



Examinations Policy

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Staff	Policy folders on staff shared drive
Parents	Academy website
Students	Via Heads of Year/Progress

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1. Overview

At Clapton Girls' Academy, we strive to maximise the achievement of all our students. In terms of academic qualifications, all students take external examinations at key times throughout Key Stages 4 and 5. Students are set challenging but realistic academic targets and all members of the academy community are involved in helping students achieve academic success.

The purpose of the exam policy is to ensure:

- all students are entered for appropriate examinations in order to maximise their opportunities to progress to further and higher education and employment
- the planning and management of exams is conducted efficiently and in the best interest of candidates
- the operation of an efficient exam system which has clear guidelines for all relevant staff

Throughout the Examination Policy:

- examination board terminology is used.
- the term 'parent' refers to any adult with parental responsibility.
- examinations is shortened to 'exams'.
- all references to 'the exam centre' relate to Clapton Girls' Academy

Please read this policy alongside the Examinations Contingency Policy no 41 and the Controlled Assessment, NEA and PSA policy no 20.

2. Exam Responsibilities

2.1 Head of Centre (the Headteacher)

Has overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- is responsible for reporting all suspicions or actual incidents of malpractice. For further information, refer to the JCQ document [Suspected malpractice in examinations and assessments](#)

2.2 Exams manager

Manages the administration of public and internal exams:

- advises the leadership team, subject teachers, class tutors and other relevant support staff of the exam timetables and application procedures as set by the various awarding bodies
- oversees the production and distribution to staff, Trustees 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
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework and controlled assessments are completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries
- receives, checks and stores securely all exam papers and completed scripts



- makes 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](#)
- identifies and manages exam timetable clashes
- accounts for income and expenditures relating to all exam costs/charges
- organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- prepares and presents reports to the LT showing where future procedural improvements might be made
- submits candidates' coursework, controlled assessment and non-exam assessment marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Leadership Team, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams
- ensures all relevant documentation is on display during exam sessions in accordance with JCQ guidelines
- allows candidates access to relevant pre-release materials on, or as soon as possible after the date specified by the awarding bodies
- is accountable for the security of examination and test papers in line with requirements
- makes award and certificate claims for vocational qualifications

2.3 Leadership Team members with responsibility for student achievement

- Oversight of the progress of all external examination cohorts in the academy to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational
- External validation of courses followed at Key Stage 4 and Key Stage 5

2.4 Heads of Faculty/Subject/BTEC coordinator

- Aware of the progress of all external examination cohorts in the faculty/subject to ensure all students, including those who are disadvantaged, are equitably and appropriately entered for relevant examinations that are sufficiently aspirational
- Submission of candidates' names, exam entries, estimated grades and coursework marks to Exams manager
- 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 manager
- Amendments to exam entries when required

2.5 Subject Teachers

- Use progress data to inform decisions about exam entry for students taking their subject that are equitable and appropriately aspirational
- Submission of candidates' names, exam entries, estimated grades and coursework marks to Heads of Faculty/Subject
- Ensure any access arrangements students are entitled to during exams are also available to them during controlled assessments



2.6 SENCO

- Administration of access arrangements
- Identification and arranging 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
- Communication with parents and staff regarding student eligibility for access arrangements
- Ensure that any IT equipment required by candidates during exams is available to them throughout the year in line with JCQ 'normal way of working'

2.7 Invigilators

- Collection of all exam papers in the correct order at the end of the exam and their return to the Exams manager
- Escorting students to and from the examination room where appropriate.
- Conduct of all the examinations according to JCQ regulations
- Taking a register, notifying the attendance officer of any absences, and the completion of examination group registers

2.8 Candidates

- Confirmation of entries and entry agreement signed by parent
- Understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own

3. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre (Headteacher) and the leadership team.

The statutory tests and qualifications offered are GCSE, BTEC Level 2 and Level 3, Cambridge Technicals, Functional Skills, EPQ, and A Level.

The subjects offered for these qualifications in any academic year may be found in the centre's options booklets for year 10 and 12. If there has been a change of syllabus from the previous year, the Exams manager must be informed by the September of the academic year in which the exams take place by the Head of Faculty/Subject.

Decisions on whether a candidate should not take an individual subject will be taken in consultation with the candidate, parents, Head of Faculty, Head of Year/Progress, and relevant member of the Leadership Team. When a decision is made that a candidate will not be entered for an examination, it is the final outcome of a detailed, supportive process during which the student will have had the opportunity to meet the necessary criteria for examination entry.

At Key Stage 4 and 5:

- All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body
- All candidates will be given the opportunity to be entered for examinations based on the merits of their work in accordance with the academy ethos of inclusion



- Decisions upon which exam series would most benefit candidates in terms of entry will be made by the Head of Faculty, subject teachers and individual candidates in order to secure the best overall outcomes for the student

4. Exam Seasons and Timetables

4.1 Exam seasons

Internal exams are scheduled at different times of the year (see exams calendar on academy website for more information).

External exams are scheduled in November, January, March, May and June. External BTEC onscreen exams may also be scheduled throughout the year as decided by Heads of Faculty.

External exams, Pre-Public Exams and Reading Tests are held under external exam conditions.

4.2 Timetables

Once confirmed, the Exams manager will circulate the exam timetables for internal exams and external exams.

5. Entries, Entry Details and Late Entries

5.1 Entries

Decisions about each candidate's exam entries are made by the subject teacher in consultation with the Head of Faculty/Subject. This may include strategic early entries. Examination entry other than at the end of a key stage will only occur when the early entry is likely to improve student attainment.

Candidates, or parents, can request a subject entry, change of level or withdrawal in consultation with the relevant academy staff. Students who complete the required controlled assessments/coursework will be entered for the appropriate examination. Candidates must be entered under names that can be verified against suitable identification such as a birth certificate or passport. This may not be the name which students use on a daily basis.

5.2 Late entries

Entry deadlines are circulated to all Heads of Faculty/Subject.
Late entries are authorised by the Heads of Faculty/Subject.

6. Exam Fees

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

Late entry or amendment fees are paid by the centre.

Candidates or faculties 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.



7. The Equality Act 2010 Special Needs and Access Arrangements

7.1 Equality Act 2010

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

7.2 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, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in any exams.

7.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Exams manager.

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

Rooming for access arrangement candidates will be arranged by the SENCO with the Exams manager.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the Exams manager.

8 Estimated Grades

The Heads of Subject/Faculty will submit estimated grades to the Exams manager when requested. All subject teachers give Estimated (Predicted) Grades to their Head of Subject/Faculty after the Pre-Public Exams in December, before the Examination Entry meeting in January (GCSE) and February (A level) and before any exam series as requested by the Exams manager.

9. Managing Invigilators and Exam Days

9.1 Managing invigilators

External invigilators will be used for internal and external exams.

Ascertaining the number of external invigilators required for each exam, and informing the Deputy School Business Manager is the responsibility of the Exams manager. The recruitment of invigilators is the responsibility of the Exams manager and, for agency staff, the Deputy School Business Manager.

Securing the necessary safeguarding information for new invigilators is the responsibility of the Exams manager and Deputy School Business Manager.

DBS fees for securing such clearance are paid by the academy for casually employed (non-agency) staff.



Invigilators are timetabled and briefed by the Exams manager.

Invigilators must participate in a training session led by the Exams manager in line with JCQ regulations.

Invigilators' rates of pay are set by the centre administration and are included in the recruitment advert and engagement letter.

9.2 Exam days

The Exams manager will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Premises staff are responsible for setting up the exam tables and chairs in the Nightingale Hall as per the instructions of the Exam Officer

The lead invigilator will start all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions are to be attempted.

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

Exam papers must not be removed from the exam room before the end of a session. Papers will be distributed to Heads of Faculty/Subject at the end of the exam session.

A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required.

The Exams Officer and SENCO will co-operate with the JCQ Centre Inspection Service, and/or an awarding body and/or regulatory authority when subject to inspection and/or investigation, and comply with all requests for information or documentation as soon as is practical.

10. Candidates, Clash Candidates and Special Consideration

10.1 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, in which case a member of staff must accompany them.



10.2 Clash candidates

The Exams manager will be responsible for arranging supervision and escorts, and the identification of a secure venue.

10.3 Special consideration

Should a candidate be 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 Exams manager, 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 a letter from the candidate's doctor.

The Exams manager will then forward a completed special consideration form to the relevant awarding body before the end of the exam series.

11. Coursework, Controlled Assessments and Appeals Against Internal Assessments/NEAs

11.1 Coursework/NEAs/PSAs

Candidates who have to prepare coursework or controlled assessments of any type should do so by the internally set deadline.

Heads of Faculty/Subject will ensure all coursework is ready for despatch at the correct time. The Exams manager will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the Exams manager by the Heads of Faculty/Subject.

It is the responsibility of the Exams manager to notify awarding bodies of other centres with joint teaching arrangements, so that the candidates for each specification can be treated as a single group for the moderation of centre-assessed work.

11.2 Controlled Assessments

The Centre is obliged to publish a separate policy on this subject which must be available on request by the JCQ Inspection Service. (See policy 9- Controlled Assessment)

11.3 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject; this is attached as Appendix 1.

12. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

12.1 Results

Candidates will receive individual results slips on results days in person at the centre. The provision of staff on results days is the responsibility of the Head of Centre.

12.2 EARs (Enquiries about results)

EARs 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 Exams manager, teaching staff and Head of Centre will



investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged the cost of making the request.

The candidate should be informed that when a 'Review of Marking' is carried out the mark may be lowered.

The candidate's permission must be obtained in writing before any EARs may be processed.

Please see appendix 1 for more information about appeals.

12.3 Access to Scripts

After the release of results, candidates may ask subject staff to request the return of papers.

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

13 Results

Examination results for the summer series of exams are collected from the academy by the candidates on the designated day in August.

Results may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

14. Certificates

Certificates are collected by the candidates from November and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so.

The candidate is advised to contact the awarding body/s to obtain replacement certificates there is normally a fee charged.

The centre retains all examination certificates for 6 years in line with GDPR guidelines.



Appendix 1 - Procedure for appeals against internal assessment decisions and enquiries about results

Internal assessment appeals procedure

- Candidates will be given their marks for internally assessed units at least 5 working days before the awarding body's deadline for submitting marks.
- Candidates concerned about the procedures used in internally assessed components of qualifications (i.e. coursework, portfolio, etc.) should discuss their concerns with their subject teacher or head of the relevant faculty (HOF) at the first stage. Candidates are reminded that marks allocated by internal assessors are later externally moderated, and are therefore subject to change. Candidates must clearly state on what grounds they wish to appeal internally assessed marks.
- If candidates or their parents are not satisfied after the initial stage has concluded, they must submit a written appeal before the external moderation has begun. The appeal must be addressed to the Examinations Manager, and must include the corroborating/relevant documents required in order to substantiate/support the complaint. Email submissions are allowed to exams@clapton.hackney.sch.uk
- Candidates will be given copies of the marked assessment materials and the mark scheme or assessment criteria on appeal.
- The Examinations Manager will consider the case, in consultation with all the parties involved, and respond within 2 working days.
- If the outcome is still not satisfactory, candidates or their parents must request that an appeals panel be convened consisting of the DHT, the Head of the faculty concerned and a neutral third party linked to the academy, such as a governor. The panel will listen to the concerns of candidates and/or their parents, and will reach a conclusion, in consultation with any other individuals whose advice may be sought, within 3 working days after the meeting has taken place.
- The appeal decision will be recorded and filed. All relevant communications with the awarding bodies and accompanying documentation showing that official procedures have been strictly adhered to, and the interests of candidates protected, will be made available if required.

External assessment appeals procedure

- Enquiries about results are usually initiated by Heads of Faculty after results have been thoroughly analysed, and the breakdown of marks allocated to the different components reveal that a candidate is on the higher borderline and staff believe their grade likely to be raised after the script has been re-marked.
- Candidates must discuss their concerns with the appropriate Head of Faculty. Candidates are reminded that all transactions with awarding bodies are conducted via the school. Examinations boards do not deal directly with candidates or their parents.
- Deadlines must be observed at all times. A re-mark service must be requested within 10 working days after the arrival of results. As this service is quite costly it is advisable to request that a photocopy of the original script is made in order to assess whether the enquiry is likely to succeed.



- Enquiries must be realistic. Mark schemes must be studied in detail in order to determine whether the number of marks required to reach the mark band immediately above is too high.
- Candidates must sign the consent form once they have been informed that a re-mark service may lead to a grade being lowered rather than raised (marks are changed in less than 40% of cases; 2/3 candidates lose more than 10 marks annually as a result of re-marking).
- There can be no appeal against a re-mark. Appeals can only be made against the procedures followed by the awarding body.



Appendix 2 Information for staff - exams

- Come to the exam hall at least 15 minutes before the start of the exam.
- Ensure students have checked the seating plans (on stands in Nightingale quad).
- Please ensure that students do not have bags, coats, textbooks, flash cards with them and have taken any labels off water bottles before they enter the hall.
- Organise students into tutor group lines and ensure they are all silent.
- Once students are silent, they may enter the hall.
- Please also check by the lockers by the indoor entrance to the Nightingale to ensure that any year 12/13 students are entering the exam promptly. Please invite them in when you have started to let year 11 in.
- Year 11 will enter through the rear doors of the exam hall (this will change for the year 10 PPEs)
- For whole cohort afternoon exams there will two LT members present. For am full cohort exams the year 11 team will be present.
- As students are entering the hall the a member of staff should stand at the back door of the hall and ensure students are not bringing bags, coats, textbooks, flash cards or water bottles with labels on into the exam and remind students to be silent. Any items taken from students should be taken to the HOY/HOP office.
- Students should not collect equipment at the beginning of exam. Black pens can be given out and students can request any other equipment once the exam has started.

If you are in the exam hall, it is essential that you do not look at the content of any exam papers or remove any papers from the hall. No teachers or other internal staff are allowed to look at any papers or remove them, their presence in the hall should be kept to a minimum.

If there is a fire alarm during the exam

Invigilators should stop the exam and take a note of the time. When exams are in progress, the assembly point for students taking exams in the Nightingale Hall is the Nightingale courtyard. If there is an actual fire and this muster location is deemed unsafe, the students will be moved to the tarmac area in between Curie & the MUGA. The candidates should be escorted into Nightingale quad (or to the LRC if it is raining) and kept in silence until they are able to enter the hall again. The attendance register should be collected on the way out of the hall in order to check all candidates are present. All question papers and exam materials must be left in the hall. Once it is safe to return to the hall candidates should be escorted back in there in silence and given the full remaining time of the exam.

If a student is ill in an exam

If a candidate falls ill, and cannot be safely moved from the exam hall by the invigilator, all candidates should be asked to stop writing and make a note of the time and then contact the Exams Officer. The invigilators should go to student reception and ask the Exams officer and SSOD to be contacted. The other candidates should be escorted into Nightingale quad (or to the LRC if it is raining) and kept in silence until they are able to re-



enter the hall. The attendance register should be collected on the way out of the hall in order to check all candidates are present. All question papers and exam materials must be left in the hall. Once it is safe to return to the hall candidates should be escorted back in there in silence and given the full remaining time of the exam.

If the number of candidates is small enough they can be taken to a different room to complete the exam if there is one available.

A full report of the incident should be taken and sent to the relevant awarding body. BRJ will write the report but you would need to email him an account of the incident including the date, time, nature of the incident, how long students were disturbed for etc. The Exams Officer should have been present for most of the incident but any information you have is helpful.