

# **BRANTRIDGE SCHOOL EXAMINATIONS POLICY**

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<i>Approved by:</i>	
<i>Date this version approved:</i>	9/2/23
<i>Due for review:</i>	September 2026

## 1. Introduction and aims

Our school 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 students 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

## 2. Roles and responsibilities

### 2.1 Everyone

Everyone involved in our exam processes, including staff and students, must read, understand and implement this policy.

### 2.2 Head of Centre

The Head of Centre:

- Has overall responsibility for the school as an exams centre.
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments

Our Head of Centre is Dafydd Roberts

### 2.3 Exams Officer

The Exams Officer is responsible for the administration of exams. They:

- Manage the administration of internal and external exams.
- 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
- Ensure that candidates and their parents 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

- Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- Train invigilators
- Ensure candidates' assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- 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
- Identifying and testing candidates' requirements for access arrangements
- Processing any necessary applications in order to gain approval (if required)
- Deciding the access arrangements required by candidates in exam rooms.

Our Exams Officer is Danielle Harry.

## **2.4 Assistant Principal/Teachers**

Assistant Principal/Teachers are responsible for:

- Advising the Exams Officer of pupils able to sit SATs in KS1 and KS2 as well as Phonics screening and Timestable check.
- 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 assessment mark sheets and declaration sheets
- Decisions on post-results procedures



## **2.5 Teachers**

Teachers are responsible for:

- Supplying information about entries and assessments as required by the Deputy Principal and/or the Exams Officer.

## **2.6 Invigilator(s)**

The lead invigilator(s) are responsible for:

- Assisting the Exams Officer to run exams efficiently, according to JCQ regulations.
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office.

Our invigilators are our Teaching and Support Staff.

### **3. Qualifications offered**

SLT decides the qualifications we offer.

We offer the following types of qualifications:

- Phonics screening
- KS1 SATs
- Year 4 timetables check
- KS2 SATs
- ASDAN LifeSkills challenge

Decisions on whether a candidate should be entered for a particular subject will be taken by Exam's officer in consultation with Principal.

### **4. Entries**

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

We do not act as an exams centre for other organisations.

We do not accept entries from private candidates.

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

### **5. 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 the head of centre.

### **6. Access Arrangements**

The Exam's officer will inform subject teachers of candidates with any special arrangements that individual candidates will need during the course and in any assessments/exams.

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

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the teachers.

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 and lead invigilator.

## **7. Managing invigilators**

External staff will not be used to invigilate examinations.

## **8. Malpractice**

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

## **9. 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

Premesis staff are responsible for setting up the allocated rooms, and will be advised of requirements 5 days in advance.

The invigilators and the exams officer will start and finish all exams in accordance with JCQ guidelines.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with invigilators and school support staff.

## **10. Candidates**

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary 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 the the exams officer.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The the exams officer is responsible for handling late or absent candidates on exam day.

## **11. 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 invigilators, the exams officer or the head of centre to that effect.

The exams officer will make a special consideration application to the relevant awarding body within 2 days of the exam.

## **12. Internal assessment**

It is the duty of Class teachers to ensure that all internal assessment is ready for dispatch at the correct time. The 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 teachers. 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.

## **13. Results**

Parents of candidates will receive individual results letters.

The candidates will be told their results by their class teacher.

## **14. Monitoring and review**



The head of centre is responsible for ensuring that this policy is reviewed every 3 years and/or in response to changes within the exam system/the curriculum/JCQ guidance.

The Local Governing Body will approve this policy as and when it is updated.