



ARNOLD LODGE

4 - 18 yrs Co-educational Independent Day School

Exams Procedure

Approved by the Headteacher: September 2025

Reviewed Annually

Next review date: September 2026



Section 1: The Examination Policy

The Examination policy aims:

- To ensure that planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exams system with clear guidelines for all relevant staff

In addition:

- It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy.
- The exam policy will be reviewed annually.
- The exam policy will be reviewed by the Head of Centre, Senior Leadership Team, Designated Exams Officer and, if applicable, the Directors.

Examination Responsibilities

Having overall responsibility for the school as an exam centre, the **Head of Centre:**

- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incident of malpractices. Refer to the JCQ document 'Suspected Malpractice in Examinations and Assessments.'

The **designated examinations officer** is tasked with managing the administration of public and internal examinations.

The Examinations Officer will:

- Report on all related matters to the Head of Centre / Deputy Head and act upon their instructions. The Head of Centre retains ultimate decision-making authority over all matters;
- Produce annual exam timetables;
- Communicate with staff concerning imminent deadlines and events;
- Ensure that candidates and their parents are informed of aspects of the exam timetable that will affect them;
- Consult with teaching staff to ensure that necessary NEAs are completed on time.
- Provide data on estimated entries to appropriate exam boards;
- Receive, record, check and store securely all exam papers and completed scripts;
- Direct the Senior School SENCo to identify and test candidates' requirements for Access Arrangements and make the relevant applications for these;
- Administer, in conjunction with the Senior School SENCo, Access Arrangements and make applications for special consideration using the JCQ publication 'Access Arrangements, Reasonable Adjustments and Special Consideration';
- Identify and manages exam timetable clashes;
- Account for income and expenditures relating to all exam costs/charges;



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- Manage the organising, recruitment, training and monitoring of exams invigilators responsible for the conduct of exams;
- Submits candidates' NEA marks to the exam boards prior to published deadlines;
- Arranges for dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests;
- Maintain systems and processes to support the timely entry of candidates for their exams.

Heads of Faculties will:

- Provide accurate and timely information of syllabus including the Exam Board and appropriate codes;
- Confirm and monitor departmental entries;
- Inform the Exam Officer of any amendments and/or withdrawals in advance of the published deadlines;
- Submit candidates' NEA marks.
- Inform the Exam Office of any additional requirements such as alternative rooms, double desks etc;
- Liaise with the Deputy Head, Assistant Head and Exams Officer regarding dates for practical assessments;
- Liaise with the Deputy Head, Assistant Head and Exams Officer regarding dates for internal/external moderation;
- Liaise with SLT and the Exams Officer to inform parents of all controlled assessments, practical exams and orals.

Teachers are responsible for:

- Submission of entries via Heads of Faculty;
- Submission of forecast grades via Heads of Faculty;
- Informing, in writing, their HOF and SLT of any pupil concerns e.g. attendance/incomplete or missed NEA work.

The Senior School SENCo is responsible for:

- Testing pupils who may require Access Arrangements
- Provision of additional support with identified requirements;
- Liaising with the Exams Officer with regard to Access Arrangements;
- Organising appropriate training for staff involved in Access Arrangements.

Appropriate staff ensure that candidates:

- Confirm and sign statement of entries
- Understand controlled assessment / portfolio / coursework regulations and sign a declaration that authenticates the work as their own
- Read and understand appropriate JCQ publications



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Section 2: Qualifications

- The qualifications offered at this centre are decided by the Head of Centre.
- The qualifications offered currently are GCSE, A level, and BTECs.
- The subjects offered for these qualifications in any academic year may be found in the centre's KS4 Options booklet and Sixth Form Options booklet. If there has been a change of Exam Board from the previous academic year, the Exams Officer must be informed by the end of June of the preceding academic year except in exceptional circumstances.
- Informing the Exams Officer of changes to a syllabus is the responsibility of the Head of Faculty and Subject Teacher.
- Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the Candidates, Parents/Carers, Subject teachers, Head of Faculty, Assistant Head and Deputy Head.

Section 3: Exam series and timetables

Exam Series

- The first set of formal internal Mock Exams is scheduled in Term 1 (December) and the second set of formal internal Mock Exams is scheduled in Term 2 (February) for Year 11 and Year 13 and any other students taking external exams in that academic year. All mock exams will take place in exam conditions and Exam Access Arrangements will be put in place for these.
- Years 7-10 and Year 12 will have an internal Exam Week in Term 3. All exams will take place in exam conditions. The New Group Reading & Spelling Tests (NGRT & NGST) are taken by Years 7-11 in Autumn and by KS3 again in Summer.
- External exams are scheduled in May and June with Maths and English Language re-sit exams in November.
- In addition to the published exam timetable, awarding bodies designate contingency days in case of national or significant local disruption to exams. All candidates must remain available until the end of the contingency period. Candidates and parents/carers will be informed of the contingency day dates at the start of the academic year and reminded prior to the exam series.

Timetable

- Once confirmed, the exams officer will circulate the exam timetable for external exams and ensure the school communicates this to parents; the Assistant Head and Exams Officer will circulate exam timetables for internal exams.

Section 4: Entries, entry details and late entries

- Candidates are selected for their exam entries by the subject teachers.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal providing the request stays within the normal exam fee.
- The centre accepts external entries from former candidates only.
- The centre does not act as an exam centre for other organisations.



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- Entry deadlines are circulated to Heads of Department via email.
- Late entries are authorised by SLT/Exams Officer but late entry fees may be paid for by the Subject Faculty depending on circumstance.

Section 5: Exam Fees

- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- GCSE entry exam fees are paid by the Centre.
- All other exam fees are paid by the Centre.
- Late entry or amendment fees are paid by Departments or Parents/Carers unless they are as a result of Exams Officer administration errors.
- Fees for re-sits, re-marks or paper requests may be payable by the candidate.
- Fees for qualifications taken but not studied at the centre are charged to Parents/Carers at the rate set by the exam board.

Section 6: Disability Discrimination Act

Disability Discrimination Act

All exam centre staff must ensure that they meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006. The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Senior Leadership Team, Exams Officer and Senior School SENCo.

Access Arrangements

- The Senior School SENCo will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam. The SENCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.
- A candidate's Access Arrangements are determined by the SENCo and external professionals including Educational Psychologists and Specialist Teachers.
- Arranging Access Arrangements for candidates to take exams is the responsibility of both the SENCo and the Exams Officer.
- Submitting completed Access Arrangement Applications to the awarding bodies is the responsibility of the Exams Officer.
- Roomings for Access Arrangement candidates will be arranged by both the SENCo and the Exams Officer.
- Invigilation and support for Access Arrangement candidates will be organised by both the SENCo and the Exams Officer.

Overseas Students



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- Managing overseas students is the responsibility of the Senior Leadership Team.

Contingency Planning

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

Private Candidates

- Managing private candidates is the responsibility of the Exams Officer.

Section 7: Estimated Grades

- Heads of Faculty are responsible for ensuring their teams submit estimated grades to the Exams Officer when requested by the Exams Officer.

Section 8: Managing Invigilators

Managing Invigilators

- Internal staff are used to invigilate examinations
- These invigilators will be used for Internal and External exams.
- Timetabling of invigilation is the responsibility of the Assistant Head and the Exams Officer.
- Securing the necessary DBS clearance for any external invigilators who may be used is the responsibility of the Senior Administrator.
- Fees for securing such clearance are paid by the centre.
- Should external invigilators be used, rates of pay are set by the Senior Leadership Team.

Secure Storage of Exam Materials

- All exam materials are stored in a secure storage facility which meets JCQ requirements.
- The exams officer is responsible for ensuring that exam materials are stored securely at all times.
- The exams officer is the only staff member who has access to the storage facility.

Malpractice

- The Head of Centre is responsible for investigating suspected malpractice.

Exam Days

- The Exams Officer will book all exam rooms after liaison with other users and make the question papers and other exam stationery and materials available for the invigilator.
- Maintenance, via the Operations Manager, is responsible for setting up the allocated rooms.
- The invigilators will start all exams in accordance with JCQ guidelines.
- A subject staff member may be present outside the exam at the start to assist with identification of candidates.
- 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 and / or subject teachers after the end of the exam session.



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- In the event of an emergency during an examination, the exam officer or senior invigilator will take immediate control and follow the JCQ instructions for conducting examinations.

Section 9: Candidates

Candidates

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full duration of the exam at the discretion of the Exams Officer or senior invigilator.
 - Note: candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times.
- The Exams Officer is responsible for handling late or absent candidates on exam day or subsequently.
- For clash candidates, the supervision of candidates, identifying a secure venue and arranging overnight supervision is the responsibility of the Exams Officer.
- 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 working days of the exam, for example by providing 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 working days of the exam.

Section 10: Non-Examined Assessments and Appeals

Non-Examined Assessment replaces the largely discontinued term coursework

- It is the duty of the Exams Officer and Subject Teachers to ensure that all NEA is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks and Appeals

- Marks for all NEAs and estimated grades are provided to the Exams Office by the Subject Teachers and Heads of Faculty.
- Appeals against internal assessments must be made by the commencement of the Summer Exam Series.

Appeals against Internal Assessments

- The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the Exams Officer.



Section 11: Results

Results, Review of Results (RoRs) and Access To Scripts (ATS)

- Candidates will receive individual result slips on results days, either in person at the centre or by email to their school email.
- Arrangements for the centre to be open on results days are made by the Exams Officer in conjunction with the Senior Leadership Team.
- The provision of staff on results days is the responsibility of the Exams Officer, to be made in conjunction with the Senior Leadership Team.

RoRs

- RoRs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any RoR is requested.
- If a result is queried, the Exams Officer, teaching staff, and SLT will investigate the feasibility of asking for a re-mark at the centre's expense.
- When the centre does not support a candidate's or parent's request for an RpR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of staff, they will be charged.

ATS

- After the release of results, candidates may ask subject staff to request the return of papers within three working days for scrutiny of the results.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Please note: GCSE reviews of marking cannot be applied for once the original script has been returned. Priority copies of scripts to help with decisions for review of marking are available for a short period of time after results are published.

Section 12: Certificates

Certificates

- Certificates are presented in person.
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so. The centre retains certificates for two years.