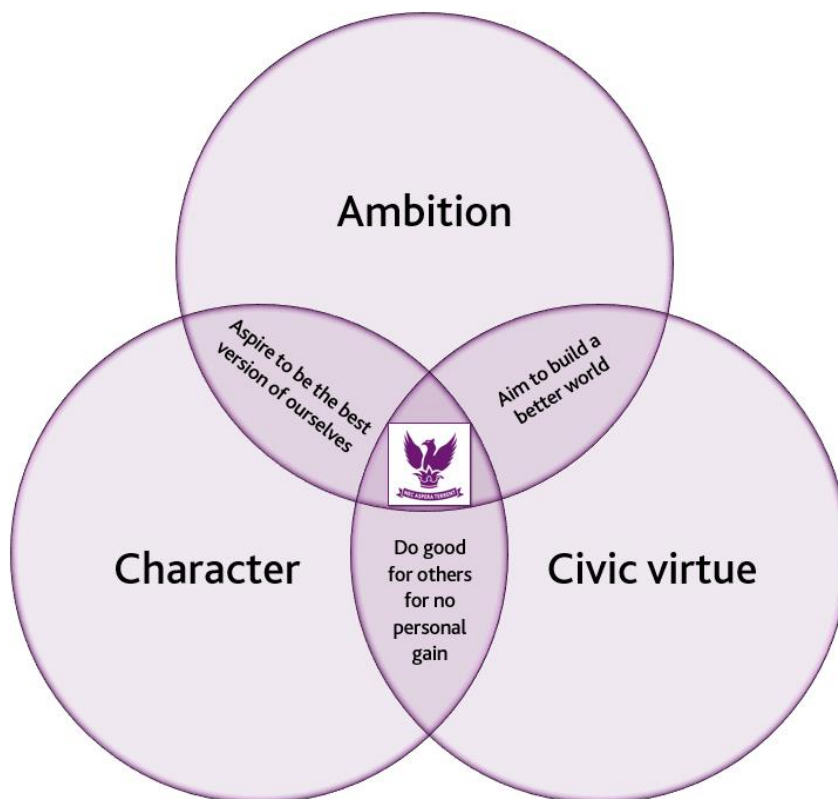




DRAYTON MANOR HIGH SCHOOL

EXAMS POLICY



Reviewed by CSWP: 26 February 2026
Ratified by Full Governing Body: 26 March 2026
Date of Next Review: February 2027

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STATEMENT OF PURPOSE

The purpose of this exams policy is to

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

The exams policy will be reviewed every two years by the Line Deputy for Exams and the Exams Officer. This policy should be read in conjunction with the Malpractice Policy and the Conflicts of Interest for the Administration of Public Exams Policy.

EXAM RESPONSIBILITIES

LINE DEPUTY

- Overview of the administration of public and internal exams and analysis of exam results with Line Deputy with responsibility for Curriculum and Assessment.
- Line management of Timetable/Exam/Cover

EXAMS OFFICER

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

- Advises the senior leadership team, subject and class tutors and other relevant support staff on 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 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
- Checks, amends and confirms examination data for publication in the Secondary School Achievement and Attainment Tables
- Administers access arrangements and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations*
- Identifies and manages exam timetable clashes
- Accounts for income and expenditures relating to all exam costs/charges
- Line manages the exam invigilators in organising the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams

- Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made
- Submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/review of marks requests

Maintains systems and processes to support the timely entry of candidates for their exams

HEADS OF FACULTY/DEPARTMENT

- Provide guidance to candidates who are unsure about exam entries or amendments to entries
- Accurate completion of coursework and 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 office

TEACHERS

- Notification of access arrangements (as soon as possible after the start of the course)
- Submission of candidate names to heads of department / faculty

HEAD OF INCLUSION

- Administration of access arrangements
- Identification and testing of candidates' requirements for access arrangements
- 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

INVIGILATORS

- Collection of exam papers and other material from the exams office before the start of the exam
- Fill in the exam attendance registers
- Monitor students during the examination
- Collection of all exam papers in the correct order at the end of the exam and their return to the exams office

CANDIDATES

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

QUALIFICATIONS

The qualifications offered at this school are decided by the Head and senior leadership team following discussions heads of faculty, heads of department, The qualifications offered are GCE, GCSE, BTEC. The subjects offered for these qualifications in any academic year may be found in the school's published prospectus for that year.

Decisions on whether a candidate should be entered for a particular subject will be taken in consultation with the candidates, parents/carers, subject teacher and the senior leadership team.

EXAM SERIES AND TIMETABLES

EXAM SEASONS

- Internal exams and assessments are scheduled in October, November, December, May and June. Year 11 Mock Exams are held under external exam conditions.
- External exams are scheduled in May and June

TIMETABLES

The exams officer will circulate the exam timetables to students once these are confirmed.

ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RETAKES

- Candidates are selected for their exam entries by the heads of department and the subject teachers
- The school does not act as an exam centre for other organisations
- A candidate or parent/carer can request a subject entry, change of level or withdrawal but the final decision will be made by the Head of Faculty following a discussion with the Line Deputy
- Entry deadlines are circulated to heads of faculty via e-mail or internal post
- Late entries are authorised by Head of Faculty following a discussion with the Line Deputy
- Candidates are allowed to retake AS and A2 modules if they are paid for by the candidate
- Heads of Faculty will be informed if students are retaking a module by the Exams Officer

EXAM FEES

- Initial registration and entry exam fees are paid by the school for GCSE, Vocational, A Level exams

- Candidates or faculties 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
- Late entry or amendment fees are paid by the faculties or candidate after the deadline set by awarding bodies
- Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements unless there are mitigating circumstances
- Retake fees for first and any subsequent retakes are paid by the candidates. Candidates must pay the fee for an enquiry about a result.

CONTINGENCY PLANNING

Contingency planning for exams administration is the responsibility of the Exams Officer.

MANAGING INVIGILATORS

- Designated team of invigilators are used to invigilate examinations
- Recruitment of invigilators is the responsibility of the Exams office
- Securing the necessary Disclosure and Barring Check (DBS) clearance for new invigilators is the responsibility of Human Resources
- DBS fees for securing such clearance are paid by the centre
- Invigilators are timetabled and briefed by the Exams office
- Invigilators rates of pay are set by the Senior leadership team

MALPRACTICE

The Exams office is responsible for investigating suspected malpractice

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
- The Exams Officer and site staff are responsible for setting up the allocated rooms.
- All exams in accordance with JCQ guidelines.
- Subject staff may be present at the start of the exam to assist with identification of candidates but must not advise on which questions or sections are to be attempted
- In practical exams subject teachers may be on hand in case of any technical difficulties
- Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department at the end of the exam session
- A relevant subject teacher may be available to read out any subject-specific instructions and start the exam, if required

CANDIDATES

- The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and other 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 are expected to stay for the full exam time at the discretion of the Exams Officer or senior invigilator
- No Candidates may only leave the exam room for a genuine purpose and are required to return immediately to the exam room. They must be accompanied by a member of staff at all times
- The Head of Year and administration staff are responsible for handling late or absent candidates on exam day or subsequently

CLASH CANDIDATES

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays

SPECIAL CONSIDERATION

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

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

The Exams Officer will then apply for special consideration with the relevant awarding body within seven days of the exam.

COURSEWORK, CONTROLLED ASSESMENT AND APPEALS

It is the duty of heads of faculty to ensure that all coursework or controlled assessment is prepared, timetabled and occur at the correct time. Heads of Faculty must ensure that coursework or controlled assessments are ready for despatch at the correct time. The Exams Officer will assist by keeping a record of each despatch, including the recipient details and the date and time sent.

Marks for all internally assessed work and estimated grades are provided to the exams office by the Heads of Faculty

Appeals against internal assessments must be made by the 15 April of the year of examination

APPEALS AGAINST INTERNAL ASSESSMENTS

The process for managing appeals against internal assessments is detailed in a separate appeals policy, available from the exams office

RESULTS

- Candidates will receive individual result slips on results days, either in person at the centre or by post to their home addresses
- Arrangements for the centre to be open on results days are made by the Senior leadership team
- The provision of staff on results days is the responsibility of the Exams Officer.

ENQUIRIES ABOUT RESULTS

Enquiries may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidates consent is required before any enquiry is requested

ACCESS TO SCRIPTS

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

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

CERTIFICATES

- Certificates are collected and signed for
- Certificates can be collected on behalf of a candidate by third parties, provided they have been authorised to do so
- Certificates are not withheld from candidates who owe fees
- The centre retains certificates for one year
- A transcript of results may be issued if a candidate agrees to pay the costs incurred