



EXAMINATIONS POLICY

2024-25

This policy applies to

Beal High School (Centre number 13317)

The Forest Academy (Centre number 13313)

Beacon Business and Innovation Hub (Centre 13362)

Area/Department responsible for policy	TRUST
Approval Body:	Trust Executive
Date of last review:	November 2024
Statutory (DFE) Yes/No	No

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.
- to ensure that JCQ requirements for the conduct of exams are adhered to

It is the responsibility of everyone involved in the centre's exam processes to read, understand, and implement this policy. The exams policy will be reviewed annually. The examinations policy will be reviewed by the Assistant Headteacher in charge of Assessment and the Examinations Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

1. Examination responsibilities:

1.1 The Head of Centre(s):

- has overall responsibility for the school/college 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.

1.2 The Examinations Office staff:

- manages the administration of internal exams and external exams (timetables, accommodation and invigilation)
- advises the senior leadership team, subject and class tutors, and other relevant support 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 candidates and their parents are informed of and understand those aspects of the exams 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 exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- oversees access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- organises the recruitment, training, and monitoring of a team of exams invigilators
- responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule
- arrangements for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests

1.3 Heads of Department are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of estimated entry, actual entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

1.4 Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or Exams Office staff.
- the supervision and timing of controlled assessment tasks.

1.5 The Special Educational Needs Coordinator (SENCo) is responsible for:

- identification and testing of candidates' requirements for access arrangements
- processing any necessary applications in good time in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

1.6 Invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- giving full attention to the conduct of the examination whilst in session.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

1.7 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 their conduct is in line with the JCQ regulations.
- informing the school in writing of any examinations (whole or part units) sat externally.

2. Qualifications Offered

- The statutory tests and qualifications offered are decided by the Head of Centre, and advised by other members of SLT and Heads of Department.
- Qualifications offered include GCSE, A-level, BTEC and other vocational courses.
- 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 syllabus from the previous year, the exams officer must be informed at the start of the academic year.
- The exams officer must also be informed at the start of the academic year what units are being taken by all year groups, in every exam season.
- At Key Stage 4 & 5 all candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, parents/carers, heads of subject and Head of Department.
- The Head of Centre will always be consulted.

3. Examinations Calendar

- The schedule of exams seasons across the year is set by the awarding bodies, with internal exams scheduled by the SLT. All exam seasons should be in sync across all centres in the Trust, where practical.
- External exams are scheduled for November, January and May / June.
- KS4 internal exams are scheduled in June of year 10 and January of year 11
- KS5 internal exams are scheduled in April of year 12, then September and March of year 13
- All KS4 and KS5 internal exams are held under the same conditions and regulations as external exams. Papers, seating plans, registers and notes about the exams are retained until the external results are published as part of the JCQ's resiliency requirements.

3.1 Examination timetables

Once confirmed, the Examinations Officer will circulate the exam timetables for internal and external exams before each series begins.

Heads of Department / Heads of Year can request a subject entry or change of level.

The academy accepts entries from students for community language examinations and these are coordinated by the EAL department, adhering to the deadline dates.

Entry deadlines are circulated to Heads of Department via internal email and notices.

Heads of Department 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 signed authorisation, of the relevant Heads of Department / Year.

3.2 Exam fees

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. The Examinations Officer will publish the deadline for action well in advance for each examinations series. GCSE/ A-level entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the Department.

Re-sit fees are paid by the candidates.

4. Equality Legislation (Equality Act 2010)

All examination centre staff must ensure that they meet the requirements of any equality legislation.

Beal Academy will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre(s).

5. Access arrangements

The Disability Discrimination Act 2015 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

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/exams.

A candidate's access arrangements requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCo with input from the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo with input from the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer, following communication with the SENCo.

Support staff will be used for candidates with Access Arrangements for internal and external exams.

6. Managing invigilators

Specialist staff are used to invigilate examinations. These invigilators are used for internal and external examinations. Recruitment of invigilators is the responsibility of the Examinations Manager.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR department. DBS fees for securing such clearance are paid by the centre. Invigilators rates of pay are set by the Finance department.

Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer in accordance with JCQ requirements.

7. Exam days

The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilators. The site team are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

7.1 Starting the exam

The Examinations Officer and the invigilators will start and finish all examinations in accordance with JCQ guidelines. Subject staff **are not** allowed to remain in the examinations hall once the examination is in session.

Any staff present must 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.

7.2 Candidate Identification

The Examinations Officer will provide written information to candidates in advance of each examination series. A formal briefing session for candidates will be given by the Assistant Principal and Examinations Officer as well as an information session shared by Form Tutors during form time.

Candidates are provided with a handbook that gives them full examination guidance. Beal Academy published rules on acceptable dress and behaviour apply at all times.

Candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage.

Candidates are identified by school issued photo ID cards and by members of the pastoral team who are present at the start of every exam. Candidates are required to bring this ID to every exam. Private candidates must bring alternate forms of photo ID.

Once inside 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.

7.3 Ending the exam

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, but usually no later than 24 hours after candidates have completed it. After an examination, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Invigilators.

Candidates are expected to stay for the full exam time at the discretion of the Examinations Officer. If for any reason a candidate needs to leave an examination room he must be accompanied by an appropriate member of staff at all times. The Examinations Officer is responsible for handling late or absent candidates on examination days.

The Examinations Officer will be responsible as necessary for supervising clash candidates, escorts, supervision and identifying a secure venue to hold them.

8. Post Exam

8.1 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 exam, then it is the candidate's responsibility to alert the centre's Examinations Officer, HOY and Assistant Headteacher to that effect. The candidate must support any Special Consideration claim with appropriate evidence **within 5 days** of the examination. The Examinations Officer will make a Special Consideration application to the relevant awarding body within 7 days of the examination.

8.2 Results

Candidates will receive individual result slips on results days, either:

- in person at the school
- by post to their home address - candidates to provide self-addressed envelope.
- results can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The results slip will be in the form of a centre produced document.

8.3 Enquiries about Results (EAR)

EARs may be requested by 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 costs of EARs are typically paid for by the candidate. All processing of EARs will be the responsibility of the Examinations Officer, following the JCQ guidance.

8.4 Access to Scripts (ATS)

After the release of results, candidates and teaching staff may request the return of written examination papers for investigation or for teaching purposes; the consent of candidates must be obtained. Re-marks cannot be applied for once an original script has been returned. The costs of ATS are typically paid for by the candidate. Processing of requests for ATS is the responsibility of the Examinations Officer.

8.5 Certificates

Candidates will receive their certificates in person at the school during Presentation Evening, if held, or otherwise must be collected from the exams office and signed for.

There are to be no ad hoc collections. Candidates must arrange collection with the exams office. The preferred time is between 9am and 12pm Monday to Wednesday. Break times, lunch times, the start of school and the end of school are to be avoided.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

Photo identification is required for all collections.

The Trust is required by the JCQ to retain all certificates only for 12 months, but will retain them until they are collected in case of late collection, due to the expense to students of replacing them.