

EXAMS POLICY

KBA Policy 2025/26

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in compliance with the published JCQ regulations and awarding body requirements.
- to ensure the operation of an efficient exams 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.

The exams policy will be reviewed annually to ensure the centre's procedures accurately reflect the current JCQ regulations and will be available on the school's website.

The exams policy will be reviewed by the Exam Officer and any changes that may be required discussed with the senior leader responsible for exams.

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

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Role and responsibilities overview

The Head of Centre:

- has overall responsibility for the school as an exams centre and is accountable to the awarding bodies to ensure that the centre is compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- must ensure that senior leadership teams and exam office personnel familiarise themselves with the entire contents of the current General Regulations for Approved Centres (GR) booklet. In particular, heads of centre must familiarise themselves with paragraphs 5.1, 5.3 and 5.4.
- must ensure that relevant members of staff respond promptly to requests and/or actions raised by the JCQ Centre Inspection Service. Failure to do so could result in the centre not receiving or being able to access question papers and other confidential assessment materials. Ultimately, awarding bodies could withdraw approval of the centre.
- must ensure that relevant members of staff respond promptly to requests for information from awarding bodies relating to the administration and conducting of examinations/assessments.
- Ensures the centre has appropriate accommodation at the registered address to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements and/or practical assessments
- Ensures that they read, understand and implement the contents and procedures related to their role as laid out in the JCQ General Regulations, JCQ Instructions to Candidates and JCQ Access arrangements and Reasonable Adjustments documents.
- Completes the National Centre Number Register annual update and the Head of Centre Declaration by the end of October each year, confirming that they are aware of and are adhering to the latest versions of the JCQ regulations.
- Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
 - *A guide to the special consideration process* ([SC](#))
 - *Access Arrangements and Reasonable Adjustments* ([AARA](#))
 - *AI Use in Assessments: Your role in protecting the integrity of qualifications*
 - *Guidance for centres on cyber security*
 - *Instructions for conducting coursework* ([ICC](#))
 - *Instructions for conducting examinations* ([ICE](#))
 - *Instructions for conducting non-examination assessments (GCE and GCSE specifications)* ([NEA](#))

- *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications) (NEA VTQs)*
- *Notice to Centres – Informing candidates of their centre-assessed marks*
- *Plagiarism in Assessments – Guidance for Teachers/Assessors*
- *Suspected Malpractice – Policies and Procedures ([SMPP](#))*

Exams Officer:

- is appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.
- Understands the contents of annually updated JCQ documents including:
 - [A guide to the special consideration process](#)
 - [General Regulations for Approved Centres](#)
 - [Instructions for conducting examinations](#)
 - [Post-Results Services \(PRS\)](#)
 - [Suspected Malpractice - Policies and Procedures](#)
 - manages the administration of internal exams and/or external exams.
 - advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
 - ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
 - checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
 - provides and confirms detailed data on estimated entries.
 - maintains systems and processes to support the timely entry of candidates for their exams.
 - receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
 - administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access arrangements, reasonable adjustments and special consideration.
 - identifies and manages exam timetable clashes.
 - Recruits, trains and deploys a team of internal/external invigilators; and keeps a record of the content of training provided to invigilators for the required period
 - line manages the team of invigilators, monitoring the team responsible for the conduct of exams.
 - ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
 - tracks, dispatches, and stores returned coursework / controlled assessments.
 - arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
 - Works with the SENCo (or equivalent role) to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room
 - Supports the head of centre in ensuring that awarding bodies are informed (where required) of any conflict of interest declared by members of centre staff and in maintaining internal records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected before the published deadline for entries for each examination series

Heads of department are responsible for:

- Are familiar with the contents, refer to and direct relevant centre staff to current JCQ documents including:
 - *A guide to the special consideration process*
 - *Access Arrangements and Reasonable Adjustments*
 - *AI Use in Assessments: Your role in protecting the integrity of qualifications*
 - *Guidance for centres on cyber security*
 - *Instructions for conducting coursework*
 - *Instructions for conducting examinations*
 - *Instructions for conducting non-examination assessments (GCE and GCSE specifications)*
 - *Instructions for conducting non-examination assessments (Vocational and Technical Qualifications)*
 - *Notice to Centres – Informing candidates of their centre-assessed marks*
 - *Plagiarism in Assessments – Guidance for Teachers/Assessors*
 - *Post-Results Services*
 - *Suspected Malpractice – Policies and Procedures*
- Providing estimated entry information when requested by the EO by the internal deadline.
- Inform the EO immediately of any changes to entry information.
- Provide the EO with accurate tier information by the internal deadline.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- guidance of candidates who are unsure about exams entries or amendments to entries. Provide information requested by the EO to the internal deadline
- Inform the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes
 - changes to candidate personal details
 - amendments to existing entries
 - withdrawals of existing entries
- Check final entry submission information provided by the EO and confirms information is correct
- decisions on post-results procedures.
- The sourcing and printing of all 'internal' and 'mock' assessment papers.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The special educational needs coordinator:

- Understands the contents, refers to and directs relevant centre staff to current JCQ documents including:
 - Access Arrangements and Reasonable Adjustments
- Leads on the access arrangements and reasonable adjustments process (referred to in this policy as 'access arrangements')
- If not the qualified access arrangements assessor, works with the person appointed, on all matters relating to assessing candidates and ensures the correct procedures are followed
- Presents when requested by a JCQ Centre Inspector, evidence of the assessor's qualification
- Ensures any applications for access arrangements or reasonable adjustments are submitted by the published deadline (The SENCo will hold on file appropriate documentary evidence to substantiate such an arrangement, which is open to inspection. For those qualifications covered by Access Arrangements Online, a JCQ Centre Inspector will sample a centre's applications)
- Ensures a file is presented which must contain for each online application the downloaded approval for the respective arrangement(s) and supporting evidence of need (this information must be readily available for inspection at the venue where the candidate is taking the examination(s))
- Ensures requests for modified papers are submitted by the published deadline
- Ensures there are appropriate resources in place at the time of examinations/assessments to meet candidates' needs, e.g. sufficient readers and scribes
- Determines a candidates need for alternative rooming arrangements, where the candidate has 'an established difficulty'.

Invigilators:

- assist the exams officer in the efficient running of exams according to current JCQ regulations.
- collect all exam papers in the correct order at the end of the exam and ensuring their return to the exam office.
- Attend/undertake training (on the current regulations), update, briefing and review sessions as required
- Provide information as requested on their availability to invigilate
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

Reception staff

- Support the EO in the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials

Site staff

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

Candidates are responsible for:

- confirmation of entries.
- understanding coursework / controlled assessment regulations and signing a declaration



that authenticates the coursework as their own.

- ensuring the conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Heads of Department after discussion with the Deputy Headteacher.

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

Informing the exams office of changes to a specification is the responsibility of the Head of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Department in consultation with the Deputy Headteacher.

Exam timetables

Once confirmed, the exams officer will circulate the exam timetables as soon as possible before each series begins. These will be made available to teachers and students and will be sent via email through the school's MIS system.

Designated contingency days will be shared via the school website.

Relevant JCQ documentation will be made available to teachers and students via email and on the 'Exams' tab of the school website.

Students will also be provided with information on:

- exam timetable clashes
- arriving late for an exam
- absence or illness during exams
- what equipment is/is not provided by the centre
- food and drink in exam rooms
- unauthorised items in exam rooms
- when and how results will be issued and the staff that will be available
- post-results services information and how the centre will deal with requests from candidates
- when and how certificates will be issued

Entries, entry details and late entries

The Exams Officer provides all candidates with a statement of entry for checking. Teaching staff ensure that candidates check the statement of entry and return any relevant confirmation required.

Candidates must confirm entry information is correct and notify the exams officer of any discrepancies immediately.

Candidates or parents/carers may request a subject entry, change of level or withdrawal after consultation with the Teacher and the Head of Department. However, there may be a charge incurred.

The centre does not accept entries from private candidates.

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

Entry deadlines are circulated to heads of department via email or Teams.

Heads of department will provide estimated entry information to the exams officer to meet agreed internal deadlines.

Entries and amendments made by a department after an awarding organisation's deadline (i.e. late) require the authorization of the senior leader in charge of examinations and the late fees payable may be charged back to that department.

The centre's finance department is responsible for managing the exam budget. The Exams Officer works alongside the finance team to ensure that the fees are correct and charged to the correct department.

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

Exam fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

The exams officer will publish the deadline for action well in advance for each exams series. Late entry or amendment fees are generally paid by the department requesting the change.

Fee reimbursements may be sought from candidates:

- If they fail to sit an exam without good reason
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances
- If they wish to re-sit a subject where they received a 'pass' grade in the original sitting

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation. The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Exam Officer.

Access arrangements



Ensures appropriate arrangements, adjustments and adaptations are in place to facilitate access to exams/assessments for candidates with learning difficulties or disabilities, those for whom English is an additional language and those with a temporary illness or injury

Ensures a candidate is involved in any decisions about arrangements, adjustments and /or adaptations that may be put in place for them

Ensures exam information (JCQ information for candidates documents, individual exam timetable, etc.) is adapted where this may be required for a candidate to access it

Allocates appropriately trained centre staff to facilitate access arrangements for candidates in exams and assessments (ensuring that the facilitator appointed meets JCQ requirements and fully understands the rule of the access arrangement)

Ensures the person appointed to facilitate an access arrangement must not normally be the candidate's own subject teacher, Learning Support Assistant or teaching assistant (where the candidate's own subject teacher, Learning Support Assistant or teaching assistant is used, a separate invigilator must always be present)

The SENCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

The SENCO, or member of the SFL team delegated, will ensure there is appropriate evidence for a candidate's access arrangement, in conjunction with an external assessor, where appropriate. It is the responsibility of the SENCO to complete access arrangement applications to the awarding bodies.

Invigilation and the facilitation of access arrangements will be organised by the exams officer in consultation with the SENCO assistant.

Further details are available in the school's SEND policy.

Managing invigilators

Invigilators will be used for internal exams and external exams. The exams officer will ensure that additional invigilators are recruited, where required, to effectively cover all exam periods.

Invigilators are recruited, timetabled, trained, and briefed by the Exam Officer. The exams officer provides thorough training for new invigilators on the current instructions for conducting examinations and an update for the existing invigilation team so that they are aware of any changes in a new academic year, before they are allocated to invigilate an exam

Securing the necessary Enhanced DBS clearance for new invigilators is the responsibility of the HR department. Enhanced DBS fees for securing such clearance are paid by the centre. The exams officer collects information on new recruits to identify if they have invigilated previously and if any current maladministration or malpractice sanctions are applied to them

Training will be provided to ensure invigilators supervising access arrangement candidates understand their role (and the role of a facilitator who may be supporting a candidate) and the rules and regulations of the access arrangement(s)

Invigilators are briefed on the access arrangement candidates in their exam room and made aware of the access arrangement(s) awarded (ensuring these candidates are identified on the seating plan) and confirms invigilators understand what is and what is not permissible

The exams officer collects evaluation of training and the exam series at the end of each summer series and uses this feedback to inform future planning

The rates of pay for Invigilators are set by the centre.

The exams officer:

- Provides an annually reviewed/updated invigilator handbook to invigilators, trains new invigilators on the current regulations on appointment and updates the existing invigilation team on any regulation changes and any changes to centre-specific arrangements
- Deploys invigilators effectively to exam rooms throughout an exam series (including the provision of a roving invigilator where a candidate and invigilator (acting as a practical assistant, prompter, reader or scribe) are accommodated on a one-to-one basis to enter the room at regular intervals in order to observe the conducting of the exam, ensure all relevant rules are being adhered to and to support the practical assistant/prompter/reader and/or scribe in maintaining the integrity of the exam)
- Allocates invigilators to exam rooms (or where supervising candidates due to a timetable clash) according to the required ratios
- Liaises with the SENCo (or equivalent role) regarding the facilitation and invigilation of access arrangement candidates

Invigilators provide information as requested on their availability throughout an exam series

Invigilators conduct exams in every exam room according to *JCQ Instructions for conducting examinations* and/or awarding body requirements and as instructed by the centre in training/update and briefing sessions

Security of exam materials

The centre has a secure storage facility in a room solely assigned to examinations.

All question papers and pre-release materials issued by the awarding bodies are stored within the secure safes within the secure storage facility

The secure room is restricted to staff approved by the head of centre and these are always accompanied by a keyholder. There are 6 named keyholders. Each keyholder fully understands their responsibilities as a keyholder to the secure storage facility

- Jemma Freeman (Exams officer)
- Mike Danks (Exams officer assistant)
- Richard Shaw (Principal)
- Sean Cowley (Deputy Head)
- Adrian Phillips (Site manager)
- Mark Gay (data manager)

The exams officer:

- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the centre

- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the centre and that appropriate arrangements are in place for confidential materials to be immediately transferred to the secure storage facility until they can be removed from the dispatch packaging and checked in the secure room before being returned to the secure storage facility in timetable order
- Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check
- Ensures the secure storage facility contains only current and live confidential material (ensuring that past examination question papers, internal tests and mock examinations are not kept in the centre's secure storage facility)
- Ensures that examination stationery, e.g. answer booklets and formula booklets are stored in the secure room (attempting to store this material in the secure storage facility, when sufficient space allows)
- Ensures the integrity and security of any electronic question paper materials is maintained during the downloading, printing and collating process (ensuring printing is carried out in a secure environment at the centre to prevent unauthorised personnel accessing live assessment materials and ensuring only authorised members of centre staff have access to electronic question paper materials)

Reception staff

- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

Timetabling and rooming

The exams officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery, and materials available for the invigilators.

The exams officer will produce a master centre timetable for each exam series. This is provided to all staff and is available to candidates on the examination noticeboard.

Designated exam rooms are not used for any other purpose than the planned examinations. Only approved centre staff (who have not taught the subject being examined) are present in exam rooms to perform permitted tasks.

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

A seating plan is provided for each examination room. Candidates with access arrangements are identified on the printed register and invigilators are aware of the access arrangement awarded.

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

Subject staff may be present before the start of the exam to assist with identification of candidates outside the examination room. Subject staff **may not** enter the examination room. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed 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 examination scripts to awarding bodies.

Food is not allowed into an exam room. Candidates may bring a clear, see-through, drinking bottle with water or squash inside. The only exception to this is where a student has a recognised medical need and the food/drink has been agreed beforehand with the EO and SENCO.

Where an alternative site is required, the exams officer will conduct a pre-visit to ascertain the published criteria for an alternative site arrangement can be met.

Identifying candidates

To assist in identifying candidates, cards with profile pictures are placed on each table, following the seating plan, and are checked by invigilators during the taking of the register.

Invigilators are aware of the procedure and know to seek advice if they are unable to identify a candidate

Candidates with access arrangements are identified on the exam register and invigilators are given time before each exam session to familiarise themselves with the information

Teachers are often available outside of each exam room to assist with identifying candidates before they enter the exam room

Invigilators seat candidates in exam rooms as instructed by the EO on the seating plan

Candidate absence

A candidate's parent or guardian must inform the school at the earliest opportunity to discuss absence on a school day. Guidance will be given based on the information shared.

In some circumstances it may be possible to arrange for the candidate to take an exam in their home. This would be discussed with the Head of Centre and the Exams Officer before any decision was made.

Invigilators are informed of the process for dealing with absent candidates through training. They ensure confirmed absent candidates are clearly marked as such on the attendance register and seating plan.

Where a candidate arrives 'very late' for an exam, the exams officer will report the case to the awarding body by submitting a report through CAP. Invigilators ensure that relevant information is recorded on the exam room incident log and ensure the full invigilators announcement is read to the candidate before they begin their examination.

Candidates may be charged relevant entry fees for unauthorised absence from exams. This will be decided by the exams officer in conjunction with the head of year and the deputy headteacher.

Candidates

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

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

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

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

Managing behaviour

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 Exam Officer.

Senior leaders:

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate

Exams officer:

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place

Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or centre staff suspected malpractice, candidate illness or needing to leave the exam room temporarily, disruption or disturbance in the exam room, emergency evacuation)

Clash candidates

The Exam Officer will be responsible as necessary for identifying clashes, communicating with candidates about arrangements (including facilitating timetable variations), organising the supervising escorts, identifying a secure venue and arranging overnight stays as appropriate.



Special consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's exam officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 2 working days of the exam.

The exams officer will process eligible applications for special consideration to awarding bodies before the external deadline.

Malpractice

Malpractice involves a failure to follow the rules of an examination or assessment. The Head of Centre in consultation with the Exam Officer is responsible for investigating suspected malpractice. Full details can be found in the KBA Malpractice Policy.

Results

Results are kept entirely confidential and are restricted to key members of staff until the official dates and times of release of results to candidates.

Senior leaders will ensure that candidates are informed of when and how results will be released to them for each exam series.

Candidates will receive individual result slips on results days:

- in person at the centre, from 8am on results day
- by email, where they cannot attend, and this has been pre-planned via communication with the exams officer.
- By collection by a nominated person. This needs to be pre-agreed, with permission of the candidate given. ID will be required if the nominated person is unknown to the centre staff.
- or
- by post, to their home address, one day later

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 Exam officer, liaising with the Site team.

The exams officer will provide summaries of results to relevant centre staff on issue of results date. This will include details of the grade boundaries and any relevant moderator's reports.

Post Results Services

Post results services may be requested by centre staff or the candidate following the release of results. A request for a review of marking or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

All processing of any post results services will be the responsibility of the Exam Officer, following the JCQ guidance.

The Head of Centre:

- Ensures an internal appeals procedure is available where candidates disagree with any centre decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- Ensures that senior members of centre staff are available immediately after the publication of results
- Understands that if the centre has concerns about one of its component/subject cohorts, then requests for reviews of marking should be submitted for all candidates believed to be affected (candidate consent is required as marks and subject grades may be lowered, confirmed or raised)

The Exams Officer:

- Provides information to candidates and staff on the services provided by the awarding bodies and the fees charged

- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met
- Provides a process to record requests for services and to collect candidate informed consent (**after** the publication of results) and fees where relevant
- Submits requests to awarding bodies to meet the external deadline for the particular service
- Tracks requests to conclusion and informs candidates and relevant centre staff of outcomes
- Updates centre results information, where applicable

Charging

If the Head of Department has analysed the results and deems a candidate to be close to a grade boundary then they may seek written permission from the candidate to view their script.

Should the centre deem that a review of marking or clerical recheck would be beneficial then this can be requested via the exams officer. The school will usually pay the fee under these circumstances.

Where a candidate requests a review of marking or clerical recheck, they may ask the HoD for their advice on whether they feel a post results service would be beneficial. After the HoD has viewed the script, and if they would not recommend a PRS, then the candidate may still request a PRS but they will be charged the full amount of the service. This can only be requested through the exams officer.

Access to Scripts (ATS)

Centre staff may request scripts for investigation or for teaching purposes. The consent of candidates must be obtained and identification must be removed from the papers if used for the latter.

Reviews of marking cannot be applied for once an original script has been returned.

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

Certificates

Certificates are provided to centres by awarding bodies after results have been confirmed.

Candidates will be able to collect their certificates from the centre from late November onwards. An email alert will be sent to the parents of all students who have certificates to collect. Certificates must be signed for, in order that at a future date it can be ascertained whether or not the certificate has been collected.

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 identification with them that confirms who they are.



A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred. Further information is provided on the school website under the 'exams' tab.

Retention of records

The centre retains certificates for a minimum of one year, as per the JCQ guidelines and following the United Learning retention schedule.

The exams officer keeps records as required by JCQ and awarding bodies for the required period.

Internal assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the Head of Department. The exams officer will inform staff of the date when appeals against internal assessments must be made by. (Appeals procedures are available in Appendix 2)

The exams officer will:

- Prepare for the conduct of internal exams/assessments under external conditions (where applicable to the centre)
- Provide a centre exam timetable of subjects and rooms
- Provide seating plans for exam rooms
- Request internal exam papers from teaching staff
- Arrange invigilation (where applicable to the centre)

Access arrangements, determined by the SENCO, will be catered for, where possible, to best reflect external assessment and to facilitate a candidate's normal way of working.

Appendix 1

1. Examination Entry Deadlines

The deadline for entries for the 2026 Summer series of examinations is the 21st February 2026. Late fees will be charged after this date.

There will be opportunities to withdraw entries or amend tiers prior to the 21st of March without incurring additional fees. Entries and amendments after these dates would incur additional costs, which must be met from department funds or by parents.

2. Fees for examinations

Fees for examinations to be taken in 2026 vary depending on the Board. Information on fees can be gained from the Examinations Officer or the exam board websites.

3. Access Arrangements – Key Date

Application for access arrangements for students who have specific learning difficulties, which have been known to the school for at least two years, should be made to the Examination Boards via the SFL Department and the Examinations' Officer no later than 21st March 2026.

4. Results Date

Results will be published on: -

- Thursday 13th August: A Levels and other Level 3 qualifications
- Thursday 20th August: GCSEs and other Level 2 qualifications

5. Enquiries about results

Requests for reviews of marking should be made by the deadline of:

A Level priority review: 20th August 2026

A/AS Level non-priority review: 24th September 2026

GCSE reviews: 24th September 2025

The cost of a review is paid by the candidate or the department making the request

Appendix 2

Internal Appeals Procedure

This procedure covers appeals relating to:

- Internal assessment decisions (centre assessed marks)
- Centre decisions not to support an application for clerical re-check, a review of marking, a review of moderation or an appeal
- Centre decisions relating to access arrangements and special consideration
- Centre decisions relating to other administrative issues

Certain qualifications contain components or units of non-examination assessment, controlled assessment and/or coursework which are internally assessed (marked) by centres and internally standardised. The marks awarded (the internal assessment decisions) which contribute to the final grade of the qualification are then submitted by the deadline set by the awarding body for external moderation.

Deadlines

Date	Qualification	Details	Exam series
7 th May	AQA GCSE	Latest date for candidates to be told their marks	Summer 2026
15 th May	GCE & GCSE (non AQA)		Summer 2026

Date	Qualification	Details	Exam series
7 th May	AQA GCSE	Deadline for marks to be entered with the exams officer	Summer 2026
15 th May	GCE & GCSE (non AQA)		Summer 2026

Date	Qualification	Details	Exam series
7 th May	AQA GCSE	Deadline for submitting centre-assessed marks (awarding body deadline)	Summer 2026
15 th May	GCE & GCSE (non AQA)		Summer 2026

Kettering Buccleuch Academy (KBA) is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, who have been trained in this activity and do not have any potential conflicts of interest. If AI tools have been used to assist in the marking of candidates' work, they will not be the sole marker.

KBA is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where more than one subject teacher/tutor is involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

On being informed of their centre-assessed marks, if a candidate believes that the above procedures were not followed in relation to the marking of their work, or that the assessor has not properly applied the marking standards to the marking, then the candidate may make use of the appeals procedure below to consider whether to request a review of the centre's marking.

KBA will:

1. ensure that candidates are informed of their centre-assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body
2. inform candidates that they will need to explain on what grounds they wish to request a review of an internally assessed mark as a review will only focus on the quality of work submitted
3. inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment
4. having received a request for copies of materials, promptly make them available to the candidate within 5 working days (This will either be the originals viewed under supervised conditions, or copies)
5. inform candidates they will not be allowed access to original assessment material, including artefacts, unless supervised
6. provide candidates with sufficient time, normally at least five working days, to allow them to review copies of materials and reach a decision
7. provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests must be made in writing within 5 calendar days of receiving copies of the requested materials. This should be requested via the exams officer, by completing the internal appeals form and candidates must explain on what grounds they wish to request a review
8. allow 5 working days for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline for the submission of marks
9. ensure that the review of marking is conducted by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate for the component in question and has no personal interest in the outcome of the review
10. instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre
11. inform the candidate in writing of the outcome of the review of the centre's marking

The outcome of the review of the centre's marking will be made known to the head of centre, who will have the final decision if there is any disagreement on the mark to be submitted to the awarding body. A written record of the review will be kept and made available to the awarding body upon request.

The awarding body will be informed if the centre does not accept the outcome of a review.

The moderation process carried out by the awarding body may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that the centre's marking is in line with national standards. The mark submitted to the awarding body is subject to change and should, therefore, be considered provisional.

Appeals against decisions to reject a candidate's work on the grounds of malpractice

The JCQ [Information for candidates documents](#) (Coursework, Non-examination assessments, Social media) which are distributed to all candidates prior to relevant assessments taking place, inform candidates of the things they must and must not do when they are completing their work.

The JCQ [*Information for candidates - AI \(Artificial Intelligence and assessments\)*](#) or similar centre document is issued to candidates prior to assessments taking place (and prior to a candidate signing the declaration of authentication which relates to their work).

KBA ensures that staff delivering/assessing coursework, internal assessments and/or non-examination assessments are aware of centre procedures relating to the authentication of learner work and have robust processes in place for identifying and reporting plagiarism (including AI misuse) and other potential candidate malpractice.

Candidate malpractice offences relating to the content of work (i.e. inappropriate/offensive content, copying/collusion, plagiarism (including AI misuse) and/or false declaration of authentication) which are discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication do not need to be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment where the offence does not relate to the content of candidates' work (e.g. possession of unauthorised materials, breach of assessment conditions) or where a candidate has signed the declaration of authentication, must be reported to the awarding body.

If there are doubts about the authenticity of the work of a candidate or irregularities are identified in a candidate's work before the candidate has signed the declaration of authentication/authentication statement (where required) and malpractice is suspected, KBA will:

- follow the authentication procedures and/or malpractice instructions in the relevant JCQ document (*Instructions for conducting non-examination assessments/Instructions for conducting coursework*) and any supplementary guidance that may be provided by the awarding body. Where this may lead to the decision to **not** accept the candidate's work for assessment or to reject a candidate's coursework on the grounds of malpractice, the affected candidate will be informed of the decision.

If a candidate who is the subject of the decision disagrees with the decision:

- a written request, setting out as clearly and concisely as possible the grounds for the appeal including any further evidence relevant to supporting the appeal, should be submitted to the exams officer
- an **internal appeals form** should be completed and submitted within 5 calendar of the decision being made known to the appellant

The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

Appeals relating to centre decisions not to support an application for a clerical re-check, a review of marking, a review of moderation or an appeal

Following the issue of results, awarding bodies make post-results services available. Candidates are made aware of the arrangements for post-results services prior to the issue of results. Candidates are also informed of the periods during which senior members of centre staff will be available immediately after the publication of results so that results may be discussed, and decisions made on the submission of reviews of marking.

If the centre or a candidate (or their parent/carer) has a concern and believes a result may not be accurate, post-results services may be considered.

The JCQ post-results services currently available are detailed below.

Reviews of Results (RoRs):

- Service 1 (Clerical re-check)
This is the only service that can be requested for objective tests (multiple choice tests)
- Service 2 (Review of marking)
- Priority Service 2 (Review of marking)
This service is available for externally assessed components of both unitised and linear GCE A-level specifications. It is also available for Level 3 Vocational and Technical qualifications.
- Service 3 (Review of moderation)
This service is not available to an individual candidate

Access to Scripts (ATS):

- Copies of scripts to support reviews of marking
- Copies of scripts to support teaching and learning

Where a concern is expressed that a particular result may not be accurate, the centre will look at the marks awarded for each component part of the qualification alongside any mark schemes, relevant result reports, grade boundary information, etc. when made available by the awarding body to determine if the centre supports any concerns. Full details of these services, internal deadlines for requesting a service and fees charged are provided by the exams officer.

For written components that contributed to the final result, the centre will:

1. Where a place a university or college is at risk, consider supporting a request for a Priority Service 2 review of marking (where the qualification concerned is eligible for this service)
2. In all other instances, consider accessing the script by:
 - a) requesting a priority copy of the candidate's script to support a review of marking by the awarding body deadline, or
 - b) (where the option is made available by the awarding body) viewing the candidate's marked script online to consider if requesting a review of marking is appropriate
3. Collect informed written consent/permission from the candidate to access their script
4. On access to the script, consider if it is felt that the agreed mark scheme has been applied correctly in the original marking and if the centre considers there are any errors in the marking
5. Support a request for the appropriate RoR service (clerical re-check or review of marking) if any error is identified
6. Collect informed written consent from the candidate to request the RoR service before the request is submitted
7. Where relevant, advise an affected candidate to inform any third party (such as a university or college) that a review of marking has been submitted to an awarding body

Written candidate consent (informed consent via candidate email is acceptable) is required in all cases before a request for a RoR service 1 or 2 (including priority service 2) is submitted to the awarding body. Consent is required to confirm the candidate understands that the final subject grade and/or mark awarded following a clerical re-check or a review of marking, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded. Candidate consent must only be collected after the publication of results.

For any moderated components that contributed to the final result, the centre will:

- Confirm that a review of moderation cannot be undertaken on the work of an individual candidate or the work of candidates not in the original sample submitted for moderation
- Consult any moderator report/feedback to identify any issues raised
- Determine if the centre's internally assessed marks have been accepted without change by the awarding body – if this is the case, a RoR service 3 (Review of moderation) will not be available
- Determine if there are any grounds to submit a request for a review of moderation for the work of all candidates in the original sample

Centre actions in the event of a disagreement (dispute)

Where a candidate disagrees with a centre decision not to support a clerical re-check, a review of marking or a review of moderation, the centre will:

- For a review of marking (RoR priority service 2), advise the candidate they may request the review by providing informed written consent (and the required fee) for this service to the centre by the deadline set by the centre
- For a review of marking (RoR service 1 or 2), first advise the candidate to access a copy of their script to support a review of marking by providing written permission for the centre to access the script (and any required administration fee for this service) for the centre to submit this request
- After accessing the script to consider the marking, inform the candidate that if a request for a review of marking (RoR service 1 or 2) is required, this must be submitted by the deadline set by the centre by providing informed written consent (and the required fee for this service) for the centre to submit this request
- Inform the candidate that a review of moderation (RoR service 3) cannot be requested for the work of an individual candidate or the work of a candidate not in the original sample

If the candidate (or their parent/carers) believes there are grounds to appeal against the centre's decision not to support a review of results, an internal appeal can be submitted to the centre by completing the internal appeals form within 5 calendar days of the centre's communication.

The appellant will be informed of the outcome of the appeal before the internal deadline for submitting a RoR.

Following the RoR outcome, an external appeals process is available if the head of centre remains dissatisfied with the outcome and believes there are grounds for appeal. The JCQ publications **Post-Results Services** and **JCQ Appeals Booklet** (A guide to the awarding bodies' appeals processes) will be consulted to determine the acceptable grounds for a preliminary appeal.

Where the head of centre is satisfied after receiving the RoR outcome, but the candidate (or their parent/carers) believes there are grounds for a preliminary appeal to the awarding body, a further internal appeal may be made to the head of centre. Following this, the head of centre's decision as to whether to proceed with a preliminary appeal will be based upon the acceptable grounds as detailed in the **JCQ Appeals Booklet**. Candidates or parents/carers are not permitted to make direct representations to an awarding body.

The **internal appeals form** should be completed and submitted to the centre within 5 calendar days of the notification of the outcome of the RoR. Subject to the head of centre's decision, this will allow the centre to process the preliminary appeal and submit to the awarding body within the required **30 calendar days** of the awarding body issuing the outcome of the review of results process. Awarding body fees which may be charged for the preliminary appeal must be paid to the centre by the appellant before the preliminary appeal is submitted to the awarding body (fees are available from the exams officer). If the appeal is upheld by the awarding body, this fee will be refunded by the awarding body and repaid to the appellant by the centre.

Appeals regarding centre decisions relating to access arrangements and special consideration

KBA will:

- comply with the principles and regulations governing access arrangements and special consideration as set out in the JCQ documents **Access Arrangements and Reasonable Adjustments** and **A guide to the special consideration process**
- ensure that all staff who manage and implement access arrangements and special consideration are aware of the requirements and are appropriately supported and resourced

Access arrangements and reasonable adjustments

In accordance with the regulations, KBA:

- recognises its duty to explore and provide access to suitable courses, to submit applications for reasonable adjustments through the access arrangements process and make reasonable adjustments to the services the centre provides to disabled candidates
- complies with its responsibilities in identifying, determining and implementing appropriate access arrangements and reasonable adjustments

Failure to comply with the regulations has the potential to constitute malpractice which may impact on a candidate's result(s).

Examples of failure to comply include:

- putting in place access arrangements/adjustments that are not approved
- failing to consider putting in place access arrangements (which may be a failure to comply with the duty to make reasonable adjustments)
- permitting access arrangements/adjustments within the centre which are not supported by appropriate evidence
- charging a fee for providing reasonable adjustments to disabled candidates

Special consideration

Where KBA has appropriate evidence authorised by a member of the senior leadership team to support an application, it will apply for special consideration at the time of the assessment for a candidate who is affected by adverse circumstances beyond their control when the issue or event has had, or is reasonably likely to have had, a material effect on the candidate's ability to take an assessment or demonstrate their normal level of attainment in an assessment.

Centre decisions relating to access arrangements, reasonable adjustments and special consideration

This may include KBA's decision not to make/apply for a specific reasonable adjustment or to apply for special consideration, in circumstances where a candidate does not meet the criteria for, or there is no evidence/insufficient evidence to support the implementation of an access arrangement/reasonable adjustment or the application of special consideration.

Where KBA makes a decision in relation to the access arrangement(s), reasonable adjustment(s) or special consideration that apply for a candidate or candidates:

- If a candidate who is the subject of the relevant decision (or the candidate's parent/carer) disagrees with the decision made and reasonably believes that the centre has not complied with its responsibilities or followed due procedures, a written request setting out the grounds for appeal should be submitted

- An **internal appeals form** should be completed and submitted within 5 calendar days of the decision being made known to the appellant.

To determine the outcome of the appeal, the head of centre will consult the respective JCQ publication to confirm the centre has complied with the principles and regulations governing access arrangements and/or special consideration and followed due procedures.

The appellant will be informed of the outcome of the appeal within 5 working days of the appeal being received and logged by the centre.

If the appeal is upheld, KBA will proceed to implement the necessary arrangements/submit the necessary application].

INTERNAL APPEALS FORM

Please tick box to indicate the nature of your appeal and complete all white boxes* on the form below

FOR CENTRE USE ONLY	
Date received	
Reference No.	

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against a decision to reject candidate's work on the grounds of malpractice
- ☐ Appeal against the centre's decision not to support a clerical re-check, a review of marking, a review of moderation or an appeal
- ☐ Appeal against the centre's decision relating to access arrangements or special consideration
- ☐ Appeal against the centre's decision relating to an administrative issue

*Where the nature of the appeal does not relate directly to an awarding body's specific qualification, indicate N/A in awarding body specific detail boxes

Name of appellant		Candidate name (if different to appellant)	
Awarding body		Exam paper code	
Qualification type Subject		Exam paper title	

Please state the grounds for your appeal below:

(If applicable, tick below)

☐ Where my appeal is against an internal assessment decision, I wish to request a review of the centre's marking

If necessary, continue on an additional page if this form is being completed electronically or overleaf if hard copy being completed

Appellant signature:

Date of signature:

This form must be signed, dated and returned to the exams officer on behalf of the head of centre to the timescale indicated in the relevant appeals procedure

Appendix 3

Kettering Buccleuch Academy *DISABILITY* *DISCRIMINATION ACT EXAMINATIONS* *POLICY*

Kettering Buccleuch Academy (KBA) is dedicated to ensuring that all candidates have the best possible environment in order to achieve their full potential under examination conditions.

With regard to disabled candidates, KBA endeavours to:

- Promote equality of opportunity between disabled people and other people.
- Eliminate discrimination that is unlawful under the DDA.

- Eliminate harassment of disabled people that is related to their disabilities.
- Promote positive attitudes towards disabled people.
- Take steps to take account of disabled people's disabilities even where that involves treating disabled people more favourably than other people.

The DDA definition of disability is:

A person has a disability for the purposes of the DDA if she/he has a physical or mental impairment that has a substantial and long-term adverse effect on her/his ability to carry out normal day-to-day activities.

KBA will endeavour to:

- Ensure that entrances at the centre and corridors approaching the examination rooms are well lit.
 - Ensure that the examination rooms are appropriately lit.
 - Make sure that any obstacles are removed from corridors to enable a wheelchair user to gain easy access.
 - Wherever possible, examinations will be held in the Sports Hall, which has suitable access for wheelchair users. In the event of a separate room being used, QEGS will ensure that wheelchair users have access to a ground floor room.
 - Ensure that those who need to take medication during the course of an examination can do so in privacy and as speedily as possible.
 - Ensure that those who are visually or hearing impaired are placed at the front of the examination room.
 - Try to arrange examination rooms close to an accessible toilet.
 - Ensure that both disabled candidates and staff are aware of the emergency evacuation procedures to ensure that disabled candidates can be safely evacuated from the building whatever their disability or impairment.
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- Ensure that candidates who become unwell during the examination because of the nature of their disability, are seated close to exits.
 - Ensure that those candidates using a wheelchair have suitable access to an examination table, as well as the ability to enter and leave the examination room without difficulty.
 - Ensure that seating is appropriate and comfortable for those who may have a disability that affects seating and posture.

In accordance with the Joint Council for Qualifications Access Arrangements (available via the JCQ website on www.jcq.org.uk), KBA will provide, where appropriate, the following adjustments for candidates with a disability:

- Modified test papers, such as enlarged print or Braille.
- Up to 25% extra time.
- A reader or amanuensis.
- Supervised rest breaks.



- Different coloured scripts.
- Use of a bi-lingual dictionary.
- A prompter.
- Use of a computer or other technology.
- Use of an individual room.

All Students with Special Needs are catered for by the Inclusion Department. They are assessed by this department as to their specific needs from entry to KBA in Year 7. Any requirements for extra time are assessed upon their needs within the classroom environment and how they perform in school examinations. They are also assessed by our Joint Council for Qualifications approved Assessor and this documentation is kept in the Inclusion and Examinations Departments.

For those students with specific medical needs, extra time is only given if their medical needs affect their performance within the classroom and school examinations. The amount of extra time given will depend upon the severity of the Special Need and will not necessarily be given for all subjects.

Appendix 4

Kettering Buccleuch Academy
Risk Assessment for examination procedure

<i>Department:</i>	Exams	Person completing Assessment:	J Freeman
Activities/Systems being assessed:	Exam Procedures	Signature/Date:	

Risk	Early warning	Control to prevent	Control to resolve
Invigilator absence	Phone Call or email	Invigilator timetables – confirm dates and availability with each individual invigilator	Seek any invigilators able to cover at short notice. Use cover supervisor or member of teaching staff. On busy days employ emergency invigilator or EO to cover.
Fire alarm goes off	Fire alarm Radio communication		Ensure invigilators are aware of policy. SLT to assist in maintaining security of exam. Students line up outside building away from other students. Fire evacuation procedure to be followed
Student taken ill during exam			Invigilator aware of policy, first aider on call. Special Consideration for all students.

Bad weather or transport problems	Weather report	Possible delay to start of exam	Delay start, contact isolation of candidates if late and hold staggered sessions if necessary. Special Consideration
Extreme bad weather-related issue. e.g. exam room flooded	Check room, or invigilator reports problem	Regular premises checks	Find alternative accommodation if realistic.

Students do not turn up for exam		Student timetables and information for subject teachers	School office to ring student. Student arriving late after being phoned will either sit exam with other students, or, if not possible, will sit exam in another room with another invigilator.
Students turn up who are not entered	HoDs to check and sign for all entries.	Subject teachers/HODs ensure entry checklists are correct	Find a paper, seat them, amend attendance list and make entry. Charge late fee to department.
Exam malpractice	Invigilator reports problem	Warning to candidate and information to form tutor	Invigilator aware of policy, SLT / EO on-call to deal with malpractice issue

Risk	Early warning	Control to prevent	Control to resolve
Disruption in the room	Invigilator reports problem	Warning to candidate and information to form tutors. Information to HoY re problem students in order to isolate.	Invigilator aware of policy, SLT / EO on-call to deal with malpractice issues
EO absence	Phone call or email	Regular meetings with line manager	SLT to use contingency arrangements
Wrong entry made – incorrect paper		Subject teachers/HODs ensure entry checklists are correct	Amend entry. Contact exam board for copy of paper if necessary.
Damage to office		Regular premises checks	Need new equipment, phone line and office space. Copies of relevant information from HODs. Contact NAA field support for assistance.
System failure or power cut			Contact IT support or facilities and if necessary NAA field support officer for assistance.
Receiving inaccurate or late entry information		Subject teachers/HODs ensure entry checklists are correct and on time.	Charge late fee to department. If recurring problem see SLT.
Change of syllabus and no notification	Pre-release material does not arrive. Materials arrive that are not expected.	Subject teachers/HODs ensure entry checklists are correct.	Contact exam board and amend entries.
Exam board's communications systems fail	Papers do not arrive, on-line systems incorrect, difficult to contact by telephone.		Contact NAA to report problem. Give extra time for checking.

Insufficient or missing exam papers	Invigilator reports problem	Check sufficient papers have been delivered against MIS exam entries. If extra papers are required due to late tier changes, phone Exam Board to request permission to photocopy or download extra papers.	Invigilator aware of policy, EO on-call to deal with problem.
Erratum notice not read out		Keep erratum notices with exam papers. Inform invigilator about erratum notice before the exam.	Invigilator aware of policy. Special Consideration for all students.

Document Control	
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