



Examination policy

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1. Introduction and aims

Excellence Girls Academy 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

2. Roles and responsibilities

2.1 Everyone

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

2.2 Head of centre

The head of centre:

- Has overall responsibility for the Excellence Girls Academy 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
- Is responsible for ensuring that all staff comply with the [JCQ guidelines](#)
- 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 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 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

Our head of centre is Samia Haroon.

2.3 Exams officer (EO)

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

- Manage the administration of 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
- 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. This calendar must be 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
- Administer access arrangements 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
- Line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- 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 one of the key holders to the secure room with question papers and pre-release materials.

Our exams officer is Saima Shehzad.

2.4 Heads of department (HoD)

Heads of department 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

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department and/or the exams officer

2.6 Special educational needs co-ordinator (SENCO)

The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCo are Samia Haroon and Saima Shehzad.

2.7 Invigilator(s)

The invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Attend training, update, briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exams officer.

2.8 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

2.9 Reception Staff

Reception staff are responsible for:

- Supporting the Exams Officer in dealing with exam-related deliveries and dispatches with due regard to the security of confidential materials.

3.0 Site staff

Site staff are responsible for:

- Supporting the EO in relevant matters relating to exam rooms and resources.

3. Qualifications offered

Head teacher decides the qualifications we offer.

We offer the following types of qualifications:

- GCSE

The subjects offered for these qualifications in any school year may be found on the school website.

If there will be a change to a specification for the next year, the exams office must be informed.

Informing the exams office of changes to a specification is the responsibility of Heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken by head of department in consultation with SENCO.

4. Exam series

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

- June 2024

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

- May 2024. AQA and Pearson Edexcel

Internal exams are not held under external exam conditions.

The head of centre and head of department decides which exam series are used in the centre.

The centre does not offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and the head of centre.

5. Exam timetables and rooming

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

Exams officer

- Produces a master centre exam timetable for each exam series
- Identifies and resolves candidate exam clashes
- Identifies exam rooms and specialist equipment requirements
- Allocates invigilators to exam rooms according to required ratios

- Consults with site staff to ensure exam rooms are set up according to JCQ and awarding body requirements
- Consults with the SENCo regarding rooming of access arrangement candidates

SENCo

- Consults with the EO regarding rooming of access arrangement candidates
- Consults with other relevant centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams

Site staff

- Consult with the EO to ensure exam rooms are set up according to JCQ and awarding body requirements

Internal exams

Exams officer

- Prepares for the conduct of internal exams under external conditions
- Provides a centre exam timetable of subjects and rooms
- Provides seating plans for exam rooms
- Requests internal exam papers from teaching staff
- Arranges invigilation

SENCO

- Consults with teaching staff to make appropriate arrangements for access arrangement candidates

Teaching staff

- Provide exam papers and materials to the EO

- Support the SENCo in making appropriate arrangements for access arrangement candidates

6. Entries (including entry details and late entries)

We accept entries from private candidates.

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

Entry deadlines are circulated to heads of department.

Heads of departments 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 authorisation, in writing, by the exams officer.

6.1 Re-sits

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

- GCSEs
- A-levels

7. Exam fees

- GCSE / ITQ initial registration and entry exam fees are paid by the candidates.
- The candidates pay late entry or amendment fees. Reimbursement will not be sought for candidates who fail to sit an exam or meet the necessary coursework requirements.
- Retake fees for first and any subsequent retakes are paid by the candidates.
- Candidates must pay the fee for an enquiry about a result. [EARs]
- Reimbursement will not be sought if a student misses an examination with no reason or fails to complete the required coursework rendering the examination void after the entry has been made. If a candidate is missing at the start of an examination. Excellence Girls Academy will make every attempt to contact the candidate by telephone.
- The EO will manage/oversee the examination budget and check how entry fees are collected/recharged including late, amendment or re-sit fees where this may be applicable in the centre.
- EO to sign off all invoices and correct fees charged against awarding body documentation and the SIMS examination module that calculates the exact examination cost based on entry submission

8. 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 Head of centre.

9. Access arrangements

The SENCO will inform subject teachers of candidates with special educational needs (SEN) and 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 SENCO.

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

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 exams officer and lead invigilator. 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).

9.1 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
 - Sensory impairment

The above is not an exhaustive list, so adapt it to suit your school's context.

The SENCO 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 computer-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

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.

10. Contingency planning

Contingency planning for exam administration is the responsibility of head of centre and exams officer and all centres must have a written examination contingency plan that covers all aspects of examination administration, in accordance with JCQ guidelines.

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

12. Managing invigilators

External staff will not be used to invigilate examinations. The head of centre, a senior member of centre staff, such as an assistant [h](#)Headteacher, or the exams officer must ensure that a teacher, [a](#) teaching assistant, [a](#) tutor or [a](#) senior member of centre staff who teaches the subject being examined, or a [L](#)earning [s](#)Support [a](#)Assistant who has supported [1](#) or more candidates, is not an invigilator during the examination.

13. Malpractice

The head of centre, in consultation with exams officer and the head of centre, is responsible for ensuring that suspected malpractice is thoroughly investigated. Malpractice does not 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
- Collusion or working collaboratively

Candidates and invigilators will receive guidance that will also be shared at the beginning of each examination. If malpractice is suspected or reported, it will be investigated by the Head of Centre, then escalated to the exam board if necessary.

14. 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 in advance.

The Exam Officer 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's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies.

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.

15. 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 Exams Officer.

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 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.

15.2 Private candidates

The head of centre and exams officer is responsible for managing private candidates.

15.3 Clash candidates

The exams officer will be responsible for planning for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. 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.

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 within 5 days of the exam.

17. GCE and GCSE non-examination assessments

Teaching staff who deliver non-examination assessments will follow the correct specifications and the specification and instructions provided by the awarding body, or JCQ [instructions for conducting non-examination assessments](#) if appropriate.

It is the duty of heads of department 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 exam's office by department heads. 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.

17.1 Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils, and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Excellence Girls Academy 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

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.

18. Results and certificates

Candidates will receive individual results slips on results days in person.

The results slip will not 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.

The provision of the necessary staff on results days is the responsibility of the Exams Officer.

Dates of results days each year will be publicised for all candidates through email and text message to parents.

18.1 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 requires 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 be paid by the candidate.

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 the head of department.

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.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within 5 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 candidate

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

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every year.

20. Links with other policies

This policy links with our policies on:

- Exam contingency plan
- Whistle-blowing policy
- Conflict of interest policy
- Complaints policy
- Data protection policy