# Exams Policy

This policy is reviewed annually to ensure compliance with current regulations

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# Table of Contents


1. Contents ..... 2
2. Purpose ..... 3
3. Exam responsibilities ..... 3
4. The statutory tests and qualifications offered ..... 5
5. Exam seasons and timetables ..... 5
   5.1 Exam seasons ..... 5
   5.2 Timetable ..... 5
6. Entries, entry details, late entries and retakes ..... 5
   6.1 Entries ..... 5
   6.2 Late entries ..... 6
   6.3 Retakes ..... 6
7. Exam fees ..... 6
8. The Equality Act (EA), special needs and access arrangements ..... 6
   8.1 DDA ..... 6
   8.2 Special needs ..... 6
   8.3 Access arrangements ..... 7
9. Managing invigilators and exam days ..... 7
   9.1 Managing invigilators ..... 7
   9.2 Exam days ..... 7
10. Candidates, clash candidates and special consideration ..... 8
   10.1 Candidates ..... 8
   10.2 Clash candidates ..... 8
   10.3 Special consideration ..... 8
11. Coursework and appeals against internal assessments ..... 8
   11.1 Coursework ..... 8
   11.2 Appeals against internal assessments ..... 9
12. Results, enquiries about results (EARs) and access to scripts (ATS) ..... 9
   12.1 Results ..... 9
   12.2 EARs ..... 9
   12.3 ATS ..... 9
13. Certificates ..... 9

## 2 Purpose

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam 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 exam policy will be reviewed every two years.

This exam policy will be reviewed by the head of centre, deputy head and the exams officer.
All staff should be aware of JCQ and their subject awarding body regulations and processes.

## 3 Exam responsibilities

Head of Centre

Overall responsibility for the school/college as an exam 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*.

Exams officer

- Manages the administration of public and internal exams and analysis of exam results:
- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- Oversees the production and distribution to staff, governors 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 exam timetable that will affect them
- 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 exam papers and completed scripts
- Administers access arrangements and 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 exam timetable clashes
- Line manages the lead invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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 exam 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 exams.

SLT

- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- 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

Heads of department

- Guidance and pastoral oversight of candidates who are unsure about exam 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 exams officer.
- Accurate and timely submission of controlled assessment or coursework samples as requested by exam boards.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Ensure that they understand the latest regulations for conducting coursework and controlled assessment.
- Submission of candidate names to heads of department.

SENCO

- 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.

EALCO

- Identification and testing of candidates' requirements for EAL related access arrangements.
- Provision of additional support — with spelling, reading, English for speakers of other languages— to help candidates achieve their course aims.

Lead invigilator/invigilators

- Invigilators are required to be a quiet, observant presence during the exam. They must ensure that all JCQ guidelines and rules are adhered to and that the candidates are provided with the best possible environment to do their exam in. They must maintain the necessary discipline and quiet in the room. They must assist individuals with queries as quickly and quietly as possible and should seek guidance from the exams officer if they are unable to resolve any queries.
- Assist in exam room preparation and to check that all the necessary materials are provided and to assist with clearing the exam room and packing equipment at the end of the exam.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Assist with starting an exam.
- Act with authority to maintain the necessary discipline and observance of rules. They must be able to speak clearly and audibly in a large room to give candidates instructions.
- Open and hand out exam papers and materials. They are responsible for the security and safety of papers and scripts in their care.
- Responsible for initial handling of incidents in the exam room, the summoning of assistance when needed and the production of incident or malpractice reports afterwards. An invigilator needs to be calm and practical in these cases.
- Responsible for the supervision of scribes, readers and other special arrangements assistants to ensure that they follow the correct procedures and do not provide unauthorised assistance.
- Responsible for supervising candidates in and out of the exam room for toilet or sickness breaks as necessary and for ensuring that ratios of invigilators are maintained in their absence. Call for help if necessary.
- An invigilator is responsible for the orderly evacuation of the exam room in an emergency and for the supervision of the candidates during that evacuation, following the fire procedures.
- Responsible for the completion of the room attendance register and for notifying the exam office of any missing candidates at the start of the exam.

- Responsible for the collection of papers and the checking of papers against the register. They must be careful to ensure papers are all present and front details are all correctly completed.
- An invigilator is responsible for ensuring the safe hand over of completed and unused exam papers and materials to the exams office.
- Carry out the relevant child protection training.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Understanding and following the examination regulations from JCQ and the school.

Administrative staff

- Support for the input of data.
- Posting of exam papers.

## 4 The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the head of centre and the heads of curriculum.

The statutory tests and qualifications offered are GCSEs.

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 office must be informed.

At Key Stage 4
All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. Entries will be made at the request of the head of subject for GCSEs based on the pupil's curriculum.

## 5 Exam seasons and timetables

5.1 Exam seasons

Internal exams are scheduled according to the Assessment Calendar published in the preceding July.

Most external exams are scheduled in the summer season.
All internal exams are held under current JCQ exam conditions.

The exam series are used in the centre is decided by the head of centre and the heads of curriculum.

5.2 Timetables

The exams officer will circulate the exam timetables for both external and internal exams once these are confirmed.

## 6 Entries, entry details, late entries and retakes

6.1 Entries
Candidates are selected for their exam entries by the heads of department and the subject teachers.

A candidate or parent/carer can request a subject entry, change of level or withdrawal.

6.2 Late entries

Entry deadlines are circulated to heads of department via email and noticeboard.

Late entries are authorised by Heads of Department and the exams officer.

6.3 Retakes

Retake decisions will be made in consultation with the candidates, exams officer and the heads of department, with due consideration to all exam board regulations.

(See also section 5: Exam fees)

## 7 Exam fees

GCSE initial registration and entry exam fees are paid by the centre.

Late entry or amendment fees are paid by the departments.

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.

Reimbursement will not be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

Lynch Hill reserves the right to pass on any retake fees for first and any subsequent retakes are paid by the candidates, under the circumstances where it appropriate to do so.
(See also section 4.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.
(See also section 11.2: Enquiries about results [EARs])

## 8 The Equality Act (EA), special needs and access arrangements

8.1 DDA

The Equality Act 2010 strengthens the duty to make reasonable adjustments and defines substantial disadvantage. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

8.2 Special needs

A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff

of any special arrangements that individual candidates may be granted during the course and in the exam.

8.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the exams officer.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the exams officer.

## 9 Managing invigilators and exam days

9.1 Managing invigilators

External invigilators will be used for exam supervision. They will be used for external exams and internal exams.

The recruitment of invigilators is the responsibility of the exams office.

Securing the necessary Disclosure and Barring Service 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 and briefed by the exams office.

Where the awarding body requires it all new Invigilators should be observed on their first invigilation and existing invigilators yearly using the awarding body's form and retain completed copy for audit.

Invigilators' rates of pay are set by the head teacher.

9.2 Exam days

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

Site management is responsible for setting up the allocated rooms.

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

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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

Exam papers must not be read by subject teachers or removed from the exam room before the end of a

session. Papers will be distributed to heads of department/faculty at the end of the exam session.

## 10 Candidates, clash candidates and special consideration

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

The exams officer/attendance officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

10.2 Clash candidates

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

10.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

## 11 Coursework and appeals against internal assessments

11.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of department will ensure all coursework is ready for despatch at the correct time and the exams officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams office by the subject teachers and the heads of department.

11.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- 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 by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

## 12 Results, enquiries about results (EARs) and access to scripts (ATS)

12.1 Results

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

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.

12.2 EARs

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

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.
(See section 5: Exam fees)

12.3 ATS

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

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

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.

## 13 Certificates

Certificates are generally given out at the official certificate evening; following that they are available for personal collection.

Certificates may be collected on behalf of a candidate by a third party, provided they have given a written authorisation to do so.

Certificates may be withheld from candidates who owe fees.
A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for five years.