

Exams Policy

The purpose of this exam policy is:

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

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

This exam policy will be reviewed annually.

This exam policy will be reviewed by the senior leadership team.

Exam Responsibilities

Head of centre

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- the head of centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

Examinations Officer (Senior Deputy Head)

Manages the administration of public and internal exams and analysis of exam results:

- advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms detailed data on estimated entries

- receives, checks and stores securely all exam papers and completed scripts
- administers access arrangements and makes applications for special consideration using the JCQ *Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- identifies and manages exam timetable clashes
- line manages the senior exam invigilator in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams (when needed)
- prepares and presents reports to the SLT and governors showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule (in collaboration with data administration).
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests
- maintains systems and processes to support the timely entry of candidates for their exams.
- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.
- Provision of additional support — with reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Subject Leaders

- Guidance and pastoral oversight of candidates who are unsure about exam 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 exams officer.
- Submission of candidates' names to Examination Officer.
- Notification of access arrangements (as soon as possible after the start of the course).
- Identification and testing of candidates.

Services for Young People

- Guidance and careers information.

Exam Officer/SDHT

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and their return to the exam office.

Candidates

- Confirmation and signing of entries.
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered at this centre are decided by subject leaders in consultation with the senior leadership team.

Pupils have access to National Curriculum tests and a range of externally accredited courses as appropriate.

The subjects offered for these qualifications in any academic year may be obtained on application to the centre.

Changes to the syllabus offered must be discussed and approved by the Senior Leadership Team.

Decisions around entry for any external testing will be taken by the senior leadership team in consultation with the subject teachers and subject leads.

At key stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

Exam Seasons and Timetables

Exam seasons

External exams are scheduled in May/June.

Timetables

Once confirmed by the exams officer, the exam timetables will be shared for external exams.

Entries, Entry Details and Late Entries

Entries

Candidates are selected for their exam entries by the subject leaders.

Candidates, or parents/carers, cannot request a subject entry, change of level or withdrawal.

The centre does not accept entries from external candidates.

Late entries

Entry deadlines are circulated to subject leaders via email.

Late entries are authorised by the Senior Deputy Head.

Exam Fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by the centre.

Candidates will not be charged exam fees.

The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

DDA

The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the Senior Deputy Head and educational psychologist / specialist / pastoral teacher in consultation with the Headteacher.

The Examinations Officer will ensure that the above staff are aware of any special arrangements that may be granted to candidates.

Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the Examinations Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the exams officer in collaboration with the administrator.

Rooming for access arrangement candidates will be arranged by the Examinations Officer.

Invigilation and support for access arrangement candidates will be organised by the Examinations Officer.

Estimated Grades

The Subject leaders will submit estimated grades to the exams officer when requested by the exams officer.

Managing Invigilators and Exam Days

Managing invigilators

School support staff fulfil the role of invigilators.

Invigilators are timetabled and briefed by the exams officer.

Exam days

The exams officer will book all exam rooms after liaison with other users to ensure they are set up and make the question papers, other exam stationery and materials available for the invigilator.

The lead invigilator will start all exams in accordance with JCQ guidelines and with reference to the wording in

the booklet.

In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session.

Papers will be submitted to the Examinations Officer.

Contents

Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.

Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

For exams longer than one hour, candidates will not be allowed to leave the exam room until at least one hour after the published starting time. They will not be allowed to return.

The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

Clash candidates

The exams officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays if this is deemed necessary.

Special consideration

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

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example a letter from the candidate's doctor.

The exams officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

Coursework and Appeals Against Internal Assessments

Coursework

Candidates who have to prepare coursework should do so by the end of the course.

Subject Leaders will ensure all coursework is ready for despatch at the correct time. The Senior Deputy Head will keep a record of what has been sent when and to whom.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Subject Leaders.

Appeals against internal assessments

The appeals policy and procedure is available on request from the school office.

The main points are:

- appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded
- candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements
- the head of the centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

Results

Candidates will receive individual results slips on results days via email or post.

EARs

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

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

GCSE re-marks cannot be applied for once a script has been returned.

(See also section 5: Exam fees)

Certificates

Certificates are collected in person and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.
The centre retains certificates for four years.

Policy approved by Governors:	June 2026
Date of next review by Governors:	June 2027

Appendix

Appeals Policy

Epinay Business and Enterprise School is committed to ensuring that whenever its staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency is assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, she/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

The existence of this procedure is made known to students through pastoral staff and notices.

This procedure is available from the Examination Officer.

After work has been assessed internally it is moderated by the awarding body (examinations board) to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. That is outside the control of Epina Business and Enterprise School and is not covered by this procedure. If you have concerns about it, please ask the Examinations Officer for a copy of the appeals procedure of the relevant examinations board.

All requests under the appeals policy and procedure will be treated impartially and confidentially and will not impact in any way on future assessment decisions on individual cases.

1. Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled.
2. Appeals should be made in writing to the Examinations Officer, who will investigate the appeal. If the Examinations Officer was directly involved in the assessment in question, the Head of Centre will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the Examinations Officer is not able to conduct the investigation for some other reason.
3. The Examinations Officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).
4. You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.

5. The outcome of the appeal will be made known to the Head of Centre, and will be logged as a complaint under the complaints procedure. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.
6. An appeal form must be completed and submitted to the Examinations Officer or appropriate subject leader. This form is available from the school office and will be supplied upon request. **Fax or e-mail copies will not be accepted.**
7. The receipt of an appeal form will be acknowledged within 5 working days. Epinay Business and Enterprise School reserves the right to refuse applications for an appeal that is received after the deadline.
8. An appeal on grounds of mitigating circumstances will only be considered if the candidate can provide good reasons why a mitigating circumstance was not submitted by the published deadline. An appeal is likely to be rejected if the candidate advises that the circumstances were too sensitive to reveal by the due date, but the candidate is able to explain them once the results are published.
9. The Examinations Officer will then forward the appeal form along with your examination script and relevant examination materials to the EAB who will undertake a scrutiny of the paper to ensure the marks awarded are appropriate.
10. The Examinations Officer will send the appeal result letter to you. A copy of the appeal form and appeal report letter will be retained with the script at School until one year after submission of the appeal.

Right of appeal

You may make an appeal on the following grounds:

- belief that an administrative or procedural error has occurred;
- belief that the grade awarded was inappropriate;
- mitigating circumstances which for valid reasons were unable to be divulged by the published closing date.

Once an appeal is requested, an initial check will be made by the Examinations Officer to ensure that no obvious administrative mistake has been made. In the event that such a mistake is found, which materially affects the result (i.e. pass rather than fail), then the result will be amended accordingly and the appeal fee will be refunded in full.

Outcome

There are two possible outcomes to the appeal application:

- an improvement to your result for the assessment (i.e. pass rather than fail)
- no change in your result for the assessment

Once the appeal has been completed and the result communicated to you, Epinay Business and Enterprise School will not enter into any further correspondence regarding the appeal.



APPLICATION FOR AN APPEAL TO BE HEARD

This form enables the EAB's Chairman to consider whether or not your case falls within the remit of the Board and if there is a case to heard. Please give particular attention to Section 11. If you require clarification or assistance please phone the Principal Officer on 020 7509 5995.

1. **Name of headteacher/principal or private candidate making the application:**

2. **Centre Name:**

3. **Address:**

4. **Name and position of person to contact at the centre**

5. **Telephone number:**

Fax number:

Email address:

6. **Awarding body:**

7. Title and level of specification:

8. Date of examination:

9. (i) Date of appeal hearing with awarding body:

(Please note: The EAB can hear an appeal only when the appeals process of the awarding body is complete. This normally involves a re-mark/re-moderation and a formal appeal hearing before the awarding body’s own appeals committee.)

(ii) Date of outcome of appeal with awarding body:

(Please note: Formal application to the EAB must be made within three weeks of receipt of the draft report detailing the outcome of an appeal to an awarding body.)

10. Name(s), candidate number(s) and grade(s) of candidate(s) against whose grades you are appealing (continue on separate sheet if necessary):

Name	Number	Grade
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11. Grounds of appeal:

(Please give us a summary of the steps taken with the awarding body and the precise grounds on which you are appealing, bearing in mind EAB's remit to hear appeals on the awarding body's use and application of procedures consistent with the regulatory authority's code of practice. Please continue on additional sheets if necessary but do not include all documentation at this stage. If your application is accepted you will be asked then for a complete submission of evidence for the appeal hearing.)

Signature of headteacher/principal/private candidate:

Date:

Please return the completed form to the Principal Officer. If you have not received an acknowledgement within five working days, please phone 020 7509 5995.

For office use only

Received on:

By:

Acknowledgement sent:

File number:

Emergency evacuation procedure for examinations

The invigilator **must** take the following action in an emergency such as a fire alarm or a bomb alert.

- Stop the candidates from writing.
- Collect the attendance register (**in order to ensure all candidates are present**).
- Evacuate the examination room in line with the instructions given by the appropriate authority.
- Advise candidates to leave all question papers and scripts in the examination room.
- Candidates should leave the room in silence.
- Make sure that the candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion about the examination.
- Make a note of the time of the interruption and how long it lasted.
- Allow the candidates the full working time set for the examination.
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination.
- Make a full report of the incident and of the action taken, and send to the relevant awarding body.