



High Storrs School

Examinations Policy

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Minor amendments:

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1. Changes in this Edition

11. Entries, Entry Details and Late Entries

Students will be entered for examinations which have been formally chosen as part of the options or 6th form enrolment process, or form part of a student's timetable during KS4 or KS5. High Storrs does not support entries for subjects which students have studied in their own time outside school, even if those subjects are offered as part of the High Storrs curriculum and are taken by other students.

12. Examination Fees

Exam fee reimbursements may be sought from candidates who fail (without good reason) to complete the requirements of a public exam where the school has originally paid/agreed to pay the fee. For example, failure to attend lessons in preparation for an examination.

2. Linked Policies

This policy should be read in conjunction with other related School/Trust policies including:

- Learning 1 – Curriculum Principles
- Learning 2 - Teaching and Learning Principles
- Equality Statement 2023 and Accessibility Plan
- Exam Entry Policy
- Exam Contingency Plan
- Exam Archive Policy
- Laptop Use Policy
- Emergency Evacuation Policy
- Lockdown Policy
- Non-Exam Assessment Policy
- Exam Complaints and Appeals Policy and the Review of Marking Policy.

3. The Aims of this Policy

The purpose of this policy is to ensure that the management and administration of internal and external examinations is effective and efficient following all JCQ guidelines. This exam policy will ensure that:

- 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
- All Centre Staff involved in the exams process clearly understand their roles and responsibilities
- All aspects of the Centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- There are clear guidelines for candidates so that they understand the exams process and what is expected of them

This policy will be reviewed annually by the Examination Officer and relevant members of the Senior Leadership Team 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.

4. The Objectives of this Policy

The key objective of this policy is to have in place a clear protocol of the planning and management of internal and external examinations, in order that they are conducted effectively and in the best interests of candidates. These protocols must be shared with and understood by all staff, parents/carers and students, and conforms to school and trust policies on accessibility and equality for all.

This policy will also make clear alternative arrangements for examinations in the event of unforeseen circumstances e.g. emergency evacuation, local or national crisis, requirement for alternative accommodation.

5. Roles & Responsibilities

The Head of Centre is the Headteacher, and overall responsibility for examinations lies with the Headteacher. It is the responsibility of the Head of Centre to ensure that the administration and running of examinations is delegated in a way that ensures that all JCQ and examination board rules and regulations are followed and to be accountable to the examination boards for any issues which arise with the running of external examinations. Responsibility for the administration and delivery of internal and external examination is delegated to the Examination Officer, who has responsibility for the examinations team and invigilation team. It is the responsibility of the Examination Officer to ensure they are fully up to date with all JCQ and examination board rules and regulations regarding the delivery of examinations, including rules around entries, malpractice, reviews and post examination services. The Examination Officer will act as the liaison between the school and the examination boards and deal with queries and requests as necessary, ensuring the SLT link / Head of Centre are informed as required. The Examination Officer is supported by the designated member of the Senior Leadership team, who acts as the link between SLT and the examinations team.

The SLT link will be identified by the Headteacher and act to support the Examination Officer as required with any decisions or issues affecting the delivery of internal or external examinations. The SLT link must ensure that the Senior Leadership Team and Headteacher are fully informed of any specific issues or concerns relating to the delivery of examinations.

6. Qualifications Offered

The qualifications offered at this Centre are decided by the Head of Centre, SLT and Subject Leaders. The qualifications offered are GCE, L3 BTEC, GCSE, CNAT, Entry Level Certificate, FCSC and ASDAN. There is also offsite provision. It is the responsibility of the Subject Leader to inform the Examination Officer of any changes to subject specification or awarding body. Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENDCo, Subject Leaders, Subject Teachers and SLT.

7. Malpractice

The Head of Centre or their nominated counterpart is responsible for investigating suspected malpractice in accordance with JCQ Suspected Malpractice: Policies and Procedures 2022-2023 and will submit a report of suspected candidate malpractice to the relevant awarding body as per their guidelines. The Headteacher will be informed of any incident of malpractice and make any decisions relating to how the matter is dealt with.

8. Contingency Planning

Contingency planning for exams administration is the responsibility of the Head of Centre and the SLT link with the Examination Officer and other staff with a vested interest. For full details of examination contingency plans, please see Examination Contingency Planning Policy 2022-23).

By their nature, critical incidents are unpredictable, and the Examination Officer will work with the Headteacher, SLT link and other members of SLT to mitigate and manage any eventuality, considering all information and advice from JCQ, examination boards and other professional bodies e.g. ASCL.

Specific plans for dealing with critical incidents can be seen in Appendix 1.

9. Exam Series

External exams and assessments (including practical assessments and modular examinations) are scheduled in November, January, February, March, May and June. Students will be entered for an external examination series by the Examination Officer at the request of the Subject Leader, in consultation with the SLT link.

Internal examination will take place in the calendared sessions for KS4 and KS5 students (November – Y11, January – Y13, February – Y10 & Y11, July – Y12 & Y10) and will be conducted under external examination conditions. Subject leaders may arrange in class assessments at any time, but these will not be supported by invigilators unless within the internal examination windows. Subject Leaders will advise the Examination Officer if they wish to arrange assessments outside the calendared examination windows, or do not wish to complete an internal assessment during the exam window.

10. Examination Timetables

Individual timetables will be provided for all students for external examinations at the earliest opportunity during the school year, once final confirmation of the examination schedule has been received from the examination boards, and Subject Leaders have confirmed candidate entries. A full copy of the May / June external examination timetable will be posted on the school website once confirmed by the exam boards.

Internal examination timetables will be shared with parents via email and posted on the school website. Printed copies will be shared with students.

11. Entries, Entry Details and Late Entries

Candidate entries are submitted for their exam by Subject Leaders / Subject Teachers. Director of Key Stage 4 and 5 / Senior Leadership Team have the final decision over appropriateness of entries. Candidates or parents/carers can request a subject entry, change of level or withdrawal, after consultation with the Subject Leader Subject Teacher/Key Stage 4/5 Directors.

It is the responsibility of the Subject Leader to ensure full and accurate lists of candidate entries are submitted to the Examination Officer by the required deadline. Late entries or changes to entries must be authorised by Head of Centre / SLT link / Senior Leadership Team. Final entry lists will be given to Subject Leaders to check and authorise before a submission to the Awarding Body is made.

The Centre does not accept entries from Private Candidates. The Centre does accept entries from students who have left school in Y13, and wish to re-sit an examination already completed in Y13 in the following academic year only. No teaching or exam preparation will be offered by the school for a former student choosing to resit an examination. High Storrs School does not act as an Exam Centre for other organisations.

Students will be entered for examinations which have been formally chosen as part of the options or 6th form enrolment process, or form part of a student's timetable during KS4 or KS5. High Storrs does not support entries for subjects which students have studied in their own time outside school, even if those subjects are offered as part of the High Storrs curriculum and are taken by other students.

Please refer to the Exam Entry Policy (April 2024) for further detail.

12. Examination Fees

High Storrs School will pay all normal examination entry fees on behalf of candidates for their first entry. Any resits must be paid for by the candidate. The school will pay additional entry fees for any Pupil Premium students.

Neither candidates nor departments will be charged for changes of entry 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.

Late entry or amendment fees will normally be paid for by the Centre. If the candidate wishes to change their tier of entry without Centre consent, this will be paid for by the candidate.

Exam fee reimbursements may be sought from candidates who fail (without good reason) to complete the requirements of a public exam where the school has originally paid/agreed to pay the fee. For example, failure to attend lessons in preparation for an examination.

Re-sit fees are to be paid for by the candidate (see Exam Entry Policy)

13. Staff Conflicts of Interest with Examination Entries

Before final entries for external examinations are made, the centre must inform the awarding body (via the Examination Officer) if there are any members of centre staff who are either:

- Sitting examinations or assessments
- Teaching or preparing members of their household or immediate family for examinations / assessments (to include stepfamily, foster family or similar close relationships)

14. Staff employed as examiners by exam boards

Staff at High Storrs may apply to external examination boards to act as exam markers, exam team leaders or senior examiners in their chosen subject. Staff who choose to participate in additional work for the exam boards must not let this impact their roles and responsibilities to the school. Staff will be released to attend required exam board training if required.

Any member of staff who marks for the exam board should discuss this with their line manager as per the MLT Staff Code of Conduct policy.

Any member of staff who is a senior examiner, and is involved in setting examinations which pupils at High Storrs School may then sit during external examinations, must declare this to the Headteacher and to the Examination Officer, and complete all necessary paperwork as required by the exam board.

15. Exam Day: Planning and Procedures

External examinations must follow the guidelines as stated by the JCQ. It is the responsibility of the Examination Officer to ensure all requirements are met in terms of arrangements for the delivery of examinations.

In practical exams subject teachers must be on hand in case of any technical difficulties.

Both internal and external exam papers must not be read by subject teachers or removed from the exam room before the end of a session, unless it is to check a possible error. External exams question papers will be passed to Subject Leaders at the end of the exam session which may be the following day.

With the exception of Art and Science (practical assessments) and MFL speaking tests, staff who have taught a group are not allowed to be the sole invigilator.

The Lead Invigilator for each examination will start and finish each exam. At the start of the examination candidates must be made aware of examination rules (including the need to hand in any banned items e.g. mobile phones) and the actions to take during any Emergency Procedures (*i.e. closing all papers face up and making their way out of the room without talking, escorted by invigilators*) and the penalties of not adhering to the procedures.

16. Equality, Accessibility and Access Arrangements

All students at High Storrs School will have the opportunity to be entered for and sit examinations, in line with the school Equality Statement and Accessibility Plan.

Identifying access arrangements for candidates to take exams/controlled assessments is the responsibility of the SENDCo. The SENDCo will inform Subject Teachers and the Examination Officer of candidates with special educational needs who are embarking on a course leading to an exam. After assessment through recognised Access Arrangement testing, The SENDCo will then inform individual staff of any special arrangements that individual candidates can be granted during the course and in any examinations. These access arrangements apply to both internal and external examinations and assessments. Access arrangements will not be granted to a student until they have been formally assessed and the outcome shared by the SENDCo. A candidate's access arrangements requirement is determined by the SENDCo, doctor, pastoral teacher and/or educational psychologist/specialist teacher.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examination Officer working with the SENDCo. Rooming, invigilation and support for access arrangement candidates (including those with temporary injury) will be arranged by the Examinations Officer in consultation with the SENDCo.

17. Managing Invigilators

External staff and agency employees are used to invigilate examinations. These invigilators will be used for internal and external exams. Recruitment of invigilators is the responsibility of the Examination Officer. All external invigilators will undergo DBS checks, which will be paid for by High Storrs School. Invigilators' rates of pay are set by Minerva Learning Trust.

18. Regulations for Candidates

All candidates must follow examination rules as laid out by the JCQ. This applies to both internal and external examinations, including rules on communicating with other candidates and taking mobile phones / headphones / watches into the examination hall.

It is expected that all candidates will arrive on time to line up and listen to examination instructions for all internal and external examinations (Mornings – 8.30am for 9.00am, Afternoon – 12.30pm for 1.00pm). In the event that a candidate is absent from an examination and the school has not already been informed of the absence, members of the pastoral team will attempt to contact the candidate so they may arrive in school.

A candidate arriving late for an examination will be allowed entry to the examination if they arrive within 1 hour of the published start of the examination without being reported to the exam board. Any candidate arriving more than 1 hour after the published start time will still

be allowed to sit the exam, but this will be reported to the relevant examination board, and may result in disqualification from that examination.

A candidate that misses the entire exam session (i.e. arrives in the afternoon for a morning examination) will not be permitted to sit that examination.

It is expected that candidates will remain in the exam hall for the full duration of the examination – candidates will not be allowed to leave an exam early unless there are exception circumstances e.g. illness.

It is expected that candidates should not book any holidays or make any arrangements that could affect attendance to exams for which they are entered. No other arrangements can be made if candidates miss exams due to any circumstances as outlined in the Instructions for Conducting Examinations guidance.

Disruptive candidates or candidates who are suspected of malpractice will be dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full duration of the examination.

For clash candidates, (this is when two timetabled examinations are scheduled for exactly the same time) the supervision of escorts, identifying a secure venue and arranging overnight supervision is the responsibility of the Examination Officer. If overnight supervision is needed, the Examination Officer must complete the necessary paperwork before the arrangement can be implemented

19. Special Consideration

Special consideration is awarded at the discretion of the Awarding Body, and is subject to the rules as stated by the JCQ. Should a candidate fall ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examination Officer, Examination Assistant or the Exam Invigilator, to that effect. The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example, by providing a letter from their doctor. The Examination Officer will then forward a completed special consideration form to the relevant Awarding Body at the earliest opportunity after the completion of the examination.

20. Non-examination Assessments (NEAs)

Subject Leaders / teaching staff must refer to the Non-Exam Assessment Policy for all guidance and also to the specifications.

Candidates must be informed in writing of any centre assessed marks prior to submission to the Awarding Body. Candidates must be informed at least 5 working days prior to submission of marks to allow them enough time to request a review of the centre's marking of the assessment if so desired. Candidates may appeal if they feel their coursework / controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.

Subjects Leaders must have a procedure in place for an external assessor to review the marking of a NEA if the mark is challenged by the candidate. Please refer to Non-Exam Assessment Policy and the Exam Complaint and Appeals Policy for more detail.

Once moderated, Subject Leaders must submit NEA marks with the Examination Officer for submission by the relevant exam board deadline.

21. Formal Complaints and Appeals

Refer to the High Storrs School Exam Complaints and Appeals Policy for information on grounds for complaint and how to make a formal complaint.

22. Collection of Results

Candidates will receive their individual results on Results Days either in person at the Centre or by post to their home address (candidates must provide a stamped addressed envelope by the penultimate Friday of the summer term, around 15th July) or collected by a nominated third party (third party collection of results must be agreed by penultimate Friday of summer term). This person should have a signed and dated confirmation letter from the candidate and photographic identification, i.e. passport, driving licence etc. Results will not be posted out or given to a third party without prior arrangement with the examinations office.

Arrangements for the Centre to be open on Results Days are made by the Head of Centre and the Examination Officer / Senior Leadership Team.

The provision of staff on Results Days is the responsibility of the SLT link and Examination Officer.

23. Access to Scripts (ATS)

After the release of results, a candidate may request to see their marked script (available to download digitally by the members of the examination team), so as to discuss it with their subject teacher (with a view to a potential review). All candidates must give written consent for their papers to be downloaded from the various examination board websites. Deadline dates for requests will be shown on the appropriate form.

Centre Staff may also request scripts for investigation or for teaching purposes as long as written consent for this has been obtained from the candidate.

24. Review of Results (RoRs)

RoRs may be requested by a candidate if there are reasonable grounds for believing there has been an error in marking. Requests should be made after consultation with the class teacher / subject leader. The candidate's written consent is required before any RoR is requested. If a result is queried, the Examination Officer / Subject Leader / Teacher will investigate the feasibility of asking for a re-mark.

Reviews will be paid for by the candidate as per the fees published by the various awarding bodies. High Storrs will pay for reviews for "life changing grades" (3-4 and 4-5 in English Language or Maths at GCSE) or for any Pupil Premium students for any grade. Any A-Level review must be paid for by the candidate.

25. Certificates

Certificates are provided to centres when results have been confirmed. Candidates who have had a successful review of marking should ensure that this is reflected on the certificate. If not, the incorrect certificate should be returned to the Examination Officer who will request a replacement. Incorrect certificates must be returned as soon as possible as after a certain point there may be a replacement charge which the candidate will be liable.

Certificates are collected and signed for personally. Any certificates not collected are available for collection during normal school hours. Candidates should inform school in advance of the need to collect a certificate so that the certificates can be taken out of secure storage.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so and provide a signed and dated letter from the candidate and photographic identification.

The Centre retains certificates for one year. Please refer to the High Storrs School Exam Archive/General Data Protection Policy. The Centre may be able to help with a printout of results in certain circumstances providing identification is given.

APPENDIX 1: CRITICAL INCIDENT PLANNING

Critical Incidents:

a) Specific Bad Weather Contingency Plan

The Head of Centre has recruited a group of volunteers (*from within school staff and external invigilators*) who have guaranteed that they will be able to attend school on bad weather days in order to operate timetabled examinations as per the timetable. Staff will be contacted by text when necessary. This has not been needed or used yet and may change after the first use to reflect the needs of the school.

b) Absence of Examination Officer

The Business Manager is to ensure that trained, knowledgeable staff are available to keep the exam office basically running without accruing late fees and disadvantaging students, when the need arises. A succession plan is to be finalised and appropriate people named subsequently.

The 2 named key holders are the Examination Officer and Examination Assistant. In the event of both members of staff being absent keys will be delivered to school and a Senior invigilator will access the secure store and papers in order to run the exam.

c) Alternative Accommodation (If we cannot run exam here i.e. if hall and gym are out of action for any reason or if building work is going on)

The Business Manager to advise the Examination Officer in a timely manner of the full postal address of any alternative accommodation which affects the full cohort. This will enable Examination Officer to submit the information to all the relevant Awarding Bodies.

d) National Incident (such as recent volcanic ash 2010)

Centres will take advice from JCQ and the Awarding Bodies concerned and act accordingly, keeping candidates informed. Candidates should check with the Centre and check their website for up to date statements.

JCQ identify a National Contingency Day each year in case of local or national incidents which will be communicated to all candidates and staff.

e) Disruption of Teaching Time where centres are closed for an extended time.

The planning and implementation should be decided at school level. Candidates could be advised to sit papers at a later series if available and possible.

f) Disruption in the Distribution of Examination Papers:

If a crisis disrupts the distribution of examination papers then Awarding Bodies would provide access to a secure website where papers could be downloaded. The Examination Officer would make copies and keep in secure conditions.

Alternatively, copies could be faxed to centres if electronic transfer is not possible.

The Awarding Bodies could source alternative couriers to deliver exam papers.

g) Candidates Unable to take Examinations because of Crisis, where centre can remain open

The Centre will apply for special consideration where candidates have met the requirements.

h) If the Centre has to close for the Exam Period

- Discuss the possibility of staying open with the relevant agencies.
- Apply for special consideration where candidates have met the requirements.

- Candidates could be advised to sit papers at a later series if available and possible.
- The Awarding Bodies would be flexible and supportive if another venue has to be used. Advice from other agencies would need to be taken i.e. Health Protection, Environment Agencies)
- Investigate sharing the facilities of another Centre.

i) Disruption to Collection of Completed Examination Scripts

Centres to:

- Seek advice from normal collection agency
- Ensure secure storage of completed scripts whilst awaiting collection
- Investigate other methods of collection and obtain proof of postage.

j) Difficulty in Meeting Results Schedule

The Awarding Bodies to consider changing results schedule.

The Centre will use an appropriate method to advise candidates of any changes.

k) Centre Closed on Results Day

The Centre to make alternative arrangements and inform candidates by an appropriate method. The Centre is looking at providing the EO with facilities at home to be able to access remotely and in conjunction with the wider Crisis Risk Assessment Plan