



# Fulston Manor School

## Examinations Policy

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**Member of Staff Responsible:**

**Mr G Vigeon**  
**Assistant Headteacher**

# **CONTENTS**

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

## **PURPOSE**

The purpose of this examination policy is:

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

Throughout this policy the Centre is Fulston Manor School. It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy.

This examination policy will be reviewed annually.

# 1. EXAMINATION RESPONSIBILITIES

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**Head of Centre: Mrs S Burden**

**Examinations Officer:**

Overall responsibility for the school/college as an examination centre:

- Advises on appeals and re-marks
- The Examinations Officer is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the Joint Council for Qualifications (JCQ) document 'Suspected malpractice in examinations and assessments '
- Oversees the production and distribution to staff, governors and candidates of an annual calendar for all examinations in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events

**Examinations Secretary:**

Manages the administration of public and internal examinations:

- Advises the Leadership Group, subject and class tutors and other relevant support staff on annual examination timetables and application procedures as set by the various examination boards
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them
- Consults with teaching staff to ensure that necessary coursework/controlled assessment is completed on time and in accordance with JCQ guidelines
- Provides and confirms detailed data on estimated entries
- Receives, checks and stores securely all examination papers and completed scripts
- Makes applications for special consideration using special consideration regulations
- Identifies and manages examination timetable clashes
- Accounts for income and expenditures relating to all examination costs/charges
- Line manages the senior examinations invigilator in organising the recruitment, training and monitoring of a team of examinations invigilators responsible for the conduct of examinations
- 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 examination results and certificates to candidates and forwards, in consultation with the Leadership Group, any Enquiries about Results (EARs)
- Maintains systems and processes to support the timely entry of candidates for their examinations.

***Deputy Headteacher (Curriculum):***

- 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
- Organisation of teaching and learning.
- External validation of courses followed at key stage 4 / post-16.

***Data Analyst:***

- Manages the analysis of examination results
- Assists Deputy Headteacher in preparation of reports on results.

***Heads of Department/House:***

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

***Teachers:***

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

***SENCO (Special Educational Needs Coordinator):***

- Administration of access arrangements, making applications for access arrangements on line
- 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.

***Lead Invigilator/Invigilators:***

- Collection of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.

***Candidates:***

- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.

***Administrative staff:***

- Support for the input of data.
- Posting of examination papers.

## **2. THE STATUTORY TESTS AND QUALIFICATIONS OFFERED**

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The statutory tests and qualifications offered at this centre are decided by the head of centre.

In general the statutory tests and qualifications offered are GCSE, A levels, 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 examinations office must be informed by the end of September in the academic year.

### ***At Key Stage 3***

All candidates will take a broad and balanced curriculum including English, mathematics and science. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

Decisions on whether candidates should not take an individual subject will be taken in consultation with the subject teachers and the deputy head.

### ***At Key Stage 4***

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

### ***At post-16***

Both Level 2 (resits only) and Level 3 qualifications are offered to students. Decisions about the which qualifications will be taken by students will be made by the Head of Sixth Form and Deputy Head, based upon prior attainment of students and other factors that may affect the ability to complete, and achieve in, qualifications.

## **3. EXAMINATION SEASONS AND TIMETABLES**

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### ***3.1 Examination Seasons***

Internal examinations (PPEs) are generally scheduled in November, January, April, May and June.

External examinations are mainly scheduled in November, January, May and June, though some courses may have external examinations throughout the year.

All internal examinations are held under external examination conditions.

Which examination series are used in the centre is decided by the Head of Centre.

### ***3.2 Timetables***

The examinations secretary will circulate the examination timetables for both external and internal examinations once these are confirmed.

## **4. ENTRIES, ENTRY DETAILS, LATE ENTRIES AND RE-TAKES**

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### **4.1 Entries**

Candidates are selected for their examination entries by the subject teachers.

The centre does not ordinarily accept entries from external candidates.

### **4.2 Late Entries**

Entry deadlines are circulated to heads of department via email.

Late entries are authorised by examinations officer.

### **4.3 Retakes**

Where retakes are possible/applicable, candidates will ordinarily be allowed one retake in each subject.

Retake decisions will be made in consultation with the subject teachers, examinations officer, deputy head and the head of centre.

(See also section 5: Examination fees)

## **5. EXAMINATION FEES**

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GCSE initial registration and entry examination fees are paid by the centre.

Level 3 initial registration and entry examination fees are paid by the centre.

Late entry or amendment fees are paid by the departments.

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.

Reimbursement will not be sought from candidates who fail to sit an examination or meet the necessary coursework requirements.

This fees reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.

Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insist on pursuing the enquiry.

(See also section 11.2: Enquiries about results [EARs])

## **6. THE EQUALITY ACT 2010, SPECIAL NEEDS AND ACCESS ARRANGEMENTS**

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### **6.1 Equality Act**

The Equality Act 2010 applies to general qualifications. All examination 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 SENCO or stated within a candidate's EHCP should they have one.

The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination, and the date of that examination. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

### **6.3 Access Arrangements**

Implementing special arrangements for candidates to take examinations is the responsibility of the assessment team.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Organising a room for access arrangement candidates will be arranged by the examinations secretary.

Invigilation and support for access arrangement candidates will be organised the examinations secretary in consultation with the SENCO

### **6.4 Anxiety**

It is normal for candidates to suffer from anxiety in examinations and in most cases this will not fall under the definition of a disability as defined by the Equality Act 2010. The centre follows JCQ guidance that anxiety will not ordinarily be a reason for the school to apply access arrangements, including allowing the candidate to sit examinations in a satellite room even if that is supported by a letter from a GP. The centre will look at individual cases and decisions will be made by the examinations officer, examinations secretary and SENCO.

### **6.5 Word Processors**

Where students choose to use a word processor in lessons this will not automatically result in them being permitted to use one in examinations, even if it constitutes their normal way of working in that subject.

Access to a word processor in examinations will be determined by the SENCO on the basis of whether a student would benefit due to the following:



- A learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly;
- A medical condition;
- A physical disability;
- A sensory impairment;
- Planning and organisational problems when writing by hand;
- Poor handwriting;

This list is not exhaustive and the SENCO may allocate use of a word processor in examinations on a case-by-case basis where there is a good reason.

## **7. ESTIMATED GRADES**

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The Heads of Department will submit estimated grades to the examination secretary when requested by the examination secretary.

## **8. MANAGING INVIGILATORS AND EXAMINATION DAYS**

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### ***8.1 Managing invigilators***

External invigilators will be used for examination supervision.  
They will be used for all external examinations.

The recruitment of invigilators is the responsibility of the examinations office.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the examinations office.

Invigilators' rates of pay are set by the head of centre and school governors.

### ***8.2 Examination days***

The examinations secretary will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

The lead invigilator will start all examinations in accordance with JCQ guidelines.

Subject staff may be present prior to the start of the examination to assist with identification of candidates but must not advise on which questions are to be attempted.

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

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to heads of department at the end of the examination session.

### ***8.3 Identification of malpractice***

The responsibility for identification of malpractice during examinations lies with invigilators, who will report any actual or suspected malpractice to the examinations secretary and examinations officer.

To assist in the prevention of malpractice JCQ rules on what materials or equipment is permitted in the examination will be followed. Where candidates wear head scarves or facial coverings an invigilator of the same gender will discretely check to ensure that no headphones or similar devices are in use. Electronic devices such as mobile telephones will be collected by invigilators and returned at the end of the examination, as will all wristwatches.

## **9. CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION**

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### ***9.1 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 examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

The examinations officer/examinations secretary will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

### ***9.2 Clash candidates***

The examinations secretary will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

### ***9.3 Special consideration***

Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the centre, or the examination invigilator, to that effect.

Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.

The Examinations Secretary will then action an application online.

## 10. COURSEWORK AND APPEALS AGAINST INTERNAL ASSESSMENTS

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### 10.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.

Heads of department will ensure all coursework is ready for despatch at the correct time and the examinations secretary will keep a record of what has been sent when and to whom.

Marks for all internally assessed work are provided to the examinations office by the heads of subject and the heads of department.

### 10.2 Plagiarism

The JCQ defines plagiarism as 'unacknowledged copying from, or reproduction of, third party sources or incomplete referencing (including the internet and AI)' <https://www.jcq.org.uk/exams-office/malpractice/plagiarism-in-assessments---guidance-for-teachersassessors/>

Prior to candidates signing the declaration of authentication, cases of suspected plagiarism will be dealt with internally. Where candidates have signed the declaration of authenticity, cases of plagiarism will be reported to the relevant examination board.

### 10.3 AI Misuse

JCQ guidance states that 'Any use of AI which means students have not independently demonstrated their own attainment is likely to be considered malpractice. While AI may become an established tool at the workplace in the future, for the purposes of demonstrating knowledge, understanding and skills for qualifications, it's important for students' progression that they do not rely on tools such as AI.'

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work is no longer the student's own
- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references or bibliographies.

Where use of AI has been detected or suspected, and the student has signed the declaration of authentication, it will be reported to the relevant examination board

### 10.2 Appeals Against Internal Assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the examinations 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 coursework 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 head of centre (or other nominee) 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 examinations officer and recorded for awarding body inspection.

## **11. RESULTS, ENQUIRIES ABOUT RESULTS (EARs) AND ACCESS TO SCRIPTS (ATS)**

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### **11.1 Results**

Candidates will receive individual results slips on results days in person at the centre / by post to their home addresses (candidates to provide sae).

The school will publish the results of all students. If this causes any concern please contact the school.

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

The provision of staff on results days is the responsibility of the head of centre.

### **11.2 EARs**

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

When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.  
(See section 5: Examination fees)

### **11.3 ATS**

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

If a result is queried, the examinations officer, teaching staff and head of centre will investigate the feasibility of asking for a marking review at the centre's expense.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the

consent of candidates must be obtained.

## **12. CERTIFICATES**

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Certificates are presented in person and collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.

Certificates may be withheld from candidates who owe fees.

A transcript of results may be issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for three years.