



FINHAM PARK SCHOOL

A Mathematics and STEM College

FINHAM PARK SCHOOL

EXAMINATION POLICY

2026-2028

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The Purpose of the Policy

The purpose of this examination policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interests of candidates.
- To ensure that the conduct of examinations complies with JCQ and Awarding Bodies' requirements and regulations
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

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

The examination policy will be reviewed every two years.

Staff with Examination Responsibilities

The Head of Centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected Malpractice in Examinations and Assessments.

The Examinations Manager:

The Examinations Manager has responsibility, delegated from the head teacher, for the following aspects of the administration of public and internal exams:

- Advises the Leadership Team, subject leaders and class teachers and other relevant support staff on the annual examination timetables and administration procedures as required by the various awarding bodies.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Reports all suspicions or actual incidents of malpractice with reference to the JCQ document – Suspected Malpractice in Examinations and Assessments.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- Ensures that students are issued with individual and rooming exam timetables well in advance of the exam season.
- Identifies and manages examination timetable clashes.



- 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 and controlled assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all examination papers and completed scripts in accordance with JCQ regulations
- Administers Access Arrangements in partnership with the SEN co-ordinator and makes applications for Special Consideration using the current year's JCQ publication Access Arrangements and Reasonable Adjustments and special consideration.
- Accounts for income and expenditure relating to all examination costs/charges.
- Plans the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- Submits candidates' coursework/controlled assessment marks, tracks despatch and returns returned coursework to subject leaders for storage; returns 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.
- Advises on appeals and re-marks.
- Line manages the Assistant Examinations Officer and organises the schedule of work for the academic year.
- Maintains accurate examinations information on the school website.

The Technical Services Administrator

- Liaises with and assists the Examinations Manager in the completion of all of the above.

Deputy Head (Curriculum)

- Organises teaching and learning.
- Manages external validation of courses followed at Key Staff 4/Post-16.

Subject Leaders are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework mark sheets and declaration sheets.



- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Examinations Officer.
- Setting and administration of internal examinations.
- Advising LT and the Examinations Manager of withdrawals from and amendments to students' examination entries

Teachers are responsible for:

- Notification of access arrangements requirements (as soon as possible after the start of the course).
- Submissions of candidates' names to Subject Leaders for confirmation of entry for/withdrawal from examinations and for confirming tiers of entry where appropriate.

The SEN Co-ordinator SENCO is responsible for:

- Identification and testing of candidates who may require Access Arrangements.
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment – to help candidates achieve their course aims.
- Training and briefing T.A's and other relevant staff who are acting as scribes, readers or invigilators.

Lead invigilator/invigilators are responsible for:

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Supervision of candidates during examinations and during "quarantine" periods (ie in examinations clashes)
- Collection of all examination papers and collation in the correct order at the end of the examination and their return to the examinations office.

The Site Service Manager is responsible for:

- Liaising with the Examinations Manager to prepare venues for formal internal and external examinations.
- Ensuring that the venues chosen for formal examinations are prepared appropriately in accordance with JCQ requirements.

Candidates are responsible for:

- Confirmation of their examination entries.
- Understanding NEA regulations and signing a declaration that authenticates the NEA/coursework as their own.
- Reading and understanding the JCQ guidance on examination regulations.
- Reading and understanding their examination timetable and alerting their teacher/s and/or the Examinations Manager of any errors, clashes, problems, etc.
- Attending their examinations at the correct time and venue.



Candidate Identification Procedure (see separate policy document)

This procedure is reviewed and updated annually to ensure that procedures to verify the identity of all candidates that are entered for examinations or assessments at FINHAM PARK SCHOOL are managed in accordance with current requirements and regulations.

Escalation Process (see separate policy document)

This process is reviewed and updated annually to ensure that there are procedures in place to manage examinations effectively in the absence of the Examinations Manager, Headteacher or other key staff (eg SEND Coordinator, Site Services Team, etc)

Conflict of Interests (See also the Conflict of Interest Policy)

- It is the responsibility of the head of centre to ensure that FINHAM PARK SCHOOL has a written conflicts of interest policy in place available for inspection.
This policy confirms that FINHAM PARK SCHOOL:
manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of
 - any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
 - any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units

and maintains clear records of **all instances** where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- centre staff are taking qualifications at other centres (GR 5.3)

Qualifications

The qualifications offered at this centre are decided by the Headteacher, Deputy Headteacher in consultation with Subject Leaders and other members of the Leadership Team.

The subjects offered for qualifications in any academic year and the Awarding Bodies for these awards may be found in the centre's published prospectus for that year and on the school website. If there has been a change of specification from the previous year, the Examinations Office must be informed by 30th September of that academic year. The qualifications currently offered include: GCE (A Levels), GCSE, BTECs, Cambridge OCR Nationals and Technicals.

It is the responsibility of Subject Leaders and Leadership Team to inform the Examinations Manager in writing and/or email of changes to a qualification or specification offered by the school.



Examination Series

The Headteacher decides which examination series are used in the centre, in consultation with Leadership Team, Subject Leaders, Head of Sixth Form and the Examinations Manager.

External examinations and assessments are currently scheduled in November, January, May and June.

On-demand assessments (eg BTEC IT on-screen tests) are scheduled in agreement with the subjects teacher, subject leaders and Examinations Manager.

Currently, formal internal examinations and assessments are scheduled in November/December (Year 11 & Year 13) and June/July (Year 10 & Year 12). Internal examinations are normally conducted as closely as possible to the JCQ external examination regulations.

Timetables

Once entries are confirmed by subject leaders, the Examinations Manager will distribute the timetables for internal examinations and external examinations. Students will be issued with individual and rooming timetables well in advance of the exam season in which they are being entered. For example, students will receive their summer exam timetables in February to give them time to check, identify errors/amendments, etc. Composite timetables with exam venues will be issued before the end of the Spring Term. Versions of the composite timetable will be distributed to teaching and associate staff and posted on the school website.

Entries, Late Entries and Re-takes

Candidates' entries are confirmed by the Subject Leaders, SENCO and subject teachers. These entries are then communicated to the Examinations Manager by the internal deadlines agreed. The Examinations Manager will submit the entries (and any subsequent amendments) to the Examination Boards by the deadlines set by the boards. Candidates also have a responsibility to check their entries and timetables and alert teachers and/or the Examinations Manager if they find any errors.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, Head of Key Stage and Heads of Subject. If students' entries are withdrawn or amended, the subject teacher/subject leader/LT staff are responsible for informing the student, parent/s and the Examinations Manager.

Candidates or parents/carers and teachers can request a subject entry, change of level or withdrawal.

The centre accepts external entries from former students only and at the discretion of the Head Teacher.

The centre does occasionally act as an examination centre for other organisations (e.g. University admissions aptitude tests).

Internal entry deadlines are circulated to Subject Leaders via email, noticeboard and briefing meetings.

Late entries are authorised by Leadership Team and/or Subject Leaders and processed by the Examinations Manager.



Re-sit decisions will be made in consultation with candidates, subject teachers, Examinations Manager, Headteacher and Subject Leader.

Re-take entries are requested by students using the re-take request form available from the exams office. **Re-take fees are normally met by the student and must be paid in advance.**

Examination Fees

Examination entry fees are paid by the Centre for subjects which students are studying within their normal timetabled curriculum. Candidates or departments will not be charged for entries, tier amendments or withdrawals made by the proper procedures **provided these are made within the time allowed by the awarding bodies.**

Exam Board fees incurred by late entries or late amendments are paid by subject departments or by students/parents if it is they who are responsible for missing the entry/amendment deadline.

Fees/reimbursements are sought from candidates who decide to sit an examination after the late entry/withdrawal deadline and from candidates who fail to sit an examination without medical evidence or evidence of other mitigating circumstances.

Fees for re-take entries are normally paid in advance by candidates, unless the subject teacher/leader indicates the department is meeting this cost. We will only pay for one set of exams across subject AS/A-levels. Where candidates wish to sit both AS and A level exams in the same subject, they will be expected to pay the fees for either the AS or the A level.

Disability Discrimination Act

All examination centre staff must ensure that practices meet the requirements of the Disability Discrimination Act 1995 (DDA), extended in 2005, and the Disability Equality Duty (DED), introduced in 2006.

A person has a disability for the purposes of the DDA if she/he has a physical or mental impairment that has a substantial and long term adverse effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the disability provisions under the DDA (or the Equality Act 2010 once in force), by ensuring that the examinations centre is accessible and improving candidate experience.

Access Arrangements

The SENCO 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 SENDCo can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the examination.

Candidates' access arrangements are assessed and determined by the SENDCo, following the current academic year's JCQ publication: *Adjustments for Candidates with Disabilities and Learning Difficulties, Access Arrangements and Reasonable Adjustments and special consideration.*



Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Examinations Officer and SENDCo

Rooming for Access Arrangement candidates will be arranged by the SENCO with the Examinations Manager.

Invigilation and support for Access Arrangement candidates will be organised by the SENCo with the Examinations Manager.

Word Processors (see also the Word Processor Policy)

The allocation of word processor/laptops will be decided by the SENCo according to:

1. The student's Access Arrangements and learning needs
2. The student's "normal way of working"

Estimated Grades

Subject Leaders are responsible for submitting estimated grades to the Examinations Manager when requested.

Invigilation of Examinations

External staff and supply agency employees are used to invigilate examinations.

External invigilators will be used for formal internal and external examinations.

Recruitment of invigilators is the responsibility of the Examinations Officer and the HR Manager.

Securing the necessary Disclosure and Barring Service (DBS) clearance and following up references for new invigilators is the responsibility of the HR Department. CRB fees for securing such clearance are paid by the centre.

Safeguarding training is the responsibility of the HR Office in consultation with the Examinations Manager.

Invigilators are timetabled and briefed by the Examinations Office.

Invigilators rates of pay are set by the HR Office.

Secure Storage of Examination Materials

It is the responsibility of the Examinations Manager to ensure that current examination materials (eg. "live" examination papers, speaking test instructions, controlled assessment tasks, stationery, etc) are stored securely in the centre and meet the criteria listed in the JCQ document, Instructions for Conducting Examinations (1.1, page 3). Some of these key requirements are:

- A log must be kept at the main school Reception recording each awarding body's deliveries and number of boxes/packages received.
- Confidential materials must be stored in a secure room solely assigned to examinations, restricted to 4 keyholders only.



- Only persons authorised by the head of centre and the exams manager must be allowed access to the centre's secure storage facility.
- The keys to the secure storage facilities are kept by the Examinations Manager and must be accessible to the Head Teacher.

Examination Day Arrangements

The Examinations Manager will book all examination venues and liaise with the Site Services Manager and other users and ensure that the question papers, other examination stationery, and materials are available for the invigilator(s).

It is the Examination Manager's responsibility to ensure that all examinations are conducted in accordance with the current JCQ guidance in "Instructions for Conducting Examinations".

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

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 Subject Leaders at the end of the examination session (or later if there are students still to sit the exam due to clash resolution or late arrival).

A relevant subject teacher may attend to resolve any subject-specific queries which the invigilators and/or Examinations Manager are unable to answer.

A teacher may start the examination if authorised to do so by the Examination Manager but may not do so if they have been involved in preparing students for the exam at which they are present.

Candidates

Candidates must adhere to the regulations and guidance listed in JCQ document, "Information for Candidates for Written Examinations" and "Information for Candidates: Controlled Assessments" and "Information for candidates: Using social media and examinations/assessments." All students in years 10 – 13 will be given a copy of these documents at the start of the each whole-school exam session academic year or for any external exam sessions, whichever occurs first in the year. The documents are also made available on the school website. 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.

Candidates' disruptive behaviour is dealt with in accordance with JCQ guidelines and with the schools Behaviour for Learning (BfL) policy.



Candidates are expected to stay for the full examination time at the discretion of the examinations officer or senior invigilator.

The Examinations Manager is responsible for managing late or absent candidates on examination days or subsequently.

The Examinations Manager is responsible for making arrangements for candidates who have an examination clash, the supervision of candidates, identifying a secure venue and arranging overnight supervision if necessary.

Managing any private candidates is the responsibility of the Examinations Manager.

Special Consideration (see also the JCQ Special Consideration Guidance)

Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examinations Manager, or the examination invigilator, to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the examination, for example by providing a letter from the candidate's doctor. The Examinations Manager will then forward a completed special consideration form to the relevant awarding body within seven days of the examination, following JCQ guidance.

Controlled Assessment & Appeals against Marking Decisions (see also the Non Examination Assessment Policy)

Please see the separate NEA and Appeals policy

Contingency Planning (see also the Contingency Plan Policy document)

Contingency planning for potential disruption of exams is the responsibility of the Headteacher and Leadership Team in consultation with the Examinations Manager.

In the event of the absence/illness of the Examinations Manager, the Technical Services Administrator will cover examination responsibilities in the short term, following the Examinations Policy and the annual Examinations Schedule.

Contingency plans in the event of a fire/evacuation of the buildings may be found in the Fire Safety Policy - Appendix M (vii), p27.

The centre follows the JCQ guidance for emergencies (Instructions for Conducting Examinations: Emergencies, section 18 P39). Please see also policies on The Emergency Evacuation Procedure and on Contingency Planning.

Malpractice (See also the Suspected Malpractice Policy)

The Headteacher is responsible for investigating suspected malpractice in either external or internal assessments. Where a subject teacher suspects malpractice in an internal controlled assessment, this should be referred to the Subject Leader in the first instance and then to the Examinations Officer. After investigation, if appropriate, an internal school sanction may be applied.



If an occurrence of malpractice is reported in an external exam or a controlled assessment by the exam board, this is a serious infringement of the JCQ regulations and may lead to a formal investigation by the head teacher and the imposition of sanctions by the exam board. Further details of this process may be found in the JCQ document, Suspected Malpractice in Examinations and Assessments: Policies and Procedures.

Appeals

In instances where a student wishes to appeal against a decision following a malpractice allegation involving either internal assessments or external examinations, the process outlined in the Appendix to the Malpractice Policy should be followed.

Results (for External Exams)

Candidates will receive individual result slips on results days, either in person, at the centre, by email or by post to their home addresses (candidates to provide self-addressed envelopes). If students are not able to pick up their results in person, the centre will only release the results to a named individual, authorised in advance in writing by the student. Anyone picking up results on behalf of a student will normally be expected to produce photographic identification before results are released to them. Results will not be communicated over the phone. Information about the arrangements for Results Day and about the collection of results is circulated to students and teaching staff by the Examinations Manager in the Summer Term.

Arrangements for the centre to be open on results days are made by the Leadership Team in consultation with the Examinations Manager and the Site Services Manager.

The deployment of staff on results days is the responsibility of the Leadership Team.

Post-Results Enquiries

The exam boards offer a number of post results services which have to be approved and processed through the school. It is the responsibility of the Examinations Manager to process post results queries.

An Enquiry about Results (EAR) is a review of marking which can be requested by centre staff or by candidates through the examinations manager if there are reasonable grounds for believing there has been an error in marking. The candidates' consent is required before any EAR is requested. If a result is queried, either the candidate or the subject leader will be charged for the cost of the enquiry, depending on who initiates the request. If the enquiry leads to an overall subject grade change, the re-take fee will be refunded (if it has already been paid).

An Access to Scripts service is available if needed. After the release of results, candidates may request the return of papers. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. Priority Photocopies of exam scripts or originals are available for A Level exams within an Enquiry window which only lasts for a week after A Level results are issued, Original scripts only are available for GCSE exams. Either the candidate or the subject leader will be charged in advance for the cost of returned papers, depending on who initiates the request.

Re-marks cannot be requested once an original script has been returned to the centre.

There is no exam board service available for the re-marking of Controlled Assessments or Coursework and re-moderation of coursework can only be requested in exceptional circumstances.



If teaching staff initiate a request to review the moderation of internally assessed components, this can only be done with the consent of all the students in the cohort whose marks will be affected by this review.

Certificates

Certificates may be presented in person in awards ceremonies, collected and signed for by the student or posted by recorded delivery. Certificates will not be sent out with the normal mail. If certificates are posted by recorded/special delivery, students will be expected to pay in advance for the cost of this service. It is the responsibility of Leadership Team to notify students of the dates of Awards ceremonies and of alternative ways of obtaining their certificates.

Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so by the candidate in advance in writing.

The centre retains certificates for two years. If not collected by this time, certificates may either be returned to the examination board or destroyed securely.

Monitoring arrangements

An annual report from the exams officer will be reported to the Leadership Team, this will include contributions from subject leaders to ensure a full picture is available.

Dates and reviews

Policy introduced Sep 2010 and reviewed bi-annually.

Policy written by R Jeffreys

Reviewed by R Jeffreys January 2026

Approved by Governors 11 February 2026

Signed:

DAVID BEDFORD
Headteacher

Date: 11 February 2026

Signed:

ANN BRENNAN
Chair of Governors

Date: 11 February 2026