



Beacon Academy Trust

A COMPELLING VISION FOR SUCCESS

EXAMINATIONS POLICY

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:	October 2025
Statutory (DFE) Yes/No	No



Purpose

This document outlines processes and procedures beyond those required by the JCQ, or in support of them. The purpose of this 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.

JCQ regulations will be followed in all instances. Where these regulations specify a process must be followed in a specific way, this will be done. This document serves to expand on how processes will be followed if there is more than one way.

Invigilation

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.

Other centre staff, such as teaching assistants and SEN deputy heads of year, may be asked to invigilate if there are insufficient invigilators, or if the needs of the students require staff who have deeper knowledge of them.

They will receive the same training as the invigilation team.

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

Training is conducted throughout the year by in person training, accessing online material from The Exams Office, and live in mock exam seasons.

Invigilators and TAs will also receive training in how to act as a scribe and reader for those access arrangements.

Responsibilities

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.

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 staff on 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.
- 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
- requesting special consideration for those who need it based on JCQ special consideration guidelines

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.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required

by the Head of Department and/or Exams Office staff.

- Reminding candidates to keep drafts of coursework to provide additional evidence of work being their own
- the supervision and timing of controlled assessment tasks.

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).
- Retaining evidence for access arrangements in line with JCQ regulations
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

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.
- Identifying and reporting malpractice as soon as it is seen
- 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.

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.
- Keeping drafts of coursework to provide additional evidence of work being 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.

Candidate Identification

Candidates in the sixth form always have and wear photo ID cards while on site. These will be used to identify them in exams.

Candidates in year 11 are issued photo ID for their external exams. They must wear them at all times and use them for identification purposes in exams.

Candidates are asked to put their cards face up on their desks.

Members of the senior team, year staff and representatives from the subject team are present at the beginning of each exam to help with seating and behaviour; they know the students and can identify them if one has misplaced or forgotten their ID.

Candidates at BBIH are not expected to wear ID due to the very small number of students there and the presence of staff at the beginning of the exam.

Private candidates are informed when they receive their timetables that they must bring photo ID with them to their exams. Private candidates are almost always former students returning to retake exams and improve their grades and are usually known to the school.

The centre may refuse to allow a student to sit an exam if they cannot successfully identify them as the student entered for that exam.

The examinations officer will provide this information to candidates in advance of each exam series. A briefing session for candidates will be given by the head of year and examinations officer during the preparation for the summer exam series.

Retakes and Re-sits

Students who have not achieved grade 4 in GCSE English and Maths at the end of year 11 will be expected to retake the exams in the following summer series.

Those with a grade 3 in either will be asked if they wish to retake in November. There will be no charge to students for this entry or the mandatory entry in the summer.

Students who achieved a grade 4 or better in GCSE English and Maths, or any grade in any other subject, at the end of year 11 are permitted to retake the exams in the following summer series. They will be charged a fee: the actual cost of the qualification rounded up to the nearest £5.

Private candidates are not normally permitted at any of the Trust centres with the exception of former students returning to retake GCSE or A level exams. This is at the discretion of the centre

Submitting new coursework or other non-examined assessment work is at the discretion of the respective department and is likely to be refused.

Candidates will be charged the cost of the qualification.

Entries will not be permitted for qualifications not offered by the centre, except for former students returned to retake a specification they were taught but is no longer being offered by the centre.

Former students are permitted one retake of an A level or GCSE

Qualifications and Schedules

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 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 be consulted.

The schedule of exams seasons across the year is set by the awarding bodies, with internal exams scheduled by the SLT.

External exams are scheduled for November (GCSE retakes), January (externally assessed BTEC units) and May / June (all qualifications).

KS4 internal exams are in June of year 10 (Beal) or September of year 11 (TFA) and January of year 11 (all schools)

KS5 internal exams are in April of year 12, then September and March of year 13. All KS5 internal exams will be synced across both campuses.

All internal exams are held under the same conditions and regulations as external exams. The invigilation team will be used for all exams.

Papers, seating plans, registers and notes about the exams are retained until certificates for the actual qualifications are published, as part of the JCQ's resiliency requirements. Mock papers will be retained by the respective department.

All other material will be retained by the exams office.

Recognition of Prior Learning - BMAT centres do not recognise prior learning transferred from other centres to contribute towards vocational courses offered, including credits towards qualifications.

Late Arrivals and Early Departures

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.

Late Students

Details of absent students will be reported to the attendance officer as soon as possible, who will call home after the student.

Late students will come to reception and wait there for collection by a member of the exams team, year team, or senior member of staff. They will escort the late student to the exam room, allow them to secure banned items such as phones or watches, and take equipment into the exam room.

Late starts and finishes will be recorded on the incident sheet. The full amount of time will be given to all students.

Admitting very late students will be decided on a case-by-case basis, depending on how late they are and if the exam is still in session.

Leaving the Exams Room

Candidates are expected to stay in the exam room for the full time, with the exception of those with supervised rest breaks who may leave the room if this is their normal way of working, or those who fall ill and need to go to the medical room.

Toilet breaks are permitted only for exams lasting over two hours (including extra time), and then only after the first 30 minutes and not in the last 15 minutes. These restrictions are waived if a candidate has a medical condition requiring unrestricted toilet access.

All toilet visits are logged and may be reviewed to identify students who may not be using the toilet but are attempting to cheat or waste invigilators time.

Only one candidate may leave the room at a time.

Any candidate leaving the exam room must be accompanied by an invigilator, although they can be supervised by medical staff if they have to stay there. They must remain under supervision for the time specified by the JCQ.

If an invigilator cannot leave the room as this would put the room under ratio, the candidate must wait for the exams officer to attend and accompany the student.

Under no circumstances must a student be allowed to leave unaccompanied, and this will be reported as malpractice if they do.

Post Result Services

Reviews of Marking (ROM)

ROMs may be requested by candidates following the release of results. A request for review of marking or clerical check requires the written consent of the candidate. This is obtained by asking the candidate to complete an online Microsoft Form, where they are informed of the risk of losing marks and potentially grades, and that they have spoken to a parent, guardian or member of staff about their request.

The Trust will also accept consent by email.

Each request will be reviewed by the exams team to ensure that the request is viable; typically, within 3 marks of the next grade boundary. If a mark is very close to the lower grade boundary and may lose a grade their request will be denied.

Candidates will be invoiced with the fee; the risk of marks going down as well as up will be reiterated in the same communication. Payment is made via the Parent Pay Shop rather than their Parent Pay account, as the latter is frozen when students go off roll.

The costs of ROMs are typically paid for by the candidate, but the schools may agree to pay, for example in cases of hardship. All processing of ROMs will be the responsibility of the examinations officer, following JCQ guidance.

Candidates will be informed of the outcome of their review as soon as possible, although priority is given to those whose grades have changed.

Access to Scripts (ATS)

After the release of results, candidates may request the return of written examination papers for investigation. A fee of £1 per script is payable, through Parent Pay.

Consent must be given through completion of a Microsoft Form, or by email.

Processing of requests for ATS is the responsibility of the examinations officer, and scripts will be sent to candidates as soon as possible.

Heads of department can request student scripts back but must obtain written permission from students and forward to the exams team before this can take place.

Re-moderation

A request for a re-moderation of internally assessed work may be submitted without the consent of the candidates, but this will be sought in all cases. The request will only go ahead when multiple attempts at contacting students have been made and failed.

Certificates and Archiving

Certificates will be ready for issuing to students from the start of December for the previous year. Candidates can be collected from the exams office.

Certificates must be signed for and photo ID must be shown at the time.

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.

BMAT is required by 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.

Replacement certificates for those lost, destroyed or defaced will not be supplied by the schools but students will be directed to how they can obtain them.