

## 65. Exams Policy

Date adopted: November 2025

Next review: November 2027

See EOTAS policy control document (held by the Business Manager) for status, notes and actions pertaining to this policy



# Exams Policy

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Version	Status	Date	Title of Reviewer	Purpose/Outcome
1.0	Adopted	September 2023	Headteacher	Adoption of Exams Policy
2.0	Amended	18.11.2024		Reviewed and amended – added table of contents Change date of next review
3.0	Reviewed	05.11.2025	Headteacher	Amended throughout to reflect current practices and procedure within EOTAS and recommendations by JCQ



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**The Purpose of this exam policy is:**

- To ensure the planning and management of exams are conducted efficiently and in the best interests 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 process 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 EOTAS and the Exams Officer.

**Exam responsibilities****Head of EOTAS**

Overall responsibility for the service as an exam centre:

- Appoint a suitably qualified assessor and check that they have relevant qualifications and training to carry out assessments and testing for Access Arrangements. Hold regular 1:1 meetings to ratify testing, procedures and outcomes.
- Advises on appeals and re-marks
- The Head of EOTAS is responsible for reporting all suspicions or actual incidents of malpractice. Reference will be made to the JCQ document for suspected malpractice in examinations and assessments.

**Exams Officer**

Manages the administration of public exams and analysis of exam results:

- Administration of access arrangements
- 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 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

- Ensures that photographic ID is obtained from all external candidates and/or candidates are introduced to the Head of Centre by another EOTAS staff member if the Centre is not the usual place of education
- Consult 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
- Prepares and presents reports to the SLT showing results achieved
- 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
- Processes Review of Marking and Access To Scripts within exam board timeframes
- Creating a seating plan, attendance register, incident log for the exam room and Exam room checklist

### **Heads of Centre**

- Organisation of teaching and learning
- Validate the identification of any candidates that are now known personally to the Centre, by checking the ID of the individual against the ID information sent to you by the Exams Officer. Or receiving a personal introduction by another staff member of EOTAS if the candidate is from another Centre.



- External validation of courses followed and key stage 4/post-16

### **Teachers**

- Submission of candidates' entries to Exams Officer
- Accurate completion of coursework mark sheets and declaration sheets
- Accurate completion of data entry and all other mark sheets and adherence to deadlines as set by the Exams Officer
- Collation of evidence required to support Access Arrangements

### **SENCo**

- Notification of access arrangements to EO as early in the year as possible
- Identification and testing of candidates to determine requirements for access arrangements.
- Ensuring that the testing is carried out in a quiet zone and the protocol of each test is carried out. Ensure parental consent is obtained before testing and outcomes are communicated afterwards.
- Completion of Form 8 application for Access Arrangements and the collation of appropriate evidence.
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, and IT equipment – to help candidates achieve their course aims

### **Lead invigilator/invigilators**

- Setting up of exam room
- Collection of exam papers and other material from the exams office before the start of the exam
- Ensuring candidates have all relevant equipment
- Conduct of exam



- Collection of all exam papers in the correct order at the end of the exam and their return to the exams officer
- Reporting any incidents to the Exams Officer

### **Candidates**

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own, if required by the exam boards
- Arrives for exams on time, hand in mobile phones and other data devices, follows instructions and guidelines from the Invigilator

### **The Statutory tests and qualifications offered**

The statutory tests and qualifications offered at the centre are decided by the SLT and subject teachers.

The statutory tests and qualifications offered are GCE, GCSE, Entry Level, functional skills and basic skills.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates, SENCo, subject teachers and Head of Centre.

At key stage 4

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

### **Exam seasons and timetables**

#### **Exam seasons**

Internal exams/testing are scheduled by individual centres to suit their needs. External exams are scheduled throughout the year in accordance with the availability and timetabling of public exams from the awarding exam bodies. Internal exams are not held under external exam conditions.

#### **Timetables**

Once confirmed, the exams officer will circulate the exam timetables for external exams.



## **Entries, entry details and late entries**

### **Entries**

Candidates are selected for their exam entries by the teaching staff. These need to be approved by the Head of Centre.

Candidates, or parents/carers, can request a subject entry, change of level or withdrawal, this is at the discretion of the Head of Centre.

The centre does accept entries from external candidates, at the discretion of the Head of Centre.

### **Late entries**

Entry deadlines are circulated to all staff.

Late entries are authorised by the Head of Centre.

### **Exam fees**

The Centre will pay all normal exam fees on behalf of the candidates.

Late entry or amendment fees are paid by the Centre.

Candidates 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 Disability discrimination Act (DDA), special needs and access arrangements**

### **DDA**

The Disability Discrimination Act 2005 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.

### **Special needs**

A candidate's special needs requirements are determined by the SENCo in conjunction with the Class Teacher.

The SENCo will inform Teachers of candidates with special educational needs who are embarking on a course leading to an exam. Class Teachers have access to Exam dates as published on the Exam Board websites.

The SENCo can then work with individual staff who support students with special arrangements that individual candidates can be granted during the course in order to demonstrate normal way of working for the exam.

Making special arrangements for candidates to access during 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 candidates with access arrangements will be organised by the Exams Officer and Head of Centre.

Invigilation and support for candidates with access arrangements will be organised by the Exams Officer.

## **Managing invigilators and exam days**

### **Managing invigilators**

Invigilators are timetabled and briefed in the main by the Exams Officer.

### **Exam days**

The Exams Officer will book all exam rooms and make the question papers, other exam stationery and materials available to the invigilator.

Invigilating staff are 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 the 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 returned to the safe at the end of each exam. SLT and Teaching staff may request a copy of the paper 24 hours after the end of the exam.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

## **Candidates, clash candidates and special consideration**

### **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.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

Centre staff 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.

### **Clash candidates**

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

### **Special consideration**

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Exams Officer, or the exam invigilator, to that effect.

The Candidate must support any special consideration claim with appropriate evidence within three 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.

## **Coursework and appeals against internal assessments**

### **Coursework**

Candidates who have to prepare coursework should do so by the end of the course.

The head of Centre will ensure all coursework is ready for dispatch at the correct time. The Exams Officer will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers and the Head of Centre.

### **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 the 30 June to the Head of EOTAS (or other nominee) who will decide whether the process used conformed to the necessary requirements
- The Head of EOTAS' finding will be notified in writing, copied to the Exams Officer and recorded for awarding body inspection.

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

### **Results**

Candidates will receive individual results slips on results days either in person at the centre or by post to their home address. Arrangements for the Centre to be open on result days are made by the Exams Officer. A letter to be sent to all candidates before the summer holidays will be sent out by the Exams Officer.

### **EARs**

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. If a result is queried, the Exams Officer, teaching staff and Head of EOTAS will investigate the feasibility of asking for a re-mark at the Centre's expense. 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 the subject staff, they will be charged.

### **ATS**

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of results. 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. (See also section 5: Exam fees)

### **Certificates**

Certificates must be collected and signed for by the candidate.

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

Replacement certificates are only issued by the Exam Board if a candidate



agrees to pay the costs incurred.

The Centre retains certificates for **one year in line with Exam Board policies and General Regulations.**

