

Person Responsible:	D. Watkins (Exams Office), ratified by G. Rughoobee (Head of Compliance)
Last reviewed on:	June 2024
Next review due by:	June 2025
Created:	September 2012
Revisions:	

Gretton School is owned and operated by Newcome Education, a subsidiary group of Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each and every one of its learners and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside all of these policies in order to ensure an awareness of the bigger picture. In particular it should be read in conjunction with the Equality Policy, the Health and Safety Policy and the Safeguarding Children and Child Protection Policy.

All of these policies have been written, not simply to meet statutory and other requirements, but to evidence the work that the whole school is undertaking to ensure the implementation of its core values.

In all the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the Education Act 1996, which states that a 'parent', in relation to a child or young person, includes any person who is not a parent (from which can be inferred 'biological parent') but who has parental responsibility, or who has care of the child. [Department for Education guidance](#) considers a 'parent' to include:

- *all biological parents, whether they are married or not*
- *any person who, although not a biological parent, has parental responsibility for a child or young person - this could be an adoptive parent, a step-parent, guardian or other relative*
- *any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person*

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part time and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school employs the services of the following consulting companies to ensure regulatory compliance and the implementation of best practice:

- *Peninsula HROnline*
- *Peninsula BusinessSafe (Health and Safety)*
- *Carecheck (DBS)*
- *Educare (online CPD)*

1 INTRODUCTION

Contents

- The centre exams policy
- Qualifications
- Exam series and timetables
- Entries, entry details and late entries
- Exam fees
- Equality legislation
- Estimated grades
- Managing invigilators
- Candidates
- Word Processing
- Internal assessments and appeals
- Results
- Certificates

The purpose of this exams policy is:

- To ensure the planning and management of exams is 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 processes to read, understand, and implement this policy.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Exams Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Gretton School's Exam Officer is Mr David Watkins - david.watkins@grettonschool.com

2 EXAM RESPONSIBILITIES

THE HEAD OF CENTRE:

- Has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document suspected malpractice in examinations and assessments.

EXAMS OFFICER:

- Manages the administration of internal exams and external exams.
- Advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Oversees the production and distribution to all centre 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.

- Checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
- Supports subject teachers and tutors, to ensure evidence of learners' normal ways of working to support access arrangement applications, are filed away to support any JCQ inspections - overall access arrangements responsibilities and applications lies with Deputy SENCO
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

SUBJECT LEADERS:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.
- Provides photocopied examples of learners' normal ways of working at the end of each half term, to support evidence requirements when processing access arrangements – this is completed by signing a declaration form supporting learners' normal ways of working.

TEACHERS:

- Supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.
- Provides photocopied examples of learners' normal ways of working at the end of each term, to support evidence requirements when processing access arrangements – this is completed by signing a declaration form supporting learners' normal ways of working.

TEACHERS/FORM TUTORS:

- Identification and testing of candidates' requirements for access arrangements and notifying the Deputy SENCO in good time so that they are able to process any necessary applications in order to gain approval (if required).
- Working with the exams officer and Deputy SENCO to provide the access arrangements required by candidates in exam rooms.
- With the Deputy SENCO to support their learners' access arrangements.

- This is then forwarded to the exams officer to be filed away as evidence to support any JCQ inspections

LEAD INVIGILATOR/INVIGILATORS:

- Assisting the exams officer in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

CANDIDATES:

- Confirmation and signing of entries.
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring the conduct themselves in all exams according to the JCQ regulations.

3 QUALIFICATIONS OFFERED

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

The types of qualifications offered are:

- GCSE
- A/AS level (GCE)
- BTEC
- FUNCTIONAL SKILLS
- FS Entry Levels 1, 2 and 3
- VCerts – (NCFE Exam board)
- AIM Awards

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by 1st October.

Informing the exams office of changes to a specification is the responsibility of the subject teacher.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Subject Teacher in consultation with the Headteacher.

4 EXAM SERIES

Internal exams (mock or trial exams) and assessments are scheduled in December/January and June/July - depending on final entry dates.

External exams and assessments are scheduled for 6 assessment weeks throughout the school year, as decided by the exams officer

Internal exams are held under external exam conditions.

The Exams Officer 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 Leader and the Exams Officer.

5 EXAM TIMETABLES

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

6 ENTRIES, ENTRY DETAILS AND LATE ENTRIES

Candidates or parents/carers can request a subject entry, change of level or withdrawal.
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 heads of department/curriculum via email and briefing meetings.

Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Head teacher.

- GCSE resits/retakes are allowed
- AS resits/retakes are allowed
- A level resits/retakes are allowed
- Functional skills re-sits/retakes are allowed

Re-sit decisions will be made by the Subject Leader in consultation with the Head Teacher/Exams Officer.

7 EXAM FEES

Candidates or departments 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 exams officer will publish the deadline for action well in advance for each exam series.

GCSE entry exam fees are paid by the centre.
Functional skills entry exam fees are paid by the centre.
Late entry or amendment fees are paid by the centre.
Fee reimbursements are not sought from candidates:
Re-sit fees are paid by the centre.

7 EQUALITY LEGISLATION

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

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exams Officer.

8 ACCESS ARRANGEMENTS

Gretton School is a special school, where all learners have a diagnosis of ASD and all learners will have an EHCP (Educational Health Care Plan). As a result, all learners are entitled to certain access arrangements to support differing levels of exams (please see latest JCQ guidelines).

A candidate's access arrangements requirement is determined by the individual learners' needs and the Deputy SENCO facilitates a dialogue with subject teachers in order to establish the best normal way of working for each learner in each of their subject areas. Once determined the Deputy SENCO apply for learners relevant arrangements.

Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of a learners' subject teacher, in collaboration with form tutors and the Deputy SENCO. This is known as the NWOV and it is stored securely for inspection purposes along with The Five Conditions Sheets and Educational Psychologists Letter and / or the J8 forms and / or Exam Boards Center Delegated Access Arrangement Form alongside the confirmation from the exam boards,

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

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer.

For further guidance on Gretton's Access Arrangements process please refer to our AA policy - [Access Arrangements Policy 2022/23](#)

9 CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Exams Officer. Contingency plans are available via email and briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations. For further details around the Contingency Plan for exams, the policy is here [Exams-Contingency-Plan](#)

10 ESTIMATED GRADES

Subject Teachers are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

11 MANAGING INVIGILATORS

External staff will not be used to invigilate examinations.
Invigilators are timetabled, trained, and briefed by the Exams Officer.

12 MALPRACTICE

The head of centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

13 EXAM DAYS

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilator.

Class staff is responsible for setting up the allocated rooms, and will be advised of requirements 14 days in advance.

The 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 and what they can do.

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

Exam papers must not be read by 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 24 hours after candidates have completed it.

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

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 Exams Officer.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

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 Exams Officer.

Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

15 CLASH CANDIDATES

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

16 SPECIAL CONSIDERATION

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's parents responsibility to alert the centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam. The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

Alternative site for exams is only considered if the learner is physically unable to leave their house on medical grounds confirmed/diagnosed by a professional i.e. GP, Psychiatrist, Psychologist, outside of their medical diagnosis of Autism and normal way of working characteristics. The application will be made within 6 weeks as per the JCQ guidance. However, very late applications can be made for those injured and required to be at home or in hospital within the examination window. It is the candidate's parents' responsibility to inform the Exam Officer at the earliest convenience.

17 THE CRITERIA GRETTON SCHOOL USES TO AWARD AND ALLOCATE WORD PROCESSORS FOR EXAMINATIONS

This statement details how Gretton School meets the following requirements from JCQ Access Arrangements and Reasonable Adjustments Booklet 2018/19:

A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations." (Page 54, Section 5.8.4)

The 'normal way of working' for exam candidates, as directed by the Head of Centre, is that candidates handwrite their exams. An exception to this is where a candidate may have an approved access

arrangement in place; for example, the use of a scribe/speech recognition technology.

18 AWARDING WORD PROCESSORS

Awarding Word Processors

There are also exceptions where a candidate may be awarded the use of word processors in exams where: he/she has a firmly established need; it reflects the candidate's normal way of working; and by not being awarded a word processor, the learner would be at a substantial disadvantage to other candidates.

Awarding a word processor for exam purposes is at the discretion of the Centre and they are not widely available to everyone. Using a word processor will not be awarded simply because a candidate prefers to type rather than handwrite or because they can work faster using a keyboard. Only those candidates who would be placed at a significant disadvantage, as a result of his/her identified need if expected to hand-write their responses, will be awarded a word processor.

There are a range of reasons for recommending candidates use a word processor which include where a candidate has, for example:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting

Difficulties with fine motor skills and executive planning, impacting on processing and handwriting speeds

Importantly, the centre also makes an offer of the use of a word processor after candidates have been assessed as needing a scribe. Many prefer this method of recording answers rather than sitting and dictating answers to another person; this is particularly true of candidates with a history of selective mutism.

19 ALLOCATING WORD PROCESSORS

Appropriate exam-compliant word processors will be allocated by the Exams Officer, in liaison with the Access Arrangements Coordinator. Exams for candidates who have been awarded the use of a word processor are held in separate rooms where specific exam usernames and passwords are used to ensure the machines are compliant with JCQ Instructions for Conducting Exams (Section 14.25, Page 29).

Statement Confirmed By:

David Watkins, Exams Officer / Head of KS4

Vicky Sellars, Assistant Head of Key Stage 4 and 5

Catherine Harrison, Deputy SENCO

Beth Elkins, Headteacher and Head of Centre

20 INTERNAL ASSESSMENT

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

Marks for all internally assessed work are provided to the exams office by the Subject Teacher. The exams officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

21 RESULTS

Candidates will receive individual result slips on results days either,
In person at the centre or
By post to their home address or
Contacting the school by phone or
Online using their personal log in details.
via email if unavailable for any of the above, or request

The results slip will be in the form of a centre produced document.
Arrangements for the centre to be open on results days are made by the Head Teacher or Principal.

The provision of the necessary staff on results days is the responsibility of the Head Teacher or Principal.

22 APPEALS

Information relating to the appeals process and grade boundaries is shared with learners and parents each school year when inviting them for the Results Open mornings. Further information can be found here: [☰ Results explained_appeals process](#)

23 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 Head Teacher or Principal.

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 (IAP) document.

All processing of EARs will be the responsibility of the Examinations Officer following the JCQ guidance.

24 ACCESS TO SCRIPTS (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 28 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.

Re-marks cannot be applied for once an original script has been returned.
The cost of EARs will be paid by the centre.

Processing of requests for ATS will be the responsibility of the Examinations Officer.

25 CERTIFICATES

Candidates will receive their certificates

- in person at the centre
- by post to their home address
- posted (recorded delivery)

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The centre retains certificates for one year.

A new certificate will not be issued by an awarding organisation. A transcript may not be issued if a candidate agrees to pay the costs incurred.

APPENDIX A

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
<p>Possible role options for inclusion in policy (select as many as required)</p>	<ul style="list-style-type: none"> ● Head of centre ● Deputy head ● Assistant Heads of Secondary, Primary and EHLC ● Subject co-ordinator ● Subject teachers ● Senior leadership team ● Exams officer ● Form tutors ● Candidate ● Parent/carers ● Other (please specify) 	<ul style="list-style-type: none"> ● Assistant Heads of Secondary, Primary and EHLC ● Educational psychologist ● Subject co-ordinator ● Subject teachers ● Senior leadership team ● Exams officer ● Form tutors ● Other (please specify) 	<ul style="list-style-type: none"> ● Exams officer ● Centre administration ● Head of centre ● Senior leadership team ● Senior Invigilator ● Invigilator ● Other (please specify)