

EXAMINATION POLICY

Objective

To set up and maintain an efficient public examination system at my Choice School with clear guidance for all users.

My Choice School is registered as exam centres with:

- AQA Entry level Qualifications Functional Skills
- TQUK Functional Skills L1 and L2

Accountability and roles

The Headteacher will act as the **Head of Centre** and liaise with AQA and TQUK and JCQ where necessary.

The **Head of Centre** / Headteacher (Clare Wye) is responsible for communicating the exam entries and withdrawals for students to the Exam Officer.

The **Exam Officer** (named teacher – DHT Jemma Hagelburg) will be aware of the potential for exam entries for each student and will ensure timescales are advised for the preparation of entries. The Exam Officer will compile entries submitted by teachers according to subject, totalling entries for each subject and level and confirming with teachers and in turn with the Head of Centre.

The Exam Officer is responsible for keeping all exam material and resources in a labelled wallet or file in a secure place. The secure place at My Choice School is the secure exam storage room located near the main school office. The exam papers and resources will be stored in a secure filing cabinet within this room. The secure exam room and cabinet can only be accessed by the Exam Officer or Headteacher (or Head of Education in an emergency) and cannot be accessed by teachers or other staff. The keys to the secure room and cabinet are secured in a coded key safe; this code is known only to the Head of Education and Headteacher.

A member of SMT or a teacher shall be designated by the Exam Officer to act in their absence on the day of exams in the event of emergency. This member of staff must not be allocated invigilation duties.

Exam officer responsibilities

- Preparing, planning, coordinating and conducting internal and external exams
- Following guidelines laid down by exam boards, either AQA or TQUK
- Liaising with teachers and Headteacher to ensure correct entries are made for all external exams

- Checking entries are correct
- Issuing rules of conduct to students and explaining procedures
- Drawing up timetables of exams as soon as practical and informing all teachers and senior management
- Organisation and preparation of the exam room
- Ensuring all necessary stationery supplies are available
- Maintaining effective and secure systems of storage
- Ensuring all exams are supervised in accordance with exam regulations
- Dealing with access arrangements, with Headteacher and teachers collaborating as SENCO to identified access needs in their students
- Ensuring that requests for additional time and special consideration are executed on time
- Attending results days and distributing results and documentation, initially to the Headteacher and Head of Education and in turn to students and parents.
- Checking that entries and results match
- Verifying exam data and providing the school and external agencies with accurate data
- Ensuring that SMT have updates of all results
- Circulating and logging relevant information
- Checking exam board certificates and ensuring they are despatched to students
- Keeping up to date with exam requirements

Entries, withdrawals and amendments

All candidates will be entered by the due date set by each board. In the case of exams on demand as with TQUK, My Choice School will have a preplanned exam schedule for each term to determine entry dates and exam dates.

It is the responsibility of the Headteacher to ensure that teachers have confirmed student entry lists and ensure these are issued to the Exam Officer. The Headteacher and Exam Officer will confirm:

- Candidates and DoBs
- Exam Entry including qualification and levels

Withdrawals and amendments (eg changes of tier) will be accepted by the Exam Officer up to the date set by the boards. The Exam Officer must be informed in writing by teachers and this must be verified by the Headteacher.

External exams

The Exam Officer is responsible for organising and conducting all external exams.

The final confirmation of entry numbers and levels will be made by the Exams Officer after confirming with the Headteacher.

AQA: All exam paper packages arriving at the school will be checked and counted by the Exam Officer and locked in the secure cabinet in the secure storage room.

TQUK: All exam papers printed at the school will be checked and counted by the Exam Officer and locked in the secure cabinet in the secure storage room.

The Headteacher and Exam Officer will conduct a pre exam My Choice School Quality Assurance together, this includes confirming the checking of exam papers against entries.

Exam Board Quality assurance will also be conducted as required by the Exam Boards, such as Invigilator Quality Assurance or online submitted Quality Assurance.

No exam papers will be removed from the exam room before the end of a session.

All exams will be conducted according to the rules set by the exam boards (AQA and TQUK) and the JCQ and within the start and finish times stated by the board.

Any misconduct or irregularity will be reported to the Exam Officer who will contact the exam board concerned.

In the absence of the Exam Officer at the end of an exam, papers will be collected by the member of staff designated by the Exam Officer and taken to the secure storage room and locked in the secure cabinet.

Students will not be allowed to leave the exam room except in the case of a medical emergency, when they will be supervised by another member of staff.

Controlled assessment

The supervision and timing of the controlled assessment is the responsibility of the teacher.

It is the responsibility of the Exam Officer to ensure that the controlled assessment is despatched at the correct time. The Exam Officer will supply the necessary boxes and envelopes for posting work.

Despatch of exam papers

The school will despatch exam papers to examiners or exam boards by a confirmed traceable system with collection times being agreed by the Exam Officer and the exam board. An agreed carrier will be used as identified by the exam board eg Parcelforce.

Invigilation

Each exam session will have:

- A designated invigilator in charge
- A roaming invigilator who will act as a supervisor for any candidates that have to leave the exam room for medical purposes or to relieve the invigilator in an emergency
- An invigilator for each exam room in use

TAs or teachers may act as invigilators however they may not invigilate for students that are in their class.

Classrooms are used as exam rooms and their displays and bookshelves will be covered for the duration of the exam.

Candidates will be allocated individual desks with ample spacing between desks.

Candidates will be seated in rows in alphabetical order, with a view of the clock. A seating plan will be prepared by the Exam Officer.

The invigilator will check attendance using the seating plan.

Clocks and notices will be checked.

Invigilators will ensure that no electronic devices, pencil cases, bags etc are present. Candidates are issued with exam pencil cases by the school which are stored in the secure exam storage room.

The invigilator may not work, read or be otherwise engaged in activity while in the exam room; they must give full attention to the candidates.

The roaming invigilator may not work, read or be otherwise engaged in activity while exams are in process; they must be vigilant to the candidates leaving the exam room, vigilant to people accessing the exam rooms and visitors on site who may cause distraction. They must ensure the exam room invigilator does not have to leave the room at any time.

Malpractice and Maladministration

Malpractice and maladministration is the failure to follow the rules of an examination or assessment. This is any act, default or practice which is:

A breach of the regulations; *and/or*

A breach of awarding body requirements regarding how a qualification should be delivered; *and/or*

A failure to follow established procedures in relation to a qualification which:

- gives rise to prejudice to candidates; *and/or*
- compromises public confidence in qualifications; *and/or*
- compromises, attempts to compromise or may compromise the process of assessment, the integrity of any qualification or the validity of a result or certificate; *and/or*
- damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre

My Choice School follows the **JCQ Suspected Malpractice Policies and Procedures** and all JCQ Guidance alongside this exam policy.

Results

The Exam Officer will ensure that results are available for students on the day appointed by the exam boards. The time and date will be

communicated to all parent / carers and to students by the Exam Officer and Headteacher in advance.

Exam results will be communicated by email to parents / carers by the exam officer. This recognises that accessing the school during the school holidays can be problematic for parents and students.

The Exam Officer will ensure that results are communicated to the Headteacher and Head of Education prior to sharing results with students and parents.

Internal exams

Internal exams or mocks will be the responsibility of the Exam Officer. The Exam Officer will prepare the timetable, exam room location and invigilation requirements for these exams. The code of conduct for internal exams for candidates will be the same as for external exams and shall be communicated to students by their teachers in specified sessions on the timetables.

Misconduct in internal exams will be reported to the Exam Officer who will liaise with senior management to decide on the course of action. The course of action may be supportive rather than punitive.

SEN candidates

The Exam Officer is responsible for ensuring that all students who have SEN and require special consideration are identified and that requests for special arrangements and access requirements are sent to the exam board and that replies are processed and actioned.

Students who require special consideration will be identified prior to commencing their course of study through their EHCPs. Students who require assessment for special consideration will be identified and this will be arranged through the students SEN teams / Virtual Schools and qualified assessors (as stipulated in the JQC guidance) will be used.

Students who have SEN through SEMH needs and not SpLDs will be supported through their IEPs to develop the skills necessary to be able to access exams and internal assessments.

The Exam Officer will inform teachers about special arrangements and access requirements which students can be granted during the course of study and in an exam. These can be any of the following:

- Extra time for coursework and exams
- Rest periods
- A reader
- An amanuensis / reader
- Enlargements

- A helper
- A prompter
- Individual exam room and invigilators
- Use of word processing / printing facility

Special arrangements can be made for students to take exams outside of school, e.g. if they are in hospital. The nature of My Choice School is such that we can make adjustments that are reasonable and particular to the needs of students during the course of study and for exams while maintaining the integrity of the exam process.

Special arrangements for controlled assessments will be communicated to the exam board by the exams officer at the beginning of the course. The exams officer will complete the special arrangement forms at the appropriate time and provide evidence in consultation with the teachers.

An individual exam room and invigilator is needed for anyone with an amanuensis or reader and also for any students who have been granted extra time or rest periods or use of wordprocessing. Where possible the amanuensis or reader should be a TA with whom the student is familiar and who has practised with the student. No unauthorised help maybe given to students and the reader / amanuensis cannot be the invigilator.

Early opening of the exam papers for preparation of special arrangements should be conducted by a designated teacher in the presence of the Exam Officer with the permission of the exam boards and at a time agreed by the exam boards. Any enlargements or modifications must be completed by the designated person in good time for the start of the exam.

If a student who has been given special arrangements finishes an exam after school hours the exam papers will be collected by the exam officer and locked in the secure storage.

If students have been granted extra time for exams and they are unable to fit two exams into one day then rescheduling will be needed. Students with visual impairment may be granted an early start to give time for extra time and rest breaks. These students must be supervised at all times and not have any contact with other students taking the same exam.

Late and absent students

Students who arrive late for an exam may be allowed to sit the exam at the discretion of the school.

Students who are **late within an hour** of the start time do not need to be reported to the exam board.

Students arriving late will be allowed the full time of the exam.

Students who arrive **more than an hour** after the starting time for an exam lasting for 1 hour or more will be reported to the exam board and may be allowed to sit the exam at the discretion of the school. **Students must be warned that the exam board may not accept the exam paper.**

Students who are late must be supervised to ensure that they do not have contact with other students taking the exam. They must not disturb other students. The students must be supervised by a parent / carer or school staff if they have not been brought to school by a parent / carer.

The parent / carers of students who are absent at the start of an exam must be contacted and they must attend as soon as possible. If no contact is made with a student or their parent / carer then they will be deemed to be absent.

Fire and emergency evacuation procedure

In the event of the alarm sounding or an emergency evacuation being required the school procedure for evacuation will be followed and the designated meeting point will be used.

Students evacuating exam rooms will be accounted for using the attendance register and they will be supervised at all times to ensure they do not have discussion with any other student taking the exam.

Exam papers will be left on desks, the exam room door will be closed. All internal doors cannot be opened from the outside unless a key is used and so exam papers left on desks will remain secure.

External doors will not be locked as this will delay the evacuation process and place staff and students at risk.

No one will be permitted to re enter until the buildings are deemed to be safe to re enter and only those authorised to enter the exam room will be permitted to do so. A member of staff will enter first and supervise students as they retake their seats.

Appeals Process

External assessment

It is possible to appeal against the procedures of an exam board in the conduct of an exam such as inappropriate application of a mark scheme, or the unannounced change of a specification.

This is not an appeal about a result.

Appeals will be made by the school, not by individuals. The school would look carefully at the Exam Code of Practice to see if there was a procedural error. The final arbiter is the Exam Appeals Board. Appeals of this kind are time consuming and lengthy and may not be concluded until after the exam results are published.

Internal assessment

If at any stage there are concerns about the internal assessment process for public exams then this should initially be discussed with the teacher concerned or with the Headteacher. This should be recorded by staff and the outcome placed on the student's file. The Head of Education will also be informed and be aware of the concern and the outcome.

If the matter is not resolved the Headteacher should be contacted to discuss a formal appeal. This is a last resort and this will not be accepted unless all other avenues had been explored. The Head of Education will also be informed and she will investigate the initial outcome in order to inform the formal appeal.

Appeals may be made to the school regarding procedures used in internal assessment however not against the actual marks or grades issued by the awarding body.

The Headteacher and teachers will ensure that parent / carers and other professionals involved with students, such as social workers, are kept informed of students assessed grades and expected grades and any predicted change in grade is communicated in advance of any internal assessment.

Internal assessments are carried out and standardised by teachers who have taught and assessed the students. They will be aware of capabilities and also will be made aware of processes required by exam boards.

Standardisation and internal assessment meetings will be held with the Exam Officer, Headteacher / Deputy Headteacher and teaching staff to ensure that all are prepared and therefore trained.

Assessment evidence provided by candidates will be authenticated and standardised according to the requirements of the specification.

Related Policies and Guidance

JCQ

General Regulations for Approved Centres 2026-2027

- Instructions for conducting examinations (ICE) 2026 - 2027

- Instructions for conducting coursework 2026 - 2027
- Instructions for conducting non-examination assessments 2026 - 2027
- Access Arrangements and Reasonable Adjustments 2026- 2027
- A guide to the special consideration process 2026 - 2027
- Suspected Malpractice: Policies and Procedures 2026 - 2027

Plagiarism in Assessments

- AI Use in Assessments: Protecting the Integrity of Qualifications
- Post Results Services June November 2026 - 20267
- A guide to the awarding bodies' appeals processes 2026 - 2027

My Choice School Exam Contingency Plan

My Choice School Marking Policy

Reviewed May 2025

Reviewed May 2026

Review due June 2027