



1. Exam Responsibilities
 - 1.1. Head of Centre
 - 1.2. Exams Officer
 - 1.3. Assistant Head
 - 1.4. Head of Department
 - 1.5. Teachers
 - 1.6. SENCo
 - 1.7. Invigilators
 - 1.8. Candidates
 - 1.9. Head of Careers
2. The Statutory Tests and Qualifications Offered
3. Exam Seasons and Timetables
 - 3.1. Exam Seasons
 - 3.2. Timetables
4. Entries, External Entries and Late Entries
 - 4.1. Entries
 - 4.2. External Entries
 - 4.3. Late Entries
5. Exam Fees
6. The Disability Discrimination Act (DDA), Special Needs, Access Arrangements and Special Consideration
 - 6.1. The Disability Discrimination Act (DDA)
 - 6.2. Special Needs
 - 6.3. Access Arrangements
 - 6.4. Special Consideration
7. Estimated Grades
8. Managing Invigilators and Exam Days
 - 8.1. Managing Invigilators
 - 8.2. Exam Days
9. Candidates and Candidates with Exam Clashes
 - 9.1. Candidates
 - 9.2. Candidates with Exam Clashes
10. Coursework, Controlled Assessment and Appeals Against Internal Assessment
 - 10.1. Coursework
 - 10.2. Controlled Assessment
 - 10.3. Submitting Internally Assessed Marks to Awarding Bodies
 - 10.4. Appeals Against Internal Assessment
11. Results and Enquiries about Results (EAR) and Access to Scripts (ATS)
 - 11.1. Results
 - 11.2. Summer Season Results
 - 11.3. Enquiries about Results
 - 11.4. Access to Scripts
12. Certificates
13. External Exams
14. Emergency Planning
 - 14.1. Emergencies during Exams
 - 14.2. Major Incidents during Exams
15. Useful Websites



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 exam process operates with clear guidelines for centre staff, candidates and parents/carers

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 by the Head of Centre, Curriculum Leaders, Senior Leadership Team, Exams Officer and the Governors

The centre follows JCQ regulations throughout its exam process



1. Exam Responsibilities

1.1 Head of Centre

- Overall responsibility for the school as an exam centre
- Delegates responsibility to appropriate staff for the efficient and timely administration of the exams process

1.2 Exams Officer

Authorised by the Head of Centre to carry out duties including, but not limited to, the following:

- Operate within JCQ regulations, retain copies of all appropriate instructions and make available to centre staff, Invigilators and candidates as requested
- Inform the senior leadership team, curriculum leaders, teachers and other relevant support staff of the exam timetable, entry procedures and associated events and deadlines as defined by the relevant exam boards
- Maintain systems and processes to support the timely entry of candidates for their exams.
- Produce and distribute exam timetables to candidates
- Receive and check reports from exam boards
- Ensure candidates and their parents/carers have a point of contact for all queries relating to exams
- Ensure candidates are fully aware of JCQ regulations and the expectations of them during the exam process
- Consult with curriculum leaders to ensure that necessary non-examination assessments are completed on time and in accordance with JCQ guidelines
- Consult with curriculum leaders on all relevant correspondence received from exam boards
- Collate preliminary and estimated entry information and inform exam boards accordingly
- Receive, check and securely store all exam papers, pre-release material and exam stationery prior to the exam day
- Securely store all completed scripts and arrange for their appropriate dispatch for marking
- Make applications for access arrangements using *Access arrangements online* and where relevant make written applications to exam boards as directed by the SENCo
- Gather evidence required by awarding bodies to support applications for special consideration
- Make and track on-line and written applications for special consideration
- Arrange for modified papers to be printed
- Produce and distribute seating plans
- Identify and manage exam timetable clashes
- Manage the invigilation team, including training and monitoring to ensure responsible conduct during exams
- Appropriately report claims of malpractice and assist in their investigation
- Complete any paperwork relating to the exam, such as late arrivals record
- Account for income and expenditure relating to all exam costs
- Prepare and present reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years



- Collate and submit to the exam board copies of non-examination assessment marks as prepared by curriculum leaders
- Assist curriculum leaders with the dispatch of non-examination assessments and any other material required by exam boards
- Arrange for dissemination of exam results and certificates to candidates
- Manage, in consultation with the curriculum leaders, any enquiries about results/appeals

1.3 Assistant Head

- Line manage Exams Officer

1.4 Curriculum Leaders

- Accurately inform the Exams Officer of syllabus information e.g. syllabus codes and component numbers
- Accurately inform the Exams Officer of estimated and actual entries
- Provide the Exams Officer with exam entry information before the appropriate deadlines
- Immediately inform the Exams Officer of entry amendments or late entries
- Check entry information provided by the Exams Officer and promptly report discrepancies and required changes
- Ensure entries are made in accordance with the course syllabus, e.g. complying with terminal assessment requirements
- Ensure that necessary non-examination assessment documentation is completed and submitted on time and in accordance with JCQ guidelines
- Timely preparation of non-examination assessments for dispatch to the moderator and ensure safe storage on its return
- Inform the Exams Officer of any anomalies regarding non-examination assessments
- Accurate completion and dispatch of estimated grade forms to the exam board
- Provide guidance to candidates regarding exam entries or amendments to entries
- Assist in getting candidates into the exam room in the appropriate manner
- Involvement in post-results procedures – Identify applicable students
- Inform the Exams Officer of completed components of a qualification e.g. BTEC modules
- As appropriate inform the SENCo and/or Exam Officer of access arrangements and cases of special consideration as soon as possible

1.5 Teachers

- Inform the Exams Officer of completed components of a qualification e.g. BTEC modules
- As appropriate inform the SENCo and/or Exam Officer of access arrangements and cases of special consideration as soon as possible
- Inform curriculum leader of entry requirements for candidates within their teaching group
- Prepare candidates for the exam, including their responsibilities during exams
- Provide any exam information required by the curriculum leader
- Review any exam information required by the curriculum leader
- Securely keep material completed under exam conditions to support applications for special consideration
- Provide Exams Officer with evidence of work required to support an application for special consideration



- Responsible for ensuring access arrangements are applied appropriately for non-examination assessment tasks

1.6 SENCo

- In-line with JCQ regulations lead the Access Arrangement process within the centre
- Identify candidates requiring access arrangements and arrange appropriate testing
- Inform the Exams Officer of required access arrangements
- Identify staff who will assist with access arrangement during exams, e.g. those who will scribe or read for a candidate
- Arrange for the provision of additional support to candidates to help them achieve course aims

1.7 Invigilators

- Know and follow JCQ regulations for conducting examinations at all times
- Assist in the transportation of exam material from the exams office before and after the exam
- Admit candidates into the exam room on time and in the appropriate manner ensuring they know they are under exam conditions
- Ensure candidates have been identified, marked present and any absentees are reported
- Open and distribute exam papers and other materials to candidates
- Read erratum notices
- Respond to candidates queries and refer as necessary to the Exams Officer or nominated centre staff
- Supervise candidates in a quiet unobtrusive manner
- Supervise candidates who need to leave the exam room during the exam
- Collect exam papers in the correct order at the end of the exam and return them with any other material to the exams office
- Dismiss candidates in an orderly manner at the end of the exam
- Supervise clash candidates between exams
- Follow appropriate procedures for candidates arriving late
- Report any instances of suspected malpractice to the Exams Officer

1.8 Candidates

It is expected that parents/carers will take responsibility alongside candidates where appropriate.

- Check statements of entry and personal exam timetables
- Immediately refer any queries to teachers, curriculum leaders or the Exams Officer
- On the day of the exam check seating plans and arrive at the exam room before the scheduled start time of the exam
- To be fully prepared for exams with all the required equipment
- To inform the school of any difficulties attending exams, such as unexpected late arrival on the exam day, absence or disadvantage on the exam day due to illness or personal misfortune
- Understand exam regulations, complete work by deadlines given and sign a declaration that authenticates the work as own



2. Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre, Deputy Head and the Curriculum Leader.

The qualifications offered include but are not limited to:

- GCSE
- Entry Level Certificate
- BTEC

The subjects offered for these qualifications in any academic year may be found in the Year 9 Options booklet for that year. Where there is a change of syllabus from the previous year the curriculum leader must inform the Exams Officer. This may be done as part of the syllabus and indicative entry information collected by the Exams Officer annually during June/July or may be provided earlier in any form chosen by the Head of Department.

Decisions on which subjects and the associated exams a candidate should take will be made in consultation with the candidate, parents/carers, SENCo, subject teachers, Curriculum Leaders and Year coordinators.

At key stage 4:

All candidates are entitled to achieve an entry for qualifications from an external awarding body. The school will consider the use of intervention and when appropriate alternatives for candidates unlikely to attain the minimum level.

In Years 10 and 11 candidates will be required, where appropriate, to complete non-examination assessments and sit exams to complete the qualification.

3. Exam Seasons and Timetables

3.1 Exam seasons

Internal (rehearsal) exams are scheduled in:

- November/December

External exams are scheduled in:

- November – BTEC modules
- January/February – BTEC
- March – BTEC modules
- May/June - all qualifications

The exam board will publish which exams are available during each series. Curriculum Leaders will decide which exam series to enter candidates for and which candidates should be entered and the tier. This information should be passed to the Exams Officer before the appropriate deadline.

3.2 Timetables

Once final timetables are available from the exam board the Exams Officer will produce and distribute appropriate exam timetables.



4. Entries, Entry Details and Late Entries

4.1 Entries

Curriculum Leaders, with subject teachers, will decide which candidates to enter for exams and, if relevant, at which tier.

4.3 Late entries

The Exams Officer will inform Curriculum Leaders of entry deadlines

Late entries are authorised by the Curriculum Leader, Head and the Exams Officer

5. Exam Fees

The centre will pay all normal exam fees on behalf of candidates. "Normal exam fees" are one entry per candidate per subject or module

The centre will pay late entry or amendment fees resulting from changes requested by the centre. Where late entries or amendments occur as a result of the appropriate deadline has not been met the department may be liable for the fees

Candidates may be liable for fees resulting from entries or changes to entries which are against the advice given by the centre and result in additional fees

Candidates or departments will not be charged for withdrawals or amendments made by the proper procedures provided these are made within the time allowed by the awarding bodies

The centre may pay some or all fees (which fall outside of the scope of normal fees as defined above) in cases of hardship when a parent or carer is unable to meet the cost. The centre requests that a parent or carer who is unable to meet the cost of a request for an entry, change to an entry or withdrawal discusses the case with the Curriculum Leader or the Exams Office who will then liaise with the Curriculum Leader. A decision will be made based upon whether it is deemed an appropriate entry, change or withdrawal for the candidate

6. Equality Act 2010, Special Needs, Access Arrangements and Special Consideration

6.1 Equality Act 2010

All exam centre staff must ensure that access arrangement and special consideration applications are consistent with the Equality Act 2010 and meet JCQ regulations

6.2 Special Needs

A candidate's special needs requirements are determined by the SENCo who will arrange for appropriate testing

The SENCo will provide subject teachers and the Exams Officer with details of candidates with special educational needs who are following a line of study leading to an exam. The SENCo will agree with subject teachers and the Exams Officer any special arrangements that candidates require during both the course and the exam



The SENCo is responsible for informing the Exams Officer of candidates who require modified papers and what modification is required

The SENCo will assist during the exam period by identifying staff capable of providing approved access arrangement support to candidates e.g. a scribe or reader

6.3 Access Arrangements

An access arrangement is an additional arrangement made available to a candidate which allows them access to an exam equal to that of other candidates. An arrangement may be long term and must therefore reflect the candidate's normal way of working e.g. the use of a sign language interpreter or it may be a temporary arrangement e.g. a scribe for a student with a broken arm

Candidates requiring access arrangements must sign a Data Protection Notice giving consent to the centre to share their personal details with awarding and regulatory bodies.

The SENCo is responsible for ensuring that applications for access arrangements are made using *Access Arrangements On-line* or in writing to the appropriate awarding body as soon as it is known an arrangement is required. Where possible the deadline imposed by awarding bodies will be adhered to.

The SENCo is responsible for informing the Exams Officer of candidates requiring long term access arrangements, arranging testing and providing appropriate evidence to support an application for access arrangements.

Candidates are responsible for informing the Exams Officer of any factors which may require a temporary arrangement. Medical evidence may be required to support an application for access arrangements, however, in some circumstances the Exams Officer or other appropriate centre staff may be able to authenticate an application where the need is obvious e.g. a broken arm

Applications for access arrangements, including all supporting evidence will be retained on file by the SENCo. These may be subject to inspection by JCQ as part of an access arrangement inspection or an examination inspection

The SENCo is responsible for ensuring that appropriate arrangements are in place for candidates to take exams. The rooming and support of such candidates will be arranged by the SENCo and invigilation will be provided by members of the invigilation team

Subject teachers are responsible for ensuring access arrangements are appropriately applied for non-examination assessment tasks

6.4 Special Consideration

Special Consideration can be submitted for:

- Candidates who are present for assessment but disadvantaged by illness or misfortune
- Candidates who are absent for a timetabled component/unit for acceptable reasons

The Exams Officer is responsible for ensuring that applications for special consideration are made either online or in writing to the appropriate awarding body by the deadline imposed by awarding bodies.

Candidates are responsible for informing the centre (the Exams Officer, Year Coordinator, a teacher or an invigilator) of any factors preventing them from attending an exam or any factors which may affect or



may have affected their performance during an exam. Centre staff notified of such cases must inform the Exams Officer immediately

Medical evidence from a professional may be required to support an application for special consideration, however, in some circumstances the Exams Officer or other appropriate centre staff may be able to authenticate an application where the need is obvious e.g. bereavement at the time of the exam

Evidence requested from the candidate to support an application for special consideration must be supplied to the Exams Officer within three working days of the exam

Applications for special consideration, including supporting evidence will be retained on file by the Exams Officer.

The Exams Officer is responsible for ensuring that appropriate arrangements are in place for candidates to take exams, e.g. separate rooming for candidates who are ill at the time of the exam

The Exams Officer is responsible for forwarding to teaching staff any requests for evidence of work received from awarding bodies. Teaching staff are responsible for providing this evidence promptly and informing the Exams Officer of any problems with doing so

The Exams Officer is responsible for reviewing cases of special consideration and communicating the outcome accordingly

7. Estimated Grades (if required by Exam Boards)

The Exams Officer will receive Estimated Grade forms from awarding bodies and forward these, with instructions, to Curriculum Leaders for completion.

Curriculum Leaders should indicate the candidate's typical performance level. They should not be based upon instances of unusual performance or on effort rather than attainment. The estimated grade should be a teacher's judgement of the grade which the candidate is likely to gain in the examination.

Completed forms must be returned to the Exams Officer by the deadline given

The Exams Officer must collate completed forms received before the given deadline and return them to the awarding body by their deadline

8. Managing Invigilators and Exam Days

8.1 Managing invigilators

Invigilators are recruited and used for external exams

The recruitment of invigilators is the responsibility of the Exams officer with the Director of Human Resource

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the Director of Human Resource. The associated fees are paid by the centre

Training of invigilators is the responsibility of the Exams Officer

The timetabling of invigilators and briefing on exam days is the responsibility of the Exams Officer



8.2 Exam Days

The Exams Officer will source rooms suitable for exams and make bookings with the appropriate staff. When possible exams will take place in the Main Hall with any overflow in the Dance Studio.

Candidates requiring access arrangements will usually be roomed in the SEN Department.

Caretaking staff are responsible for setting up exam rooms. The Exams Officer will inform care taking staff of rooms required, dates and seating plans

The Exams Officer will make question papers, exam stationery and any other materials required available to the invigilating team for distribution to candidates

The Invigilators will start all exams in accordance with JCQ guidelines reading out any erratum notices as necessary.

Invigilators are not permitted to advise on which questions should be attempted

The Exams Officer will distribute spare papers to Curriculum Leaders following the exam when all administration is complete

Centre staff who called upon to enter the exam room during the exam to assist with a problem the invigilating team are unable to resolve may only take the exam paper with them if they need to refer the problem to the awarding body. They are not permitted to provide advice to candidates unless authorised by the awarding body to do so

Subject teachers are permitted in practical exams to be on hand in case of technical difficulties

JCQ Centre Inspection Service and awarding body representatives may visit centres during exams to carry out permitted inspections in doing so they are authorised to enter the exam room and question centre staff and invigilators on exam arrangements

9. Candidates and Candidates with Exam Clashes

9.1 Candidates

Candidates are expected to comply with the centre's published rules regarding dress and behaviour

The centre follows JCQ guidelines regarding conduct during exams. Candidates who are disruptive will be handled according to these guidelines and may be subject to penalties or sanctions

Candidates are responsible for bringing with them into an exam any equipment required to complete the exam. The centre will provide any items listed on the exam paper as being supplied by the centre

Candidates are not permitted to have on them any unauthorised items such as, but not limited to, study materials, calculator case and instructions leaflets, mobile phones and electronic devices including iPods, Smart watches even if they do not intend to use them. Unauthorised items brought into the exam room must be handed in to an invigilator. Candidates wearing non smart watches must remove them and place them on the desk. Invigilators will check that no student is wearing a watch during the exam.

Personal belongs remain the responsibility of candidates and the centre accepts no liability for their loss or damage



Candidates are only permitted to leave the examination room for genuine purposes and must be appropriately supervised. Candidates who leave the exam room are not permitted to have contact with anyone outside of the exam room or have access to any unauthorised items

It is the responsibility to the Exams Officer to inform candidates of when exams are scheduled; this is usually by way of a generic examination timetable detailing all exams for which the centre has made entries and personal exam timetables

The candidate is responsible for ensuring they know which exams they have been entered for and when the exam is scheduled

The Exams Officer is responsible for obtaining from the invigilators the names of any candidate who is absent at the start of the exam. The Exams Officer will liaise with the attendance officer in an attempt to establish the reason for the absence .

Candidates who arrive late for an exam will be handled in accordance with JCQ guidelines. Candidates will be allowed the full time for the exam however it should be noted that the awarding body has the right not to accept the script. In making their decision the awarding body will consider the extent to which the security of the exam can be guaranteed

Candidates who arrive after the exam has ended will not be allowed to take the exam and they will not be awarded marks for the component

9.2 Candidates with Exam Clashes

The Exams Officer is responsible for making arrangements for supervising candidates required to take an exam at a different time to other candidates. Where necessary this will include overnight arrangements in accordance with JCQ guidance

10. Non-Examination Assessments

10.1 non-examination assessments

Non-examination assessment tasks will be issued by awarding bodies. Each assessment has a shelf life and it is the responsibility of the subject teacher to ensure they are using the correct task for the year of assessment

Assessment tasks are available via the examination boards secure website. Curriculum Leaders are responsible for requesting the assessment task from the Exams Officer

The subject teacher must ensure the requirements of the assessment, including levels of supervision, are adhered to

The subject teacher must ensure that deadlines are adhered to

During the assessment period all assessment material including mark schemes and candidates work must be stored securely. At the end of each session subject teachers must collect and store securely work which is being produced over several sessions

Subject teachers must ensure electronic work, including that which is stored on memory sticks etc is stored securely so it can not be accessed and amended between sessions

Cases of suspected malpractice will be investigated and if proven JCQ procedures will be followed



10.2 Submitting Internally Assessed Marks to Awarding Bodies

Marks for internally assessed units will be submitted in the method requested by the awarding body. The Curriculum Leader will collect information from teaching staff and where appropriate forward these to the Exams Officer to copy and send to the awarding body.

10.3 Appeals against Internal Assessments

The centre is obliged to publish a separate procedure on Appeals against Internal Assessments. The centre has produced the "Arrangements for Internal Appeals about Internal Assessment Decisions and Enquiries about Results" policy which is available from the Exams Office

11. Results, Summer Season Results, Enquiries about Results (EARs) and Access to Scripts (ATS)

11.1 Results

The Exams Officer is responsible for ensuring the centre receives results on the scheduled day and by the agreed method

The Exams Officer is responsible for reviewing results for completeness and preparing for distribution to appointed centre staff and candidates

The Exams Officer must retain the original copy of results and will provide appointed centre staff with copies

The Exams Officer is responsible for liaising with awarding bodies to ensure special consideration requests have been processed

The Exams Officer is responsible for ensuring any analysis is carried out and made available to the appropriate people

The Exams Officer is responsible for informing candidates of the centre's results day procedure

The Exams Officer is responsible for liaising with senior centre staff to ensure early access to the school

The Head of Centre is responsible for making staff available on results day

The Exams Officer is responsible for liaising with awarding bodies on missing or partial results received

Candidates are required to collect results in person from the school. Candidates unable to attend in person and who want to receive results on results day must provide written authority to the centre to give the results to a third party

Results left with the centre at the end of the day will be posted out by first class post to the address held on record. It is the candidate's responsibility to ensure they inform the centre of any change of address

Candidates must check their personal details carefully and inform the Exams Officer of any changes required. The Exams Officer will inform awarding bodies of changes promptly to ensure certificates are produced using accurate information

Centre staff or candidates should raise any concerns about results to the Exams Officer within 3 working days of the results being released



11.3 Enquiries about Results (EARs)

The centre has produced the “Arrangements for Internal Appeals about Internal Assessment Decisions and Enquiries about Results” policy which should be read in conjunction with the Exams Policy. This is available from the Exams Office

A number of EAR services are available. It is the responsibility of the Exams Officer to inform centre staff and candidates what services are available and their associated deadlines and cost

Centre staff or candidates may request an EAR if there are reasonable grounds for believing there has been an error in the marking or a result is close to the next grade. The centre may consider paying for the EAR in some circumstances. The centre will consider EAR requests from a candidate, which the centre will not fund, if the candidate pays for the EAR themselves. The centre may inform candidates if their result is close to the next grade to allow them to make an informed decision.

Candidates must discuss concerns about results with Curriculum Leaders or other appropriate centre staff. The Exams Officer will make available results documentation to assist in EAR decision making

A request for EAR must be immediately passed to the Exams Officer

Before an EAR is submitted to the awarding body the candidate must provide the centre with authorisation to request an EAR. Generic authorisation forms are available from the Exams Officer.

The centre may wish to initiate an EAR for a group of candidates, e.g. a whole class. In such circumstances each candidate must decide individually whether they want an EAR submitted for their result. The Exams Officer will provide each candidate with a letter which outlines the centre’s request and which seeks the candidate’s authorisation to proceed. Only those EARs authorised will be submitted to the awarding body

Candidates must note an EAR will result in one of three possible outcomes; the result may remain the same, the result may be adjusted up or the result may be adjusted down. Candidates must accept these possible outcomes when authorising an EAR

The Exams Officer will forward all EARs to the awarding body following the awarding body’s procedures

The centre will pay for all EARs which it supports. Candidates are liable for all enquires which the centre does not support and payment must be made at the time of authorising the EAR. When a result is amended the awarding body will not charge the centre and the candidate will be reimbursed accordingly. Candidates who are liable to pay and who pay by cheque should note the cheque may only be banked if the centre is charged by the awarding body, in such cases the original cheque will be returned to the candidate

The Exams Officer will promptly inform Curriculum Leaders of the outcome of EARs

The result of an EAR is communicated by the awarding body to the centre and the centre will inform the candidate accordingly



11.4 Access to Scripts (ATS)

Both the centre and the candidate are able to request access to original scripts. In both cases the request must be made to the awarding body by the centre

The candidate will be liable for any charges for ATS if the centre does not have a need for the script to be returned

Centre staff may request scripts to help understand the result awarded or for teaching purposes. The candidate must provide written consent. Consent forms are available from the Exams Officer. The candidate can request their script is made anonymous

Original scripts which are subject to an EAR will not be sent to the centre until after the enquiry is complete

The centre will hold candidates scripts securely and will only be make them available to centre staff

Scripts must not be tampered with in any way until after the earliest destruction date as stipulated by JCQ. Candidates who have tampered with returned scripts which then need to be retrieved by the awarding body before the earliest destruction date are liable for malpractice sanctions and penalties as defined in JCQ regulations

Scripts, no longer required by the centre, will be destroyed securely. In all cases no script will be destroyed before the earliest destruction date as stipulated by JCQ

EARs cannot be applied for in respect to GSCE results once a script has been returned to the centre



12. Certificates

Certificates are dispatched by awarding bodies to arrive at the centre by the beginning of November

Certificates are presented to the candidate in person or they may be collected and signed for

Certificates may be collected on behalf of a candidate by a third party. The candidate must authorise the centre, in writing, to release the certificate to the other party. The centre will retain the authorisation on file

Replacement certificates are only issued if the candidate agrees to pay the cost incurred. Where it is proven the centre has mislaid a certificate the centre will be liable for the cost

Certificates issued before the result of an EAR requiring re-issue due to a change in mark will be replaced without charge by the awarding body

Awarding bodies have strict guidelines for the re-issue of certificates and offer a number of alternatives for confirming results when certificates are not available. The candidate should refer to the website of the awarding body for details

The centre retains any uncollected certificates for one year after which they may be returned to the appropriate exam board

13. Internal Exams

Internal exams are scheduled in:

- November/December

Internal exams may be held at other times if teaching staff have a need but they must not conflict with external exams, affect candidates ability to prepare for external exams or impede scheduled non-examination assessment tasks

It is the responsibility of teaching staff to inform the Exams Officer of what internal exams are required, when they are to be held and any specific room requirements

Teaching staff will provide all examination material required for the exam. Official exam stationery must not be used for internal exams

Internal exams will be conducted under exam conditions and external invigilators may be used

Teaching staff will mark internal exams and retain a record of the mark awarded.

14. Emergency Planning

14.1 Emergencies during the Exam

In the event of an emergency during an exam requiring candidates to leave the exam room e.g. a fire alarm, candidates should follow the instructions of the invigilating team

Invigilators are responsible for leading candidates out of the building to the assembly point. All exam materials and personal belongings must be left in the exam room



The Invigilator must take with them the seating plan so it is known which students are present. The Exams Officer should collect seating plans and pass them to the person coordinating the roll call of students. Seating plans must be returned to the Exams Office

Invigilators must supervise candidates as closely as possible to prevent any discussion about the exam

Candidates who fail to follow the instructions of Invigilators may not be allowed to complete the exam or may have subsequent work disregarded

Centre staff not involved in the coordination of other students and who have made their own presence known to their line manager may assist with the supervision of candidates outside of the exam room

Invigilators must record the time of the incident and its duration

Candidates are allowed the full working time set for the exam

When permitted back into the building Invigilators are required to settle candidates as quickly as possible and ask that they record on their script the point at which the interruption occurred

The Exams Officer is responsible for preparing a full report of the incident and of the action taken. This must be retained on file and will only be disposed of after the all EAR are completed

Where applicable the Exams Officer will apply for special consideration

14.2 Major Incidents affecting Exams

In the event of an incident, whether limited to the centre or not, e.g. a viral outbreak within the centre or a pandemic outbreak, the centre will follow guidance provided by the Department for Education and Public Health England

15. Useful Websites

Centre staff and candidates may find the following websites useful. This is not a comprehensive list of relevant websites.

Exam Boards:

- AQA: www.aqa.org.uk
- Edexcel: www.edexcel.com
- OCR: www.ocr.org.uk

Exam board websites contain a vast amount of information for candidates, teaching staff and examination officers including syllabus information, past exam papers and mark schemes

Others:

- JCQ: www.jcq.org.uk

The Joint Council for Qualifications (JCQ) represents the providers of qualifications nationally. JCQ enables the member bodies to act together to provide common administrative arrangements and deal with both regulators and the media. JCQ's website contains all of the regulations which the centre and candidates must comply with

- Ofqual Register of Regulated Qualifications www.register.ofqual.gov.uk



The Ofqual register of regulated qualifications contains details of qualifications that are accredited by the regulators of external qualifications in England (Ofqual), Wales (DCELLS) and Northern Ireland (CCEA)

- Office of the Qualifications and Examinations Regulator (Ofqual) www.ofqual.gov.uk

Ofqual is the regulator of qualifications, tests and examinations in England. They are responsible for monitoring awarding bodies to ensure they operate in fair and consistent manner, provide value for money and meet the needs of learners and employers

- Department for Education www.gov.uk

The Department for Education is the Government department responsible for leading the network of people working with children and young people

This policy will be reviewed and updated as necessary