



THE HOLLINS

EXAMINATIONS POLICY

Date agreed: May 2025

Date to be reviewed: May 2026

EXAMINATION POLICY

Centre name	The Hollins
Centre number	47203
Date plan first created	15/11/2024
Date of review	01/05/2025
Date of next review	01/05/2026

Key staff involved in the plan

Role	Name
Head of centre	Samantha Haydock
Senior leader(s)	Paula Hargreaves
Exams officer	Vanessa Pilkington
SENCo (or equivalent role)	Nagina Johnstone
Assessor	Nyree Cirino

Contents

1. Exam responsibilities
2. The statutory tests and qualifications offered
3. Exam seasons and timetables
4. Entries, entry details and late entries
5. Exam fees
6. The Disability Discrimination Act (DDA), special needs and access arrangements
7. Managing invigilators and exam days
8. Candidates, clash candidates and special consideration
9. Coursework and appeals against internal assessments
10. Results, enquiries about results (EARs) and access to scripts (ATS)
11. Certificates

The purpose of this exam policy is:

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

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

This exam policy will be reviewed every year.

This exam policy will be reviewed by the assistant head, exams officer and the governors.

1.Exam responsibility

Head of centre

Overall responsibility for the school as an exam centre:

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

Exams officer

Manages the administration of public and internal exams:

- Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them.
- Consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Receives, checks and stores securely all exam papers and completed scripts.
- Make applications for special consideration using the JCQ *special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Manages the exam invigilators in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams.
- Presents reports to SLT.
- Submits candidates' coursework marks, tracks despatch and returns coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
- Maintains systems and processes to support the timely entry of candidates for their exams.

Assistant head teacher

- Organisation of the curriculum.
- Oversees the smooth running of all exams, internal and external

- External validation of courses followed at key stage 4.
- To report any instances of pupil or staff malpractice to the head of centre ASAP.

Heads of department

- Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework/controlled assessment mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.

Head of careers

- Guidance and careers information.

Teachers

- Notification of access arrangements (as soon as possible after the start of the course).
- Submission of candidates' names to heads of department.

Assessor

- Administration of access arrangements.
- Identification and testing of candidates, requirements for access arrangements within required deadlines set out by JCQ and the Awarding Bodies.
- Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- Applies for Access Arrangements through the CAP Portal to the JCQ for reasonable adjustments to be made for candidates for their exams.

Invigilators

- Collection of exam papers and other materials from the exams officer before the start of an exam.
- To invigilate according to the rules and regulations set out in the JCQ document "Instruction for conducting examinations".
- Collection of all exam papers and other materials in the correct order at the end of the exam, and ensuring their return to the exams officer.
- To report any instances of pupil or staff malpractice to the exams officer or assistant headteacher as soon as possible.

Teaching Assistants

- To inform pupils with access arrangements about the time and location of their exams.
- To be available for helping pupils with their required needs for the duration of the exam.
- To abide by the rules and regulations of examination good practice, as detailed in the JCQ document "Instruction for conducting examinations".
- To report any instances of pupil or staff malpractice to the exams officer or assistant headteacher as soon as possible.

Candidates

- Confirmation and signing of entries.
- Understanding non-exam assessments regulations and signing a declaration that authenticates the work as their own.

2.The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the heads of department and the senior leadership team.

The statutory tests and qualifications offered are GCSE, Entry Level, OCR National Certificates and BTEC.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by 1/11 of the academic year.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates' parents/carers, SENDCo, subject teachers, subject leaders and the assistant head teacher.

At Key Stage 4

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

3.Exam seasons and timetables

3.1 Exam seasons

Internal exams are scheduled throughout years 7, 8 9, 10 and 11 and are to be held under external exam conditions.

Year 11 mock exams are scheduled in November/December and Year 10 mock exams for April/May. External exams are scheduled in May and June.

3.2 Timetables

Once confirmed, the exams officer will circulate the exam timetables for external exams.

4.Entries, entry details and late entries

4.1 Entries

Candidates are selected for their exam entries by the head of department in consultation with subject teacher.

Candidates or parents/carers, can request a subject entry, change of level or withdrawal at their own personal cost.

4.2 Late entries

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by the heads of department in consultation with SLT.

5.Exam Fees

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

Late entry or amendment fees are paid by the department.

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 and are agreed with the head of department.

6.The Disability Discrimination Act (DDA), special needs and access arrangements

6.1 DDA

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

6.2 Special needs

A candidate's special needs requirements are determined by the SENDCo and educational psychologist / specialist teacher.

The SENDCo (or delegated person) will inform subject teachers and exams officer of candidates with special educational needs who are embarking on a course leading to an exam. The SENDCo (or delegated person) can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENDCo (or delegated person) and the exams officer.

In February, each year, the current Year 10 & 11 candidate lists need to be checked by the SENDCo (or delegated person) and returned to the exams officer before the deadline date of 21st February, ready for examinations in May/June.

Submitting completed access arrangement application forms to the awarding bodies is the responsibility of the SENDCo (or delegated person).

Rooming for access arrangement candidates will be arranged by the assistant head teacher with the exams officer.

Invigilation and support for access arrangement candidates will be organised by the assistant head teacher with the exams officer.

Scripts will be picked up by the invigilator who will be assigned to each room and signed for by them. The exams officer will sign for the scripts on return.

Deadlines to reach exam boards – Access Arrangements	
Summer Series	21st March

Deadlines to reach exam boards – Modified Papers	
Summer Series	31st January

7.Managing invigilators and exam days

7.1 Managing invigilators

External invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the exams officer. Securing the necessary DBS clearance for new invigilators is the responsibility of the centre administration team. DBS fees for securing such clearance is paid by the centre.

Invigilators are timetabled and briefed by the exams officer.

Invigilator rates of pay are set by the centre administration team.

7.2 Exam days

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 invigilator.

Site management is responsible for setting up the allocated rooms.

The exams officer / lead invigilator will start all exams in accordance with JCQ guidelines.

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

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Blank exam papers will be distributed to heads of department at a time when the completed scripts have been processed and collected/posted.

8.Candidates, clash candidates and special consideration

8.1 Candidates

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

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

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the exam room, at the exam officers discretion, for a genuine purpose in which case a member of staff must accompany them.

The exams officer is responsible for handling late candidates on the day with the support of the head of school. Subsequently the heads of department is responsible for handling absentees.

8.2 Clash candidates

For clash candidates, the supervision of candidates, identifying a secure venue is the responsibility of the exams officer.

8.3 Special consideration

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

The candidate must support any special consideration claim with appropriate evidence within seven days of the exam, e.g. by providing a letter from the candidate's doctor.

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

9. Non-Examination Assessment (NEA) and appeals against internal assessments

Non-examination assessment replaces the largely discontinued coursework.

9.1 Non-Examination Assessment

Candidates who have to prepare non-examination assessment should do so in accordance with the awarding body deadlines as directed by the heads of department.

Heads of department will ensure all internal assessment is ready for despatch at the correct time. The exams officer will despatch and keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the exams officer by heads of department.

9.2 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is published on the school website and is available from the exams office.

The main points are:

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

10. Results, enquiries about results (EARs) and access to scripts (ATS)

10.1 Results

Candidates will receive individual results slips on results day either in person at the centre or by email to your own personal email account on the morning of results day

Arrangements for the school to be open on results days are made by the exams officer.

The provision of staff on results days is the responsibility of the exams officer.

10.2 Enquiries about results (EARs)

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

If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for one of the post results services at the centre's expense.

Candidate consent must be sought for an EAR.

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

Deadline to the Awarding Bodies is 20th September of the academic year.

10.3 Access to scripts (ATS)

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

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

GCSE EARs cannot be applied for once a script has been returned.

11. Certificates

Certificates are presented in person or collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have a letter from the candidate authorising them to do so.

Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for 12 month's post-Presentation Evening and will be destroyed or returned to the Awarding Bodies.

Mrs Paula Hargreaves
Assistant Head/Exams Manager

Mrs Vanessa Pilkington
Exams Officer

Date 15th January 2025

