



**THE FORUM CENTRE**

## **Exams Policy 2024/25**

This policy was amended and reviewed in May 2025.

Signed K. Rickford.....Headteacher

Signed S. Brough.....Exams Officer

Date 12.05.25.....

The policy is next due for review in May 2026.

## Key staff involved in the exams policy

| Role                    | Name(s)          |
|-------------------------|------------------|
| Headteacher             | Kim Rickford     |
| Exams officer           | Sharon Broughton |
| Assistant Exams officer |                  |
| SENCo                   | Joe Callender    |
| SLT member              | Jess Roebuck     |

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## **Purpose of the policy**

The Purpose of this exams policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

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

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance. This policy will be communicated to all relevant centre staff.

The exams policy was amended and reviewed in May 2024. The exams policy will be reviewed by the Exams officer and the Head teacher.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

## **Exam responsibilities**

The Headteacher

- Has overall responsibility for the centre as an exams 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*.

Exams Officer (EO)/ Exams Officer Assistant (EOA)

- Manages the administration of external exams.
- Advises the senior leadership team, and all relevant 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 exam timetables are circulated to candidates/ their parents/carers.
- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- 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.
- Identifies and manages exam timetable clashes
- Trains a team of invigilators; appoints lead invigilator as required and keeps a record of the training provided to invigilators for the required period
- Is familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:  
*General regulations for approved centres*  
*Instructions for conducting examinations*

*Access Arrangements and Reasonable Adjustments*  
*Suspected Malpractice in Examinations and Assessments*  
*Instructions for conducting non-examination assessments (and the instructions for conducting controlled assessment and coursework*

- Assists the Exams Officer in the efficient running of exams according to JCQ regulations.

#### Deputy Headteacher

- Timetables exam timetable clashes.
- Exam room timetables

#### Finance Officer

- Accounts for income and expenditures relating to all exam costs/charges

#### Special Educational Needs Co-ordinator (SENDCo)

- Is familiar with the contents, refers to and directs relevant centre staff to annually updated JCQ publications including:  
*Access Arrangements and Reasonable Adjustments*
- Administers access arrangements and makes application for special consideration following the regulations in the JCQ publication 'A guide to the special consideration process'
- Is responsible for 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.
- Works with the Exams Officer to provide the access arrangements required by candidates in exam rooms.
- Presents, when requested by a JCQ Centre Inspector, evidence of the assessor's qualification.

#### Subject Heads

- Are responsible for supplying information on entries, coursework and controlled assessments as required by the Exams Officer.
- Complete coursework/controlled assessment mark sheets and declaration sheets.
- Make decisions on post-results procedures.
- Are responsible for submitting estimated grade data to the Exams Officer.
- Manage the administration of internal exams.

#### Reception staff

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.
- Will contact candidates who do not arrive for an exam.

#### Candidates

- Confirm and sign entries.
- Understand coursework/controlled assessment regulations and sign a declaration that authenticates the coursework as their own.
- Ensure that they conduct themselves in all exams according to the JCQ regulations.

## **Access Arrangements**

### **Headteacher**

- Ensures there is appropriate accommodation for candidates requiring access arrangements in the centre.
- Ensures a written process is in place to not only check the qualification(s) of their assessor(s) but that the assessment process is administered correctly.
- Ensures the SENDCo is fully supported in effectively implementing access arrangements and reasonable adjustments once approved.

### **SENDCo**

- Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access for candidates where they are disabled within the meaning of the Equality Act.
- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements and ensures the candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for him/her.
- Provides the EO with completed access arrangement applications for submission to the awarding bodies.
- Gathers evidence to support the need for access arrangements for a candidate.
- Liaises with teaching staff to gather evidence of normal way of working of an affected candidate.
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- Gathers signed data protection notices from candidates where required.
- Applies for approval through Access Arrangements online (AAO), where required or through the awarding body where qualifications sit outside the scope of AAO.
- Keeps relevant paperwork and evidence on file for JCQ inspection purposes.
- Liaises with the EO regarding exam time arrangements for access arrangement candidates.
- Provides a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations.
- Ensures appropriately trained centre staff facilitate access arrangements for candidates in exams and assessments.

### **All staff**

- Support the SENDCo in identifying and implementing appropriate access arrangements.

## **Equality Legislation (ref: Equality Act: Background and Summary)**

- All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Head Teacher.

## **Exams**

Timetables for external exams, once confirmed, will be circulated by the Exams Officer at a specified date before each series begins.

Timetables for internal exams will be decided by the Deputy Headteacher, in consultation with Subject heads.

#### Entries, entry details and late entries

- Candidates or parents/carers can 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.
- Subject Heads will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.
- Entry deadlines are circulated by the EO to Subject Heads via email and briefing meetings.
- Entries and amendments made after an awarding organisation's deadline (ie late ) requires the authorisation, in writing, of the Head Teacher.
- Functional Skills retakes are allowed.
- A GCSE resit decision will be made by the Headteacher.

#### Exam Fees

- Candidates or Subjects 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.
- The exams officer will publish the deadline for action well in advance for each exams series.
- GCSE entry exam fees are paid by the centre.
- Functional skills entry exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre.
- Fee reimbursements are not sought from candidates:
  - (a) if they fail to sit an exam
  - (b) if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by the centre.

#### Exam series and Qualifications offered.

- The centre offers GCSE, Functional Skills, BTEC and Arts Awards. The Headteacher, in discussion with Subject Heads, decide which exam series' are used at the centre.
- Internal exams are scheduled by the Deputy Headteacher in consultation with Subject Heads.
- External exams may be scheduled for autumn, Spring and Summer Terms.

#### Exam related deliveries and dispatches

- Reception staff will support the Exam Officer in dealing with exam related deliveries and dispatches with due regard to the security of confidential materials.
- A record of each delivery and dispatch will be recorded by the Reception staff.

#### Conducting Exams

- The Deputy Headteacher will book all exam rooms including the provision of rooms for access arrangement candidates.
- The Exams Officer (EO) / EO Assistant will make the exam papers, stationery and materials available to invigilators.

- The Deputy Headteacher / Exams Officer / EO Assistant will ensure that exams start and finish in accordance with JCQ guidelines.
- Staff may be present at the start of the exam to assist with identification of candidates. Staff present will be in accordance with the rules defined by JCQ concerning who is allowed and what they can do.
- In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- Exam papers must not be read by subject teachers or removed from the exam room. Papers will be distributed to subject staff in accordance with JCQ's recommendations.
- After an exam, the Exam Officer/ Exam Officer Assistant will arrange for the safe dispatch of completed examination scripts to awarding bodies.

#### Candidates

- In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.
- Food and drink may be allowed in the exam room at the discretion of the Head Teacher. However, any food or drink brought into the exam room by the candidate must be free from packaging and all labels removed from drink containers.
- 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 lead invigilator.
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The Phase Leader is responsible for handling late or absent candidates on exam day.

#### Malpractice

- The Headteacher, in consultation with the exams officer, is responsible for investigating suspected malpractice.

#### Invigilation Roles and Responsibilities

##### The Head Teacher

- Ensures relevant support is provided in recruiting, training and deploying a team of invigilators

##### Deputy Head Teacher

- Timetables invigilators effectively to exam rooms, (including the provision of a roving invigilator to regularly enter and observe the rooms where a candidate and invigilator [acting as a practical assistant, reader or scribe] are accommodated on a 1:1 basis)

##### Exams Officer Assistant

- Provides training for invigilators on the conduct of exams.
- Ensures invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s). A record is kept of the training provided to invigilators.
- Ensures invigilators are made aware of the Equality Act 2010 and are trained in disability issues.

## Teaching Staff as invigilators

- Attend training and review sessions as required.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.
- When invigilating, must not carry out any other non-examination related tasks in the exam room.

## Separate invigilation within the centre

- Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates.

## Access to Scripts

- After the release of results, candidates may ask Subject Heads to request the return of written exam papers within 28 days of receipt of results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once an original script has been returned.

Processing of requests will be the responsibility of the Headteacher.

## Internal assessment

- It is the duty of Subject Heads to ensure that all internal assessment is ready for dispatch at the correct time. The EO/Reception staff will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are provided to the exams office by the Subject Heads. The Exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document

## JCQ inspection visit

- The Exams Officer or Deputy Headteacher will accompany the inspector throughout the visit.
- The inspector will check secure storage. JCQ regulations for secure storage are adhered to and key holders (staff directly involved in the administration of exams) do not exceed six. The secure storage room is for the sole use of examinations.

## Special consideration

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exam officer.
- The candidate must support any special consideration claim with appropriate evidence within days of the exam.
- The Exams officer will make a special consideration application to the relevant awarding body within days of the exam.

## Results

- Candidates will receive individual results slips on results days, in person at the centre or by post to their home address.
- Arrangements for the centre to be open on results day are made by the Head Teacher.
- The provision of the necessary staff on results days is the responsibility of the Head Teacher.

## Enquiries about Results (EAR)

- EARs may be requested by centre staff or the candidate 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.
- All decisions on whether to make an application for an EAR will be made by the Head Teacher. If agreed by the Headteacher, the centre will pay the cost.
- 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 Head Teacher, following the JCQ guidance.
- The centre will pay for all of the EARs that are requested by teachers.
- Students will pay for all of the EARs that are requested by the student, or not supported by the school.

## Certificates

- Certificates are provided to centres by awarding bodies after results have been confirmed.
- Candidates may arrange for certificates to be collected on their behalf by third parties, provided the third party has authority from the candidate to do so and brings suitable identification with them that confirms who they are.
- Certificates will be sent to those candidates who provide a self-addressed envelope
- The school policy is that candidates must sign for the certificates when they receive them.
- Certificates that aren't collected are stored in a locked office and are destroyed after 3 years. A log is kept of destroyed certificates.
- A new certificate will **not** be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

## Review

- The Exams Officer and the EOA provide SLT with an overview of the exam year, highlighting what went well and what could be developed/improved in terms of exams management and administrative processes within the stages of the exam cycle.
- SLT works with the EO and EOA to produce a plan to action any required improvements identified in the review.

## **Appendices**

### **Exam contingency plan**

Contingency planning for exams administration is the responsibility of the Headteacher.

Contingency plans will be made available via email and briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

### **Disability policy (exams)**

- Ensures a disability policy for exams showing the centre's compliance with relevant legislation is in place
- Copy of Disability Policy kept in exams office.

### **Complaints and appeals procedure**

- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place
- Complaints and appeals procedure for exams is in place and kept on file in exams office.

### **Internal appeals procedure**

### **Child protection/safeguarding policy**

- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Copy of Child Protection Policy is in shared school file.

### **Data protection policy**

- Ensures the centre has a data protection policy in place
- Centre wide data protection policy

### **Access arrangements policy**

- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments
- Copy of Exams Access Arrangements policy is kept in exams office.

### **Word processor policy (exams)**

- A copy of this is kept with SEN (JC) and in the exams office.