



# Kibworth Mead Academy

## Examinations Policy

### 2024-25

Issue 1	17/08/20	
Issue 2	17/08/21	
Reviewed	14/12/21	
Reviewed	29.1.23	V Cropley
Reviewed	20.1.24	V Cropley
Reviewed	04.1.24	P Thompson, Vice Principal

## Examinations Policy

### Purpose:

- Ensure the planning and management of examinations is conducted efficiently and in the best interest of the candidates
- Ensure the operation of an efficient examination system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy.

### 1 - Responsibilities

#### Principal (Head of Centre):

- The **Head of Centre** is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments. **It is the responsibility of the head of centre to ensure that all staff comply with the instructions in this booklet.** Failure to do so may constitute malpractice as defined in the JCQ publication *Suspected Malpractice: Policies and Procedures, 1 September 2024 to 31 August 2025*:
  - <https://www.jcq.org.uk/exams-office/malpractice> (ICE Introduction)
- Understands the contents, refers to and directs relevant centre staff via the exams officer to annually updated JCQ publications including:
  - [General Regulations for Approved Centres \(GR\)](#)
  - [Instructions for Conducting Examinations \(ICE\)](#)
  - [Access Arrangements and Reasonable Adjustments \(AA\)](#)
  - [Suspected Malpractice in Examinations and Assessments \(SMEA\)](#)
  - [Instructions for conducting non-examination assessments \(NEA\) \(and the instructions for conducting coursework\)](#)
  - [A guide to the special consideration process \(SC\)](#)
- Overall responsibility for the school as a public examination centre
- Is responsible for the completion of the National Centre Number Register (NCN) each year (October) confirming the centres adherence to the current JCQ regulations.
- Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including accommodation for candidates requiring access arrangements for assessments and exams
- Retains a workforce of an appropriate size and competence, including managerial and other resource, to undertake the delivery of the qualification as required by an awarding body
- Responsibility for reporting all suspicions or actual incidents of malpractice (refer to the JCQ document 'Suspected Malpractice in Examinations and Assessments').
- The organisation of teaching and learning
- External validation of courses followed at key stage 4.
- Ensures that a Senior Leader is appointed to support the Exams Officer.
- Ensures that the Senior Leader(s), Examinations Officer and the SENCo receives appropriate support from relevant centre staff and enables them to attend appropriate

training and other events in order to facilitate the effective delivery of exams and assessments within the centre.

- Appoints a SENCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ and awarding body regulations, guidance and instructions including:
  - the location of the centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials
  - appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of centre staff
  - access to the secure room and secure storage facility is restricted to the authorised 2-6 keyholders
  - the relevant awarding body is immediately informed if the security of question papers or confidential supporting instructions is put at risk
  - that when it is permitted to remove question papers from secure storage, and to avoid potential breaches of security, arrangements are in place to carefully check and record that the correct question paper packets are opened
  - allows candidates access to relevant pre-release materials on, or as soon as possible after the date specified by the awarding body
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allows the senior leadership team to act immediately in the event of an emergency or staff absence).
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates
- Ensures an equality policy demonstrating the centre's compliance with relevant legislation is in place.
- Ensures an escalation policy detailing the senior staff responsible for head of centre actions in absence of the head of centre
- Ensures a *complaints and appeals procedure* covering general complaints regarding the centre's delivery or administration of a qualification is in place
- Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements
- Ensures the centre has a data protection policy in place
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Ensures the relevant awarding bodies are informed of any **Conflict of Interest** where
  - a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
  - a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate
- Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where

- a member of exams office staff has a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
- a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
- a member of centre staff is taking a qualification at another centre
- Ensures staff are only entered for qualifications through the centre as a last resort where entry through another centre is not available
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials including digital materials
- Ensures members of centre staff do **not** forward e-mails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites such as X (formerly known as twitter)/Facebook
- Ensures members of centre staff do **not** advise parents/candidates to contact awarding bodies/JCQ directly
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice/maladministration before, during the course of and after examinations have taken place.
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding body immediately
- Understands the requirements and cooperates with the JCQ Centre Inspection Service, an awarding body or a regulatory authority when subject to an inspection.

### **The Examinations Officer:**

- The Examinations Officer is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.
- Understands the contents of and shares with staff where appropriate annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#)
  - [Instructions for Conducting Examinations](#)
  - [Suspected Malpractice in Examinations and Assessments](#)
  - [Post-results services \(PRS\)](#)
- Completes/submits the National Centre Number Register annual update (administered on behalf of the JCQ member awarding bodies by OCR <https://ocr.org.uk/administration/ncn-annual-update/> by the end of October each year
- Managing the administration of public and internal examinations.
- Advising the senior leadership team, subject and class tutors and other relevant support staff on an annual examination timetables and application procedures as set by the various public examination boards.
- Offering advice on appeals and re-views of examination papers
- Ensuring the production and distribution of an annual calendar of student examinations to candidates, staff and governors well in advance of the examination period.

- Maintaining good communication with staff and students regarding deadlines and events.
- Ensuring that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consulting with teaching staff to ensure that necessary controlled assessment/ NEA is completed on time and in accordance with JCQ guidelines, and the school's controlled assessment and NEA policy.
- Receiving, checking and the secure storage of all examination papers and completed scripts.
- Administering access arrangements and making applications for special consideration using the JCQ 'Access Arrangements and Special Considerations Regulations and guidance relating to candidates who are eligible for adjustments in Examinations'
- Identifying and managing examination timetable clashes/
- Accounts for income and expenditure relating to all examination costs/ charges
- Is involved in the recruiting process of invigilators.
- Trains invigilators in accordance with JCQ guidelines and ensures they are fully aware of access arrangements of students.
- Organising the invigilation arrangements for examinations with the appropriate staff
- Submitting candidates' controlled assessment/NEA marks, tracking, despatching and storing returned controlled assessment/NEA and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranging the dissemination of examination results and certificates to candidates and forwarding, in consultation with the senior leadership team, and appeals/ re-view requests .
- Maintaining the systems and processes in place to support the timely entry of candidates for their examination.
- Administering access arrangements in exams.
- Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
- Supports the head of centre in ensuring that awarding bodies are informed of any Conflict of Interest declared by members of centre staff and in maintaining records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries.
- Confirms appropriate arrangements are in place to ensure that confidential materials are only handed over to those authorised by the head of centre.
- Ensures access to the secure room is restricted and staff named and approved by the head of centre are accompanied by a keyholder at all times. There must be between two and six keyholders only, each of whom must fully understand their responsibilities as a key holder to the secure storage facility.
- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order.

- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility).
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room.
- Ensures the integrity and security of any electronic question paper is maintained during the downloading, printing and collating process (ensuring printing is carried out in an area that can be controlled to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question papers)
- (Where/if applicable to the centre using an alternative site) Ensures question papers will only be taken to an alternative site where the published criteria for an alternative site arrangement have been met
- Will inform the JCQ Centre Inspection Service to timescale by submitting a JCQ Alternative Site arrangement notification using CAP (or through the awarding body where a qualification may sit outside the scope of CAP) of any alternative sites that will be used to conduct timetabled examination components of the qualifications listed in the JCQ regulations

### **HODS are responsible for:**

- Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#)
  - [Instructions for Conducting Examinations](#)
  - [Access Arrangements and Reasonable Adjustments](#)
  - [Suspected Malpractice in Examinations and Assessments](#)
  - [Instructions for conducting non-examination assessments \(and the instructions for conducting coursework\)](#)
  - [A guide to the special consideration process](#)
- Are responsible for ensuring that the Examination Officer is provided with details of any course or awarding body changes at the start of the academic year.
- Offering guidance and pastoral oversight of candidates who are unsure about examination entries and for liaising with the Examinations Officer regarding any amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of controlled assessment/NEA mark sheets and declaration sheets
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer and SENCo.
- Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Ensures teaching staff attend relevant awarding body training and update events.
- Support the SENCo in identifying and implementing appropriate access arrangements.

### **Teaching Staff are responsible for:**

- Completing the necessary tiers of entry for examination boards with deadlines, where necessary. They must provide the Head of Department with the details for onward transmission to the Examinations Officer.

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the Examinations Officer and SENCo.
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications.
- Attend relevant awarding body training and update events.
- Support the SENCo in identifying and implementing appropriate access arrangements.

### **Special Educational Needs Co-ordinator (SENCO):**

- Administering of and application for access arrangements and notifying the exams officer
- Identification and testing of candidates, requirements for access arrangements
- Assesses candidates (or works with the appointed access arrangements assessor) to identify access arrangements requirements
- Gathers evidence to support the need for access arrangements for a candidate
- Liaises with teaching staff to gather evidence of **normal way of working** of an affected candidate
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated
- Obtains signed **Personal data consent, Privacy Notice (AAO) and Data Protection confirmation** forms (candidate personal data consent form) from candidates where required
- Applies for approval through *Access arrangements online* (AAO) via the Centre Admin Portal (CAP), where required or through the awarding body where qualifications sit outside the scope of AAO
- Keeps a file for each candidate for JCQ inspection purposes containing all the required documentation (if any documentation is kept electronically, in the event of IT failure at the time of an inspection is able to access this documentation in an alternative format)
- Employs good practice in relation to the Equality Act 2010
- Liaises with the EO regarding exam time arrangements for access arrangement candidates
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the training provided to facilitators for the required period
- Works with the EO to ensure invigilators and those acting as a facilitator fully understand the respective role and what is and what is not permissible in the exam room
- Provides and annually reviews a centre policy on the use of word processors in exams and assessments.
- Ensures criteria for candidates granted separate invigilation within the centre is clear, meets JCQ regulations and best meets the needs of individual candidates and remaining candidates in main exam rooms.

### **Examination invigilators are responsible for:**

- Ensuring they conduct examinations according to examination board regulations and to work to current guidelines.
- They must have had induction training regarding examinations and health and safety.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.

- Collecting exam papers and other material from the exams office before the start of the exam.
- Preparing rooms including candidate numbers and exam notices.
- Supervising exam candidates as per JCQ regulations and guidance.
- Examination Invigilators should be in the examination room in good time and fully prepared for the examination to take place. Should they be unable to attend due to illness they should contact the school as early as possible to enable cover to be arranged
- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation).
- Collecting all exam papers in the correct order at the end of the exam and their return to the exam office.
- Collecting and returning all other material to the exam's office.

#### **Reception staff:**

- Support the EO in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.

#### **Site staff:**

- Support the EO in relevant matters relating to exam rooms and resources

#### **IT Staff:**

- Support the EO in respect of any exams requiring IT.
- Ensure no maintenance work is carried out at a time when exams are running
- Ensure no maintenance work is carried out during results.

#### **Candidates/ Students taking the examinations have a responsibility to:**

- Understand controlled assessment/ NEA and to sign a declaration that authenticates the controlled assessment as their own
- Understand that the school's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electric devices apply at all times
- Be aware that candidates' personal belongings remain their own responsibility and the school accepts no liability for their loss or damage
- Understand that disruptive candidates are dealt with in accordance with JCQ guidelines
- Be aware that candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them
- Know that the Examinations/Attendance Officer will attempt to contact any candidate who is not present at the start of an examination and will deal with them in accordance with JCQ guidelines
- Ensure that they do not engage in any deliberate act or practice which compromises the integrity of the assessment and therefore the validity of the result. Examples include copying from another student or allowing their work to be copied, copying published work from the internet etc. Further examples of malpractice and sanctions can be found in the Malpractice Policy.
- Read the examination booklet issued to them each year which encompasses all the rules, regulations, FAQ's along with a generalised exam timetable.



## **2 - Statutory Tests and Qualifications Offered**

- Statutory Tests and Qualifications Offered at this centre are decided by the Head of department/Faculty and the senior leadership team. The statutory tests and qualifications offered are GCSE's and entry level, NCFE and OCR nationals.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change in syllabus from the previous year, the exams officer must be informed by the end of the autumn term
- Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidates' parents/ carers, SENCO, subject teachers, Head of Department, and Vice Principal. The final decision will be confirmed by the Principal.

## **3 - Examination Seasons and Timetables**

- Internal exams are scheduled and published on the school calendar
- External exams are scheduled in January and June for all GCSEs and OCR Nationals.
- NCFE External exams scheduling will be finalised one academic year in advance through consultation with Director of Learning/Head of Department, Exam Officer and Principal. The final decision will be made to allow the external assessments to fit within the scheduling for the whole NCFE course
- All internal exams are held under external exam conditions
- Which exams are used in the centre internal exams, is decided by the Head of Department.

### **Timetables:**

- Once confirmed, the Examinations Officer will circulate the examination timetables for both internal and external examinations

## **4 - Entries, Entry Details and Late Entries**

### **Entries:**

- Candidates are selected for their exam entries by the Head of Department and the Subject Teachers.
- Candidates or their parents/ carers can request a subject entry, change of level or withdrawal however the final decision will be made by the Principal.
- The centre does not accept entries from external candidates.

### **Late Entries:**

- Entry deadlines are circulated to Head of Department via email and memorandum
- Late entries are authorised by the Principal.

### **Examination Fees:**

- The centre will pay all normal exam fees on behalf of candidates

## **5 - Special Needs and Access Arrangements**

- The Equality Act 2010 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### **Special Needs:**

- A candidate's special needs requirements are determined by the SENCO and educational psychologist and specialist teachers
- The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of arrangements that individual candidates can be granted during the course and in the exam.

### **Access Arrangements:**

- Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officer
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO
- Rooming for access arrangement candidates will be arranged by the SENCO with the Exams Officer
- Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams Officer

## **6 - Candidate ID**

- Identity cards with the student's photograph, legal name, examination number and centre number are placed on each desk to ensure that the correct student is sitting at the correct desk
- Cards are placed on the desks in accordance with the seating plan supplied by the Examinations Officer

## **7 - Managing Invigilators and Exam Days**

- External invigilators will be used for official internal mock exams and external exams
- The recruitment of invigilators is the responsibility of the Vice Principal, Principal and the Examinations Officer
- Invigilators are timetabled and briefed by the Examinations Officer
- A member of the senior leadership team will be present at the beginning of external examinations as required
- All external invigilators will undergo the usual DBS checks in line with usual school recruitment policy.

### **Exam Days:**

- The Examinations Officer will book all exam rooms after liaison with Vice Principal and make the question papers, other exam stationery and materials available for the invigilator
- The Premises team are responsible for setting up the allocated rooms under the direction of the Exams Officer

- Exams are started by invigilators in accordance with JCQ guidelines under the direction of the Examinations Officer
- In practical examinations subject teachers can be available in case of any technical difficulties
- Examination papers must not be read by subject teachers or removed from the room before the end of a session. If a member of subject staff should gain access to an examination paper during an external examination, then they must not leave the examination room until an hour after the published start time. Papers will be distributed to Head of Department in accordance with JCQ regulations once all candidates have completed the exam and they have been checked and packaged ready for collection.

## **8 - Clashes and Special Consideration**

### **Candidates:**

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times
- Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage
- Disruptive candidates are dealt with in accordance with JCQ guidelines
- Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- The attendance officer or assistant head of year will attempt to contact any candidate who is not present at the start of the exam and deal with them in accordance with JCQ guidelines.

### **Candidates Experience Clashes of Examinations:**

- The Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and administering stays where necessary.

### **Special Consideration:**

- Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examination Officer, or the exam invigilator, to that effect.
- The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example a letter from the candidate's doctor.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body before the special consideration deadline in June. Where more than one exam is affected this may be at the end of the exam series.

## **9 - Appeals against Internal Assessments**

- The centre is obliged to publish a separate procedure on this subject, which is available from the examinations office. The main points are:
- Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded

- Candidates may appeal if they feel their NEA has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- Appeals should be made in writing by the dates specified in the policy/or advised by the subject tutor to the Head of Centre (or other nominee) who will decide whether the process used conformed to the necessary requirements. An internal appeals form is available from the exams officer
- The Head of Centre's findings will be notified in writing, copied to the Examinations Officer and recorded for awarding body inspection.

## **10 - Results, Review of Results and Access to Scripts**

### **Results:**

- It is the Examination Officer's responsibility to download the results on the pre-release day and produce statement of results for the students.
- Any queries must be rectified before the statement of results are printed and issued.
- Result statements must be printed on pre-release day and kept in the secure store until the official results day.
- The Bromcom embargo must be set by the Examinations Officer to ensure that only the Principal, Vice Principal for exams and Examination Officer can see the results in Bromcom prior to the official release day.
- Candidates will receive individual results on results day in person at the centre. They may be given to a third party provided that the third party has a letter of authorisation or a prior email from the student and proof of identity.
- Any results not collected on results day will be posted to the address we hold on Bromcom for the student. Results will not be sent to a holiday address.
- The provision of staff on results day is the responsibility of Vice Principal for exams and the Exams Officer
- Arrangements for the school to be open on results day are made by Exams Officer

### **Review of results:**

- Review of results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking
- If a result is queried, the Examinations Officer, Teaching Staff and Head of Centre will investigate the feasibility of asking for a review at the centre's expense
- When the centre does not uphold an enquiry about results, and a candidate requires this against the advice of subject staff, they will be charged
- The Head of Centre has the final decision in applying for any review.
- Please see Post Results & Internal Appeals policy available from the Examinations Officer.

### **Access to Scripts:**

- After the release of results, candidates may ask the Exams Officer to request the return of papers within a week of results day
- Centre staff may also require scripts for investigation or for teaching purposes.
- The consent of candidates must be obtained.
- Please see Post results policy available from the Examinations Officer.

## **11 - Certificates**

- It is the responsibility of the Examinations Officer to take receipt of the certificates, collate them and inform the candidates when they are ready for collection
- Candidates will be notified by email/letter that their certificates are ready for collection
- All Certificates when collected must be signed for and a log kept.
- Certificates may be given to a third party provided that the third party has a letter of authorisation from the student and proof of identity.
- Replacement certificates are no longer available from the exam boards. Instead, they will issue a statement of results only if the candidate agrees to pay the costs incurred.
- The centre retains certificates for nine years.

## **12 - Monitoring, Evaluation and Review**

- The Principal and Academy Council have a statutory responsibility for this policy. The policy will be promoted and implemented throughout the school. The policy along with other school policies will be available on the school website. The Academy Council will review the policy annually and assess its implementation and effectiveness.