



THE
**WALDESLADE
& GREENACRE**
SCHOOLS PARTNERSHIP

Examinations Policy

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Statement of Equality

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Introduction and Aims

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

The aim of this document is to ensure:

- The planning and management of exams is conducted in the best interest of the candidates.
- Our system of exams administration is efficient and clear, and staff and students 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.

Roles and responsibilities

Everyone

Every stake holder is committed to ensuring that the exams management and administration process is run effectively and in compliance with the JCQ regulations and awarding body requirements.

This document will ensure that:

- All aspects of our exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to.
- Staff are well informed and supported.
- All staff involved in the process clearly understand their roles and responsibilities.
- All exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times.
- Exam candidates understand the exams process and what is expected of them.

This document will be reviewed regularly to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.



Head of Centre

The headteacher is the head of centre and:

- Has overall responsibility for the school as an exams centre.
- 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.

Exams Officer

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

- Understand the contents of annually updated JCQ publications.
- Manage the administration of all examinations.
- Advise the Senior Leadership Team (via the RSL KS4), and other relevant support staff on annual exams timetables and procedures set by awarding bodies.
- Oversee the exams calendar.
- 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 that the necessary coursework and/or controlled assessments are completed on time and in accordance with guidelines.
- Provide and confirm detailed data on estimated entries.
- Provide examination cards for desks with students' names, photographs and any access arrangements.
- 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 (maintaining the integrity and confidentiality of all exam materials).
- 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.
- Account of income and expenditures relating to all exam costs/charges.
- Line manager the invigilation team organizing the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Works with the SENCO to ensure invigilators supervising access arrangements candidates and those acting as a facilitator supporting access arrangement candidates fully understand their respective role.
- 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.
- Ensure health check of student laptops has taken place in good time for examinations
- Ensure laptop work is printed and taken to Heads of Faculty/Department, following an exam
- Booking out examination spaces, liaising with all staff involved in room changes and raising tickets with Site/IT teams for necessary set-up in those rooms.
- Alerting lettings and room booking in good time for any examination periods.
- Create and distribute seating plans, in line with SEN needs.
- For mock exams: Create timetable and invigilation timetable.

Senior Leader Link (KS4 RSL)

The KS4 RSL will:

- Deliver expectations assemblies to candidates.
- Create and distribute school examinations leaflet for students and parents.
- Distribute seating plans to students.
- Support and oversee with Mock timetables and Mock Invigilation timetables.
- Chair pre-mock meetings.
- Work with Examinations Officer to oversee and support with internal and external deadlines.
- Arrange a timetable of SLT staff to support internal and external exams.
- Mocks only: arrange for candidate attendance registers to be taken.
- Raise any issues from Invigilation notes regarding SEN, behaviour or attitudes with appropriate members of staff/parents.
- Arrange space for candidate's bags/coats before exams.
- Arrange any pre-exam briefings for candidates.

Heads of department/Faculty

Heads of department/faculty are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects.
- Advising the exams officer of 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, adhering to deadlines as set by the exams officer.
- 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
- Decisions on post-results procedures.
- For mock exams: ensuring that papers are copied and brought to the exams office within the deadline given by the Exams Officer.



- Oversee appeals and remarks in line with deadlines set by Examinations Officer.

Teachers

Teachers are responsible for:

- Undertaking key tasks, as detailed in this policy, within the exams process and meet internal deadline set by the Exams Officer and the SENCO.
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Attend relevant awarding body training and updated events.
- Must explain the importance of students submitting their own independent work (a results of their own efforts, independent research, etc) for assessments and stress to them and to their parents/carers the risks of malpractice in relation to the use of artificial intelligence (AI).
- Must familiarise themselves with AI tools, their risks and AI detection tools.
- For Mock Exams: Must act as invigilators and familiarise themselves with the guidance and requirements of this role.

Special Educational Needs Co-ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements/reasonable adjustments and notifying the exams officer in good time so that they can put exam day arrangements in place.
- 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.
- Finding appropriate rooms/spaces for one-to-one examinations and booking these rooms out.
- Introducing SEN students to the exam timetables, spaces and processes.
- Oversee reader pen training.

Invigilator(s)

Invigilators are responsible for:

- Assisting the exams officer to run exams efficiently.
- Putting out and collecting exam papers and other materials from the exam office before the start of the exams.
- Collecting all papers in in the correct order at the end of each exam and ensuring they're returned to the exam office.
- Attend/undertake training (on the current regulations), annual update, briefing and review sessions as required.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.



- Filling out detailed invigilation notes: including any rule breaches, behaviour, use of access arrangements, exit lists.

Candidates

- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own.
- Read and confirm their understanding of the school's examination leaflet, including links to all JCQ student examination guidance.
- Ensuring they conduct themselves in all exams according to JCQ regulations.
- Bringing the correct equipment for all internal and external assessments.

Qualifications Offered

The headteacher and SLT decide the qualifications offered to candidates.

We offer the following types of qualifications:

- A-Level.
- BTEC.
- GCSE.
- OCR Nationals.
- OCR Technicals.
- EAL.
- City & Guilds.

If there is a change to a specification for the following academic year, the exams office must be informed by 1st July.

Informing the exams office of changes to a specification is the responsibility of the head of department/faculty with approval from their SLT line manager.

Decisions on whether a candidate should be entered for a particular subject will be taken by heads of department/faculty in consultation with their SLT line manager.

Exam Series

Internal mock exams and assessments are scheduled in the following exam series:

- Year 11 – November 2024.
- Year 11 – February/March 2025.
- Year 10 – June 2025.
- Year 12 – June 2025.



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

- November 2024.
- January 2025.
- Summer 2025.

The majority of internal mock exams are held under external exam conditions.

The centre does not offer assessments on an on-demand basis.

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.

Entries (Including Entry Details and Late Entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal, but the head of centre is responsible for making the final decision.

We accept entries from private candidates.

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

Entry deadlines are circulated to heads of department/faculty and SLT line managers via email.

Heads of department/faculty 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.

Re-sits

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

- GCSEs (English & Maths Only).
- BTECs.
- City & Guilds.
- OCR Nationals.
- OCR Technicals.

We do not allow re-sits for the following types of qualifications:

- AS-levels.
- A-levels.



Re-sit decisions will be made by heads of department/faculty in consultation with the exams officer.

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 actions well in advance of each exams series.

Maintained schools and academies are not allowed to charge pupils to enter “prescribed public examinations” you have prepared them for in school, or for re-sits of these exams if you have prepared them for the re-sit at school.

However, we may charge 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.
- If a candidate, without good reason, fails to complete the requirements of a public exam where the school originally paid the entry fee.
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent/carer requests withdrawal.

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the exams officer.

All final decisions related to exam fees is the responsibility of the head of centre.

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, exams officer and the SENCO.

Access arrangements

The SENCO will inform subject teachers of candidates with special educational needs (SEN) 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 SENCO.



Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO.

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.

Use of Word Processors

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working, i.e. where the curriculum is delivered electronically and word processors are provided to all candidates.
- If they need support with handwriting.
- If they have a:
 - Physical disability.
 - Learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly.
 - Medical condition.
 - Sensory impairment.

The SENCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific listed examples above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate.
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate.

We will also make sure that the word processor:

- Has the spelling and grammar check and predictive text software disabled.
- Does not have internet connectivity during the exam.
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data).
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails.
- Does not have graphic packages or computer-aided design software, unless permission is given.



- Does not have computer reading (text to speech) software, unless the candidate has permission.
- Does not have speech recognition technology, unless the candidate has permission.

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that's solely what they're doing and not re-reading their answers or amending their work in any way).
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue.
- Advised to use a minimum font size of 12pt and double spacing.

Each page of the typed script will be numbered.

The word processor will be connected to a secure area of the network so that the script can be saved and printed off once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

Contingency Planning

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

Contingency plans are available via SharePoint and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.



Managing Invigilators

External staff will be used to invigilate external examinations and may also be used for internal mock exams.

Recruitment of invigilators is the responsibility of the exams officer.

If invigilators require Disclosure and Barring Service (DBS) checks, the Trust HR Team are responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by the Trust HR Team.

Invigilators are recruited, timetabled, trained and briefed by the exams officer and school SLT.

Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

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.

Site staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The invigilators 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, 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/faculty in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with the invigilators and school office staff.



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 heads of department/faculty.

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.

This is particularly true of mobile phones 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.

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

The exams officer and attendance officer are responsible for handling late or absent candidates on exam day.

Private Candidates

The exams officer is responsible for managing private candidates.

Clash Candidates

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

Special Considerations

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, attendance officer, head of centre or another appropriate member of staff to that effect.

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 by the end of the exam season.



GCE and GCSE 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 see the Non-Examination Assessment Policy for full details.

It is the duty of heads of department/faculty to ensure that all non-examination 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 office by heads of department/faculty or teachers. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with the Exam Appeals Policy.

Artificial Intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. WGSP recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils may not use AI tools:

- During assessments, including internal and external assessments, and coursework.
- To write their homework or class assignments, where AI-generated text is presented as their own work.

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas.
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly attributed.

Where a pupil uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Pupils must submit this along with the assessment.

Staff should:

- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content.
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments.

For more information on AI misuse, see guidance from JCQ on AI use in assessments. Any misuse of AI tools may be treated as malpractice.



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 school SLT, the exams officer and relevant site staff.

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

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

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 if supported by the head of department/faculty and their SLT line manager.

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 Exam Appeals Policy.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

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.



Equality Impact Assessment

Who is the policy or process intended for?	Pupils	Employees	Govs/ Trustees	Volunteers	Visitors
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Status of the policy or process:	New policy or process			Existing policy or process	
	<input type="checkbox"/>			<input checked="" type="checkbox"/>	
Analysis					
Protected Characteristic	Impact analysis			Explanation of impact analysis	
	Positive	Neutral	Negative		
Age:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Disability:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sex:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Gender reassignment:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Race:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Religion or belief:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Sexual orientation:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Marriage or civil partnership:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pregnancy and maternity:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Pupil groups (PP/SEN/CLA):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Evaluation and decision making					
Summary of action taken:					
Final decision:					

