



Enabling Partnerships of Excellence in Continuity of Education for All

ASPIRE - STUDY - PERSEVERE



Title:	Public Examinations Policy
Policy Coordinator:	Examinations Officer
Date Reviewed:	May 2026
Status:	Internal
Delegation:	Head Teacher
Review Frequency	Annually
Policy Review Date	May 2027

Chair of Management Committee:	Seeta Mepani
Interim Head Teacher:	Andrew Burton

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Education Act 1996
- Disability Discrimination Act 2005
- Equality Act 2010
- Education Act 2011

The following documentation is also related to this policy:

- Instructions for Conducting Examinations (Joint Council for Qualifications)
- Exam policy template (National College of Teaching and Leadership)
- Equality Act 2010: Advice for Schools (DfE)

We understand an examination, commonly known as an exam, is a test to show the knowledge and ability of a student. A student who takes an examination is a candidate. The person who decides how well the student has performed is the examiner. An examination may be a written test, an on-screen test or a practical test.

We abide by and administer all public examinations as outlined by 'Instructions for Conducting Examinations (Joint Council for Qualifications)'.

We have a duty to ensure that access arrangements and special consideration regulations and guidance are consistent with the Disability Discrimination Act 2005.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy. We have taken into account the contents of the 'Exams policy template' from the National College for Teaching and Leadership which was updated in 2014.

Aims

- To ensure all public examinations are administered lawfully and comply with all guidance.
- To ensure the planning and management of all examinations are conducted efficiently in order to give all pupils the best possible chance for exam and test success.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Management Committee

The Management Committee has:

- delegated powers and responsibilities to the Headteacher to act as the Head of Centre;
- delegated powers and responsibilities to a senior member of the school personnel to act as the Examinations Officer;
- delegated powers and responsibilities to the Headteacher (Head of Centre) to ensure all school personnel involved in the exam processes read, understand and comply with this policy;
- delegated powers and responsibilities to the Headteacher (Head of Centre) to ensure all external invigilators are familiar with and comply with all guidance.
- responsibility for ensuring full compliance with all statutory responsibilities;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- make effective use of relevant research and information to improve this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Management Committee;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Management Committee
- nominated a link governor to:

- visit the school regularly;
 - work closely with the Headteacher;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Management Committee every Spring term;
 - annually report to the Management Committee on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher (Head of Centre) has overall management responsibility for:

- the school as an exam centre;
- deciding which qualifications are offered at this centre;
- publishing the following qualifications that are offered at this centre in the School Prospectus and on the school website:
 - GCSEs
 - FUNCTIONAL SKILLS
 - ASDAN
 - VOCATIONAL QUALIFICATIONS
- deciding whether a candidate should be entered for a particular subject after discussion with the SLT, subject teacher, pupil and the parent/carer;
- paying all exam entry fees;
- appeals, complaints and re-marks process;
- handling and reporting of all suspicious or actual incidents of malpractice as outlined in the JCQ document 'Suspected malpractice in examinations and assessments';
- maintaining a timetable of important dates such as:

January	<ul style="list-style-type: none"> ▪ Estimated entries sent to the exam board ▪ Exam Officer submits course details to the exam board
October	<ul style="list-style-type: none"> ▪ Candidates selected for exam entries by their subject teachers ▪ Exam Officer & SLT consider any late changes or additions ▪ Exam Officer makes any relevant changes and informs the exam board
August	<ul style="list-style-type: none"> ▪ Results for candidates
October	<ul style="list-style-type: none"> ▪ Certificates received for successful candidates
Oct / Nov	<ul style="list-style-type: none"> ▪ Presentation of certificates evening and other awards

- having in place contingency plans (in line with JCQ guidelines) if an exam or exams are prevented from taking place in the event of a major school incident or natural disaster;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the link governor, exams officer, heads of department and subject teachers;
- considering private candidates only if acceptance does not have any detrimental effect on the current candidates;
- ensuring the centre is open on results day for candidates and staff;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors;
- annually report to the Management Committee on the success and development of this policy.

Role of the Examinations Officer

The Examinations Officer:

- manages the:
 - administration of all examinations in accordance with JCQ guidelines;
 - school as an exam centre;
 - accounts relating to all examination fees, income and expenditure;
 - senior exams invigilator;
 - recruitment, training and supervision of team of invigilators responsible for the conduct of exams;
 - Disclosure and Barring Service Checks for all external invigilators;
 - reviews of all invigilators;
 - appeals, complaints and remarks processes;
 - timetabling of examinations and timetabling procedures;
 - identification and management of timetabling clashes;
 - communication of all relevant examination information, deadlines and imminent events;
 - checking and securely store all exam papers prior to the exams and on completion;
 - secure dispatch of all completed exam papers;
 - distribution of exam certificates to candidates.

- informs:
 - the exam boards of the number of estimated entries;
 - relevant school personnel of the timetabling of examinations;

- the site manager to set up allocated exam rooms in accordance with JCQ guidelines;
 - exam candidates and their parents/carers of the timetabling of examinations;
 - exam candidates of their exam results.
- ensures:
- the accurate and timely entry of candidates for their exams;
 - all coursework / controlled assessments are submitted on time;
 - access arrangements and applications for special consideration are in place;
 - the examination processes, procedures and policies are effectively managed and maintained at all times;
 - exam rooms are allocated and booked with the site manager.

Role of (Single Subject Teachers) as Heads of Department

Heads of Department ensure:

- candidates who are unsure about exam entry are given guidance and pastoral support;
- estimated candidate entries are provided by the specific time;
- accurate and up to date entry lists are maintained throughout the year;
- the Exams Officer is kept up to date with the entry lists;
- in-depth discussions with subject teachers in advance of entry deadlines those pupils highlighted as doubtful entries;
- estimated grades are sent to the Exams Officer by the required dates;
- completed coursework / controlled assessment mark sheets and declaration sheets are submitted on time;
- that appeals, remarks or re-sits are requested after discussion with pupil.

Role of Teachers

Teachers will:

- comply with all aspects of this policy;
- submit entry lists to their Head of Department;
- discuss doubtful entries with their Head of Department;
- submit completed coursework / controlled assessment mark sheets and declaration sheets submitted on time.

Role of the SENCo

The SENCo is responsible for:

- the identification and assessment of candidates requirements for access arrangements;
- notifying the Exams Officer of any access arrangements required well in advance of exam day;
- the administration of access arrangements and any special arrangements for candidates;
- having in place trained personnel to assist access candidates on exam days;
- keeping accurate and up to date records of all access arrangements.

Role of Exam Invigilators

Exam invigilators:

- under take their role in accordance with JCQ regulations;
- assist the exams officer by:
 - efficiently running all exams;
 - collecting exam papers and other material from the exams officer prior to the commencement of the exam;
 - dealing with any issues that arise during an exam;
 - contacting the exams officer for clarification of any issue;
 - collecting and returning exam papers in the correct order to the exam officer on completion of the exam.
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Role of the Site Manager

The Site Manager collaborates with the exam officer to ensure rooms allocated for exams are:

- set up in accordance with JCQ regulations;
- clean, well ventilated with all access and fire exits obstacle free.

Role of Exam Candidates

Exam candidates are responsible for:

- checking that their personal details and entries are correct;
- signing declarations that authenticates course work / controlled assessment as their own;
- conducting themselves in an appropriate manner by abiding by school and exam rules of good behaviour in accordance with JCQ regulations;
- paying for re-sit exam fees where appropriate;
- lodging an appeal with the exam board for awarding grades or for reports of malpractice;
- making a complaint to the Exams Officer regarding anything connected with the exam process.

Role of Parents/Carers

Parents/carers must:

- be aware of and comply with this policy;
- attend all meetings connected with the external exams that their children may be sitting;
- work in partnership with the school;
- support their children as much as they can through this stressful period;
- comply with this policy for the benefit of their children;
- be asked to take part periodic surveys conducted by the school;
- support the school Code of Conduct and guidance necessary to ensure smooth running of the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Management Committee
- information displays in the main school entrance

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Curriculum
 - Teaching and Learning
 - Assessment
 - Special Educational Needs
 - Pastoral Care
 - Equal opportunities
 - Inclusion

Equality

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Management Committee for further discussion and endorsement.

Linked Policies

- Assessment
- Curriculum
- Differentiation
- Teaching and Learning

Appendix 1:



Enabling Partnerships of Excellence in Continuity of

INVIGILATION AT THEC

1. If a candidate disrupts the exam process, they should be warned that unless they stop the incident may be reported to the exam board and the candidate risks disqualification from the exam.
If the candidate continues then an Incident Report should be completed.
2. If the candidate has completed their paper before the full duration allowed they may hand their paper in to the invigilator but must **remain under supervision** by the invigilator until 10:00 for a morning exam and 2:30 pm for an afternoon exam.
3. Invigilators must challenge any unknown person who enters the exam room, even if it may be a JCQ inspector or a medical staff member.
4. A candidate seen with a mobile phone, ear phone or any form of electronic device must be warned that they may be disqualified and an Incident Report should be completed.
5. Invigilators must **never** turn their backs on candidates.
6. Invigilators must not read even one word from inside the paper to the candidate; they may only read the instructions on the front page.
7. Candidates starting late should be allowed the full duration of the exam if possible.
8. Candidates needing to use the toilet or have a rest break should be accompanied and must not speak to anyone outside the exam hall.
9. Candidates may have the time taken to use the toilet or have a rest break added on to the allowed time for the exam.
10. Candidates may have access to water.
11. Candidates may only use a clear pencil case; if necessary they should remove the contents of their pencil case and hand the pencil case in to the invigilator.
12. If the invigilator needs to talk to colleagues in the exam room, this must be kept to a minimum and be conducted in whispers.

