



**Cloughwood**  
Academy

# Examinations Policy

<b>Centre Name</b>	Cloughwood Academy
<b>Centre Number</b>	40403
<b>Head of Centre</b>	Robert Newton
<b>Exams Officer</b>	Georgina Thomas

This policy is reviewed annually to ensure compliance with current regulations.

<b>Version and Date</b>		<b>Author</b>	<b>Committee Responsible</b>	<b>Review Frequency</b>	<b>Approval</b>	<b>Next Review Due</b>
4.0	03/04/2024	J.Howman	LGB	Annually	LGB Meeting 24.04.2024	24.04.2025
	10.01.2025	J. Howman	School Executive	Annually	13.01.2025	13.01.2026
	17.12.2025	J.Howman	School Executive	Annually	02.02.2026	02.02.2027

## Key staff involved in the policy

Role	Name(s)
Head of centre	Robert Newton
Exams Centre Senior leader (Deputy Head)	Samantha Howarth
Exams Officer	Georgina Thomas
SENCo (Asst Head)	Jane Thomas
Deputy SENCo	Courteney Chick
Vocational Lead (Asst Head) QA lead/Lead internal verifier	Richard McEvoy

## Contents

Key staff involved in the policy .....	2
1.0 Purpose of the Policy.....	4
2.0 Roles and responsibilities .....	4
3.0 Qualifications offered .....	6
4.0 Exam series and Timetables .....	7
5.0 Entries and Re-sits.....	7
6.0 Exam fees.....	8
7.0 Equalities.....	8
8.0 Access Arrangements.....	8
9.0 Use of word processing.....	8
10.0 Contingency planning.....	9
11.0 Estimated grades.....	9
12.0 Managing Invigilators.....	9
13.0 Malpractice.....	9
14.0 Exam days .....	9
15.0 Candidates.....	9
16.0 Special Consideration .....	10
17.0 Non-Examination Assessments (NEA).....	10
18.0 Vocational Qualifications.....	11
19.0 Results and Certification .....	11
20.0 Monitoring and review.....	12

## 1.0 Purpose of the Policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently in the best interests of candidates, and in compliance with the published JCQ regulations and awarding body requirements.

The policy provides 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 ensure that:

- all aspects of the centre's exam process are documented, and supporting the exams contingency plan
- centre staff involved in the exams process clearly understand their roles and responsibilities and they are supported
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus always maintaining the integrity and security of the exam/assessment system
- 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.

## 2.0 Roles and Responsibilities

### 2.1 Everyone

- Everyone involved in our exam processes, including staff and pupils, must read, understand, and implement this policy.

### 2.2 Head of Centre

The Head of Centre has overall responsibility for Cloughwood Academy as an Exams Centre. The Head of Centre

- is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements.
- Will ensure the security and integrity of the examinations/assessments.
- will communicate clear roles and responsibilities of all staff involved in exams
- ensure that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service, understanding that failure to do so could result in penalties
- ensure that the centre promptly reports any incidents to the relevant awarding body / bodies which might compromise any aspect of assessment delivery, such as a cyber-attack
- advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments.

Our Head of Centre is Robert Newton.

### 2.3 Examinations Officer

The Exams Officer is the person 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.

The Exams Officer will:

- Manage the administration of internal exams
- Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- Ensure that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them
- Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- Provide and confirm detailed data on estimated entries
- Maintain systems and processes to support the timely entry of candidates for their exams
- Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- Support the SENCo in facilitating access arrangements regulations in line with the JCQ guidance
- Identify and manage exam timetable clashes
- Account for income and expenditures relating to all exam costs/charges
- Support the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams
- Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- Track, dispatch and store returned coursework/controlled assessments
- Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise the head of centre on appeals and re-marks

Our Exams Officer is Georgina Thomas

## 2.4 Subject leads

Subject leads are responsible for;

- Advising the exams officer of any changes to syllabus or assessment details for their subjects
- Advising the exams officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets

Our Deputy Headteacher, Samantha Howarth manages subject leads.

## 2.5 Vocational QA Lead / Lead Internal Verifier

Our QA lead / Lead Internal Verifier is Richard McEvoy  
Please refer to Internal Verification Policies and Procedures

## 2.6 Special Educational Needs Co-ordinator (SENCo)

The SENCo is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our SENCo is Jane Thomas.

Our Deputy SENCo is Courteney Chick

## 2.7 Exam invigilators

The Exam Invigilators are responsible for:

- Completing annual invigilator training as set out by the Exams Office
- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office.

## 2.8 Candidates

Candidates are responsible for:

- Confirming and signing entries
- Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- Ensuring they conduct themselves in all exams according to the JCQ regulations

# 3.0 Qualifications offered

The SLT, alongside the Head of Centre decide the qualifications we offer. We offer the following qualifications.

## 3.1 Functional Skills

### Specification – Pearson On-Demand

CYBY1 Functional Skills Qualification Mathematics at Level 1  
CYBY2 Functional Skills Qualification Mathematics at Level 2  
CYBY3 Functional Skills Qualification English at Level 1  
CYBY4 Functional Skills Qualification English at Level 2  
HVVN6 Digital Functional Skills Qualification at Level 1

## 3.2 GCSE

### Specification – AQA

GCSE Biology, 8461,  
GCSE Art and Design – Fine Art, 8201

### Specification – Cambridge International (CIE)

GCSE (9 – 1) First Language English, 0990 option AR

IGCSE History, 0977

IGCSE Geography IGCSE, 0976

#### Specification – OCR

Cambridge Nationals Certificate (CAMNAT) –Sports Studies, J829

#### Specification – Eduqas

Mathematics (Foundation) C300PF

Mathematics (Higher) C300PH

### 3.3 Vocational

#### Specification – City & Guilds

601/0324/3 Level 1 Award in Construction Skills

601/0330/9 Level 1 Certificate in Construction Skills

600/7913/7 Level 2 Diploma in Bricklaying

601/0358/9 Level 1 Award in Introduction to the Hospitality Industry

601/0299/8 Level 1 Certificate in Introduction to the Hospitality Industry

500/9981/4 Level 2 NVQ Diploma in Hospitality Services

601/0717/0 Level 2 NVQ Diploma in Professional Cookery

600/5611/3 Level 1 Certificate in Horticulture Skills

#### Specification – Pearson

603/7063/4 BTEC Tech Level 1 / Level 2 Tech Awards (2022) – Digital Enterprise

## 4.0 Exam series and Timetables

### 4.1 Exam series

The centre does offer assessments on an on-demand basis. On-demand assessments are scheduled in consultation with the Deputy Head.

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

### 4.2 Exam timetables

Once confirmed, the exams officer will circulate to staff and candidates, and publish on the website, the exam timetables for internal and/or external exams at a specified date before each series begins.

## 5.0 Entries and Re-sits

- Candidates or parents/carers can request subject entry, change of level or withdrawal.
- We do accept entries from private candidates.
- We do not act as an exams centre for other organisations.
- Entry deadlines are circulated to subject leads via email
- Subject leads will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

- Entries and amendments made after an awarding organisation's deadline require authorisation by SLT.

### 5.1 Re-sits

We allow re-sits for the following types of qualifications:

- GCSEs
- City & Guilds
- BTECs
- Functional skills

Re-sit decisions will be made by the Deputy Headteacher in discussion with the subject leads

## 6.0 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.

Candidates will not be charged for re-sits at parents/carers' request or missed exams without medical or other extenuating circumstances.

The Exams Officer will publish the deadline for actions well in advance of each exam series.

## 7.0 Equalities

All our staff must ensure that they meet the requirements of any equality legislation. We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates, in accordance with the requirements defined by the legislation, awarding bodies and JCQ. This is the responsibility of the Deputy Head; Exams Officer and the SENCO.

## 8.0 Access Arrangements

All candidates at Cloughwood Academy have Special Educational Mental Health Needs (SEMH) The SENCO will inform subject teachers of candidate individual needs and special arrangements during assessments/exams.

A candidate's access arrangements requirement is determined by the SenCo and External Assessment. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and the candidate teachers.

Room arrangements for candidates using access arrangements will be organised by the Deputy Head, supported by the Exams Officer. Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the Deputy Headteacher and the Exams Officer.

Please refer to Cloughwood Academy Internal Appeals policy.

## 9.0 Use of word processing

Please refer to Cloughwood Academy Word processor policy

## 10.0 Contingency planning

Contingency planning for exams administration is the responsibility of Head of Centre and the Exams Officer. Contingency plans are available to all via email and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

Please refer to Cloughwood Academy Exams Contingency Policy.

## 11.0 Estimated grades

Subject leaders are responsible for submitting estimated grades to the exams officer when requested.

## 12.0 Managing Invigilators

External staff will not be used to invigilate examinations.

All invigilators require Disclosure and Barring Service (DBS) checks, the School Business Manager (SBM) is responsible for obtaining these. DBS fees are paid by the centre.

Invigilators are recruited, timetabled, trained, and briefed by the Deputy Head teacher and the Exams officer.

## 13.0 Malpractice

The Head of Centre, in consultation with the Exams Officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

## 14.0 Exam days

The Exams Officer, along with Site Management are responsible for setting up the allocated rooms and will be advised of requirements one day in advance.

The Exams Officer will make question papers, exam stationery and materials available for the invigilator. The Exam Invigilators will start and finish all exams in accordance with [JCQ guidelines](#).

Staff present at the exam will be in accordance with the rules defined by JCQ concerning who is allowed in the exam room 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. After an exam, the Exams Officer will arrange for the safe dispatch of completed exam scripts to awarding bodies.

## 15.0 Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A briefing session for candidates may be given by the Deputy Head and subject leaders.

Our published rules on acceptable dress and behaviour always apply. Candidates' personal belongings remain their own responsibility, and we accept 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 and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

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 room invigilator.

Candidates who leave an exam room must be always accompanied by an appropriate member of staff. The Exams Officer and / or Deputy Head is responsible for handling late or absent candidates on exam day.

## 16.0 Special Consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Exam Invigilator.

The candidate must support any special consideration claim with appropriate evidence as soon as possible.

The Exams Officer will make a special consideration application to the relevant awarding body.

## 17.0 Non-Examination Assessments (NEA)

Teaching staff who deliver non-examination assessments will follow the correct specifications and instructions provided by the awarding body, or JCQ [instructions for conducting non-examination assessments](#) if appropriate.

Please refer to the Cloughwood Academy Non-Examination Assessment Policy.

It is the duty of subject leaders to ensure that all non-examination 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 internally assessed work are provided to the Exam's Office by subject leaders. The Exams Officer will inform staff of the deadline date for appeals against internal assessments. Any appeals will be dealt with in accordance with our internal appeals procedure document.

### 17.1 Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. Cloughwood Academy recognises that AI has many uses to help pupils learn but may also lend itself to cheating and plagiarism. AI misuse constitutes malpractice and maladministration.

Pupils **may not** use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work

Pupils **may** use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images. All AI-generated content must be properly referenced.

Where a pupil uses an AI tool, the pupil should retain a copy of the question(s) asked and the AI-generated responses. Pupils must submit this along with the assessment.

Staff should:

- Be aware that AI tools are still being developed and should use such tools with caution as they may provide inaccurate, inappropriate or biased content
- Make students aware of the risks of using AI tools and that they need to appropriately reference AI as a source of information to maintain the integrity of assessments
- Any misuse of AI tools may be treated as malpractice.

## 18.0 Vocational Qualifications

Cloughwood Academy offers a variety of vocational courses which include a significant number of classroom-based activities and assessments, usually by written work in coursework and exams and through practical assessments.

Please refer to the Cloughwood Academy External & Internal Verification Policy & Procedure

## 19.0 Results and Certification

Candidates will receive individual results slips on results days in person at school. The results slip will not be in the form of a centre-produced document. Arrangements will be made for the centre to be open on results days. The provision of the necessary staff on results days is the responsibility of the Head of Centre. Dates of results days each year will be publicised for all candidates through letters home.

### 19.1 Retention and Destruction of Examination Certificates and Records

#### Examination Certificates

Examination certificates are issued by awarding bodies and are delivered to the centre for distribution to candidates. Certificates will be retained securely by the centre for a minimum period of twelve months from the date of issue.

Candidates will be informed of the availability of certificates and the arrangements for collection. Certificates will only be released to candidates or their nominated representative upon receipt of appropriate identification.

Unclaimed certificates remaining after the retention period will be securely destroyed, unless prior arrangements have been made for extended storage. The centre accepts no responsibility for certificates not collected within the stated timeframe

#### Examination Results and Candidate Records

The centre will retain examination-related records in accordance with awarding body requirements, JCQ regulations, and data protection legislation. These records may include, but are not limited to:

- Statements of results
- Coursework and controlled assessment records

- Access arrangements documentation
- Appeals, reviews of marking, and malpractice records

Retention periods will reflect statutory guidance and awarding body instructions. Records will be stored securely, with access restricted to authorised staff only.

### Secure Storage

All examination records and certificates will be stored in a secure location to prevent unauthorised access, loss, or damage.

### Destruction of Records

Once the required retention period has elapsed, examination records and certificates will be disposed of securely and confidentially, for example through cross-cut shredding or approved confidential waste disposal services. A record of destruction may be maintained where appropriate, particularly for sensitive or high-risk documentation.

All processes relating to the retention and destruction of examination records and certificates will comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### 19.2 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark 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 a group of candidates.

The cost of EARs will be paid by the centre.

All decisions about whether to make an application for an EAR will be made by the Deputy Head and subject leaders. If a candidate's request for an EAR is not supported, the candidate may appeal, and The Academy will respond by following the process in our internal appeals procedure document (appendix 1.0).

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

### 19.3 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Applications for EARs cannot be submitted once an original script has been returned.

The Exams Officer is responsible for processing requests for ATS. The cost of ATS will be paid by the centre.

## 20.0 Monitoring and review

The Head of Centre is responsible for ensuring that this policy is reviewed annually.