



The Fernwood School

High Achievement with Care & Discipline for All"

Examination Policy

This policy will be monitored regularly and evaluated so that it remains responsive to current issues. Exams Officer / Senior Leader i/c Exams.

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1. Exam Role and Responsibilities

| Role | Responsibilities |
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| <p>Head of centre (Headteacher)</p> | <ul style="list-style-type: none"> ☞ Overall responsibility for the school as an exam centre. ☞ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: <ul style="list-style-type: none"> ☞ General Regulations for Approved Centres (GR) ☞ Instructions for conducting exams (ICE) ☞ Access Arrangements and Reasonable Adjustments (AA) ☞ Suspected Malpractice - Policies and Procedures (SM) ☞ Instructions for conducting non-examination assessments (NEA) (and the instructions for conducting coursework) ☞ A guide to the special consideration process (SC) ☞ Ensures the centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments. ☞ Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery, such as a cyber-attack. ☞ Ensures that the exams officer has sufficient time to perform their role and familiarise him/herself with relevant awarding body and JCQ documentation. ☞ Ensures that the exams officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system. ☞ The head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document <i>Suspected malpractice in exams and assessments</i>. |
| <p>Senior Leader i/c Exams (SLT)</p> | <ul style="list-style-type: none"> ☞ External validation of courses followed at key stage 4 / post-16 ☞ The exams officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system. ☞ Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the exams officer and ALS lead/SENCO. ☞ Ensures teaching staff keep themselves updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications. |
| <p>Exams Officer (EO)</p> | <ul style="list-style-type: none"> ☞ Understands the contents of annually updated JCQ publications including: <ul style="list-style-type: none"> ☞ General Regulations for Approved Centres ☞ Instructions for conducting exams ☞ Suspected Malpractice - Policies and Procedures ☞ Post-Results Services (PRS) |



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| | <p>☀️ A guide to the special consideration process</p> <p>☞ Manages the administration of public and internal exams and analysis of exam results.</p> <p>☞ Advises 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.</p> <p>☞ Oversees the production and distribution to staff, governors 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.</p> <p>☞ Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.</p> <p>☞ Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.</p> <p>☞ Provides and confirms detailed data on estimated entries.</p> <p>☞ Receives, checks and stores securely all exam papers and completed scripts.</p> <p>☞ In consultation with the SENCO, administers access arrangements.</p> <p>☞ Identifies and manages exam timetable clashes.</p> <p>☞ Accounts for income and expenditures relating to all exam costs/charge.</p> <p>☞ Organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams and fully understand the respective role and what is and what is not permissible in the exam room.</p> <p>☞ Submits candidates' coursework marks alongside faculty leader, tracks dispatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.</p> <p>☞ Arranges for dissemination of exam results and certificates to candidates and submits any appeals/re-mark requests.</p> <p>☞ Maintains systems and processes to support the timely entry of candidates for their exams.</p> |
| <p>Faculty Leader</p> | <p>☞ Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.</p> <p>☞ Involvement in post-results procedures.</p> <p>☞ Accurate completion of coursework mark sheets and declaration sheets.</p> <p>☞ Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.</p> |
| <p>Head of Careers</p> | <p>☞ Guidance and careers information.</p> |



| | |
|--|---|
| Teachers | <ul style="list-style-type: none"> ☞ Notification of access arrangements (as soon as possible after the start of the course). ☞ Submission of candidates' names to heads of department/school/curriculum. |
| SENCO | <ul style="list-style-type: none"> ☞ Administration of access arrangements. ☞ Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: access arrangements and reasonable adjustments. ☞ Identification and testing of candidates, requirements for access arrangement. ☞ If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed. ☞ Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification. ☞ 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. |
| Lead invigilator / invigilators | <ul style="list-style-type: none"> ☞ Attend/undertake training (on the current regulations), annual update, briefing and review sessions as required. ☞ Provide information as requested on their availability to invigilate. ☞ Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them. ☞ 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. ☞ Parcel up exam scripts for collection. |
| Reception staff | <ul style="list-style-type: none"> ☞ Support the exams officer in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials. |
| Site staff | <ul style="list-style-type: none"> ☞ Support the exams officer in relevant matters relating to exam rooms and resources. |
| Candidates | <ul style="list-style-type: none"> ☞ Confirmation and signing of entries. ☞ Understanding coursework regulations and signing a declaration that authenticates the coursework as their own. |



2. The statutory tests and qualifications offered

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

- ☛ Internal exams are scheduled in November / December and January / February. Year 11 mock exams take place in the exam halls with external invigilators provided.
- ☛ External exams are scheduled to commence in May.
- ☛ All internal exams are held under external exam conditions.
- ☛ Which exam series are used in the centre is decided by the head of centre, deputy headteacher and the heads of curriculum.

3.2 Timetables

- ☛ Once confirmed, the exams officer will circulate the exam timetables for internal exams and external exams.

4. Entries, entry details and late entries

4.1 Entries

- ☛ It is the policy of this school that when a student begins a GCSE or other course in Year 10, there is an entitlement to an entry for the relevant examination, usually in Year 11 (the exception to this may be compulsory RE, when not all students will be entered for an examination). This situation should be the norm for all students; the non-entry of a student for the public examination at the end of the course should only happen in exceptional circumstances.
- ☛ The following are examples of the type of situation where non-entry might be proposed:
 - ☛ The student has been absent for a significant part of the course.
 - ☛ The student has special educational needs which mean that the sitting of the examination would be an ordeal and/or the student is unlikely to achieve a GCSE grade or equivalent, and one which neither the student nor their parents wish to undergo.
 - ☛ Vital coursework is missing, or large amounts of the course have not been adequately completed.
- ☛ In all of or each of these examples, it should not be assumed that the student will not be entered for the exam. The decision will be made in a formal process which involves the student, her/his parents, the subject teacher, the head of department, the SENCO (if appropriate), the head of year and the curriculum assistant head. Under no circumstances should the parents or the relevant members of staff be surprised by the events which have led to the suggestion of non-entry. For example, if lack of work is the problem there should have been regular communication between school and home over



the period of the course, including referral to 'Compulsory Support'. Parents **must** be informed of the school's concern and the possible consequences for the child.

- ☛ If there is a case for the student to be denied their entitlement of entry to the examination, the relevant head of year and the assistant head: curriculum will discuss the case with the relevant people and will set up an appointment with parents and student where the situation can be outlined. A formal decision will be made following this consultation.
- ☛ Candidates or parents/carers, can request a subject entry, change of entry or withdrawal.

4.2 Late entries

- ☛ Entry deadlines are circulated to heads of department via the exams officer.
- ☛ Late entries are authorised by the heads of curriculum.

5. Exam fees

- ☛ The centre will pay all normal exam fees on behalf of candidates.
- ☛ Late entry or amendment fees are paid for by departments.
- ☛ 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.
- ☛ If a candidate is absent for an exam without a specific reason, the entry fee and administrative costs will be passed on to parents\carers.

6. The Disability Discrimination Act (DDA) replaced with Equality Act 2010, special needs, access arrangements and Child Protection & Safeguarding Policy

6.1 DDA/Equality Act 2010

- ☛ The Disability Discrimination Act 2005, replaced with the Equality Act 2010, extends the application of the Act to general qualifications. 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/Testing Assessor
- ☛ The SENCO/Testing Assessor 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/Testing Assessor can then inform individual staff of any special arrangements that individual candidates can 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/Testing Assessor.
- ☞ Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO/Testing Assessor.
- ☞ Rooming for access arrangement candidates will be arranged by the exams officer.
- ☞ Invigilation and support for access arrangement candidates will be organised by the exams officer with help from the SENCO.

6.4 Safeguarding arrangements

- ☞ The centre's safeguarding policy (including child protection) satisfies current legislative requirements and includes information relating to Disclosure and Barring Service (DBS) clearance. This is used in relation to external invigilators for the exam season (8.1 of this exam policy). External invigilators undertake all current safeguarding training with the exams officer.

7. Estimated grades

- ☞ The heads of department and the heads of subject will submit estimated grades to the exams officer when requested by the exams officer.

8. Managing invigilators and exam days

8.1 Managing invigilators

- ☞ External invigilators will be used for internal exams and external exams.
- ☞ The recruitment of invigilators is the responsibility of the exams officer.
- ☞ Securing the necessary Criminal Records Bureau (formerly CRB now referred to as DBS) clearance for new invigilators is the responsibility of the centre administration. DBS fees for securing such clearance are paid by the centre. External invigilators will undertake all necessary safeguarding training.
- ☞ Invigilators to attend all training events and complete online training.
- ☞ Invigilators are timetabled and briefed by the exam office.
- ☞ Invigilators' rates of pay are set by the centre administration.

8.2 Exam days

Also see Appendix 2 - [Written procedure which details how the identity of all candidates sitting exams is confirmed](#) (page 14).

- ☞ The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- ☞ Site management is responsible for setting up the allocated rooms.
- ☞ Members of the senior leadership team will call students into the main exam room, the exams officer or invigilator will call in access arrangement students to the smaller exam rooms, from the attendance registers, to help with candidate identification. Subject staff may also be present at the start of the exam to assist with this identification. On each



candidate's desk is an A5 card which shows the name, candidate number and candidate's school photograph making it easy for invigilators to identify candidates. Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Unused question papers must not be released to any individual until 24 hours after the awarding body's published finishing time. Where a candidate is sitting an examination scheduled for the afternoon session on the following morning under an overnight supervision arrangement, unused question papers for that examination must not be released to an individual until the candidate has completed that examination.

☞ The lead invigilator will start all exams in accordance with JCQ guidelines and be the main support, along with exams officer, for assistant invigilators.

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

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

☞ The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

9.2 Clash candidates

☞ The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue, and arranging overnight stays if applicable.

9.3 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 officer, 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 officer will then forward a completed special consideration form to the relevant awarding body within seven days of the last exam in the specification.

10. Coursework and appeals against internal assessments

10.1 Coursework and Controlled Assessments

☞ Candidates who must prepare coursework should do so by the end of the course.

☞ Heads of department will ensure all coursework is ready for dispatch at the correct time. The exams officer 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 exam officer by the subject teachers, heads of subject and the heads of department.

10.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exam office. See Appendix 1 - [Internal Appeals Policy for Controlled Assessments and Assessments and Coursework for External Qualifications](#) (page 12).

The main points are:

- ☞ Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- ☞ Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- ☞ Appeals should be made in writing to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
- ☞ The head of centre's findings will be notified in writing, copied to the exams officer 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 slips on results days either in person at the centre, by email (prior request by the candidate) or by post to their home address (candidates to provide a self-addressed envelope).
- ☞ 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.

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. If a result is queried, the exams officer, will investigate the feasibility of asking for a review of marking at the centre's expense.
- ☞ When the centre does not uphold an EAR, a candidate may apply to have an enquiry submitted at their own expense.

11.3 ATS

- ☞ After the release of results, candidates may ask the exams officer to request ATS.
- ☞ Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

12. Certificates

- ☞ Certificates are presented in person. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- ☞ The centre retains certificates for one year as per awarding bodies' directive.



- ☛ Replacement certificates are only obtainable by the candidate via the individual exam board.



Appendix 1

Internal Appeals Policy for Controlled Assessments and Assessments and Coursework for External Qualifications

The Fernwood School is committed to ensuring that whenever its staff assesses students' work for external qualification this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff that have appropriate knowledge, understanding and skills, and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications for each subject. Where work is divided between staff, internal moderation and standardisation will ensure consistency.

If a student feels that this may not have happened in relation to his/her work, he/she may make use of this appeals procedure. If the disagreement cannot be resolved by discussion between the subject teacher and the student concerned then the student may appeal to the exams officer, who will put into action the agreed appeals process. This will be the final stage in the process of considering and resolving disputes. It is expected that it will only be used in exceptional circumstances.

Appeals may only be made against the process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body. The exams officer is in overall charge of managing appeals relating to controlled assessments and coursework. If a student wishes to appeal about his/her controlled assessment/coursework marks then the following procedures should be followed:

STAGE 1

- ☛ Ask the subject teacher to explain why the mark was given.
- ☛ If not satisfied with the explanation the student should discuss with the head of department.

STAGE 2

If the student still does not understand, or does not accept, the mark which has been awarded he/she can request a personal hearing before an appeals panel. The appeal should be made in writing to the exams officer stating the details of the complaint and the reasons for the appeal. The appeal must be submitted before the end of the first week in May of the year in which the written exams are taken. The teacher concerned who has been marking the assessment which is the subject of the appeal will respond to the appeal in writing to the exams officer.

- ☛ The appeals panel is to consist of the exams officer and two of the following people: the member of staff concerned, the head of department or a member of the senior leadership team unconnected with the subject.
- ☛ The student may bring a parent or carer to the appeal for support. The teacher involved will be at the hearing.



- ☞ The student will be given at least two days' notice of the hearing date.
- ☞ A breakdown of the marks awarded will be given to the candidate in advance of the appeal.
- ☞ The exams officer will convey the outcome of the appeal and the reasons for that outcome in writing to the student, including any relevant correspondence with the awarding body and any changes made to the procedure relating to the controlled assessment/coursework.
- ☞ The school will maintain a written record of all appeals, their outcomes and reasons for these.
- ☞ The school will inform the awarding body concerned of any change to a controlled assessment/coursework mark as a result of an appeal.
- ☞ Appeals should include a review of the procedures used by the school to award marks for the controlled assessment/coursework and should consider whether those procedures conform with the requirements of the awarding body and the code of practice.
- ☞ All appeals should have been resolved by the date of the last externally assessed paper of the examination series.

After student work has been assessed internally it is moderated by the awarding body to ensure consistency between centres. Such moderation may change the marks awarded for internally assessed work. This is outside the control of The Fernwood School and is not covered by this procedure. If you have concerns about this, you should refer to a copy of the appeals procedure of the relevant awarding body.

Results, enquiries about results (EARS) and access to scripts (ATS)

☞ Results

Candidates will receive individual results slips on results days either in person at the centre, by email (by prior request) or post to their home addresses (candidates to provide sae). 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.

☞ EARs

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 officer, will investigate the feasibility of asking for a review of marking at the centre's expense.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out but at their own expense.

☞ ATS

After the release of results, candidates may ask the exams officer to request ATS. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.



Appendix 2

Written procedure which details how the identity of all candidates sitting exams is confirmed

- 🔊 As previously instructed, all candidates know where to line up to begin call in for exams.
- 🔊 Members of the senior leadership team will call in candidates, (this is by seat number) from the attendance register, to help with candidate identification. Students answer present before entering the examination room.
 - 🔊 Subject staff are also present for call in to help with candidate identification.
- 🔊 Invigilators guide candidates to their seat. Candidates are aware of the seating plan before hand as this appears on their exam timetable, except for any emergency changes which may happen on the day.
- 🔊 For further help with identification, on each candidate's desk is an A5 card which shows the name of the candidate, their candidate number, and their latest school photograph.
- 🔊 Once candidates are seated and further checks against the attendance register is performed. Any absentees are noted and are referred to the exams officer.
- 🔊 Invigilators must establish the identity of all candidates sitting exams, in accordance with this written procedure.



Appendix 3

Written policy regarding Toilet Breaks during an exam

- ☛ Candidates are reminded to use the toilet before the start of the exam call in.
- ☛ It is our centre policy that no toilet breaks are given during an exam except for students with medical issues or there is a real emergency. This helps uphold the integrity of the exams as invigilators do not know if unauthorised items are being taken into the cubicles by candidates, for example underneath their clothing.