



# THE ECCLESBOURNE SCHOOL

Learning Together for the Future

## EXAMINATIONS POLICY

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**November 2025**

This policy is updated annually.

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## **1 Purpose of the policy**

The Ecclesbourne School is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ (Joint Council for Qualifications) regulations and awarding body requirements.

This exam policy will ensure that:

- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

## **1 Entries**

It is the responsibility of Heads of Faculty and Heads of Subject to:

- Inform the Ecclesbourne School's Exams Office of the awarding body and course codes for their subjects;
- Check provisional statements of entry, make any appropriate amendments and sign, date and return the statements by the designated deadline
- Inform the Ecclesbourne School's Exams Office of the tiers of entry before the time from which late fees will be incurred.

It is the responsibility of the Exams Officer to:

- Enter all candidates for the correct course and components, based on information provided by HOF and HOD, and data that is on Arbor
- Allow sufficient time for HOF/HOD to check provisional statements of entry
- Send EDI files to the awarding bodies

It is the responsibility of the appropriate Head of School to:

- Inform Ecclesbourne School's Exams Office of any candidates who need to be withdrawn from a course, should that happen after entries have been made.

## **2 Candidate briefing and candidate timetables**

The Head of Examinations, or Head of School, shall hold an exam assembly for Year 11, 12 and 13 shortly before study leave begins. Prior to this event an information booklet about exams will be issued to each student. All students will receive a personalised examination timetable via their school email account.

## **3 Clashes**

Any clashes in exams will be identified by the Examinations Officer. In order to accommodate any clash it may be necessary for the Examinations Officer to arrange for a change in the exam times. Where possible exams will take place on the scheduled day and will only be moved between morning and afternoon

sessions. Sometimes it may be necessary to move a paper to the following day, after consultation with heads of year and parents and following approval by the Exam Board concerned. Wherever a clash is found the student will be informed of this via the Head of Year.

#### **4 Storage of papers**

Exam papers must be checked on receipt; the amount of papers received must be sufficient for the number of candidates sitting each exam. Mistakes/shortfalls must be reported to the awarding bodies immediately. Exam papers and stationery are stored securely in the Exams Office and in accordance with JCQ regulations. Following JCQ regulations, access to the Exams Office shall be restricted to a maximum of 4 key holders only. The current recognised key holders are Helen Green, Clare Vincent and Site Team.

#### **5 Exam day procedures**

##### **5.1 Invigilation**

After the exam entries have been made, the Examinations Officer should calculate the likely number of invigilators needed for each exam session; provision for at least one spare invigilator should be made to accommodate any unforeseen circumstances. Invigilator recruitment and regular training will be led by the Head of Exams and/or the Exams Officer.

##### **5.2 Candidate identification**

Invigilators are able to establish the identity of all candidates sitting examinations by the following arrangements in place to carry out adequate checks (ICE 16.1).

- Each candidate will have a desk tag with their name, candidate number and seat number on it.
- Members of Upper School Office or Sixth Form Office will be present at the start of the examination to assist with the identification of candidates
- Invigilators are informed of candidates with access arrangements by identification on the seating plan. They are made aware of the specific nature of the access arrangement(s) awarded (ICE 16.4)
- Through training, invigilators are aware of the procedures for verifying the identity of all candidates at the time of the examination or assessment (ICT 16.1)
- The identity of any student who has not received tuition at The Ecclesbourne School but who may be accepted to enter examination as a private candidate will be checked by a verification process which involves photo-ID being checked at Reception, and by the Lead Invigilator. For safeguarding reasons, private candidates are escorted to and from the exam venues by a member of staff and are never left unaccompanied (GR 5.6)

##### **5.3 Late arrivals**

The following procedures are applied at The Ecclesbourne School in relation to candidates who arrive late to examinations:

- A candidate who arrives after the start of the examination may be allowed to enter the examination room and sit the examination (ICE 21.1)
- A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)

- A candidate who arrives after 10.00am for a morning examination will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination.
- A candidate who arrives after 2.30pm for afternoon examination will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination.
- A candidate who arrives after the awarding body's published finishing time for an examination that lasts less than one hour will be considered very late (ICE 21.3) and **will** be permitted by the centre to sit the examination.
- A candidate who arrives very late will be warned that the awarding body may not accept their script (ICE 21.4)
- A candidate who arrives in the afternoon for a paper that has been re-arranged for a morning session, may be allowed to take the paper at the published time as long as the candidate has not had any contact with candidates who sat the paper earlier (ICE 21.5). The awarding body will be informed of the situation and will decide whether to accept the script (ICE 21.6)
- In all cases the centre will submit declarations for the very late arrival of candidates for examinations, in accordance with the current JCQ document **Instructions for conducting examinations** (GR 5.9)

Roles and responsibilities regarding late arrivals:

The Exams Officer will:

- Inform invigilators of the policy / process of dealing with candidates who arrive late / very late through the invigilation briefing sheet.
- Provide an exam room incident log for invigilators to record relevant information relating to candidates who arrive late / very late.
- Submit online, using the CAP, the correct JCQ form to report a very late arrival within seven days of the examination having taken place.

#### **5.4 Food and drink in the examination room**

Transparent water bottles which are free from packaging and labels are allowed in the examination room.

No other food or drink is allowed in the examination room.

If a candidate needs food such as a cough sweet, these are to be stored at the front of the examination room and distributed by an invigilator when requested by a candidate.

Through the exam assembly/briefing, all candidates are aware of the regulations and the school's arrangements regarding food and drink in the examination room.

Invigilators are trained and made aware of the regulations and the school's arrangements regarding food and drink in the examination room.

Any breach of the regulations regarding food and drink will be recorded on the exam incident log and the lead invigilator will inform a member of the Exams Office team, who will inform the Head of Centre.

#### **5.5 Leaving the examination room**

For examinations that last one hour or more, candidates must stay under centre supervision until 10.00am for a morning examination or 2.30pm for an afternoon examination, i.e. one hour after the awarding body's published starting time for that examination (ICE 23.1)

For examinations that last less than one hour, candidates must be supervised and question papers must be kept in secure storage until the published finishing time of the examination (ICE 23.2)

Candidates who are allowed to leave the examination room temporarily must be accompanied by a member of centre staff. This must not be the candidate's subject teacher or a subject expert for the examination in question. Those candidates may be allowed extra time at the discretion of the centre to compensate for the temporary absence (ICE 23.3)

Candidates who leave the exam room for supervised rest breaks, as granted by the SENDCo and/or the Access Arrangements coordinator, must not have access to any unauthorised materials (ICE 23.4)

Candidates who have finished the examination and have been allowed to leave the examination room early must hand in their script, question paper and any other material before they leave the examination room. Those candidates must not be allowed back into the room (ICE 23.4)

The Head of Examinations is responsible for making invigilators aware of regulations regarding leaving the examination room.

Invigilators are responsible for ensuring that candidates follow the procedures regarding the examination room and will record instances of when this happens in the exam incident log (ICE 20.2).

## **5.6 Clash candidate supervision arrangements**

If candidates are taking two or more examinations in a session and the total time is three hours or less, the centre may decide the order of the examinations within the timetabled session. Candidates will be given a supervised break of no more than 20 minutes between papers within a session. This will be conducted in the examination room under formal examination conditions at all times. Candidates cannot use this time to revise (ICE 7.3)

If candidates are taking two or more examinations timetabled for the same session and the total time is more than three hours (including extra time allowances and/or supervised rest breaks) the centre may conduct one examination in a later or earlier session within the same day (ICE 7.4)

Candidates who take an examination earlier than the awarding body's published starting time, because of a timetable clash, must be kept under 'centre supervision' until one hour after the published starting time for that examination. Question papers used by those candidates are kept in the centre's secure storage facility until one hour after the awarding body's published starting time for that examination. For examinations that last less than one hour, candidates must be supervised and question papers must be kept in the centre's secure storage facility until the awarding body's published finishing time for that examination. If some candidates who take an examination in a different session from other candidates, the centre must seal all copies of the question paper used earlier, in an envelope, and return them to the centre's secure storage facility.

'Centre supervision' means that a member of centre staff, or an invigilator, will always be in the same room as the candidate(s). Candidates may revise using their own resources but cannot be in possession of a device which allows them to access the internet, have contact with any candidate who has sat the exam or be coached by a member of centre staff (ICE 7.5)

## **5.7 Overnight supervision arrangements**

Overnight supervision arrangements at The Ecclesbourne School are used as a last resort and once all other options have been exhausted. All arrangements comply with ICE 8.

Where overnight supervision arrangements have to take place, the centre will ensure that the JCQ Overnight Supervision and Overnight Supervision Declaration forms are completed before it commences (ICE 8.4). These forms are saved and are made available for inspection.

The Head of Examinations is responsible for ensuring that all parties involved are aware of the overnight supervision arrangements as detailed in the JCQ publication Suspected Malpractice: Policies and Procedures (ICE 8.4)

## **6 Results**

The Data Manager and/or the Head of Examinations will download results as soon as they become available. Paper result slips are printed by the exams office and distributed by office staff.

## **7 Certificates**

**7.1** Regarding the distribution of examination certificates, The Ecclesbourne School will:

- Obtain and maintain accurate candidate contact information to ensure the correct and secure despatch of certificates (GR 5.14)
- Distribute certificates to all candidates without delay (GR 5.14)
- Not withhold any certificate without prior permission from the relevant awarding body which will only be given in very exceptional circumstances (GR 5.14)
- Keep a record of certificates that are issued (GR 5.14)
- Return any certificates requested by the awarding bodies as certificates always remain the property of the awarding bodies (GR 5.14)
- The receipt of certificates from awarding bodies and arrangements for the issue of certificates is managed by the Head of Examinations.

**7.2** Regarding the retention of examination certificates, The Ecclesbourne School will:

- Retain all unclaimed certificates under secure conditions for a minimum of 12 months from the date of issue (GR 5.14)
- Destroy any unclaimed certificates after retaining them for a minimum of 12 months (GR 5.14)
- Destroy certificates in a confidential way or return them to the respective awarding body (GR 5.14)
- Retain a record of the certificates that have been destroyed for four years from their date of distribution (GR 5.14)
- The retention of unclaimed or uncollected certificates is managed by the Head of Examinations.

## **8 Special Considerations**

**8.1** Special consideration can only be awarded where a candidate has been fully prepared for assessments and covered the entire course but their ability to demonstrate their subject knowledge and understanding is materially affected by adverse circumstances beyond their control at the time of the assessment(s) (SC 2.1).

**8.2** A centre must decide whether the candidate meets the published criteria for special consideration. An awarding body cannot determine the candidate's eligibility and make the decision for the centre. Applications for special consideration will only be processed where they are supported by the centre

and the candidate meets the published criteria for special consideration with evidence in place (SC 2.3). Speculative applications for special consideration will not be accepted. Centres must not submit applications for special consideration for trivial reasons.

**8.3** Special consideration must be applied for at the time of the assessment (SC 2).

**8.4** Roles and responsibilities

The Exams Office at The Ecclesbourne School will:

- Ensure applications are processed as required by the awarding bodies
- Ensure a candidate/candidates (or a parent/carer) understands that all cases must be dealt with by the centre (SC 6)
- Ensure that special consideration is applied for at the time of the assessment

Pastoral Offices at The Ecclesbourne School will:

- Provide the Exams Office with any appropriate evidence or information that may be required to determine a candidate's eligibility for special consideration
- This will be done before the end of the examination period

Affected candidates or parents/carers will:

- Provide any medical or other evidence that may be required to confirm eligibility for special consideration
- This will be done before the end of the examination period

## **9 Post-results services**

Following the issue of results, awarding bodies make post-results services available.

The JCQ post-results services available are:

### **Access to Scripts (ATS):**

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

### **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 only available for externally assessed components of GCE A level specifications.
- **Service 3** (Review of moderation). This service is not available to an individual candidate.

### **9.1 Arrangements for post-results services**

Candidates are made aware of the arrangements for post-results services prior to the issue of results (GR 5.13)

- Candidates are informed of the periods during which senior members of the school will be available/accessible immediately after the publication of results so that results may be discussed and decision made on the submission of reviews of marking (GR 5.13, PRS 4.1)



- Candidates are informed by: an exam briefing assembly, information leaflet on exams including PRS, a letter to parents and information on the school's website (which includes deadlines and fees)
- A review of moderation cannot be undertaken upon the work of an individual candidate or the work of candidates not in the original sample (PRS 4.3)
- The appeals process is available after receiving the outcome of a review of results (PRS 5.1)

## 9.2 Dealing with requests

All post-results services from internal candidates must be made through the centre (GR 5.13). Requests are made by completion of a PRS form which is made available on the school's website, on the examinations page.

## 9.3 Consent

Candidates must provide their written consent for clerical re-checks, reviews of marking and access to scripts services offered by the awarding bodies after the publication of examination results (GR 5.13).

The school will adhere to the procedures below. The Ecclesbourne School will:

- Acquire written candidate consent (accepting informed consent via candidate email) in all cases related to post-results services
- Acquire informed candidate consent to confirm that the candidate understands that the final subject grade and/or mark awarded following any PRS, and any subsequent appeal, may be lower than, higher than, or the same as the result which was originally awarded
- Only collect candidate consent after the publication of results
- Retain consent forms or emails from candidates for at least six months following the outcome of any PRS (PRS 4.2)

## 9.4 Submitting requests

The Ecclesbourne School will:

- Submit requests electronically for clerical re-checks, reviews of marking, reviews of moderation and access to scripts by the published deadline(s) in accordance with the JCQ publication *Post-results Services* (GR 5.13)
- Submit requests for appeals in accordance with the JCQ publication *A guide to the awarding bodies' appeals processes* (GR 5.13)
- Confirm the awarding body's acknowledgement of receipt of a review of results request prior to the deadline for submission of post-results services and regularly check the progress of the request online (PRS 4.5)

## 9.5 Dealing with outcomes

The Ecclesbourne School will:

- Ensure outcomes of clerical re-checks, reviews of marking, reviews of moderation and appeals are made known to candidates as soon as possible (GR 5.13)
- Candidates will be notified via email. The email address to be used will be indicated on the post-results services consent form.

## 10 Appeals

### 10.1 Centre decisions relating to access arrangements/reasonable adjustments and special consideration

This may include:

- A decision not to award/apply for a specific access arrangement/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 a special consideration

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

- If the 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.
- The **internal appeals form** should be completed and submitted to the centre 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/reasonable adjustments and/or special consideration and followed due procedure.

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

If the appeal is upheld The Ecclesbourne School will proceed to implement the necessary arrangements/submit the necessary application.

### 10.2 Appeals regarding centre decisions relating to other administrative issues

Circumstances may arise that cause The Ecclesbourne School to make a decision on other administrative issues that may affect a candidate's examinations/assessments.

Where The Ecclesbourne School may make a decision that affects 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.
- The process followed will be the same as that for appeals related to access arrangements/reasonable adjustments and/or special consideration

### 10.3 Appeals regarding reviews of results

Following a Review of Results 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 documents *Post-Results Services* and the *JCQ Appeals Booklet* will be consulted to determine the acceptable grounds for a preliminary appeal.

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

To submit an internal appeal:

- An internal appeals form should be completed and submitted to the centre within the time specified by the centre from the notification of the outcome of the review of the result
- Subject to the head of centre's decision, the preliminary appeal will be processed and submitted 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 school's website)
- 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.

## **11 Conflict of interest**

The Ecclesbourne School follows the JCQ guidance (General Regulations for Approved Centres) to ensure that conflicts of interest are managed in accordance with current requirements and regulations. The process outlined below is designed to protect the integrity of the exams system and to protect staff.

The school will manage conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series of:

- Any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units
- Any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units, and

Will maintain clear records of all instances where:

- Exams Office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres
- Centre staff are taking qualifications at their own centre which do not include internally assessed components/units
- Centre staff are taking qualifications at other centres (GR 5.3)

### **12.1 Declaration of conflicts of interest**

Conflicts of interest are declared by members of staff completing a conflict of interest form (Appendix 1). These forms are distributed to all staff at the beginning of the academic year. These must be return to the Examinations Director who will keep a record and retain copies of all documentation until the deadline has

passed for reviews of marking or any other results enquiry. These records may be requested by a JCQ Centre Inspector and/or awarding body staff (GR 5.3)

The Examinations Director will inform awarding bodies about any conflicts of interest at the school before the published deadline for entries for each examination series.

## **12 Complaints**

If a candidate or parent/carer has a general concern or complaint about the centre's delivery or administration of a qualification, The Ecclesbourne School encourages an informal resolution in the first instance. This can be undertaken by contacting the head of centre (Headteacher) or the Head of Examinations.

If a concern or complaint fails to be resolved informally, the candidate or parent/carer is then at liberty to make a formal complaint, following the school's formal complaints policy.

## **13 Appendix**

### **13.1 Conflict of Interests Form**

### **13.2 Appeals Form**



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## Conflict of Interest Form

### FOR CENTRE USE ONLY

Date received

Reference No.

You must declare all statements that apply to you.:

- ☐ I declare a personal interest in a candidate who is part of a class I will be teaching
- ☐ I declare a personal interest in a candidate who is part of a cohort who I will oversee as a head of department or head of year
- ☐ I declare a personal interest in a candidate who is part of a cohort that I work with in my role as a member of support staff and/or invigilation staff

|                              |  |                                  |  |
|------------------------------|--|----------------------------------|--|
| <b>Name of staff member:</b> |  | <b>Candidate name</b>            |  |
| <b>Job role (s)</b>          |  | <b>Relationship to candidate</b> |  |
| <b>Subject</b>               |  | <b>Qualification</b>             |  |

In order to mitigate any potential risk to the integrity of the qualification(s) affected the centre will:

- ☐ Make every effort to avoid situations where a candidate is assessed by a person who has a close personal relationship with the candidate
- ☐ Ensure the member of centre staff is not solely involved in making assessment decisions for the affected candidate for any internally assessed unit/component
- ☐ Ensure the marked work will be submitted for moderation whether or not it is a part of the moderation sample
- ☐ Prevent the member of centre staff having access to confidential examination materials prior to exam(s)

Where a member of the exams office staff, including invigilators, has a member of family being entered for examinations at the centre the centre will:

- ☐ Prevent the member of centre staff having access to confidential examination materials prior to exam(s)
- ☐ Ensure that another member of staff is present for particular administrative arrangements relating to the candidate's exams/assessments

In order to mitigate any potential risk to the integrity of the qualification(s) affected, I (the member of staff) will:

- ☐ Inform my line manager and the exams office staff of any conflict of interest
- ☐ Ensure I am not solely involved in making assessment decisions for the affected candidate for any internally assessed unit/component
- ☐ Ensure the marked work is submitted for moderation whether or not it is a part of the moderation sample
- ☐ Not try to gain access to confidential examination materials prior to exam(s)

Signature of staff member:

Date of signature:



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## Internal Appeals Form

### FOR CENTRE USE ONLY

Date received

Reference  
No.

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

- ☐ Appeal against an internal assessment decision and/or request for a review of marking
- ☐ Appeal against the centre's decision not to support 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

|                                       |  |                                                           |  |
|---------------------------------------|--|-----------------------------------------------------------|--|
| <b>Name of appellant</b>              |  | <b>Candidate name<br/>(if different to<br/>appellant)</b> |  |
| <b>Awarding body</b>                  |  | <b>Exam paper code</b>                                    |  |
| <b>Qualification type<br/>Subject</b> |  | <b>Exam paper title</b>                                   |  |

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.