



All Saints Catholic College



## Exam Policy

**BE INSPIRED. BE EXCELLENT. SUCCEED**

## Examinations Policy

<b>Centre Name</b>	All Saints Catholic College
<b>Centre Number</b>	33529
<b>Date Policy first created</b>	21/05/2019
<b>Current policy approved by</b>	Headteacher
<b>Current policy reviewed</b>	Headteacher
<b>Date of next review</b>	September 2025

## Key Staff invoked in this policy

<b>Role</b>	<b>Name</b>
<b>Head of Centre</b>	Mrs N Gilligan
<b>Senior Leaders</b>	Ms McGuirk, Mr Jones, Ms Fox, Mr Flynn, Ms McGladdary
<b>Exams Officer</b>	Mrs A Ahmet

This policy is reviewed and updated annually to ensure that the exams at All Saints Catholic College are planned for and managed in accordance with the current requirements and regulations.

References in this policy refers to the following JCQ publications for the current year 2023/2024:

- General Regulations for Approved Centres
- Instructions for Conducting Exams
- Suspected Malpractice in Examinations and Assessments

This policy applies to all exams administered by the following awarding bodies:

- AQA
- Edexcel/Pearson
- NCFE
- OCR
- WJEC/CBAC

**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.
- To ensure that exam regulations are followed within the JCQ guidelines.

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 annually.

This exam policy will be reviewed by the Head of Centre and the exams officer.

## **1. Exam responsibilities**

### **Head of Centre: Head Teacher**

Overall responsibility for the school/college as an exam centre:

- Authorises 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*.
- Must ensure compliance with the most recent JCQ Regulations and awarding body requirements in order to deliver the relevant qualifications.
- Retains a workforce of an appropriate size to undertake the delivery of qualifications required as by the awarding body, this includes making sure that occupational competence where required for the assessment of specific qualifications. (JCQ General Regulations 2023-2024, Section 5.3)

### **Exams Officer**

Manages the administration of public exams.

- 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 controlled assessment 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.
- Makes applications for special consideration using the JCQ publication '*A guide to the special consideration process*' relating to candidates who are eligible for adjustments in examinations.
- Identifies and manages exam timetable clashes.
- Accounts for income and outgoings relating to all exam costs/charges.
- Line manages the senior invigilator and a team of exam invigilators responsible for the conduct of exams.
- Submits candidates' controlled assessment marks, tracks despatch and stores returned work 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 Heads of Departments, any appeals / re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

### **Deputy Head of Curriculum**

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

### **Head 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 controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

### **Head of Careers**

- Guidance and careers information.

### **Teachers**

- Submission of candidate names to Heads of Department.

### **SENDCO**

- Liaise with the specialist external assessor and be responsible for checking the qualifications of their assessor. The external assessor must hold a current SpLD Assessment Practising Certificate, as awarded by BDA, The Dyslexia Guild or Patoss and listed on the SASC website. The SENDCO will be responsible for ensuring a copy of this certificate is kept on file in the Access Arrangement file.
- Identification and testing of candidates' requirements for access arrangements.
- Makes applications for access arrangements.
- Notification of access arrangements requirements (as soon as possible after the start of the course).

- Administration of 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 learners achieve their course aims.

### **Lead Invigilator/Invigilators**

- Collection of exam papers and other material from the exams officer before the start of the exam.
- Distribution of exam papers and other material at the start of the exam.
- Invigilation of exam sessions in accordance with JCQ regulations.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams officer.

### **Candidates**

- Confirmation of their personal statement of entry.
- Understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own.
- Understanding of JCQ Notice to Candidates, warning notices and centre procedure for examinations.

## **2. Qualifications Offered and Delivery**

The qualifications offered at this centre are decided by the Head Teacher.

The qualifications offered are GCSE, BTEC Level 2, Cambridge Nationals, NCFE Level 1 / Level 2 Certificates and Functional Skills. Informing the exams office of changes to a syllabus is the responsibility of the Head of Department, following consultation with the Senior Leadership Team.

Decisions on whether candidates should be entered for a particular subject will be taken in consultation with the SENCO, Head of Department and Senior Leadership Team.

### At Key Stage 3:

All candidates will take following core subjects: English, mathematics, science and religious studies. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

### At Key Stage 4:

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

The centre should deliver qualifications required by the awarding body and in accordance with the relevant equality legislation. The centre will ensure that all qualifications are made available to all candidates that are capable of undertaking them and seeking reasonable adjustments were necessary (JCQ General Regulations 2023-2024, Section 5.3)

### **3. Exam seasons and timetables**

#### **3.1 Exam seasons**

External exams are scheduled in May and June plus 'On Demand' sessions for BTEC, NCFE Lev1 / Lev2 Certificates and Functional Skills.

The Heads of Department decide which exam series are appropriate for their subject specific exams within the centre, in consultation with the Senior Leadership Team.

Internal exams are scheduled throughout the year as detailed in the assessment calendar.

Some internal exams, such as mock GCSE exams, would be held under external exam conditions.

#### **3.2 Timetables**

The exams officer will circulate the exam timetables once these are confirmed.

### **4. Entries, entry details, late entries and retakes**

#### **4.1 Entries**

Candidates are selected for their exam entries by the Heads of Department in consultation with subject teachers and the Senior Leadership Team.

A candidate's parent/carer can request a subject entry, change of level or withdrawal, with the final decision resting with the Head Teacher.

The centre does not accept external candidates.

The centre will:

- Adhere to the awarding bodies terms and conditions for entry and withdrawals and monitor deadline dates.
- Register/enter candidates for examinations and submit to the relevant awarding bodies by the deadlines set.
- Enter candidates on roll as in internal candidates
- Pay fees as required
- Verify and identify all students entering the examinations
- Treat all candidates equally throughout the examination process

#### **4.2 Late entries**

Entry deadlines are circulated to Head of Departments via internal memos and email. The Heads of Department are provided with a printed copy of the confirmed entries in their subject.

Late entries are requested by the Head of Department and authorised by the Head of Centre.

#### **4.3 Retakes**

Retake decisions will be authorised by the Head of Centre following consultation with the

candidates, subject teachers and Head of Department.  
(See also section 5: Exam fees)

## **5. Exam Fees Payable and Fees Reimbursement**

GCSE initial entry exam fees are paid by the centre.

Vocational course registration fees are paid by the centre.

AS initial entry exam fees would be paid at the discretion of the Head of Centre as these courses are in addition to current qualifications on offer by the centre.

A2 initial entry exam fees would be paid at the discretion of the Head of Centre as these courses are in addition to current qualifications on offer by the centre.

Late entry or amendment fees are paid by the centre where Head of Department has obtained authorisation from senior leadership.

Reimbursement may be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE courses.

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])

## **6. The Disability Discrimination Act (DDA), special needs and access arrangements**

### **6.1 DDA**

All exam centre staff must ensure that the centre meets the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

The centre will meet the requirements of the DDA by ensuring that the exams centre is accessible. This is the responsibility of the Head of Centre and exams officer.

### **6.2 Special needs**

A candidate's special needs requirements are determined by the SENCO.

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.

### **6.3 Access arrangements**

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

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

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

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

## **7. Estimated grades**

Heads of Department are responsible for submitting estimated grades to the exams officer when requested.

## **8. Managing invigilators and exam days**

### **8.1 Managing invigilators**

External staff are used to invigilate external examinations.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Finance Director.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the exams officer.

Invigilators' rates of pay are set by the centre unless they are from an agency who set their own rates of pay.

### **8.2 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 staff are responsible for setting up the allocated rooms under the direction of the exams officer.

A member of the Senior Leadership team or Exams Officer (Access Arrangement) will start all exams in accordance with JCQ guidelines with supervision of the Lead Invigilator.

Senior members of centre staff, pastoral staff and any other staff available including subject teachers (if not the only person in the room), approved by the head of centre, may be present at the start of the exam to assist with identification of candidates and deal with any disciplinary matters.

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

Exam papers must not be read by centre staff or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department/Exams Officer at the end of the exam session, once all candidates within the centre (including those with extra time or clashes) have completed the examination.



## 9. Exam Malpractice

All Saints Catholic College manages malpractice, in accordance with the JCQ [General Regulations for Approved Centres 2024-2025](#) (section 5.11). The centre will take reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations, to investigate according to requirements and report to the awarding body immediately of the alleged malpractice.

Candidates are under formal conditions from the moment they enter the exam room until the point they leave, any malpractice suspected or actual from this point must be reported to the relevant awarding body.

## 10. Conflict of Interest

All Saints Catholic College manages conflicts of interest in accordance with the JCQ [General Regulations for Approved Centres 2024-2025](#) (section 5.3) to ensure that awarding bodies are informed (where required) of any relevant conflict declared by members of centre staff and records are maintained that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications.

## 11. Candidate Absence & Special Considerations

### 11.1 Illness

If a candidate is ill on the day of the exam, they must inform the exams office asap as to why they are going absence from the exam, evidence will need to be provided as to why they have been absence, for example a doctor's note. The EO will then inform Pastoral support, Head of Centre and Head of Year as well as informing the invigilators and marking them absence on the seating plan.

### 11.2 Unauthorised Absence

If a candidate is missing from an exam once the register has been taken, it is the responsibility of the exams officer to liaise with pastoral support and the attendance officer to report the absence. The pastoral support along with the attendance office will contact the parents of the student to confirm why they haven't attended and in some cases the attendance officer will then arrange a home visit.

### 11.3 Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or 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 complete all necessary applications and forward any requested documentation to the examining boards.

## **12. Late Arrivals**

All Saints Catholic College manages late arrivals in accordance with the JCQ Instructions for Conducting Examinations 2024-2025 (Section 21).

A candidate who arrives after the start of an examination will be allowed to enter the room and sit the exam, however this is at the discretion of the centre. The candidate will be supervised once on site and escorted to the exam room by either the exams officer, pastoral support or a member for the SLT to the relevant exam room. Before they enter the room, they will be given instructions about the conduct in the exam. The candidate will be allowed the full time for the examinations.

## **13. Food and Drink**

In accordance with the JCQ Instructions for Conducting Examinations 2024-2025 (Section 18), any food brought into the exam room must be free of any packaging and in a clear container. Any drink that is brought into the exam room must also be free from any packaging and all labels removed, this will include any reusable bottles.

## **14. Candidates, clash candidates and Separate invigilation**

### 14.1 Candidates

The centre in accordance with the JCQ General Regulations 2024-2025 will;

- Inform candidates of their examination entries and dates and times of the assessment.
- Ensure that candidates are familiar with the JCQ Unauthorised items and Warning to Candidate posters.
- Ensure that all JCQ information for candidates is readily available via the website or hardcopy if requested.
- Ensure that candidate data has been supplied to an awarding body in accordance with GDPR, Data Protection Act 2018 and Freedom of Information Act 2000 and to notify candidates that this information has been transferred.
- Make students and parents aware of the written complaints and appeals procedure.

The centre will also make candidates aware of the following:

- 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 will be dealt with in accordance with JCQ guidelines.
- Candidates are expected to stay for the full exam time at the discretion of the exams officer or senior invigilator.
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case an invigilator must accompany them.

### 14.2 Clash candidates

The exams officer will be responsible as necessary for coordinating escorts, a secure venue and overnight stays in accordance with the JCQ Guidelines.

### 14.3 Alternative Rooming

Alternative rooming within the centre is where a candidate will sit the examination outside of the main venue. A candidate may only take an examination under separate invigilation where they have an established difficulty as outlined in the JCQ Access Arrangements and Reasonable Adjustments (Section 5.16). All candidates under separate invigilation must adhere to the guidelines outlined in the JCQ Instructions for Candidates booklet.

## **15. Internal assessments and appeals**

### 15.1 Internal assessments

It is the duty of Head of Department to ensure that all internal assessment is ready for despatch at the correct time. The exams officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams officer by the Head of Department.

### 15.2 Appeals against internal assessments

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

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 work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made, in writing within 5 days of the relevant mark being disclosed to the candidate, to the Head of Centre 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.

## **16 Results, Enquiries about results (EARs) and Access to scripts (ATS)**

### 16.1 Results

Candidates will receive a statement of provisional result slips on results day via the following:

- in person at the centre
- collection by a third party provided they have written authorisation
- by post to their home addresses
- by email, authorised by Head of Centre, where the learner has provided an email address

Arrangements for the school to be open on results days are made by the Senior Leadership Team.

The provision of staff on results days is the responsibility of the Senior Leadership Team.

The centre is not permitted to withhold any results from candidates under any circumstances.

### 16.2 Enquiries about results (EARs)

EARs may be requested by centre staff if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any EAR is requested.

If a result is queried and re-mark requested by the centre (subject to candidate consent), this will be at the centre's expense.

If a result is queried and re-mark requested by the candidate or parent, this must be paid for by the candidate unless otherwise agreed.

### 16.3 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of papers or electronic copy of their script, within the awarding body deadlines.

Scripts requested by candidates must be at the candidate's expense unless otherwise agreed.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained and these will be at the department's expense.

GCSE re-marks cannot be applied for once a script has been returned.

## **17. Certificates and Archiving**

### 17.1 Certificates

Certificates are presented in person on prizegiving evening or are available for collection from the exams officer after this date.

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

Certificates are not withheld from candidates who owe fees.

The centre retains certificates for 12 months from the date of issue, after this date, they must be destroyed in a confidential manner.

### 17.2 Archiving

Archiving exam information will take place once the exam season has come to an end and the outcomes of appeals and hearings including review of results have been issued to the centre and the respective candidate.