

Newbridge Learning Community



Examinations Policy 2025/2026

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The purpose of the Examination Policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with clear guidelines for all relevant staff.

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

The Examination Policy will be reviewed annually by the Head and the Exams Officer.

1. Exam responsibilities

Head

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the Head is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Exams Officers

Manage the administration of public and internal exams and production of exam results:

- advise the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversee the production and distribution to staff and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensure that candidates are informed of and understand those aspects of the exam timetable that will affect them
- consult with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provide and confirm detailed data on estimated entries
- receive, check and store securely all exam papers and completed scripts
- identify and manage exam timetable clashes
- help with the accounts for income and expenditures relating to all exam costs/charges
- liaise with the senior management team in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams both internal and external
- liaise with the Head in producing exam timetables for all internal exams
- prepare and present reports to the Head showing results achieved

- submit candidates' coursework marks, track dispatch and store returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arrange for dissemination of exam results and certificates to candidates and maintain systems and processes to support the timely entry of candidates for their exams.
- ensuring that the candidates are aware of the JCQ regulations for conduct in examinations and coursework
- with the Learning Support Department, administer access arrangements and make 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*
- organise the examination invigilation rota.
- forward, in consultation with the Heads of Department, any appeals/re-mark requests
- organise the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exam

Heads of Department

- guidance and pastoral overseeing of candidates who are unsure about exam entries or amendments to entries.
- involvement in post-results procedures.
- accurate completion of coursework mark sheets and declaration sheets.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officers.
- Teachers
- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidate names to heads of department / faculty.
- Learning Support Department
- administration of access arrangements.
- identification and testing of candidates' requirements for access arrangements.
- provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Invigilators
- collection of exam papers and other material from the exams office before the start of the exam
- collection of all exam papers in the correct order at the end of the exam and their return to the exams office
- checking off collected scripts on the attendance register.
- completion of a Seating Plan for all examinations.
- must be aware of evacuation procedures in any emergency.
- See Exams Policy file for 'The Role of an Invigilator'
- See Exams Policy file 'Emergency Evacuation Procedures'
- Candidates
- Administrative Staff
- Support for the dispatch of scripts.
- Posting of exam results and certificates.
- Keeping a record of secure material arriving at Newbridge.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head, Deputy Head and SLT

The statutory tests and qualifications offered are GCSE and vocational certificates.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

3. Exam seasons and timetables

3.1 Exam seasons

External exams are scheduled in November and June.

3.2 Timetables

The Exams Officers will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Candidates are selected for their exam entries by the Heads of Department.

A candidate or parent can request a subject entry, change of level or withdrawal, subject to agreement with the centre.

4.2 Late entries

Late entries are authorised by Heads of Department.

4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers and the Heads of Department.

5. Exam fees

GCSE and registration fees are paid by the school.

Reimbursement will not be sought for candidates who fail to sit an exam or meet the necessary coursework requirements the first time this happens.

Candidates may be asked to pay the fee for an enquiry about a results.

6. The Special Education Needs and Disability Act, Equality Act and Access Arrangements

6.1 The Special Education Needs and Disability Act 2014 and Equality Act 2010

All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

6.2 Special Needs

A candidate's Special Needs requirements are determined by the SENCo

The SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCo and the Exams Officers.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Exams Officers.

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

Invigilation and support for access arrangement candidates will be organised by the Exams Officers.

7. Estimated grades

The Heads of Department will submit estimated grades to the Exams Officers when requested by the Exams Officers should they be required.

8. Managing invigilators and exam days

8.1 Managing invigilators

As far as possible, internal invigilators will be used for all exam supervision.

The recruitment of invigilators is the responsibility of the Exams Officers.

Securing the necessary DBS clearance for new invigilators is the responsibility of the Finance Manager. DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the Exams Officers.

8.2 Exam days

The Exams Officers will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available to the invigilator(s).

The site manager and Exams Officers are responsible for setting up the allocated rooms.

The Exams Officers/Lead Invigilator will start all exams in accordance with JCQ/CIE guidelines.

Subject staff are not permitted to be present at the start of the exam.

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

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 twenty-four hours after the exam has been sat.

9. Candidates, clash candidates and special consideration

9.1 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, they must be accompanied at all times. If they leave the room unsupervised they will not be allowed to return.

The Exams Officers notify the School Office of late pupils who are then responsible for locating candidates who are late for their exams, or do not turn up at all.

9.2 Clash candidates

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

9.3 Special consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.

The Exams Officers will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

10. Coursework/NEA and appeals against internal assessments

10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of Department will ensure all coursework is ready for despatch at the correct time and the Exams Officers will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the Exams Office by the Heads of Department.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, a copy of this procedure is kept in the Exams Secure cupboard.

The main points are:

- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 2 weeks before final submission date to the Head (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the Head's findings will be notified in writing, copied to the Exams Officers and recorded for awarding body inspection.

11. Results, enquiries about results (EARs) and access to scripts (ATS)

11.1 Results

Candidates will receive individual results on results days. Arrangements for the school to be open on results days are made by the School Office.

The provision of staff on results days is the responsibility of the Head and Deputy Head

11.2 EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. Before a request is submitted by the candidate they must discuss the validity of their request with the Head of Department.

11.3 ATS

Centre staff may request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Edexcel GCSE scripts are available on-line, after publication of results. Other boards are making them available. Exams Officers to keep up to date with these changes

12. Certificates

Certificates are delivered to students by a member of staff after receipt from the boards.

Certificates must be signed for when received.
The centre retains certificates for two years.

L. McQuade- September 2024