



# Policy Statements and Procedures

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## EXAMINATION POLICY

**OCTOBER 2025**

### Introduction

The purpose of this examinations policy is:

- to ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient examinations 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.

The examinations policy will be reviewed every year. The examinations policy will be reviewed by the:

1. Examinations Officer – Paul Williams
2. Head of Centre – Marlene Littlefair
3. Chief Officer, Operations – Heidi Faure
4. Chief Officer, Standards – Sarah Driscoll

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

### Examination Responsibilities

#### The Head of Centre:

- has overall responsibility for the College as an examination 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.
- Must read and refer to the [JCQ guidelines](#)
- Is responsible for making sure that all staff receive appropriate training, support and time to facilitate the effective delivery of examinations and assessments, and that they understand the relevant requirements
- Ensures that [JCQ guidance for centres on cyber security](#) is followed
- Ensures that accurate candidate contact information is obtained and maintained
- Ensures that required information is provided to the National Centre Number Register and updated, as needed
- Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies by the required deadline, e.g. entries and internally-assessed marks
- Ensures that all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority
- Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate, driver's licence or passport – and only entered under alternative names in exceptional circumstances
- Ensures that there are appropriate resources in place at the time of exams – such as readers and scribes – to meet candidates' needs

- Ensures that at least 1 member of staff (a senior designated contact) is available to manage emergency results-related requests from awarding bodies during the summer holidays
- Ensures the security of all assessment materials, and that the materials provided are only shared with appropriate staff and candidates
- Reports any potential or actual breach of examination or assessment materials to the awarding body/bodies immediately
- Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected

**Examination Officer:**

- manages the administration of internal examinations and/or external examinations;
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual examinations 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 examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;
- ensures that candidates and their parents, guardians and carers are informed of and understand those aspects of the examinations 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 examinations;
- Be 1 of the key holders to the secure room where question papers and pre-release materials are stored
- receives, checks and stores securely all examination papers and completed scripts and ensures that scripts are dispatched as per the guidelines;
- 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 examinations timetable clashes;
- accounts for income and expenditures relating to all examination costs/charges;
- line manages the senior examinations invigilator in organising the recruitment, training, and monitoring of a team of examinations invigilators responsible for the conduct of examinations;
- 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 examination results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Directors of Alliances and Principals** are responsible for:

- guidance and pastoral oversight of candidates who are unsure about examinations entries or amendments to entries;
- Advising the examinations officer of any changes to syllabus or assessment details for their subjects;
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the examinations officer;
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets;
- decisions on post-results procedures.

**Teachers** are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of alliance and/or examination officer.

The **special educational needs coordinator (SENCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the examinations officer in good time so that they are able to put in place examination day arrangements;
- process any necessary applications in order to gain approval (if required).
- working with the examinations officer to provide the access arrangements required by candidates in examinations rooms.

**Lead invigilator/invigilators** are responsible for:

- assisting the examinations officer in the efficient running of examinations according to JCQ regulations;
- collection of examination papers and other material from the examinations office before the start of the examination;
- collection of all examination papers in the correct order at the end of the examination and ensuring their return to the examinations office.

**Candidates** are responsible for:

- 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 examinations according to the JCQ regulations.

### **Qualifications offered**

The qualifications offered at this Centre are decided by the Chief Officer, Operations.

The types of qualifications offered are GCSE, GCE, A-Level and BTEC

The subjects offered for these qualifications in any academic year may be found in the Centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the examinations office must be informed by 30<sup>th</sup> September each year.

Informing the examinations office of changes to a specification is the responsibility of the Head of Centre

Decisions on whether a candidate should be entered for a particular subject will be taken by Head of Centre and heads of alliance in consultation with the Chief Officer, Operations.

### **Examinations series**

Internal examinations (mock or trial exams) and assessments are scheduled in *the examination series*. External exams and assessments are scheduled in January series, March series, June series and November series.

Internal exams are held under external examination conditions. The Head of Centre and Chief Officer, Operations Decides which examination series are used in the Centre. The Centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Head of Centre and the Examinations Officer.

### **Examination timetables**

Once confirmed, the Examinations Officer will circulate the examination timetables for internal and external examinations at a specified date before each series begins.

### **Entries, entry details and late entries**

Candidates or parents, guardians and carers cannot request a subject entry, change of level or withdrawal. The Centre accepts entries from private candidates. The Centre does not act as an examinations Centre for other organisations. Entry deadlines are circulated to alliance directors and principals via email. Alliance directors and principals will provide estimated entry information to the examinations 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 Chief Officer, Operations.

GCSE re-sits retakes are allowed

AS re-sits retakes are allowed

A level re-sits retakes are allowed

Principal Learning re-sits/retakes are allowed

Functional skills re-sits/retakes are allowed

Re-sit decisions will be made by Chief Officer, Operations in consultation with Head of Centre.

### **Examination Fees**

Candidates or alliances 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 examinations officer will publish the deadline for actions well in advance for each examinations series.

GCSE entry exam fees are paid by the Centre.

AS entry exam fees are paid by the Centre.

A Level entry exam fees are paid by the Centre.

Principal Learning 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 sought from candidates:

- if they fail to sit examination(s)
- if they do not meet the necessary coursework requirements without appropriate medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by the Centre, if authorised by Chief of Operations or by candidate in exceptional/requested circumstances.

### **Equality Legislation**

All examination 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 Examination Officer and Head of Centre.

### **Access arrangements**

The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments or examinations. A candidate's access arrangements requirement is determined by the College Principal, SENCo and subject teachers.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the College Principal, SENCo and subject teachers.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and Head of Centre.

Rooming for access arrangement candidates will be arranged by the Head of Centre and Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will

be organised by the Head of Centre and Examinations Officer.

### **Use of word processors**

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working, i.e. where the curriculum is delivered electronically and word processors are provided to all candidates
- If they need support with handwriting

If they have a:

- Physical disability
- Learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly
- Medical condition
- Sensory impairment
- Difficulty with planning and organisation when writing by hand.

The SENCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific examples listed above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate

We will also make sure that the word processor:

- Has the spelling and grammar check and predictive text software disabled
- Does not have internet connectivity during the exam
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails
- Does not have graphic packages or computer-aided design software, unless permission is given
- Does not have computer reading (text to speech) software, unless the candidate has permission
- Does not have speech recognition technology, unless the candidate has permission

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe. All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination. Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that that is solely what they're doing and not re-reading their answers or amending their work in any way)
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue

- Advised to use a minimum font size of 12pt and double spacing

Each page of the typed script will be numbered.

The word processor will be connected to a printer so that the script can be printed off, and this will be done once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

### **Contingency planning**

Contingency planning for examinations administration is the responsibility of the Head of Centre.

Contingency plans are available via college website, briefing meetings, the examinations folder and the College intranet and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Managing private candidates is the responsibility of the Head of Centre and Examinations Officer.

### **Estimated grades**

The Head of Centre are responsible for submitting estimated grades to the examinations officer when requested by the examinations officer.

### **Managing invigilators**

External staff will not be used to invigilate examinations.

These invigilators will be used for internal examinations

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Head of Centre.

DBS fees for securing such clearance are paid by the Rosedale Hewens Academy Trust.

Invigilators are, timetabled, trained, and briefed by the Principal, Head of Centre and examinations officer.

### **Malpractice**

The Head of Centre in consultation with the Examinations Officer is responsible for investigating suspected malpractice.

### **Examination days**

The examinations officer will book all examination rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The Head of Centre/Examinations Officer/Lead Invigilator will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the examination room and what they can do.

In practical examinations, subject teachers' availability will be in accordance with JCQ guidelines.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 3 hours after candidates have completed them.

After an examination, the examinations officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the colleges personal assistant and receptionist.

## **Candidates**

The examinations officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates may be given by the college Principal or Director of Post 16.

The Centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.

In an examination 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 examination room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full examination time at the discretion of the Principal and lead invigilator

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The college principal, examinations office and receptionist is responsible for handling late or absent candidates on examination day.

## **Clash candidates**

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

## **Special consideration**

Should a candidate be unable to attend an examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the Centre's examination officer, college principal and teacher to that effect.

The candidate must support any special consideration claim with appropriate evidence within 24 hours of the examination.

The examinations officer will make a special consideration application to the relevant awarding body within **24** hours of the examination.

## **Internal assessment**

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer 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 examinations office by the Subject Teacher/Head of Centre. The examinations 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.

## **Results**

Candidates will receive individual results slips on results days, in person at college. Arrangements for the Centre to be open on results days are made by the Chief Officer, Operations in accordance with the results release date. The provision of the necessary staff on results days is the responsibility of the College Principal.

## **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.

The cost of EARs will be paid by the Centre after consideration or by the candidate after consulting with their Head of

Centre.

All decisions on whether to make an application for an EAR will be made by the Chief Officer.

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 Examinations 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 five days of the 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.

An EAR cannot be applied for once an original script has been returned. The cost of EARs will be paid by the Centre or candidate depending on the individual circumstance. Processing of requests for ATS will be the responsibility of the Examinations Officer/Head of Centre.

### **Certificates**

Candidates will receive their certificates in person at college. Certificates can be collected on behalf of a candidate by their parent, guardian or carer, 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 2 years. A new certificate will not be issued by an awarding organisation. Entries are checked by students for accuracy, if certificates are lost subsequently should there be incorrect details, it is the responsibility of the individual as we do not retain copies. If incorrect details are inputted due to a clerical error we will however only up to 1 year after issue the certificate.

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