



ST EDMUND'S COLLEGE

EXAMINATIONS POLICY

(For External and Internal Examinations)

2025/2026

To realise – in mind, body and spirit – the full potential of every member of the St Edmund's Family, through Catholic values, learning, service and leadership.

Avita Pro Fide

St Edmund's is committed to ensuring the welfare and protection of children in its care and this commitment is a fundamental part of the role of every person employed by St Edmund's.

The purpose of this examination policy is to ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates, according to the JCQ and CAIE Regulations and awarding body requirements, with clear guidelines for all relevant staff.

This examination policy will ensure that:

- all aspects of the centre's examination process is documented, supporting the examinations contingency plan, and other relevant examinations-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the examinations process clearly understand their roles and responsibilities
- all examinations and assessments are conducted according to JCQ, CAIE and awarding body regulations, guidance, and instructions, thus maintaining the integrity and security of the examination/assessment system at all times
- examination candidates understand the examinations process and what is expected of them

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

This Examination Policy will be reviewed annually by the Deputy Head Academic and the Examinations Officer.

Admission Testing

Entry to Elements, Rudiments and Grammar

Those used are CEM Entrance Examinations in Verbal, Non-Verbal Reasoning and Maths. They are Computer based tests which are marked and standardised by CEM.

Entry to Syntax

Those used are Yellis tests marked and standardised by CEM.

For entry to Elements, Rudiments, Grammar and Syntax for overseas students,

There are tests for English Language, designed and managed by Password English Testing and Maths produced by the college and marked internally.

Entry to Rhetoric

The results of GCSE examinations are used.

Examination responsibilities

Head of Centre

Has overall responsibility for the College as an examination centre

Takes responsibility for confirming, on an annual basis, that they are aware of and adhering to the latest version of the JCQ's regulations by responding to the head of centre's declaration which is managed as part of the National Centre Number Register (NCNR) annual update

Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*

Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence)

Exam Contingency Plan – Appendix A

It is the responsibility of the head of centre to ensure that his/her centre... has in place the following policies available for inspection... a written examination contingency plan which covers all aspects of examination administration. This will allow members of the senior leadership team to act immediately in the event of an emergency or where the head of centre, examinations officer or SENCo is absent at a critical stage of the examination cycle. The examination contingency plan should reinforce procedures in the event of the centre being unavailable for examinations, or on results day, owing to an unforeseen emergency. The potential impact of a cyber-attack should also be considered; ([GR 5.3z](#))

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

Escalation Process

If the Head of Centre is absent then the responsibility for implementing JCQ regulations and requirements relating to examinations will be escalated to Sarah Sanders, Deputy Head, Academic. Should both the Head of Centre and the Deputy Head, Academic be absent the responsibility for implementing JCQ regulations and requirements relating to examinations be escalated to Rhona West, Assistant Head

It is the responsibility of the **Head of Centre** to ensure that his/her centre... 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 ([GR 5.3d](#))

Has in place a written conflicts of interest policy in place available for inspection.

Conflicts of Interest Policy – Appendix B

It is the responsibility of the head of centre to ensure that his/her centre... has in place the following policies available for inspection... a written conflicts of interest policy ([GR 5.3z](#))

Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers

Internal Appeals Procedures and Access to Scripts, Reviews of Results and Appeals Procedures – Appendix C1

The centre will... have in place and be available for inspection purposes, a **written** internal appeals procedure relating to internal assessment decisions and to ensure that details of this procedure are communicated, made widely available and accessible to all candidates... ([GR 5.7](#))

...have available for inspection purposes and draw to the attention of candidates and their parents/carers, a **written** internal appeals procedure to manage disputes when a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal... ([GR 5.13](#))

... have in place written procedures for how it will deal with candidates' requests for access to scripts, clerical re-checks, reviews of marking, reviews of moderation and appeals to the awarding bodies. Details of these procedures must be made widely available and accessible to all candidates. Candidates must be made aware of the arrangements for post-results services before they sit any examinations and the accessibility of senior members of centre staff immediately after the publication of results... ([GR 5.13](#))

... treat all candidates equally, including private candidates, throughout the examination process. This would also extend to post-results services and appeals ([GR 5.6](#))

Ensures a **non-examination assessment policy** is in place for GCE and GCSE qualifications which include components of non-examination assessment.

Non-examination Assessment Policy Appendix D

The centre will... have in place and be available for inspection purposes, a written policy with regard to the management of GCE and GCSE non-examination assessments; (For CCEA GCSE centres this would be a written controlled assessments policy.) ([GR 5.7](#))

The JCQ requires each centre to have a non-examination assessment policy in place:

to cover procedures for planning and managing non-examination assessments;

to define staff roles and responsibilities with respect to non-examination assessments;

to manage risks associated with non-examination assessments.

A JCQ Centre Inspector will ask the examinations officer to confirm that such a policy is in place. The guidance provided in this document will help the Head of Centre to ensure that the centre's policy is fit for purpose. The policy will need to cover all types of non-examination assessment.

Additionally, each centre must have available for inspection an internal appeals procedure relating to internal assessment decisions. ([NEA 1](#))

Has in place a Malpractice policy which covers all qualifications delivered by the centre

Malpractice policy Appendix E

has in place the following policies available for inspection:... a written malpractice policy which covers all qualifications delivered by the centre. The policy must detail how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body

Ensures a documented emergency evacuation procedure for exam rooms is in place

Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated

Emergency Evacuation Policy Appendix F

When dealing with emergencies, staff must be aware of the centre's policy and, where appropriate, any instructions from relevant local or national agencies.

Centres must have a written centre policy for dealing with an emergency evacuation of the examination room, which will be subject to inspection by the JCQ Centre Inspection Service. ([ICE 25](#))

Has in place a written process to check the qualifications of the centre's assessor and the procedure followed.

Procedure for the appointment of Assessors

At the point an assessor is engaged/employed in the centre, evidence of the assessor's qualification is obtained and checked against the current requirements in AA.

This process is carried out prior to the assessor undertaking any assessment of a candidate.

The specialist assessor must either be:

an appropriately qualified psychologist registered with the Health & Care Professions Council.

A specialist assessor with a current SpLD Assessment Practising Certificate, as awarded by BDA, the Dyslexia Guild or Patoss and listed on the SASC website.

A specialist assessor with a post-graduate qualification in individual specialist assessment at or equivalent to Level 7.

The Head of Centre will check that the centre's specialist assessor's qualifications meet the JCQ required levels. The original certificate will be seen by the SENCo and a copy held on file in the SEN department.

The SENCo will monitor that the assessment process is correctly carried out.

The Head of Centre is responsible for:

the quality of the access arrangements process within his or her centre; and

the appointment of assessors, checking the qualifications of those assessing candidates (e.g. photocopy of certificate or printout of screenshot of HCPC or SASC registration). (AA 7.3)

Provides and annually reviews a centre policy on the use of word processors in exams and assessments

Word Processor Policy (Exams) Appendix G

A member of the centre's senior leadership team must produce a statement for inspection purposes which details the criteria the centre uses to award and allocate word processors for examinations. ([AA 5.8](#))

Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers

Complaints and Appeals Procedure

[Complaints Policy](#)

The centre will... draw to the attention of candidates and their parents/carers their written complaints and appeals procedure which will cover general complaints regarding the centre's delivery or administration of a qualification. ([GR 5.8](#))

Ensures the centre has a child protection/safeguarding policy in place, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements

Child Protection/Safeguarding Policy

[Safeguarding policy](#)

It is the responsibility of the **Head of Centre** to ensure that his/her centre... has in place the following policies available for inspection... a written child protection/safeguarding policy, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements... ([GR 5.3](#))

Ensures the centre has a data protection policy in place that complies with General Data Protection Regulation and Data Protection Act 2018 regulations

Data Protection Policy

[Data Protection Policy](#)

It is the responsibility of the **Head of Centre** to ensure that his/her centre... has in place the following policies available for inspection... a written data protection policy ([GR 5.3](#))

The centre will... ensure that all candidate data where required by the awarding body has been supplied to the awarding bodies within the terms of the General Data Protection Regulation, the Data Protection Act 2018 and the Freedom of Information Act 2000, and that candidates have been properly informed that this data has been transferred to the awarding bodies (see section 6, for more information)... ([GR 5.8](#))

Ensures the centre's equalities policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting, and implementing access arrangements

Equalities Policy

Diversity Equality and Inclusion Policy

It is the responsibility of the **Head of Centre** to ensure that his/her centre... has in place the following policies available for inspection... a written equalities policy

...delivers qualifications, as required by the awarding body, in accordance with relevant equality legislation. This includes but is not limited to ensuring that qualifications are made available to all candidates capable of undertaking them and seeking reasonable adjustments for disabled candidates

The Head of Centre/Senior Leadership team will... recognise its duties towards disabled candidates, including private candidates, as defined under the terms of the Equality Act 2010[†]. This **must** include a duty to explore and provide access to suitable courses, through the access arrangements process submit applications for reasonable adjustments and make reasonable adjustments to the service the centre provides to disabled candidates;

[†]or any legislation in a relevant jurisdiction other than England and Wales which has an equivalent purpose and effect ([GR 5.3, 5.4](#))

Has in place a Whistleblowing Policy

[Whistleblowing Policy](#)

has in place the following policies available for inspection:... a written Whistleblowing Policy; (GR 5.3z)

Examinations Officer

Manages the administration of public and internal examinations:

Follows the instructions contained in the JCQ '*Instructions for conducting examinations*' (yearly publication) for public examinations

Advises the Senior Leadership Team, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards

Oversees the production and distribution to staff and candidates of a calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events and publishes examination information on the College website and VLE

Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them

Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines

Provides and confirms detailed data on estimated entries

Receives, checks and stores securely all examination papers and completed scripts

Ensures that all question papers are given to the invigilators who start the examination, and that all public examination stationery is available in the examination room

Administers access arrangements (in conjunction with the Head of Learning Support) and 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 examination timetable clashes

Accounts for income and expenditures relating to all examination costs/charges

Liaises with the Deputy Head Academic in organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations

Submits candidates' coursework 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 examination results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests

Maintains systems and processes to support the timely entry of candidates for their examinations

Ensures a procedure is in place to verify candidate identity including private candidates

Candidate Identification Procedure

The Examinations Officer will;

On the day of the examination ensure candidate cards are present on each examination desk. The card shows the name and a photograph of each candidate entered for the current examination.

Provides a photograph list of all the students in the year group to the invigilators.

Provides a seating plan including the legal name and candidate number for all candidates and details of any access arrangements.

Informs invigilators of all changes to the seating plan.

Ensures all invigilators are aware of the current JCQ regulations for identifying candidates.

If there is a private/external candidate or a transferred candidate who is not known to the centre they will be asked to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence (ICE 16.2)

If a candidate is wearing religious clothing, such as a veil, the examinations officer would ask them to reveal their face in a private room prior to entering the examination room. Candidates are informed in advance of this procedure and well before their first examination. Once identification has been established, the candidate replaces, for example, their veil, and proceeds as normal to sit the examination. Invigilators will:

Once the examination has started walk up and down and checking the seating plan. They do this using the candidate cards, checking the identities at the same time.

The centre will... verify the identity of all students that they enter for examinations or assessments. The centre must be satisfied that all candidate identities have been checked, whether as part of the initial registration process, or in the case of private candidates through a verification process which involves photo-ID ([GR 5.6](#))

The centre will... have in place written procedures to verify the identity of all candidates at the time of the examination or assessment... ([GR 5.9](#))

Invigilators must establish the identity of all candidates sitting examinations.

A private/external candidate or a transferred candidate who is not known to the school or college must show photographic documentary evidence to prove that he/she is the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence.

Where it is impossible to identify a candidate due to the wearing of religious clothing, such as a veil, the candidate should be approached by a member of staff of the same gender and taken to a private room where they should be politely asked to remove the religious clothing for identification purposes. Centres must inform candidates in advance of this procedure and well before their first examination.

Once identification has been established, the candidate should replace, for example, their veil and proceed as normal to sit the examination.

Invigilators must be informed of those candidates with access arrangements and must be made aware of the access arrangement(s) awarded. ([ICE 16](#))

Data Manager

prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made

Deputy Head Academic

External validation of courses followed at key stage 4 / post-16

Notes the internal deadlines in the annual examinations plan and directs teaching staff to meet these

Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in examination rooms

Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

SENCo

Assesses candidates (or works with the appropriately qualified assessor as appointed by the head of centre) 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

Gathers signed Personal data consent, Privacy Notice (AAO) and Data Protection confirmation forms (from candidates where required)

Liaises with the International Department regarding access arrangements for international students

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 documentation is stored electronically, an e-folder must be created for each individual candidate)

Employs good practice in relation to the Equality Act 2010

Liaises with the EO regarding examination arrangements for access arrangement candidates

Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the arrangement(s) and keeps a record of the content of 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 examination room

Responsible for the determining access arrangements for the admissions process in the line with the Access arrangements for entrance test applicants who have special educational needs policy Appendix H

Heads of Department

Ensures teaching staff undertake key tasks, within the examinations process and meet internal deadlines set by the EO 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

Offers guidance to candidates who are unsure about examination entries or amendments to entries

Ensures accurate completion of coursework mark sheets and declaration sheets

Ensures accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer

Responds (or ensure teaching staff respond) to requests from the Examinations Officer on information gathering

Informs the Examinations Officer of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body.

Assists candidates and the Examinations Officer in post results procedures.

Head of Rhetoric

Provides guidance and careers information following results

Assists candidates and the Examinations Officer in post results procedures

Teachers

Notification of access arrangements to Learning Support Department (as soon as possible after the start of the course)

Liaison with the International Department regarding access arrangements for international students

Submission of candidate names to Heads of Department

Invigilators

Attends all Invigilation and Child Protection training as directed by the Examinations Officer or Assistant Head (Pastoral)

Reads and understands JCQ 'Instructions for conducting examinations' (yearly publication) as provided by the Examinations Officer

Arrives promptly for every examination.

Collects examination papers and other material from the examination office before the start of the examination.

Ensures the precise time of starting and ending the examination is recorded on the board.

Ensures the examination room clock is the official time.

Verifies examination entry lists and papers prior to the start of an examination

Collects all examination papers in the correct order at the end of the examination and returns those to the examination office

Reports any problems about external examinations to the Examinations Officer, immediately who must be spoken to personally

Ensures that all completed scripts are taken to the Examinations Officer immediately

Ensures that examination rooms are left in good order after an examination and locked

Candidates

Confirms and signs examination entries, and completes all administration relating to examinations by the notified deadlines

Reads and understands the Student Information Booklet for Public Examinations and the Examination Regulations from JCQ and CAIE both available on the VLE and The College website.

Understands coursework regulations and signs a declaration that authenticates the coursework as their own

In external examinations, any candidate found engaging in any form of malpractice will be sanctioned according to JCQ guidelines

Candidates may only have equipment necessary to the examination on their desks

Candidates must always observe invigilators instructions, particularly about silence

Are aware that during internal and mock examinations all members of the College must attend even on days when they have no examinations

Are aware that members of the College without examinations below Rhetoric must study in their appropriate examination rooms or as directed by the lead invigilators, and equip themselves to do so

Are aware all candidates remain in the examination room for the duration of a paper

Are aware that in internal examinations, any candidate found engaging in any form of malpractice will be given no marks in that paper and the fact recorded in the end of term report

Inadequate performance in internal examinations may result in students being required to sit the papers again before the start of the next term

Administrative Staff

Are responsible for:

Receipt of examination papers from the relevant Examination Boards and secure delivery to the Examinations Officer or Examination contingency, in line with JCQ instructions

Receipt of completed scripts from the EO for posting or Courier

Posting or courier service of certificates.

The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The statutory tests and qualifications offered are IGCSE, GCSE and A levels.

The subjects offered for these qualifications in any academic year may be found in the College's published prospectus for that year and on the College website. If there has been a change of syllabus from the previous year, the Examinations Officer must be informed by 20th September of the given academic year.

At key stage 3

All candidates will follow a core curriculum. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level. At key stage 3, we do not assess externally.

Decisions on whether candidates should not take an individual subject will be taken in consultation with the candidates, parents/carers, Head of Learning Support, subject teachers and the Deputy Head Academic

At key stage 4

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

At key stage 5

A Level and some AS Level options are offered.

Examination seasons and timetables

Examination seasons

Mock examinations are scheduled in January for Poetry and Rhetoric II and internal examinations in May/June for Elements to Syntax and Rhetoric I

Bounds classes are assessed against WHML criteria once per term in every subject. Syntax and Poetry receive regular tests using examination material. Internal examinations (Elements to Syntax and Rhetoric 1) occur during the Trinity term and are reported to parents in the reports / grade sheets at the end of that term.

Departments should, as far as possible set common papers across streams and sets. Failing this, moderation should be undertaken so that the letter grades shown on reports have an equivalent meaning. Examination mark schemes must be criteria based to allow for accurate reporting to parents.

All internal mock examinations are held under external examination conditions for Key Stages 4 and 5, GCSE and AL groups and are invigilated by teaching staff for Key stage 3 and some internal assessments at KS 4 and 5.

External (public) examinations are scheduled in October/November (for re-sits of English and Mathematics GCSEs only) and May/June.

The public examination series used in the centre are decided by the Head of Centre, Deputy Head Academic and the Heads of Department.

| | By end of Michaelmas | January | By end of Lent | May | June |
|--------------|---------------------------------|-------------------|---|-----------------------|------|
| Elements | WHML assessments | | WHML assessments | Internal Assessments | |
| Rudiments | | | | Internal Assessments | |
| Grammar | | | | Internal Assessments | |
| Syntax | Class tests using GCSE material | | Class tests using GCSE material | Internal Assessments | |
| Poetry | | Mock examinations | | External examinations | |
| Rhetoric One | Assessments | | Timed questions. Past paper practice Internal examinations | | |
| Rhetoric Two | Class tests | Mock examinations | Timed questions. Past paper practice. | External examinations | |

Timetables

The Examinations Officer will circulate the examination timetables for both external and internal examinations once these are confirmed. They will be published on the College website and parents will be notified.

Entries, entry details, late entries, and retakes

Entries

Candidates are selected for their examination entries by the Head of Rhetoric, Heads of Department, and the Deputy Head Academic.

A candidate or parent/guardian can request a subject entry, change of level or withdrawal. All such requests will be reviewed by the Deputy Head Academic before approval.

With the exception of Maths, there are to be no early entry to public examinations in Syntax or before, without the prior agreement of the Deputy Head Academic.

With the new GCSEs, there is the limited availability of public examination for Syntax. Departments should note the rules of these examinations and consult with the Deputy Head Academic and the Examinations Officer before making any entries.

The College only accepts external entries from former students, and this is actioned following parental request and arranged by the Examinations Officer following prior agreement from the Deputy Head Academic.

Late entries

Entry deadlines are circulated to all Heads of Department via noticeboard and email.

Late entries are authorised by the Deputy Head Academic, Heads of Department and Examinations Officer.

Retakes

- **Current Students:** Resit examination entries will be made by the Exams Officer, in consultation with the Head of Department. Any exam fees will be added to the next term bill.
- **Former Students:** Resit examination entries will be processed by the Exams Officer, in consultation with the Head of Department and the Deputy Head Academic, upon receipt of a signed resit application form and confirmation from the Finance Department that all examination fees have been paid into the College bank account.

(See also Examination fees)

Examination fees

GCSE examination entry fees are paid by the candidates.

AS & A2 examination entry fees are paid by the candidates.

Late entry or amendment fees are normally paid by the candidates.

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.

Reimbursement will not be sought from candidates who fail to sit an examination or meet the necessary coursework requirements.

Any reimbursement of fees will be at the discretion of the Head of Centre.

Retake fees for first and any subsequent retakes are paid by the candidates.

Candidates must pay the fee for a Review of Result before any application can be made.

(See also Reviews of Results [RoR])

Special needs

A candidate's special needs requirements are determined by the Head of Learning Support.

The Head of Learning Support will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination.

The Head of Learning Support and the Examinations Officer can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

Access arrangements

Making special arrangements for candidates to take examinations is the responsibility of the Head of Learning Support and the Examinations Officer.

There is a specific protocol for the use of word processor (appendix E), in examinations. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Learning Support and the Examinations Officer.

Rooming for access arrangement candidates will be arranged by the Head of Learning Support and the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Head of Learning Support with the Examinations Officer.

Arrangements to sit in a separate/ smaller exam venue, or with other specific seating arrangement, will be decided based on the guidelines as outlined in the JCQ regulations (See Alternative rooming Policy Appendix H)

The process for any Access arrangements for Entrance Exams is detailed in Access Arrangements for entrance test applicants Appendix I

Estimated grades for Examination Boards

The Heads of Department and the Heads of Subject will submit estimated grades to the Examinations Officer when requested by the Examinations Officer.

Managing invigilators and examination days

Managing invigilators

External invigilators will be used for examination supervision.

They will be used for external examinations and mock examinations for Poetry and Rhetoric wherever possible.

The recruitment and training of invigilators is the responsibility of the Examinations Officer

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the College's HR Department. CRB fees for securing such clearance are paid by the College.

Invigilators are timetabled and briefed by the Examinations Officer.

Invigilators' rates of pay are set by the College's HR Department.

Examination days

The Examinations Officer will book all examination venues after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The invigilator will start all examinations in accordance with JCQ guidelines.

Senior staff may be present outside the examination venue before the start of the examination, to assist with identification of candidates.

Senior members of centre staff, approved by the Head of Centre, who have not taught the subject being examined, may be present at the start of the examination(s).

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

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session.

Papers will be distributed to Heads of Department between 24 and 72 hours after the examination in question, dependant on the rules of the awarding body.

Candidates, clash candidates and special consideration

Candidates

The College's published rules on acceptable dress and behaviour and JCQ's published regulations regarding candidates' use of mobile phones, and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility, and the College accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

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.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash candidates

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

Special consideration

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

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

The Examinations Officer will then apply to the relevant awarding body, within seven days of the examination, for special consideration.

Coursework and appeals against internal assessments

Coursework

Please refer to the College's Non-examination Assessment Policy (Appendix D).

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 Examinations Officer will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the Examinations Officer by the Heads of Subject and the Heads of Department.

Appeals against internal assessments

Please refer to the College's policy on Appeals against Internal Assessments (Appendix B1).

Results, Reviews of Results (RoR) and access to scripts (ATS)

Results

Candidates will receive individual results slips on results days either in person at the centre, or by accessing the Student portal on the VLE, or, for international students only, by email (by prior arrangement). Any results slips not collected from the centre on results day, will be sent by 2nd Class post.

Candidates are responsible for supplying the correct address to the School Office before their last examination.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

RoRs

RoRs may be requested by candidates in consultation with the Deputy Head Academic and Heads of Department if there are reasonable grounds for believing there has been an error in marking.

All applications for RoR's must be in writing from the candidate, before the published internal deadline.

When the College does not uphold an RoRs, a candidate may apply to have an enquiry carried out subject to consent from the pupil, parent, and a member of SLT. (See Internal Appeals Procedure (Reviews of Results and Appeals) Appendix C1)

If a higher grade is awarded following a re-mark, fees for the service may be waived.

ATS

If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review of marking, by applying for a copy of the examination script, which may incur a fee.

Centre staff may also request scripts for investigation or for teaching purposes. In all instances, the consent of candidates must be obtained first.

Reviews of Results cannot be applied for once an original script has been returned.

Certificates

Certificates are posted (signed for delivery) to addresses within the UK only. International students may make arrangements with the College Office for the secure despatch of their certificates via courier service, and this may incur a cost to be borne by the student.

Certificates may be collected on behalf of a candidate by a third party, only if the candidate has provided prior written consent to the Examinations Officer. Proof of identity will need to be provided at the time of collection.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for one year before confidentially destroying them. A record of those destroyed is kept in the Examinations Office.

Frequency of review: Annually

Policy last reviewed: Michaelmas 2025

Next review date: Michaelmas 2026