Examinations Policy

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Author	Christopher Czepukojc

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1. Introduction and Aims

Foxford Community School complies with the current editions of JCQ publications, including (but not limited to):

- General Regulations,
- Instructions for Conducting Exams,
- Access Arrangements, Reasonable Adjustments and Special Consideration,
- Suspected Malpractice Policies and Procedures,
- A Guide to the Special Consideration Process.

All confidential examination materials are stored securely in accordance with JCQ ICE requirements, including locked, non-portable secure storage. Access is strictly limited to authorised staff and logged.

The centre will co-operate fully with any JCQ inspection and provide access to all required documentation.

This policy reflects current JCQ regulations and is reviewed annually to ensure full compliance.

This policy is reviewed annually in response to updates to JCQ regulations.

2. Roles and Responsibilities

2.1 Everyone

Everyone involved in our exam processes must read, understand and implement this policy. The policy will be made available to all staff, students and parents/carers on Firefly. Paper copies can be made available if required.

2.2 Head of Centre

Our Head of Centre is Mr. Tom Jordan (Headteacher)

The Head of Centre:

- Has overall responsibility for Foxford Community School as an Exams Centre.
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ policies and procedures on suspected malpractice: Malpractice_26_FINAL.pdf
- Ensures that the planning and management of exams is conducted in the best interest of candidates.
- Understands the contents, refers to and directs relevant centre staff 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 – Policies and Procedures (SM)
    - Instructions for conducting non-examinations assessments NEA) (and the instructions for conducting coursework)
    - A guide to the special consideration process (SC)
- Will confirm, on an annual basis, that they are both aware of and adhering to the latest version of these regulations. This confirmation is managed as part of the National Centre Number Register (NCNR) annual update. The Head of Centre understands that this responsibility cannot be delegated to a member of the senior leadership team (SLT) or the Elockdownxaminations Officer, and acknowledges that failure to respond to the NCNR annual update, and/or the Head of Centre's declaration, will result in:
    - The centre status being suspended
    - The centre not being able to submit examinations entries
    - The centre not receiving or being able to access question papers
- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components
- Has in place a written escalation process should the Head of Centre, or a member of the Senior Leadership Team with oversight of examination administration, be absent. (See section 20)
- Has in place a member of the SLT who will provide support and guidance to the Examinations Officer and ensure that the integrity and security of examinations and assessments is maintained throughout and examinations series.

2.3 Exams Officer

Our exams officer is Ms. Jan Clarke.

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

- Manage the administration of internal and/or external exams.
- Advise the Senior Leadership Team (SLT), subject and class teachers, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or Non-Examination Assessment (NEA) are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- 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
- Administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process: JCQ-A-guide-to-the-special-consideration-process-FINAL_2025_26.pdf
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Line manage the exams invigilators and organise the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/ Non-Examination Assessment (NEA) marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/Non-Examination Assessment (NEA)
- 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 reviews of marking
- Ensure that the secure storage requirements are fit for purpose and manage the access to them. Only authorised keyholders have access to secure storage at all times
- Sensitively handle any confidential materials
- Ensure daily overnight security is maintained

2.4 Faculty Leads

Faculty Leads 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, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/ Non-Examination Assessment (NEA) mark sheets and declaration sheets
- Decisions on post-results procedures

2.5 Teachers

Teachers are responsible for:

- Supplying accurate information about entries, coursework and Non-Examination Assessment (NEA) as required by the Faculty Lead and/or the exams officer, according to timelines set out by more senior staff or Exams Officer.

2.6 Special Educational Needs Coordinator (SENCO)

Our SENCO is Mrs. Rachel Norton.

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put exam day arrangements in place
- 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, including appropriately trained staff, resources and appropriate rooms
- Oversight and resolution, through liaison with exams officer, of any issues that may occur with access arrangements during exam periods.

2.7 Invigilators

The invigilators are responsible for:

- Assisting the Exams Officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exam office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exam office

2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/ Non-Examination Assessment (NEA) regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

3. Qualifications Offered

The Senior Leadership Team alongside Faculty and Subject Leaders decide the qualifications we offer. We may offer the following types of qualifications:

- GCSEs
- A Levels
- EPQs
- BTECs (L2 and L3)
- OCR Nationals

This list may be added to or amended during the life of this policy.

The subjects offered for these qualifications in any school year may be found on our website and prospectus. If there will be a change to a specification for the next year, the Exams Officer must be informed by 10 July. Informing the exams office of changes to a specification is the responsibility of the Senior Leadership Team. Decisions on whether a candidate should be entered for a particular subject will be taken by the Senior Leadership Team.

4. Exam Series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series (These dates are subject to change, depending on factors relating to the school calendar):

- GCSEs: November and February
- A-Levels: October, January and July

Vocational Qualifications: November and February (where appropriate). External exams and assessments are scheduled in the following exam series and are subject to change, depending on JCQ advice:

- GCSEs: May - June
- A-Levels: May - June
- Vocational Qualifications January – February and May – June.

Internal exams are held under external exam conditions.

The Head of Centre, SLT, or Head of Faculty decides which exam series are used in the centre.

The Centre will offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and the Head of Centre or SLT with responsibility for exams.

5. Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins. This may be supported by additional, more bespoke timetables which are managed by SLT with responsibility for exams.

6. Entries

Candidates or parents/carers are not authorised to make decisions regarding subject entry, change of level or withdrawal. We accept entries from private candidates on a case-by-case basis, but any acceptance would be a rarity and would be at the discretion of the Head of Centre. We do not act as an exam centre for other organisations. Entry deadlines are circulated to faculty leads via email/staff briefing.

Faculty Leads will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines. Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the Exams Officer.

6.1 Re-sits

Re-sit decisions will be made by the Faculty Lead in consultation with the Senior Leadership Team. Procedures for administering and organising re-sits are the same as all other external exams.

7. 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 exam series.

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
All	• Re-sits at parents'/carers' request (not supported by the school) • Missed exams (without significant medical concerns or other extreme extenuating	• Entries and re-sits costs • Missed exams: dependent on charges levied by the relevant Exam Board

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

8. Equality

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.

9. Access Arrangements

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams. A candidate's access arrangements requirement is determined by the SENCO.

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

Room arrangements for candidates using access arrangements will be organised by the Exams Officer. Invigilation and support for candidates using access arrangements, as defined by the JCQ (Access Arrangements, Reasonable Adjustments and Special Consideration – Joint Council for Qualifications), will be organised by the Exams Officer in collaboration with the SENCO.

Access arrangements must reflect the candidate's normal way of working and be supported by appropriate evidence. Applications are processed in line with JCQ deadlines and requirements.

Evidence supporting access arrangements is retained and available for inspection in line with JCQ requirements.

10. Contingency Planning

Contingency planning for exams administration is the responsibility of the Head of Centre and Exams Officer.

11. Estimated Grades

The Faculty Leads after moderation with SLT are responsible for submitting estimated grades to the Exams Officer when requested.

12. Managing Invigilators

- External staff will be used to invigilate examinations.
- These invigilators will be used for internal exams and external exams.
- Recruitment of invigilators is the responsibility of the exams officer.
- If invigilators require Disclosure and Barring Service (DBS) checks, the HR officer is responsible for obtaining these.
- DBS fees are paid by the Centre.
- Invigilators rates of pay are set by the Castle Phoenix Multi Academy Trust.
- Invigilators are recruited, timetabled, trained and briefed by the exams officer.
- Invigilators will receive annual and documented training.
- The number of invigilators deployed will meet JCQ ICE requirements
- Invigilators will be trained in malpractice awareness.
- Invigilators will notify the Exams Officer of any conflicts of interest.

13. Malpractice

The Head of Centre, in consultation with the Exams Officer and/or SLT line manager, is responsible for ensuring that suspected malpractice is thoroughly investigated.

Teachers, Heads of Faculty or other supervising staff are responsible for reporting potential malpractice for investigation.

The Centre ensures candidates are informed of malpractice risks, including the misuse of AI tools, plagiarism, and unauthorised materials.

14. Exam Days

The Exams Officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator
- Liaise with site management staff responsible for setting up the allocated rooms and will be advised of requirements 7 days in advance.
- Start and finish all exams in accordance with JCQ guidelines: https://www.jcq.org.uk/knowledge-hub/intructions-for-conducting-examinations/
- 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 (see JCQ Notice to Centres – the people present in the exam room).
- 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 faculty leads in accordance with JCQ's recommendations and no sooner than 24 hours after candidates have completed them.
- After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and admin support staff.
- The Centre maintains a Lockdown Procedure, which is implemented where necessary in accordance with JCQ Instructions for Conducting Examinations (ICE). Lockdown Procedures

15. Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Deputy Headteacher/exams officer/Head of Centre.

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, other electronic devices with text or digital facilities and watches. Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer/Senior Leaders or Head of Centre.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times. The Exams Officer is responsible for handling late or absent candidates on exam day.

15.1 Clash candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Overnight supervision arrangements

Candidates under supervision during timetable clashes are continuously supervised and prevented from accessing external information.

16. Special Consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting reception who will inform invigilators, the exams officer or the Head of Centre to that effect.

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

The Exams Officer will make a special consideration application to the relevant awarding body within 7 days of the last exam in the series.

17. Internal Assessment

It is the duty of Faculty Leads to ensure that all internal assessments are 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 Faculty Leads. The Exams Officer will inform staff of the deadline date for appeals against internal assessments.

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

18. Results and Certificates

Candidates will receive individual results slips on results days in person at school at a designated time. Should a student be unable to collect them in person, the school will email or post by 1st class post. 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 site staff, the exams officer and the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Head of Centre.
Dates of results days each year will be publicised for all candidates through the school website, the school calendar, Firefly and letters home.

Candidates will be notified by letter when certificates are available for collection. Certificates are retained in accordance with each exam board's guidelines.

15.2 Enquiries About Results

Enquiries about results may be requested by centre staff or the candidate following the release of results.

A request for a review of marking 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 enquiries will be paid by the centre.

The cost of enquiries will be confirmed by the Examinations Officer.

All decisions about whether to make an application for an enquiry about results will be made by Faculty Lead alongside their SLT line manager.

If a candidate's request for an enquiry is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of enquiries will be the responsibility of the Exams Officer, following the JCQ guidance.

Candidates may request post-results services independently. Where the centre does not support the request, the candidate retains the right to proceed at their own cost.

Our Assessment Appeals Procedure is here: Assessment Appeals Procedure

15.3 Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers until the final deadline specified by the relevant Exam Board.

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

Applications for enquiries about results cannot be submitted once an original script has been returned (AQA). The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the Centre and will be confirmed by the Examinations Officer.

19. Monitoring and Review

The Head of Centre is responsible for ensuring that this policy is reviewed annually unless there are changes to:

- The exams system
- JCQ guidance
- Our curriculum offer

20. Escalation Process

In the event of the Head of Centre (Mr. T Jordan) being absent or unavailable, the Deputy Headteacher with responsibility for exams (Mr. C Czepukojc) will deputise. In the event that he is also absent or unavailable, this will fall to Mr J Tully, Assistant Headteacher.