessment of Work for External Qualifications)

The purpose of this examination policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- To ensure the operation of an 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 examination policy will be reviewed by the senior leadership team, Examinations Officer and the Academy Council.

1. Examination responsibilities

Head of Centre (Headteacher)

Overall responsibility for the school as an examination centre:

- Advises on appeals and re-marks
- The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *suspected malpractice in examinations and assessments*.

Examinations Manager

- Assist Examinations Officer as and when required as well as acts as a backup should the Examinations Officer be unavailable.
- Has oversight of all aspects of examinations, in order to be able to cover should the examinations officer be unavailable.
- Acts as a liaison between the exams officer and the Head of Centre as and when needed to do so.

Examinations Officer

Manages the administration of public and internal examinations and analysis of examination results:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Oversees the production and distribution to staff, the local advisory board and candidates of an annual calendar for all examinations 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 examination regulations and timetable that will affect them. This will be done in a variety of ways, including posting the relevant information to them before the commencement of the examination season and using the email system.

- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all examination papers and completed scripts.
- Administers access arrangements, including last minute emergency requests e.g. for amanuenses. Makes applications for special consideration, using the JCQ Access arrangements and special considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges.
- Line manages the senior examination invigilator in organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations.
- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Organisation of the curriculum Key Stage 3 and Key Stage 4.
- Overseeing work of the Examinations Officer.

Subject Leaders

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- 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 Examinations Officer.
- Guidance and careers information.

Teachers

- Discussion with SENDCo about potential access arrangements for their pupils (as soon as possible after the start of the course).
- **Submission of candidates' names to Subject Leaders.**

SENDCo

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Lead invigilator/invigilators

- Collection of examination papers and other material from the examination's office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examination's office.
- Completion of attendance registers.
- Completion and signing of the invigilation register.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Signing to confirm that they have read and understood the examination rules and conditions issued to them.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Subject Leaders and the Senior Leadership Team.

The statutory tests and qualifications offered are Entry Level, GCSE, OCR Nationals and Cambridge Nationals.

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 specification from the previous year, the examinations office must be informed by the end of that academic year.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, SENDCo, Subject Teachers, Subject Leaders, SLT and the Examinations Officer.

3. Examination seasons and timetables

3.1 Examination seasons

Internal examinations are scheduled throughout the year as determined annually in the school calendar.
All internal examinations are held under external examination conditions.

External examinations are scheduled in May and June.

The examination series that are used in the centre are decided by Subject Leaders and the Senior Leadership Team.

3.2 Timetables

Once confirmed, the Examinations Officer will circulate the examination timetables for internal examinations and external examinations.

4. Entries, entry details and late entries

4.1 Entries

Candidates are selected for their examination entries by the Subject Leaders and the subject teachers.

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

The centre does accept entries from external candidates.

4.2 Late entries

Entry deadlines are circulated to Subject Leaders via email.

Late entries are authorised by the Examinations Officer and Senior Leadership Team.

5. Examination fees

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

Late entry or amendment fees are paid by the centre where changes have been requested by a Subject Leader and agreed by the Examinations Officer and Headteacher. Otherwise they must be paid by the candidate.

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.

6. The Disability Discrimination Act

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All examination centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special needs

A candidate's special needs requirements are determined by the SENDCo.

The SENDCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

6.3 Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the SENDCo.

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

Rooming for access arrangement candidates will be arranged by the SENDCo with the Examinations Officer who is responsible for displaying the appropriate notices in any additional rooms used.

Invigilation, staffing and support for access arrangement candidates will be organised by the SENDCo with the Examinations Officer.

7. Estimated grades

Estimated grades

The Subject Leaders will submit estimated grades to the Examinations Officer when requested by the Awarding bodies.

8. Managing invigilators and examination days

8.1 Managing invigilators

External invigilators will be used for both internal and external examinations.
The recruitment of invigilators is the responsibility of the Examinations Officer.

Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled by the centre administration and briefed by the Examinations Officer.

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

A summary of their responsibilities, and the school's examination policy, will be given to new invigilators and be available in each examination room.

8.2 Examination days

The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator. He/she will also ensure that the appropriate notices are displayed inside and outside all rooms.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all examinations in accordance with JCQ guidelines.

Only the Senior Leadership team may be present at the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

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

Examination papers must not be removed from the examination room before the end of a session. Papers will be distributed to Subject Leaders at the end of the examination session.

The Senior Leadership Team may be available to read out any subject-specific instructions and start the examination, if required.

9. Candidates, clash candidates and special consideration

9.1 Candidates

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

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 may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

9.3 Special consideration

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

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

The Examinations Officer will then complete a special consideration request online to the relevant awarding body within seven days of the examination.

10. Coursework and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare coursework should do so by the deadlines issued by their subject teachers.

Subject Leaders will ensure all coursework is ready for despatch at the correct time. The Examinations Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the examination's office by the subject teachers and the Subject Leaders.

Subject leaders must inform candidates of their centre assessed marks so that they may request a review of the centre's marking before the marks are submitted to the awarding body. Centres must plan to complete this ahead of the awarding bodies published deadlines for the submission of marks.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the school office and attached to this Policy as Appendix 1.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment.
- Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- Appeals should be made in writing two weeks prior to the final submission date for the coursework depending on the deadline date for the relevant awarding body.
- A review of marking would be carried out by an assessor who has appropriate competence and who has had no personal involvement in the assessment of the candidates work.
- Inform the candidate promptly in writing the outcome of the review of the centres marking.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

Candidates will receive individual results slips on results days either in person at the centre or by post. In addition, candidates may have their results sent by e-mail or provided by telephone if suitable arrangements are made in advance.

Arrangements for the school to be open on results days are made by the head of centre.

The provision of staff on results days is the responsibility of the head of centre.

11.2 EARs

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

If a result is queried, the Examinations Officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

11.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

GCSE re-marks cannot be applied for once a script has been returned.

(See also section 5: Examination fees)

12. Certificates

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so, this should be in writing from the candidate.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for five years.

APPENDIX 1

Policy for Appeals against Internal Assessment of Work

For External Qualifications

The Kidsgrove Secondary School is committed to ensuring that whenever their staff assesses students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. The centre is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure.

This procedure is available from the Examinations Officer c/o the school office:

1. Appeals should be made as early as possible and at least two weeks before the final submission date for the coursework depending on the awarding bodies deadline date.
2. Appeals should be made in writing by the candidate's parent/carer to the Examinations Officer (EO), c/o the school office, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision. If the EO was directly involved in the assessment in question, the Headteacher will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise, if the EO is not able to conduct the investigation for some other reason.
3. The purpose of the appeal will be to decide whether the process used for the internal assessment and the subsequent grade awarded conformed to the published requirements of the awarding body and the examinations code of practice of the QCA.
4. The appellant will be informed in writing of the outcome of the appeal, including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
5. The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the

awarding body upon 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. Occasionally external moderation may change the mark awarded for internally assessed work. That is outside the control of The Kidsgrove Secondary School and is not covered by this procedure. If you have concerns about it, please ask the EO for a copy of the appeals procedure of the relevant awarding body.