Altrincham College

Exam Centre Policy

Policy Date:	**September 2026**
Approved by Governors:	**October 2026**
Date of next review:	**October 2027**

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Background

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient exams system with clear guidelines and responsibilities for all relevant staff.

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

The exams policy will be reviewed every year.

The exams policy will be reviewed by the *Head of Centre, Senior Leadership Team and Exams Officer.*

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

Principles

Our school has clear expectations and guidelines on exams for all members of our community. This includes staff (through the Staff Code of Conduct) and students (through our Behaviour Policy)

Practice

Exam responsibilities

Head of Centre:

- Overall responsibility for the school as an exam centre and advises on appeals and re-marks.
- Responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document "*Suspected Malpractice in Examinations and Assessments"*.

Exams Officer:

- Manages the administration of external exams.
- Advises the Senior Leadership Team, Heads of Department, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set out by the various awarding bodies relating to both general and vocational qualifications.

- Ensures that candidates and their parents/carers are informed of and understand those aspects of the exams timetable and regulations that will affect them.
- Forwards (annually) to Heads of Department the JCQ *Instructions for conducting non-examination assessments,* and *Instructions for conducting Coursework.*
- Checks with Heads of Department and relevant teaching staff that they are aware of the deadlines for completion of coursework/controlled assessments and the relevant regulations and procedures.
- Ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks & dispatches coursework / controlled assessments.
- Provides relevant information for the school website.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Submits estimated entries as completed by the departments to the relevant awarding bodies.
- Receives, checks and stores securely all pre-release material and exam papers and stationery including completed scripts and ensures that scripts are dispatched as per the guidelines.
- Identifies and manages exam timetable clashes including supervision of candidates between exams as required.
- Makes applications for special consideration in accordance with the JCQ document *"A Guide to the Special Consideration Process"*.
- Arranges the seating of exams in accordance with JCQ regulations, ensuring the accommodation is appropriate.
- Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Reports all suspicions or actual incidents of malpractice to Head of Centre.
- Monitors and tracks all income and expenditures relating to examination fees and charges, including collection of payments for re-sits.
- Arranges for dissemination of exam results and Certificates to candidates, and processes in consultation with the Senior Leadership team, any post results service requests.
- Review examinations procedures annually, taking into account any changes to JCQ regulations and makes recommendations for changes where appropriate to Head of Centre.
- Facilitates, with Head of Centre, the annual inspection by the JCQ Inspector.

Heads of Department:

- Liaises with Exams Officer and informs them of any new qualifications being offered and any changes to specifications.
- Ensures they and all relevant members of their department are familiar with the relevant assessment framework and objectives of relevant examinations.

- Ensures their department teaching staff are made aware of JCQ *Instructions for conducting non-examination assessments,* and *Instructions for conducting Coursework.*
- Ensures secure storage of controlled assessment material and coursework as required by the JCQ instructions and subject specification, and security of work during controlled assessments.
- Ensures that all examination entries and coursework/controlled assessment procedures are administered within deadlines set by Exams Officer ○ Accurate completion of coursework mark sheets and declaration sheets ○ Accurate completion of entry mark sheets, including all relevant unit codes and cash-in codes within deadlines
- Ensures all relevant teaching staff are made aware of guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Makes decisions on post-results procedures within subject area.

Teachers:

- Provides information on entries, amendments, coursework and controlled assessments as required by the Head of Department.

Special Educational Needs Coordinator (SENCO):

- Identifies and tests candidates' requirements for access arrangements and processes any necessary applications in order to gain approval (if required).
- Provides additional support – with spelling, reading, mathematics, dyslexia or essential skills etc. – to help candidates to achieve their course aims.
- Working with the exams officer to provide the access arrangements required by candidates in exams rooms.

Lead Invigilator/Invigilators:

- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations.
- Following any subject specific instructions given by the Exams Officer.
- Assisting the exams officer with the collection of exam papers and other material from the exam office before the start of the exam.
- Supervision at all times of exam papers and stationery and completed scripts whilst not in the exam secure storage area.
- Supervision of candidates during examinations.
- For all examinations - completing an accurate seating plan of all candidates sitting the examination.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam office.

Candidates:

- On receipt of timetable, checking and confirming entries are accurate by informing subject teacher of any queries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own, where applicable.
- Attending examinations promptly and behaving in accordance with school expectations and JCQ regulations.
- Read, understand and comply with all examination regulations and follows instructions from the examinations team including the Exams Officer and school staff, invigilators and staff facilitating access arrangements.

Receipt and Dispatch of Scripts

- Reception staff receive and signs for parcels '*for the attention of the exams officer'* and immediately informs the Exams Officer.
- Parcels to be secured in reception until collected.
- Parcels collected by Exams Officer, checked and locked in secure storage room.
- In the event the Exams Officer is not present, designated key holders to immediately secure materials in secure storage room.
- Where the checking of question paper packets cannot take place until the next working day, the head of centre must ensure there is an authorised key holder to the secure room and secure storage facility on-site the next working day.
- Following external exams, parcels to be secured in reception until collected by Parcelforce.
- Parcels not collected on same day to be locked in secure storage until the following day.
- All outgoing exams parcels to be logged by Reception on dispatch record.
- Samples of work to be sent to moderators to be handed to Exams Officer. Details to be logged on parcel passed to reception to arrange dispatch.

Qualifications Offered

The qualifications offered at this centre are decided by the Head of Centre and Heads of Department.

The types of qualifications offered may include but are not limited to A Levels, AS Levels, GCSE, iGCSE (as appropriate); BTEC, CTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed at the earliest opportunity.

Informing the Exams Office of changes to a specification is the responsibility of the Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by teachers in consultation with the Heads of Department and Deputy Head (curriculum).

The centre's inclusion policy provides that all pupils have access to the curriculum, and the school will use intervention strategies to support candidates to reach the required level of attainment, for an entry for a qualification from an external awarding body.

Exam Series

External exams and assessments are scheduled in November (re-sits), January and Summer by the examination boards.

The Head of Centre and Heads of Department *decide* which exam series are used in the centre.

Internal exams (mock or trial exams) and assessments are scheduled in accordance with the school calendar in the Autumn and Summer terms.

Internal exams are held under external exam conditions. Internal exams may be held at the same time as external exams but may NOT take place in the same exam rooms as external exams.

Exam Timetables

Once confirmed, the Exams Officer will circulate the exam timetables for external exams before each series begins. Exam timetables will be published on the school website. Individual timetables are issued to each candidate for every external exam season.

Entries, Entry Details and Late Entries

The Head of Department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Candidates are selected for their exam entries by teachers and Heads of Department.

Candidates or parents/carers can request a subject entry, change of level or withdrawal by approaching the Head or Department or subject teacher.

The centre does not accept entries from private candidates.

The centre does not act as an exam centre for other organisations.

Entry deadlines are circulated to heads of department/curriculum via email, staff room noticeboard and Head of Department meetings.

In order for entries to be made efficiently and in a timely manner, the Exams Officer will send mark sheets for each Department's entries based on the course specification information provided by Heads of Department. The Head of Department will check:

- The correct specification has been selected
- The correct class/classes have been selected and no classes are missing
- That all students in each class are included on the mark sheet
- That there are no extra students included in the mark sheet

The Head of Department will then re-check the second mark sheet sent once the exam entries have been prepared but before they are submitted.

Once the entries have been submitted Heads of Department will be provided with a copy of their entries for future reference.

Entries, amendments and withdrawals made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of Heads of Department.

GCSE re-sits are allowed.

AS re-sits are allowed.

A2 re-sits are allowed.

Re-sit decisions will be made by Head of Centre in consultation with Heads of Department.

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.

The exams officer will publish the deadline for action well in advance for each exam's series.

GCSE entry exam fees are paid by the centre.

AS entry exam fees are paid by the centre.

A2 entry exam fees are paid by the centre.

BTEC/CTEC registration fees are paid by the centre.

Late entry or amendment fees are paid by the centre.

Fee reimbursements can be sought from candidates:

- If they fail to sit an exam.
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sits and EAR (Enquiries about Results) specifically requested by the candidate or their parents/carers and not requested by the centre.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.

Special Needs /Access Arrangements

A candidate's special needs requirements are determined by the SENCO/specialist teacher. The SENCO/specialist teacher will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any subsequent assessments/exams.

A candidate's access arrangements requirements are determined by the SENCO/specialist teacher. Ensuring there is appropriate evidence for candidates with access arrangement is the responsibility of the SENCO/specialist teacher.

Completing the assessment and supporting documentation is the responsibility of the SENCO/specialist teacher and should be completed by the JCQ deadlines in the majority of cases. Late applications will be made as deemed appropriate by the SENCO/specialist teacher.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the specialist teacher.

Rooming and invigilation for access arrangement candidates will be arranged by the specialist teacher in conjunction with the Exams Officer as appropriate.

Support for candidates with access arrangements (including those with temporary injuries), as defined in the JCQ access arrangements regulations, will be organised by the specialist teacher in conjunction with the Exams Officer as appropriate.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Deputy Head.

Contingency plans are available via email, noticeboard & briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Managing Invigilators

External Invigilators and internal staff will be used to supervise external examinations.

The external Invigilators will normally only be used for external exams.

The recruitment of external Invigilators is the responsibility of the Exams Officer.

Securing the necessary Disclosure Barring Service (DBS) clearance for new Invigilators is the responsibility of the Headteacher's PA.

DBS fees for securing such clearance are paid by the centre.

Invigilators rates of pay are set by the School Business Manager.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

Malpractice

The Head of Centre in consultation with the Deputy Head is responsible for investigating suspected malpractice.

Exam Days

The Exams Officer will arrange the booking of all exam rooms after liaison with the Office Manager and other stakeholders, and make the question papers, other exam stationery, and materials available for the Invigilator(s).

The Exams Officer is responsible for ensuring that each exam room has a means of summoning help for the Invigilator (e.g. mobile phone).

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance.

The Exams Officer, Senior Invigilator or a member of the SLT will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department in accordance with JCQ recommendations and no earlier than 24 hours after candidates have completed the exam.

After an exam, the Exams Officer will arrange for the secure dispatch of completed examination scripts to awarding bodies, working in conjunction with the school Reception staff.

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Centre.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This includes mobile phones, smart watches and other electronic communication or storage devices with text or digital facilities.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Senior Leadership Team.

Candidates who leave an exam room (e.g. for a genuine purpose such as a toilet break or if feeling unwell) must be accompanied by an appropriate member of staff or an Invigilator at all times. No additional time will be allowed for toilet breaks but will be allowed for genuine medical reasons.

The Exams Officer is responsible for handling late or absent candidates on exam days.

Clash Candidates

The Exams Officer will identify wherever timetabled exam clashes occur and notify candidates on how the exam clash will be resolved. In simple clash situations this may be by timetabling one exam after the other and giving the candidate the timetable in the usual way.

Candidates also have responsibility to review their exam timetable. Where they believe exams will clash with any form of assessment not on the timetable such as a practical exam organised directly by the department they should bring this to the attention of the relevant subject teacher or the Exams Officer.

If overnight supervision is required, the Exams Officer will be responsible as necessary for liaising with parents, identifying a secure venue and obtaining written verification from supervising parents/guardians/ carers of the candidate.

On the day of the exam, arrangements will be made to ensure those candidates are adequately supervised, especially between exams.

Special Consideration

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

Any special consideration claim must be supported by appropriate evidence, for example a doctor's note. Any special consideration must be supported and signed for by a member of SLT. Evidence must be kept until after the publication of results.

The Exams Officer will then forward a completed Special Consideration form online to the relevant awarding body in accordance with the JCQ Special Consideration document within 7 days of the final exam of the series.

Internal Assessment

It is the responsibility of Heads of Department to ensure that all internal assessment 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 sent.

Marks for all internally assessed work are provided to the Exams Office by the Heads of Department or Lead teacher. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

On Screen Tests

It is the responsibility of the Exams Officer to

- ensure any secure data files are loaded to the relevant user area
- ensure the students are allocated exam accounts and know the user name and password at the start of the exam.
- Ensure the students have access to the exam accounts only at the specified times.

Invigilation for the sessions is normally organised by the subject lead in conjunction with the Exams Officer.

Results

The Exams Officer will ensure that candidates receive a result slip on results days, and will arrange staff for this task as appropriate. Candidates will receive results:

- in person at the centre
- by post to their home address if requested - candidates to provide self-addressed envelope
- collected and signed for by someone nominated by the candidate, if pre-arranged by the candidate
- by email if the candidate emails the exams officer to ask for them via email

The results slip will be in the form of a centre produced document.

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

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

Enquiries about Results (EAR)

EAR's may be requested by centre staff or the candidate following the release of results.

All EAR's must be processed through the Exams Officer.

A request for a review of mark or clerical check requires the written consent of the candidate.

A request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EAR's requested by a Head of Department or a member of the Senior Leadership Team will be paid by the centre.

The cost of EAR's requested by a candidate must be paid by the candidate or parent/carer. If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EAR's will be the responsibility of the Exams Officer, following the JCQ guidance.

Deadlines and costs for all post result services will be communicated on-line within the Results Handbook.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers up until the deadline date for awarding bodies to receive requests.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Processing of requests for ATS will be the responsibility of Exams Officer.

Certificates

Candidates will receive their certificates in person at presentation evening or collected from the centre within 12 months of the exam series.

Certificates must be collected and signed for by the relevant candidate.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised in writing to do so and have the relevant identification. This applies equally to parents and carers.

The centre is only required to hold certificates for a period of 12 months from the date of issue. After that period, we reserve the right to destroy any unclaimed certificates by a secure method (for example by shredding or incineration).

A new certificate will not be issued by an awarding organisation. A chargeable transcript of results can be requested by the candidate from the exam board.

Head of centre	Deputy Head	Exams Officer
.....	.....	……

Date

Appendix A

General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
• Head of Centre • Deputy head • Heads of Department • Head of Curriculum • Senior Leadership Team • Lead Teachers • Teachers • Exams Officer • SENCO • Subject teachers • Candidates • Parent/carers • Office Manager • School Business Manager • Reception staff	• SENCO • Specialist teacher • Exams Officer	• Exams Officer • Senior Leadership Team • Head of Centre • Deputy Head • Teachers • Senior Invigilator • Invigilators