

Exams Policy 2025 – 2026

Heathcote School and Science College



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Links with other policies

This policy links with our policies on:

- Child protection/safeguarding policy
- Complaints policy
- Conflict of Interests policy
- Data protection policy
- Equalities policy
- Examination contingency plan
- Internal appeals procedure
- Malpractice policy
- Policy regarding the management of GCSE and GCSE non-examination assessments
- Whistle-blowing policy

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Introduction and Aims

Heathcote School and Science College is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

Roles and Responsibilities

Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy. Senior leaders must also read and refer to the JCQ general regulations.

Head of Centre

The Head of Centre:

- Has overall responsibility for the school as an exams centre
- Is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the JCQ regulations and awarding body requirements
- Must read and refer to the JCQ guidelines
- Is responsible for ensuring that all staff comply with the [JCQ guidelines](#)
- Is responsible for making sure that all senior leaders and staff involved in exams are familiar with the whole of the JCQ general regulations
- Is responsible for making sure that all staff receive appropriate training, support and time to facilitate the effective delivery of examinations and assessments, and that they understand the relevant requirements
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [malpractice in examinations and assessments](#)
- Ensures that [JCQ guidance for centres on cyber security](#) is followed
- Ensures that accurate candidate contact information is obtained and maintained
- Ensures that required information is provided to the National Centre Number Register and updated, as needed
- Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies, e.g. entries and internally assessed marks
- Ensures that all reasonable steps are taken to respond promptly to requests for information or documentation made by an awarding body or regulatory authority
- Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate, driver's license or passport. A candidate should only be entered under alternative names in exceptional circumstances
- Ensures that there are appropriate resources in place at the time of exams – such as readers and scribes – to meet candidates' needs
- Ensures that at least 1 member of staff (a senior designated contact) is available to manage emergency results-related requests from awarding bodies during the summer holidays
- Ensures the security of all assessment materials, and that the materials provided are only shared with appropriate staff and candidates
- Reports any potential or actual breach of examination or assessment materials to the awarding body/bodies immediately
- Retains records of all conflicts of interest including details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected

Our Head of Centre is Sonia Close (Headteacher). She will delegate tasks related to the responsibilities above, but retains overall responsibility for exams.

Exams Officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal and external exams
- Must read and refer to the [JCQ guidelines](#)
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. Ensure this calendar is provided to all staff and candidates
- Ensure that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Ensure that electronic question papers are printed correctly, are of good quality and are collated in the right order
- Responsible for ensuring PDFs are downloaded with regard to updated JCQ guidance
- Ensure that papers are always kept in sealed packets until the second pair of eyes has taken place and has been logged.
- Administer access arrangements and reasonable adjustments, and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Act as the senior exams invigilator which includes organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure that exam rooms are correctly set up with all necessary materials and that all candidates can see the board, flip chart / whiteboard and clock when sitting down
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and re-marks
- Are 1 of the key holders to the secure room with question papers and pre-release materials

Our exams officer is Humaira Ghafoor.

Department Leads

Department Leads are responsible for:

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer

- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures

Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department lead and/or the exams officer
- Providing supporting evidence to allow the school to make decisions about reasonable adjustments and/or access arrangements

Special Educational Needs Co-ordinator (SENDCO) and EAA Co-ordinator

The SENDCO is responsible for overseeing and quality assuring all matters related to EAA. At Heathcote, we have appointed an EAA co-ordinator who holds day-to-day responsibility for organising and administering EAA.

Together, they will:

- Detailing candidates' current difficulties to show how they impact on teaching and learning and performance in examinations, and summarising evidence of feedback from teachers and/or support staff
- Identifying and testing candidates' requirements for access arrangements and reasonable adjustments, and notifying the exams officer in good time so they can put exam day arrangements in place
- Processing any necessary applications for access arrangements and reasonable adjustments in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements and reasonable adjustments required by candidates in exam rooms

Our SENDCO is Jessica Overare and the EAA Co-Ordinator is Rajvinder Kaur (HLTA).

Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Carrying out the second pair of eyes check if directed by the Exams Officer.
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exams office

Our lead invigilators are Nicholas Tilbury, Tracy Wrighton and Tracy Carter. The school may appoint other lead invigilators from our exam invigilation team as necessary.

Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

Qualifications Offered

The Headteacher, in collaboration with SLT and Department Leads, decides the qualifications we offer.

We offer the following types of qualifications:

- Functional English & Maths Qualifications
- Entry Level Qualifications
- Prince's Trust
- GCSE

- BTEC (Level 1 - Level 3)
- NCFE (Level 1 and Level 2)
- A-Level

The subjects offered for these qualifications in any school year may be found in our Options documentation and our 6th Form prospectus.

If there will be a change to a specification or even a change to the units studied within a specification, the exams office and the Headteacher must be formally informed by September 1st. The decision to change specification or to deliver a different module within a specification is not one to be taken quickly and it is likely that discussions would have been taking place for months before formal notification was given. Informing the exams office of changes to a specification is the responsibility of Department Leads.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Assistant Headteachers who oversee Key Stages in consultation with other members of SLT, Department Leads, Year Leads, Subject Teachers and the SENDCO.

Exam Series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- October 2025 (Y11 and Y13)
- November & December 2025 (Y10 and Y12 - internal assessments within lessons which are based on external assessments)
- January & February 2026 (Y11 and Y13)
- March 2026 (Y10 and Y12)

External exams and assessments are scheduled in the following exam series:

- November 2025 (GCSE and A-Level)
- December 2025 / January 2026 (BTEC)
- March 2026 (BTEC)
- May - June 2025 (GCSE, NCFE, A-Level and BTEC)

Functional Qualifications and Entry-Level are assessed on demand. The school notes the JCQ instructions for conducting Functional Skills assessments (English and Mathematics).

Internal exams are held under exam conditions although not all exams will meet the criteria for external exams. Common adjustments for internal exam series:

- Invigilators will be internal e.g. teachers and may be the teachers involved in delivering a specification.
- Teachers will not necessarily remove all displays
- In classrooms, teachers would not always fully display JCQ regulations

The Headteacher in consultation with other members of SLT and the Middle Leaders decides which exam series are used in the centre. Department Leads will select the individual assessments which form part of each exam series.

The centre does not typically offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and Krista Mitchell (Deputy Head).

Exam Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

NB: If the decision is taken to offer Further Mathematics as a qualification, the school notes the following: If a candidate has a timetable clash involving an AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination, a centre cannot move the examination to the morning session.

An AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination must always be sat in the published afternoon session as per the awarding body's timetable.

For further information please see the JCQ document Timetable clashes involving an AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination, which may be found at: <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations>].

Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal. The school will work with parents / carers in the best interest of the child.

We do accept entries from private candidates. If an individual wishes to enter privately, they should contact the exams officer.

We occasionally act as an exams centre for other organisations. This is part of our contingency arrangements with other schools.

Entry deadlines are circulated to department leads via the school calendar and email.

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

Entries and amendments made after an awarding organisation's deadline require formal written authorisation by the Exams Officer and Krista Mitchell (Deputy Headteacher).

Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs
- AS Levels
- A-levels
- BTECs
- Functional skills
- Entry-Level qualifications

We do not allow re-sits for:

- NCFE

Re-sit decisions will be made by Department Leads in consultation with SLT and the Exams Officer.

If pupils are studying a course with us e.g. resit English GCSE alongside a KS5 BTEC qualification, the school will pay for the resit. If pupils are not studying the course with us (e.g. wish to resit GCSE English to move from Grade 6 to Grade 7), we would normally expect families to pay their own entry costs.

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 actions well in advance of each exams series. Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs	<ul style="list-style-type: none"> ● Private exam entries and additional exams that a pupil has not been prepared for by the school ● Re-sits at parents/carers' request ● Missed exams (without medical or other extenuating circumstances) ● The costs associated with withdrawal if the parent / carer requests withdrawal ● If a pupil fails, without good reason, to complete the requirements of a public exam where the school originally paid the fee ● If a pupil requests an EAR (Enquiry About Results e.g. a remark) or ATS (Access to Scripts) ● Where a pupil internally appeals the school's moderated mark, the school may charge for some or all of the costs associated with securing a suitably qualified person at short notice e.g. transport costs; payment for hours 	<ul style="list-style-type: none"> ● Private Exam Entries and re-sits at parent / carer request: The cost of the exam entry and an administration fee of £30 per qualification. We will also charge for invigilation if this is not within the invigilation already planned by the school e.g. Extra Time (if no ET is needed for the main school timetable). If a re-sit incurs additional work for teachers e.g. additional marking or supervision, we will make a charge for this. ● Withdrawal: The costs of withdrawal and an administration fee of £10 ● Missed exams / failure to complete an exam without good reason: Dependent on the charges levied by

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
		<p>the exam board and the costs incurred by the school</p> <ul style="list-style-type: none"> ● EAR / ATS: Dependent on the charges levied by the exam board ● Internal Appeals: Depends on the costs incurred by the school in securing a suitable person
BTEC	<ul style="list-style-type: none"> ● Private exam entries ● Re-sits at parents/carers' request ● Missed exams (without medical or other extenuating circumstances) ● Exams that a pupil has not been prepared for by the school ● The costs associated with withdrawal if the parent / carer requests withdrawal ● If a pupil requests an EAR (Enquiry About Results e.g. a remark) or ATS (Access to Scripts) ● Where a pupil internally appeals the school's moderated mark, the school may charge for some or all of the costs associated with securing a suitably qualified person at short notice e.g. transport costs; payment for hours 	<ul style="list-style-type: none"> ● Private Exam Entries and re-sits at parent / carer request: The cost of the exam entry and an administration fee of £30 per qualification. We will also charge for invigilation if this is not within the invigilation already planned by the school e.g. Extra Time (if no ET is needed for the main school timetable). If a re-sit incurs additional work for teachers e.g. additional marking or supervision, we will make a charge for this. ● Withdrawal: The costs of withdrawal and an administration fee of £10 ● Missed exams / failure to complete an exam without good reason: Dependent on the

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
		<p>charges levied by the exam board and the costs incurred by the school</p> <ul style="list-style-type: none"> ● EAR / ATS: Dependent on the charges levied by the exam board ● Internal Appeals: Depends on the costs incurred by the school in securing a suitable person
A-Level	<ul style="list-style-type: none"> ● Private exam entries ● Re-sits at parents/carers' request ● Missed exams (without medical or other extenuating circumstances) ● Exams that a pupil has not been prepared for by the school ● The costs associated with withdrawal if the parent / carer requests withdrawal ● If a pupil requests an EAR (Enquiry About Results e.g. a remark) or ATS (Access to Scripts) ● Where a pupil internally appeals the school's moderated mark, the school may charge for some or all of the costs associated with securing a suitably qualified person at short notice e.g. transport costs; payment for hours 	<ul style="list-style-type: none"> ● Private Exam Entries and re-sits: The cost of the exam entry and an administration fee of £30 per qualification We will also charge for invigilation if this is not within the invigilation already planned by the school e.g. Extra Time (if no ET is needed for the main school timetable). If a re-sit incurs additional work for teachers e.g. additional marking or supervision, we will make a charge for this. ● Withdrawal: The costs of withdrawal and an administration fee of £10 ● Missed exams / failure to complete an exam without good reason: Dependent on the charges levied by

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
		<p>the exam board and the costs incurred by the school</p> <ul style="list-style-type: none"> ● EAR / ATS: Dependent on the charges levied by the exam board ● Internal Appeals: Depends on the costs incurred by the school in securing a suitable person

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact Humaira Ghafoor or Krista Mitchell.

Equalities

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of Sonia Close (Headteacher), Krista Mitchell (Deputy Headteacher with overall responsibility for Exams), Humaira Ghafoor (Exams Officer) and Jessica Overare (SENDCO).

Access Arrangements

The SENDCO and the EAA Co-Ordinator will inform subject teachers of any special arrangements that may be need for candidates with:

- Special educational needs (SEN)
- English as an additional language (EAL)
- A temporary illness or injury

A candidate's access arrangements requirement is determined by the SENDCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the EAA co-ordinator working in collaboration with subject teachers.

Submitting completed access arrangement and reasonable adjustment applications to the awarding bodies is the responsibility of the EAA Co-ordinator. The EAA co-ordinator is also responsible for ensuring all EAA is on Arbor for use by the Exams Officer when planning exam series.

Room arrangements for candidates using access arrangements will be organised by the Exams Officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Exams Officer working with the EAA Co-

ordinator. Where candidates sit their examinations in a smaller environment away from the main examination room (the suitability of which is to be assessed in conjunction with JCQ guidelines). Our Internal Appeals procedure can be found in the Policy Section of the School Google Drive and on our website.

Use of Word Processors

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working, i.e. where the curriculum is delivered electronically and word processors are provided to all candidates
- If they need support with handwriting
- If they have a:
 - Physical disability
 - Learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly
 - Medical condition (this could be long-term or temporary e.g. a broken arm)
 - Sensory impairment

The SENDCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific listed examples above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate.
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate

We will also make sure that the word processor:

- Has the spelling and grammar check and predictive text software disabled
- Does not have internet connectivity during the exam
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails
- Does not have graphic packages or computed-aided design software, unless permission is given
- Does not have computer reading (text to speech) software, unless the candidate has permission
- Does not have speech recognition technology, unless the candidate has permission
- Does not have access to AI

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that's solely what they're doing and not re-reading their answers or amending their work in any way)
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue
- Advised to use a minimum font size of 12pt and double spacing

Each page of the typed script will be numbered.

The word processor will be connected to a printer so that the script can be printed off and will be done once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers.

We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

Contingency Planning

Contingency planning for exam administration is the responsibility of Sonia Close, Krista Mitchell and the exams officer. They are responsible for:

- Being familiar with the regulators' guidance on ensuring resilience in the qualification system
- Making sure that we have robust contingency arrangements in place that will minimise the risk to exams
- Ensuring that we have an up-to-date, written examination contingency plan that covers all aspects of examination/assessment administration, in accordance with JCQ guidelines

All relevant centre staff must be familiar with the contingency plans, which are available via the Google Drive in the Staff Information section and are in line with the [guidance provided by Ofqual](#), [JCQ](#) and awarding organisations.

It is the responsibility of Krista Mitchell working with Department Leads to put in place a process for gathering evidence of candidate performance in line with the guidance provided by Ofqual.

Estimated Grades

Subject teachers, acting under the guidance of department leads, are responsible for submitting estimated grades to the exams officer when requested.

Managing Invigilators

External and internal staff will be used to invigilate internal and external exams. The exams officer is responsible for training invigilators. The head of centre, a senior member of centre staff, such as an assistant headteacher, or the exams officer must ensure that a teacher, teaching assistant, tutor or senior member of centre staff who teaches the subject being examined, or a TA who has supported 1 or more candidates, is not an invigilator during an external examination. The school may use these staff to invigilate internal exams but they will not be the sole invigilator in a room.

Recruitment of invigilators is the responsibility of the Exams Officer. Any new invigilators and/or those facilitating an access arrangement or reasonable adjustment for a candidate under examination conditions must receive thorough training on JCQ guidelines.

If invigilators require Disclosure and Barring Service (DBS) checks, HR is responsible for obtaining these. DBS fees are paid by the centre. Invigilator rates of pay are set by the School Business Manager working with the Headteacher.

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

Malpractice

This section should be read in conjunction with our Malpractice Policy. The centre will take all reasonable adjustments to prevent the occurrence of any malpractice before, during and after assessment has taken place. The head of centre, in consultation with the Exams Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

- Unauthorised use of a mobile phone or internet-enabled device in examinations
- Copying or allowing work to be copied
- Posting work on social media prior to an exam
- The misuse of AI
- Collusion or working collaboratively

Candidates are reminded prior to each exam series of exam regulations in assemblies or during remote presentations. The school places signs on the entrances to exams. Documentation is also available on the Heathcote Pupil Portal which is accessible to all pupils.

In addition, the school provides candidates with an electronic candidate booklet including written summary of the JCQ regulations and the school's processes for investigating suspected malpractice. Exams begin with a formal script which outlines this written guidance.

If malpractice is suspected or reported, it will be investigated by the Exams Officer, then escalated to the member of SLT with responsibility for exams (currently Krista Mitchell).

Exam Days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements at least 14 days in advance.

The invigilators and the exams officer will start and finish all exams in accordance with [JCQ guidelines](#).

Typically, subject staff would not be present at the start of an exam, however, occasionally they 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 department leads in accordance with JCQ's recommendations which means that nobody can access an exam paper until 24 hours after all candidates have completed the exam. Typically, at Heathcote, this will mean 4pm on the day after the exam.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with lead invigilators and members of the school admin team. Packages must be ready 15 minutes before the booked collection time.

Emergency evacuation of the examination room will be outlined within the centre's exam contingency policy, which will be subject to inspection by the JCQ Centre Inspection Service.

In the event of an emergency, a full report of the incident must be produced and retained on file and any breach of question paper security or malpractice must be reported to the awarding body immediately.

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 a member of SLT working alongside the Exams Officer and the Year Lead.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept 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 is particularly true of mobile phones and other electronic devices with text or digital facilities. Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of SLT, the Lead Invigilator or the Exams Officer. Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

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

Private Candidates

The Headteacher and Exams Officer are responsible for managing private candidates.

Clash Candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including:

- Calculating appropriate rest breaks:
 - If the combined exam time is less than three hours, pupils must sit the exams consecutively in the same timetabled session. They can be given a supervised rest break in the exam room which must be no longer than 20 minutes. Formal examination conditions apply during the rest break. We can decide the order of exams in this situation (apart from Maths / Further Maths).
 - If the combined exam time is greater than three hours, we may move the exam to a different session (please see below for further clarification of additional arrangements)
 - If the combined exam time is greater than 5 hours 30 minutes for GCSE and 6 hours for GCE, the supervised rest break between each examination can be more than 20 minutes. Candidates would need to be escorted at all times (see below). The supervised break may be conducted in an alternative location within the centre.
 - Where the supervised break is conducted outside of the examination room, the candidate may revise using their own resources. However, the candidate must not:
 - a. be in possession of an electronic communication or storage device or have access to the internet;
 - b. have contact with any candidate who has sat the examination;
 - c. be coached by a member of centre staff.
 - A member of centre staff, or an invigilator, must always be in the same room as the candidate. The invigilator must not be the subject teacher for the rescheduled examination.
- Supervising escorts: Where the examination has been moved to a different session, pupils would need to be picked up from the exam hall and taken to a separate venue ensuring that there was no communication between candidates. Pupils must not have access to a mobile phone or other connected device.
- Identifying a secure venue (typically a classroom): In the secure venue, pupils do not need to be in strict examination conditions but they would need to be isolated from other candidates who have sat the exam paper and they must not have access to a device which could access the internet. They can use their own revision materials e.g. paper notes / revision books. They must be supervised at all times.
- Arranging overnight stays where necessary: We note that JCQ advises that pupils often prefer to sit 3 exams in one day rather than be subject to the stringent overnight supervision required. We note that we can apply for special consideration for the third exam. We would ensure that candidates were given all the information well in advance so that they can make an informed decision. If the candidate decided to complete the exam the next day, we note that we need to:
 - Supervise the candidate while they are on the premises (from 30 minutes after the awarding body's published starting time for the delayed examination).
 - Ensure that the candidate is supervised on the journey to/from the centre and overnight. This can be a member of centre staff or the candidate's parent / carer. We must determine a method of supervision which ensures the candidate's wellbeing
 - Ensure that the candidate does not have advance notice of the content of the exam. We therefore must ensure that the candidate does not meet or communicate with anyone who has knowledge of the content. It also means that the candidate must not have access to any electronic communication e.g. email, social media etc. Finally, we must also ensure that they do not have access to printed media, radio or television.
 - Complete the Overnight Supervision Form and submit to JCQ

Special Consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the exams officer to that effect. Parents / carers should inform the school as soon as they are aware or is reasonably practicable.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body before the appropriate deadline. Applications for Special Consideration typically have to be made within 7 days of the last examination of the series.

GCE and GCSE non-examination assessments

Teaching staff who deliver non-examination assessments for GCE and GCSEs will follow the correct specifications and the specification and instructions provided by the awarding body, and/or JCQ [instructions for conducting non-examination assessments](#) if appropriate. Teaching staff will also check that the tasks and approach being taken are appropriate and in line with ethical standards and the centre's safeguarding responsibilities.

The school has allocated specific directed time for moderation and standardisation of coursework which is to be used by Department Leads as necessary. There are dedicated meeting times and also additional hours which will be directed by Department Leads. This includes time for administration and organisation of non-examination assessments e.g. organising and labelling digital files.

It is the duty of Department Leads to ensure that all non-examination 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 and time sent.

Marks for internally assessed work are provided to the exams office by Department Leads. Marks must be submitted to the exams officer at least 3 weeks before the external deadline. The exams officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document. Our internal appeals procedure can be found in the Google Drive, on the Pupil Portal and on the Heathcote website.

Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. This policy should be read in conjunction with the malpractice policy which contains more specific guidance around what does / does not constitute malpractice and misuse of AI.

Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Heathcote School and Science College recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

Pupils **may not** use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

Pupils **may** use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images, all AI-generated content must be properly attributed

Where a pupil uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Pupils must submit this along with the assessment.

Staff should:

- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments

Staff must not:

- Use AI as the sole means of marking candidates' work

See our [homework policy](#) for more information on how students can and cannot use AI for their assignments.

For more information on AI misuse, see [guidance from JCQ on AI use in assessments](#). Any misuse of AI tools may be treated as malpractice.

Results and Certificates

Candidates will receive individual results slips on results days. Most candidates will choose to come into school to access their results, however, they can request an email notification by completing a google form in advance of results day. On the day, we require formal ID e.g. passport to issue results to anyone other than the candidate.

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 Exams Officer working in collaboration with SLT and the site staff.

The provision of the necessary staff on results days is the responsibility of the Exams Officer and the member of SLT in charge of exams (currently Krista Mitchell).

Dates of results days each year will be publicised for all candidates through letters home to parents /carers, school events and the school website.

The same methods will be used to communicate information about the collection of certificates.

Enquiries about results (EARs)

Enquiries about results (EARs) may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check must only be submitted with the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will typically be paid by the candidate although the school may pay in exceptional circumstances. The cost of EARs is set out in section 7 of this policy ('Exam fees').

All decisions about whether to make an application for an EAR will be made by Department Leads / SLT in consultation with the Exam Officer. If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the Exams Officer, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 21 days of the receipt of results.

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

Applications for EARs cannot be submitted once an original script has been returned. The Exams Officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the centre (if the reason is for teaching purposes). However if a candidate wishes to review their script and the centre cannot see a good reason for recall, the candidate will pay the costs for access to scripts.

The cost of ATS is set out in section 7 of this policy ('Exam fees').

Certificates

Candidates will receive their certificate by coming into school to collect their certificates from reception. They will be contacted via email to inform that the certificates are ready for collection. Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable indications with them that confirms who they are. Candidates can request their certificates to be sent recorded delivery to a specific address, however, the candidate needs to pay the costs of the postage and an additional administrative charge of £10.

The centre retains certificates for 12 months.

A new certificate will not be issued by an awarding organization except in certain specific circumstances (such as a change of gender or identity). A transcript of results may be issued if a candidate agrees to pay the costs incurred.

Monitoring and Review

The head of centre is responsible for ensuring that this policy is reviewed annually unless there are changes to:

- The exams system
- JCQ guidance
- Your curriculum offer