

# Exam Management Policy

## Clarity Independent School

Bridge Barn Farm  
Woodhill Road  
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**Clarity Independent School is committed to safeguarding...**

*"Our school is committed to our whole-school approach to safeguarding, which ensures that keeping children safe is at the heart of everything we do, and underpins all systems, processes and policies...We promote an environment where children and young people feel empowered to raise concerns and report incidents and we work hard in partnership with pupils, parents and caregivers to keep children safe."*

Clarity Safeguarding Policy September 2024

**Written by Richard Clow**  
**Assistant Head and SENDCO**

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**Updated by Name:** Richard Clow

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## 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

This policy is linked to our:

- Examination Internal Appeals Policy
- Examination Contingency Plan
- Examinations Complaints and Appeals Procedure Policy
- Examinations Word Processing Policy
- Assessment Procedures Policy
- Non-examination Written Controlled Assessment Policy
- Equality Policy
- Staff Handbook
- Whistleblowing Policy
- Conflict of Interest Policy
- Recognition of Prior Learning Policy and Process
- Student Recruitment, Identification, Registration and Certification Policy (exams)
- Malpractice Policy

## 2. Roles and responsibilities / Line Management Structure Chart

<b>Role</b>	<b>Delegation</b>	<b>Contingency</b>	<b>Reports to:</b>
<b>Head of Centre and Headteacher</b>	Debbie Hanson	Richard Clow	Examination Boards/JCQ
<b>Exams Officer</b>	Richard Clow	Debbie Hanson	Head of Centre
<b>School Assessments Co-ordinator</b>	Sharyn Ailara	Richard Clow	Headteacher
<b>Quality Nominee</b>	Sharyn Ailara	Debbie Hanson	Headteacher
<b>SENDCO</b>	Richard Clow	Sharyn Ailara	Headteacher
<b>Lead Invigilator</b>	Michelle Deveney	Sharyn Ailara	Exams Officer
<b>Accredited Assessor for Access Arrangements</b>	Debbie Hanson (level 7 APC)	External assessor with level 7 APC: Karen Cameron	Head of Centre, SENDCO and Exams Officer
<b>Curriculum Leads</b>	Eng: Mrs Faulks Maths: Mrs Deveney Science: Mr Powell ICT: Sharyn Ailara	Sharyn Ailara (overall Curriculum Lead)	Sharyn Ailara, reporting to Exams Officer
<b>Key Holders for non-secure and secure storage unit</b>	Richard Clow  Debbie Hanson	Sharyn Ailara (appointed authorised key holder to transfer confidential materials upon delivery immediately to secure storage room (not secure storage unit))	Head of Centre

## Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand, and implement this policy.

## Key Holders for the Secure Storage Room

Key holders are responsible for transferring confidential materials to and from the Secure Storage Room, and Secure Storage Unit if authorised to do so. (See 2. Roles and Responsibilities chart above). Only authorised keyholders know the code to access the keys from the key safe box for the Secure Storage Room. Key holder information is held by the Exams Officer and is logged on the Secure Room/Storage Facility: Keyholder and Access Log.

## Head of centre

The head of centre:

- Has overall responsibility for the school as an exams centre
- Is responsible for ensuring that all examination policies are updated and meet JCQ and awarding body regulations and guidelines
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)
- [Is responsible for ensuring that complaints and appeals from the centre itself or candidates regarding examination delivery or results \(including internally assessed or externally assessed and moderated results\) are investigated and reported, following the JCQ and awarding body procedures](#)

## Exams Officer

The Exams Officer is responsible for the administration of exams. They:

- Manage the general administration of internal exams.
- Register and enter pupils for specified exams adhering to the set deadlines.
- Ensure that all documentation completed and stored in an accessible format for the purposes of examination series inspections.
- Advise the senior leadership team (SLT), subject and class tutors, 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 are informed of, and understand, aspects of the exams timetable that will affect them.
- Check with teaching staff and the Quality Nominee that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- Liaise with teaching staff to confirm entries, mode of delivery and exam codes.
- Liaise with teaching staff to receive feedback and data from mock examinations.
- Provide and confirm detailed data on estimated entries.
- 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.
- Create seating plans to identify candidate's seating positions for use by the invigilator on the exam day.
- Create candidate identification and registration documents for use by the invigilator on exam days.
- Conduct exam room sweeps prior to exam delivery to ensure that materials that could invalidate the candidate's results are removed and stored securely.
- Provide the necessary resources and stationery for candidates.
- Ensure that on-screen tests are prepared by setting up downloaded data files in prepared folders for candidates.
- Ensure that on-screen testing software is installed and meets the minimum requirements to conduct the tests.
- Ensure that access arrangements are requested at the time of entry for on-screen tests.
- Submit electronically based candidate evidence on the day of the exam using the specified uploading procedures and stores copies securely for inspection for the specified post examination period.
- Account for income and expenditures relating to all exam costs/charges (except initial set-up and registration with awarding bodies – school assessment co-ordinator).

- Liaise with the Business Manager to ensure that invoices are correct and are paid as specified by awarding bodies.
- Ensure that all exam delivery, materials movement and training records are up to date and available for inspection.
- Train, monitor and quality assure the exams invigilators responsible for the conduct of exams.
- 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.

### **School Assessments Co-ordinator**

- The school assessments co-ordinator holds responsibility and strategic oversight of the use of both internal and external assessment across the school. This includes formative and summative assessment. The school assessments co-ordinator designs and sources appropriate standardised assessments for the school, timetabling them strategically across the year, alongside the head of centre. Assessments are matched purposefully to the school's curriculum and children's needs, to ensure the school is able to capture performance data to triangulate alongside the curriculum and the quality of teaching and learning. The school assessment co-ordinator is responsible for accounting for income and expenditures relating to the initial set-up and registration with awarding bodies.

### **Quality Nominee**

- The Quality Nominee is the point of contact at the centre responsible for ensuring that quality assurance procedures are in place and are followed throughout the examination process. Quality Nominees are responsible for completing the Annual Quality Declaration (AQD) each academic year confirming the centre's ability to meet its obligations according to the awarding body's specifications and JCQ regulations.

## **Curriculum Leads**

Curriculum leads are responsible for:

- Advising the Exams Officer of any changes to syllabus or assessment details for their subjects and entries for their subjects
- 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 the Exams Officer's deadlines
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

## **Teachers**

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of curriculum and/or the Exams Officer
- Providing the SENDCO with information and evidence in support of the request for access arrangements or reasonable adjustments for candidates

## **Special educational needs and disability co-ordinator (SENDCO)**

The SENDCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put exam day arrangements in place
- Recording access arrangements on the relevant forms in conjunction with the assessor and head of centre according to JCQ and awarding body specifications
- Processing any necessary applications in order to gain approval (if required)
- Working with the Exams Officer to provide the access arrangements required by candidates in exam rooms

## **Lead invigilator(s)**

The lead invigilator(s) are responsible for:

- Assisting the Exams Officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and providing a 'second pair of eyes' to confirm that the correct papers and quantities are accessed for distribution to the exam room



- Checking that exam stationery and resources meet the requirements of the exam
- Ensure that candidates do not enter the exam room with any equipment that is prohibited in accordance with JCQ regulations
- Keeping a register of attendance for the exam
- Identification and seating placement of candidates in line with the seating plan and identification documents
- Being familiar with the invigilator checklist and JCQ ICE information
- Understanding the procedures to follow and documentation to use in the event of an emergency or suspected or actual malpractice
- Ensuring that access arrangements are applied for candidates as specified by the Exams Officer
- Ensuring that candidates are not permitted to return to the exam room if they have been given permission to leave on completion of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the Exams Officer
- Ensuring that all electronically based evidence is saved in the specified way by candidates and that computers are shut down after the completion of the exam
- Ensuring that all exam materials and documentation are passed directly back to the Exams Officer for secure storage immediately after the exam has finished

## **Candidates**

Candidates are responsible for:

- Confirming and signing entries
- Signing a data protection statement giving permission for the centre to share information in relation to the examinations
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations
- Complying with JCQ regulations to ensure that they understand and adhere to the warning posters
- Making it known to the centre if they wish to appeal against a decision regarding results

### 3. Qualifications offered

The Headteacher decides the qualifications we offer, with support from the school assessment co-ordinator.

We currently offer the following types of qualifications:

- Entry Level Certificates 1 – 3
- Pearson Functional Skills Entry Levels 1 - 3
- Pearson Functional Skills and Digital Functional Skills Levels 1- 2
- NCFE Level 1 (Food and Cookery Skills) and Level 2 (Art and Design)
- GCSEs (foundation and higher)
- BTECs
- ASDAN, Personal Development and Employability Skills

The subjects offered for these qualifications in any school year may be found in our KS4 Curriculum and Qualifications offer.

If there will be a change to a specification for the next year, the Exams Officer must be informed by 30<sup>th</sup> May.

Informing the Exams Officer of changes to a specification is the responsibility of curriculum leads.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Exams Officer in consultation with class teachers.

### 4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

Internal / external	Qualification	Month	Comments
Internal	Entry levels 1-3	October	
Internal mock / trial	Functional Skills 1-2 GCSE / BTEC re-sits	October	
Internal mock / trial	GCSE / BTEC	May year 10 January of year 11	
Internal final assessments	NCFE Levels 1-2 ASDAN	Throughout the year	

External exams and assessments are scheduled in the following exam series:

Internal / external	Qualification	Month	Comments
External	Functional Skills 1-2 GCSE / BTEC re-sits	November	
External	Functional Skills 1-2	February	
External	Functional Skills 1-2 GCSE BTEC	May	

Internal exams are held under external exam conditions.

The head of centre in consultation with the Exams Officer decide which exam series are used in the centre.

The centre does not currently offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Officer and the head of centre.

## 5. Exam timetables

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

## 6. Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to curriculum leads via exam briefing meetings at staff meetings or curriculum lead meetings. These are recorded in the minutes of the meeting and are then shared with all attendees.

Curriculum leads 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 require authorisation, in writing, by the Exams Officer.

## Re-sits

We allow re-sits for the following types of qualifications:

- Entry Levels
- Functional skills
- GCSEs (for pupils still on roll)
- BTECs
- NCFE Levels 1-2
- ASDAN

Re-sit decisions will be made by curriculum leads in consultation with the Exams Officer.

## 7. Exam fees

Candidates or departments will not be charged for:

- Changes of tier withdrawals if made by the proper process.
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal.
- The 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 actions well in advance of each exam series.

Fees will not be charged for "prescribed public examinations" pupils have been prepared for in school, or for re-sits of these exams if they have been prepared for them at school.

This is recommended for academies and free schools in the DfE's guidance on [charging for school activities](#). "Prescribed public examinations" includes GCSEs, AS-levels and A-levels. A full list is in the annex to an [explanatory memorandum to the Education \(Prescribed Public Examinations\) \(England\) Regulations 2010](#).

Fees *may* be charged for:

Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations.

Exams not on the set list of prescribed public examinations.

A pupil, if they fail, without good reason, to complete the requirements of a public exam where the school originally paid the entry fee.

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs, Entry Levels, Functional Skills, BTEC, NCFE, ASDAN	<ul style="list-style-type: none"> <li>If not prepared for at school, even if they are on the list of public examinations</li> <li>Re-sits at parents' request</li> <li>Missed exams (without medical or other extenuating circumstances)</li> </ul>	<ul style="list-style-type: none"> <li>As per fee charged the school by the examining body</li> <li>Missed exams: dependent on charges levied by the exam board</li> </ul>
Qualifications not on the list of prescribed public examinations	<ul style="list-style-type: none"> <li>Upon registration if requested by parents rather than school</li> </ul>	<ul style="list-style-type: none"> <li>As per fee charged the school by the examining body</li> </ul>
Public examinations	<ul style="list-style-type: none"> <li>If a pupil fails, without good reason, to complete the requirements of the public examination when the school originally paid the fee.</li> </ul>	<ul style="list-style-type: none"> <li>As per fee charged the school by the examining body.</li> </ul>

We may waive these fees in certain circumstances, at the discretion of the Head Teacher. If you would like to discuss waiving relevant fees, please contact the Exams Officer in the first instance.

## 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 head of centre, Exams Officer and the SENDCO.

## 9. Access Arrangements

The SENDCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENDCO as stated in 2. Roles and Responsibilities, above.

Ensuring there is appropriate evidence for a candidate's access arrangements is the responsibility of the SENDCO and class teachers.

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 and Lead Invigilator.

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and Exams Officer.

Contingency plans are available via briefing meetings and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

It is the head of centre's responsibility to ensure that procedures are in place to maintain the security of all centre accounts including the access to exam materials, the incoming electronic transfer and storage of exam materials and the uploading and storage of completed candidate work. The procedures will also safeguard sensitive information, including personal candidate data. These procedures will be in place to maintain high standards of Cyber security.

## 11. Estimated grades

Curriculum leads are responsible for submitting estimated grades to the Exams Officer when requested.

## 12. Managing invigilators

External staff will not be used to invigilate examinations.

Recruitment of invigilators is the responsibility of the head of centre.

If invigilators require Disclosure and Barring Service (DBS) checks, the head of centre is responsible for obtaining these, as the safer recruitment lead.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the head of centre.

Invigilators are recruited by the head of centre, and are timetabled, trained and briefed by the Exams Officer supported by the lead invigilator.

### **13. Malpractice**

The head of centre, in consultation with the Exams Officer, is responsible for ensuring that suspected or actual malpractice is thoroughly reported as part of our whistleblowing procedures and investigated as a potential misconduct issue, as detailed in our staff handbook. The centre will ensure that Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where a candidate has signed the declaration of authentication, will be reported using a JCQ M1 to the relevant awarding body. If at the time of the malpractice there is no entry for that candidate (who the centre intended to enter), the centre will submit an entry by the required entry deadline. If coursework, controlled assessment, non-examination assessment or portfolio work which is submitted for internal assessment is rejected by the centre on grounds of malpractice, candidates will be advised to follow the internal appeals process should they wish to do so. Where the awarding body deem it necessary to visit the centre unannounced, the Head of Centre will request that awarding body staff confirm their identity using the appropriate ID. The centre has the right to contest a decision for candidate malpractice by referring the case to the Malpractice Committee. Where sanctions are to be applied to a candidate, the centre will follow the guidance from the JCQ Suspected Malpractice Policies and Procedures document and any additional guidance from the awarding body.

### **14. Exam days**

The Exams Officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator

The Exams Officer is responsible for setting up the allocated room(s) and will be advised of requirements at least 21 days in advance.

The invigilators and the Exams Officer will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may not 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, 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 curriculum leads in accordance with JCQ's recommendations and no later than 2 hours after candidates have completed them.

When question papers are removed from delivery packaging, they will be checked against the timetable/despatch note. This action will be recorded in the Confidential Materials: Receipt, Secure Movement, Checks and Secure Storage Log held by the Exams Officer.

The Exams Officer will check the integrity of the question paper packets immediately before they are opened to confirm that the correct pack is being opened. The Invigilator will also be present to provide a 'second pair of eyes' for the check. This action will be recorded in the Confidential Materials: Receipt, Secure Movement, Checks and Secure Storage Log held by the Exams Officer.

Where question paper packets need to be split for additional rooms/sites, this will be undertaken within the secure storage room and the question papers extracted will be transported to the exam room/site in a sealed non-transparent envelope.

After an exam, the Exams Officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with the invigilator.

## **15. 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.

Before an exam series, candidates are required to sign a data protection declaration that gives permission for centres to share candidate data and personal details with awarding bodies for entry and registration purposes.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 unless applied for and granted through the access arrangements process.

This is particularly true of mobile phones, smart watches and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the 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.

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.

## **16. Special consideration**

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Exams Officer or the head of centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body within 3 days of the exam.

## **17. Internal assessment**

It is the duty of curriculum 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 internally assessed work are provided to the Exams Officer by curriculum leads. The Exams Officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

This can be found within the Examinations Internal Appeals Policy on our website.

The head of centre must ensure that teaching staff do not use artificial intelligence (AI) as the sole means of marking candidates' work.

## **18. Results and certificates**

Candidates will receive individual results slips on results days in person at school.

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 of centre.

The provision of the necessary staff on results days is the responsibility of the head of centre.

Dates of results days each year will be publicised for all candidates through the school website and letters home.

### **18.1 Enquiries about results (EARs)**

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 a group of candidates.

The cost of EARs will be paid by the centre, the cost of which is set by the appropriate body.

All decisions about whether to make an application for an EAR will be made by curriculum leads.

If a candidate's request for an EAR is not supported, the candidate may appeal, and we will respond by following the process in our Examination Internal Appeals procedure Policy.

All processing of EARs will be the responsibility of the Exams Officer or head of centre, following the JCQ guidance.

## **18.2 Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 10 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.

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre, as set by the Examination Body.

## **19. Monitoring and review**

This policy will be reviewed annually in accordance with JCQ regulations.

Overall responsibility for the Exam Management Policy in **Clarity Independent School** rests with the Head Teacher, Debbie Hanson