



Exams Policy

‘Building for Successful Futures’

Formally adopted by the Governing Board of	Fred Nicholson School
Co Chair of Governors	Jill Wilson and Matt Ridley
Policy Holder	Headteacher
Policy Contributor	Deputy Head/Exams Lead

Statutory Policy	N	Published on Website	Y
This policy applies to all areas of school.			



Exams Policy

‘Building for Successful Futures’

1. Introduction and Aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2. Roles and Responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy. An adapted pupil version is included in Appendix 1.

2.2 Head of Centre

Our head of centre is the Headteacher, Heidi Philpott. The head of centre:

- Has overall responsibility for Fred Nicholson School as an exams centre
- Is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the JCQ regulations and awarding body requirements
- Is responsible for ensuring that all staff comply with the [JCQ guidelines](#)
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [malpractice in examinations and assessments](#)
- Ensures that [JCQ guidance for centres on cyber security](#) is followed
- Ensures that accurate candidate contact information is obtained and maintained
- Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies, e.g. entries and internally assessed marks
- Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate, driver's licence or passport. A candidate should only be entered under alternative names in exceptional circumstances



The head of centre can delegate tasks related to the responsibilities above, but cannot delegate the overall responsibility.

2.3 Exams Officer

Our exams officer is Emma Wright. Emma is supported by our Exams Lead, Sarah Collier.

The exams officer is responsible for the administration of exams. They:

- Manage the administration of exams.
- Advise the senior leadership team (SLT), subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks
- Are one of the key holders to the secure room with question papers and pre-release materials.

2.4 Teachers and Area Managers

Teachers and Area Managers are responsible for:

- Advising the exams officer of any changes to the curriculum or assessment details for the subjects taught



- Advising the exams officer of entries for each subject
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Supplying information about entries, coursework and controlled assessments as required by the exams officer

2.5 Lead Invigilator(s)

Our lead invigilators are Sarah Collier, Alice Watts, Alice Hudson and Louise Bransome. The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exams office

2.6 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms any coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications offered

The qualifications offered at Fred Nicholson School support the bespoke nature of our curriculum offer. The Curriculum Lead, in conjunction with the senior leadership team, decides the qualifications we offer each year.

We offer the following types of qualifications:

- Entry Level
- Life and Living Skills
- Functional Skills
- Arts Award

The specification is the actual content/syllabus of the exam (as opposed to qualification type or subject). For instance, switching from OCR to AQA for English. Decisions on whether a candidate



should be entered for a particular subject will be taken by the Strand Leads in consultation with the Area Manager and Curriculum Lead.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled as necessary.

External exams and assessments are scheduled in May/June or, in the case of Functional skills as required by Exam board 'windows' or on-demand when the pupils are ready. Exams lead is responsible to liaise with the exams officer to identify appropriate dates and times.

The Curriculum Lead and Exams Lead decides which exam series are used in the centre.

The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the subject lead and the exams officer.

5. Exam timetables

Once confirmed with the Exams Lead, the exams officer will circulate the exam timetables for external exams before each series begins.

6. Entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal if agreed by the curriculum lead.

The centre does not accept entries from private candidates.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to relevant staff via email and/or staff briefing notes.

Area managers and class teachers will provide estimated entry information to the exams officer to meet FNS, JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, by the exams officer.

Functional skills re-sits/retakes are allowed at the area managers discretion in consultation with pupils and their parents.



7. Exam fees

All exam fees, re-sit fees and late entry or amendment fees are paid for by the centre.

8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation.

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the head of centre and exams officer.

9. Access arrangements

All pupils at Fred Nicholson School are pupils with special education needs. A candidate's access arrangements requirement is determined by the class and subject teachers. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the class and subject teacher, in agreement with the exams officer.

Room arrangements for candidates using access arrangements will be organised by the exams officer. Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the exams officer. Where candidates sit their examinations in a smaller environment away from the main examination room (the suitability of which is to be assessed in conjunction with JCQ guidelines).

10. Exam contingency plan

Contingency planning for exams administration is the responsibility of the exams officer. Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing the contingency plan.

See Appendix 2 for our school's contingency plan.

This plan complies with the [Joint Council for Qualifications \(JCQ\) General Regulations for Approved Centres](#), and is also based on Ofqual's [guidance on contingency planning](#) and JCQ's [exam contingency plan guidance](#).

11. Estimated grades

Class and subject teachers are responsible for submitting estimated grades to the exams officer when requested.



12. Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

- Unauthorised use of a mobile phone or internet-enabled device in examinations
- Copying or allowing work to be copied
- Posting work on social media prior to an exam
- Collusion or working collaboratively

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy. Staff will be reminded of this ahead of any exams series. Candidates and invigilators will receive written guidance that will also be shared at the beginning of each examination.

If malpractice is suspected or reported, it will be investigated by the Headteacher (head of centre) and then escalated and reported to the relevant awarding body.

12.1 Staff malpractice procedure

The school will make the individual(s) aware, in writing, at the earliest opportunity of the nature of the alleged malpractice and of possible consequences should malpractice be proven. It will not be assumed that because an allegation has been made, it is true.

The member of staff will be:

- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against him/her
- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body
- Where a member of staff is found guilty of malpractice, Fred Nicholson School may impose the following sanctions:
 - a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
 - direction to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training



- impose special conditions on the future involvement in assessments by the member of staff
- suspend the member of staff's involvement in the administration of assessments for a set period of time
- should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal

12.2 Candidate malpractice procedure

For Internally Assessed Work:

If a member of staff suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained in an accessible way. The candidate will be given the opportunity to respond to the allegation before any final decision is made.

If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified.

For Externally Assessed Work:

If a member of staff suspects a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained in an accessible way. The candidate will have the opportunity to respond to the allegation before any final decision is made.

If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

The candidate's parent or guardian must be kept fully informed during the process when a candidate has been suspected of malpractice. In the event that a malpractice decision is made, which the candidate or parent/guardian feels is unfair; the candidate has the right to appeal.

13. Exam days

The exams officer will book all exam rooms after liaison with other users and liaise with site management staff to ensure the setting up of allocated rooms. The exams officer will make the question papers, other exam stationery and materials available for the invigilator.

The invigilators or exams officer will start and finish all exams in accordance with JCQ guidelines. Subject staff may be present at the start of the exam to assist with identification of candidates. Any



staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, class or subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by class or subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 48 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the exams administration assistant.

Emergency evacuation of the examination room will be outlined within the centre's exam contingency policy, which will be subject to inspection by the JCQ Centre Inspection Service. In the event of an emergency, a full report of the incident must be produced and retained on file and any breach of question paper security or malpractice must be reported to the awarding body immediately.

14. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the invigilator or exams officer where appropriate.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the exam's officer or lead invigilator present.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The exam's officer or lead invigilator present is responsible for handling late or absent candidates on exam day.



15. Special consideration

Should a candidate be unable to attend an exam because of illness, bereavement or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, then it is the candidate's responsibility to alert the centre's exams officer or lead invigilator present.

The candidate must support any special consideration claim with appropriate evidence within 2 days of the exam. The exams officer will make a special consideration application to the relevant awarding body within 4 days of the exam.

16. Non-examination assessments

Teaching staff who deliver non-examination assessments will follow the correct specifications and the specification and instructions provided by the awarding body, or JCQ instructions for conducting non-examination assessments if appropriate.

Please refer to our Non-Examination Assessment Policy.

17. Results and certificates

Dates of results days each year will be shared with candidates and families through letters home.

Candidates will receive individual results slips on results day in person at the centre, by email or by post to their home address. The results slip will be in the form of a centre produced document, written to be as accessible as possible, while complying with reporting obligations.

The provision of the necessary staff on results days is the responsibility of the head of centre. Arrangements for the centre to be open on results days are made by the exams officer. Staff will be available on results day to explain results slips to pupils and their families if required.

17.1 Enquiries about results (EAR)

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates. The cost of EARs will be paid by the centre.

All decisions on whether to make an application for an EAR will be made by the curriculum or subject teacher, in discussion with the exams officer. If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its internal appeals procedure (Appendix 3). All processing of EARs will be the responsibility of the exams officer following the JCQ guidance.



17.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 30 days of the receipt of results. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The exams officer is responsible for processing requests for ATS. The cost of ATS will be paid by the centre.

An EAR cannot be applied for once an original script has been returned.

18. Links to Other Policies

- Non-Examination Assessment Policy

Equality Impact Statement

The Head Teacher has reviewed this policy giving due regard to their responsibilities with respect to the equalities agenda, in line with recent legislation. They believe that the policy reflects a positive attitude and approach to all members of the school community.

Policy Approved by:

Heidi Philpott
Head Teacher



Appendix 1: Pupil version of Exams Policy

On(enter date of exam)...., you will be sitting your Functional Skills exams.

On the day, an adult in the room will run through what you need to fill out on your exam papers.

The adults will run through how long you have to complete the exam. A reader or scribe will be available for you should you need them.

When exams are taking place, there are some rules you need to follow.

These are:

- You cannot wear smart watches. These must be removed before entering the room, even if you say you won't use it
- Phones are not allowed and should be handed in to school staff and locked away in a cupboard as per our school rules
- You are not allowed to talk during the exam except to the adult to ask for help with reading or writing (depending on the exam you are sitting)
- Only the equipment you have been given can be used during the exam
- When you have finished your exam, you need to sit quietly until everyone else has finished their exam
- If you need to go to the toilet, you will be escorted by an adult to and from the room
- You cannot doodle on the exam paper - a separate piece of paper will be given to you after the exam is finished if you need to doodle

Once you have read this exam policy (or it has been read to you), you can verbally acknowledge this to the adult to show you understand what is expected of you during your exams.



Appendix 2: Exam Contingency Plan

Scenario	When to implement	Actions	Person(s) Responsible
Exam officer is absent	The exam officer is absent due to illness or unforeseen circumstances	- The exams assistant to step in and take the exam officer's role - Should the exam assistant not be able to take the exam officer role, a postponement in exams may need to happen - If the above bullet point were to happen, approval from the head of centre must be approved and all parties therefore informed of the outcome	Head of centre, exam officer and exam assistant
Pupils are unable to attend school, but the centre is open	Pupil is absent and cannot sit their exam that day	- Speak to the exam officer to facilitate an alternative date for the pupil to sit the exam upon their return - Communicate to pupil and parents/carers around what will happen and if/when they can sit the exam	Exam officer
The centre is closed	- Strike action for staff - Lockdown for any reason - Faults within the school which means it is unable to open	- Pupils will be informed by the school about the school closure - Specific messages sent to those pupils affected by the closure - Estimated opening date and reschedule of exam date to be communicated	Head of centre, exams officer, admin team
Emergency evacuation of the centre	- A fire alarm being set off - Flooding within the room - Any fault within the examinations room/building which would compromise the safety of staff and pupils	- Staff and pupils to leave all exam papers and belongings in the room (papers to be closed) - Exams officer to document the time of evacuation (and therefore loss of examination time) - Staff and pupils to follow the fire procedures set within the centre	Head of centre, exams officer



Appendix 3: Internal appeals procedure about assessment decisions

If you are not happy with your assessment or exam results you should do the following:-

1. Think through why you think they are wrong.
2. Ask your teacher to explain why you have been given that mark.
3. Come and talk to or telephone the exams officer – you may bring a parent/carer or a friend with you.

What happens next?

1. The exams officer will write down what we talk about.
2. The exams officer will talk to the teacher and find out why they think you were given that mark.
3. The exams officer will talk to you about why they think you were given that mark.
4. If the exams officer thinks the mark you have been given is right it will be explained to you why this is right.
5. If the exams officer thinks the mark may not be right, the exams officer will talk to the exam board and explain to them why we think it needs changing.
6. The exam board will then make the final decision on whether it needs to be changed.