

Examinations (accreditation) Local procedure

Tor View School



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1. Introduction and aims

Our school is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates.
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them.
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies.

2. 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 the school as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is THE HEADTEACHER. See appendix 1 for named colleagues.

2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- Manage the administration of internal and external 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 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.
 - Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
 - Identify and manage exam timetable clashes.
 - Account for income and expenditures relating to all exam costs/charges.
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- Line manages the senior exams invigilator in organising 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 on appeals and re-marks.

Our exams officer is Senior administrator

2.4 Heads of subject

Heads of subject are responsible for:

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
- Decisions on post results procedures.

2.5 Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department and/or the exams officer.

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.

2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations.
- Collecting exam papers and other material from the exam's 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 exam's 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. Qualifications offered

The head of centre decides the qualifications we offer.

We offer the following types of qualifications:

- Functional Skills, Asdan.

Informing the exams office of changes to a specification is the responsibility of heads of department.

Decisions on whether a candidate should be entered for a particular subject will be taken by the head of department in consultation with the Head of Centre and the Exams Officer.

4. Exam series

Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:
and April 2025 and November 2025

External exams and assessments are scheduled in the following exam series:

- June 2025

Internal exams are held under external exam conditions.

The head of centre decides which exam series are used in the centre.

The centre does offer assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the exams officer and the head of centre.

5. Exam timetables

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

6. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

We do not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department/subject via email/briefing meetings.

Heads of department/subject 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, in writing, by the Head of Centre.

6.1 Re-sits

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

- Functional skills

Re-sit decisions will be made by heads of department/subject in consultation with the exams officer.

7. 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.

The exams officer will publish the deadline for actions well in advance of each exam's series.

8. 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 head of centre, exams officer and the SENDCO.

9. Access Arrangements

The SENDCO will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined by the SENDCO.

- Students' identification will be confirmed by the Examinations Officer and a second member of the exam team, on the correct form.
- Students will be asked to remove their hoods/hats to show they are not in possession of headphones. If Access Arrangements are in place for a hood/hat as a sensory need, they will be able to keep the hood up once it has been checked by an invigilator.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENDCO and teachers.

Room arrangements for candidates using access arrangements will be organised 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 exams officer.

9.1 Use of word processors

We may allocate the use of a word processor to a candidate as part of access arrangements or as a reasonable adjustment where appropriate, including:

- When it is their normal way of working, i.e. where the curriculum is delivered electronically and word processors are provided to all candidates
- If they need support with handwriting

The SENCO will use their judgement, in collaboration with relevant members of staff where necessary, to make decisions about when a word processor is appropriate outside the specific listed examples above.

We will make sure that:

- The proposed arrangement will not disadvantage or advantage a candidate.
- The use of a word processor will not compromise the assessment objectives or the integrity of the assessment and will be used under secure conditions. Where these objectives would be compromised, then a word processor will not be granted for use by a candidate.

We will also make sure that the word processor:

- Has the spelling and grammar check and predictive text software disabled.
- Does not have internet connectivity during the exam.
- Has been cleared of any previously stored data, along with any portable storage medium used (and where any authorised memory stick is provided to or used by the candidate, the memory stick will be cleared of any previously stored data)
- Does not allow access to other applications such as a calculator (where prohibited), spreadsheets or emails.
- Does not have graphic packages or computer-aided design software, unless permission is given.
- Does not have computer reading (text to speech) software, unless the candidate has permission.
- Does not have speech recognition technology, unless the candidate has permission.

The word processor will not be used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

All equipment will be checked to make sure it's in working order and sufficiently charged for the duration of the examination.

Candidates provided with the use of a word processor will be accommodated in such a way that other candidates are not disturbed and cannot read the screen. Where we accommodate a candidate in another room, a separate invigilator will be present.

Candidates will be:

- Reminded to make sure that the centre number, candidate number and the unit/component code appear on each page as a header or footer, or to handwrite their details on the printed documents where this feature is not available (where the candidate needs to handwrite their details, they will be supervised to make sure that's solely what they're doing and not re-reading their answers or amending their work in any way)
- Reminded to save their work at regular intervals, unless 'autosave' has been set up on the device to make sure that the candidate's work is not lost because of a technical issue.
- Advised to use a minimum font size of 12pt and double spacing.

Each page of the typed script will be numbered.

The word processor will be connected to a printer so that the script can be printed off and will be done once the examination is over. The candidate must be present to verify that the work is their own and then the script will be attached to any answer booklet that contains some of the answers. We may also be required by the awarding body to include a word processor cover sheet with the candidate's typed script.

We may retain electronic copies of a word-processed script, and this may be accepted by an awarding body where the printed copy has been lost and it is demonstrated that the file has been kept securely.

10. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

Tor View School does not have a contingency site for exams; our pupils may have SEMH, ASC or an associated diagnosis, and are transported to and from the site by taxis, arranged and funded by the Local Authorities, over which we have no control.

The students would not cope with a site move so would be severely disadvantaged with a contingency site.

Where possible, the exam may be offered within the student's home, with centre staff attending to invigilate. The awarding body will be notified if this occurs, and special consideration applied for.

If the planned exam cannot take place, the Exam Board will be notified by the Head of Centre or Exams Officer.

10.1 Causes of potential disruption to the exam process

- Exam Officer extended absence at key points in the exam process (cycle)
 - Exams Assistant to step up.
- SENDCO extended absence at key points in the exam cycle.
 - Exams Officer to work with SLT
- Teaching staff extended absence at key points in the exam cycle.
 - SLT to nominate a 'deputy' to cover the role.
- Exam rooms - lack of appropriate rooms or main venues unavailable at short notice.
 - SLT/Exams Officer to source alternative room.
- Failure of IT systems.
 - Aspris IT system is backed up regularly; advice will be sought from IT.
- Disruption of teaching time – centre closed for an extended period.
 - Centre to communicate with parents, carers and students about the disruption to teaching time and provide appropriate work.
- Students unable to take examinations because of a crisis – centre remains open.
 - Centre will communicate with relevant awarding organisation to make them aware of the issue
 - Centre will then communicate solutions to parents/carers and student.
- Centre unable to open as normal during the exams period.
 - Centre will communicate with relevant awarding organisation to make them aware of the issue.
 - Centre will then communicate solutions to parents/carers and student.
- Disruption in the distribution of examination papers.
 - Centre to discuss alternative delivery of papers to the centre.
- Disruption to the transportation of completed examination scripts.
 - Centre will communicate and organise alternative arrangements for delivery of scripts.
- Assessment evidence is not available to be marked.
 - Immediate communication to be made with relevant awarding body

- Students, parents and carers to be informed by letter.
- Centre unable to distribute results as normal.
 - Centres to contact awarding bodies and discuss alternative means of distribution.
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11. Estimated grades

Heads of department/ subject teachers are responsible for submitting estimated grades to the exams officer when requested.

12. Managing invigilators

External staff will not be used to invigilate examinations.

Recruitment of invigilators is the responsibility of the exams officer and Head teacher/SLT.

13. Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice, whether by centre staff or candidate/s, is reported to the awarding body immediately. Malpractice is defined in the 'Suspected Malpractice Policies and Procedures' published by JCQ; all reporting and procedures from this will be followed. The awarding body will then oversee any investigation.

14. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationery and materials available for the invigilator.

Site management staff/exams officer and associated staff are responsible for setting up the allocated rooms.

The exams officer/invigilators will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may not be present at the start of the exam to assist with identification of candidates. Any staff present must 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. Papers will be distributed to heads of department/subject leaders in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with school support staff.

15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the head of departments/exams officer.

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 exams officer/invigilator.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The exams officer is responsible for handling late or absent candidates on exam day.

Student recruitment, registration and certification

See [Tor View LEARNER RECRUITMENT, REGISTRATION AND CERTIFICATION POLICY \(May 2025\)](#)

15.3 Clash candidates

The exams officer/assistant exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

16. 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 Receptionist/Exams Officer or their assistant/Class teacher/Head teacher to that effect.

The candidate must support any special consideration claim with appropriate evidence within seven (7) days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within fourteen (14) days of the exam.

17. Controlled Assessment Policy

DEFINITION

Controlled assessment is a form of internal assessment which replaces GCSE coursework. It encourages an integrated approach to teaching, learning and assessment. It is intended to enable teachers to authenticate and confirm that students have carried out the assessment task set in accordance with their exam specification.

Controlled assessment applies control over internal assessment at three points: task setting, task taking and task marking. Three levels of control apply - high, medium and low.

RESPONSIBILITIES

Senior Leadership Team

1. Accountable for the safe and secure conduct of controlled assessments. Ensure assessments comply with JCQ guidelines and awarding bodies' subject-specific instructions.
2. During the period from April to July, begin coordinating with the deputy headteacher to schedule controlled assessments. (Spreading them out through KS4)
3. Map overall resource management requirements for the year. As part of this, resolve:
 - Clashes/problems over the timing or operation of controlled assessments.
 - Issues arising from the need for particular facilities (rooms, IT networks, time out of school etc)
 - Ensure that all staff, parents and students have a calendar of events.

Subject Leaders

1. Decide on the awarding body and specification for a particular GCSE.
2. Ensure that at least 40% of overall assessment (controlled and/or external assessment) is taken in the exam series in which the qualification is certified, to satisfy the terminal assessment requirements in accordance with the awarding body specification.
3. Supply to the exam's office details of all unit codes for controlled assessments.
4. Standardise internally the marking of all teachers involved in assessing an internally assessed component.
5. Ensure that individual teachers understand their responsibilities with regard to controlled assessment.
6. Ensure that individual teachers understand the requirements of the awarding body's specification and are familiar the relevant teachers' notes, and any other subject-specific instructions.
7. Where appropriate, develop new assessment tasks or contextualise sample awarding body assessment tasks to meet local circumstances, in line with awarding body specifications and control requirements.
8. Detail timing of assessments and resource needs to SLT in the summer of each year and ensure that students and parents are aware of the dates.
9. Be familiar with JCQ instructions for conducting controlled assessments and other related JCQ documents.
10. In collaboration with the examinations officer and teachers, make appropriate arrangements for the security of controlled assessments.
11. In collaboration with the exams officer, submit controlled assessment marks to the relevant awarding body and dispatch assessments for moderation.

Teaching staff

1. Understand and comply with the general guidelines contained in the JCQ publication *Instructions for conducting controlled assessments*.
2. Understand and comply with the awarding body specification for conducting controlled assessments, including any subject-specific instructions, teachers' notes or additional information on the awarding body's website.
3. Obtain confidential materials/tasks set by the awarding bodies in sufficient time to prepare for the assessment(s) and ensure that such materials are stored securely at all times.
4. Supervise assessments (at the specified level of control). Undertake the tasks required under the regulations, only permitting assistance to students as the specification allows.
5. Ensure that students and supervising teachers sign authentication forms on completion of an assessment.
6. Mark internally assessed components using the marks schemes provided by the awarding body. Submit marks through the exam's office to the awarding body when required, keeping a record of the marks awarded.

7. Retain candidates' work (paper and electronic) securely between assessment sessions (if more than one).
8. Post-completion, retain candidates' work securely until the closing date for enquiries about results. In the event that an enquiry is submitted, retain candidates work securely until the outcome of the enquiry and any subsequent appeal has been conveyed to the centre.
9. Ask the exams officer for any assistance required for the administration and management of access arrangements.

Exams Officer and associated staff

1. Be familiar with JCQ instructions for conducting controlled assessment and other related JCQ documents.
2. Be familiar with general instructions relating to controlled assessment from each relevant GCSE awarding body.
3. Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, before the deadline for final entries.
4. Enter students' 'cash-in' codes for the terminal exam series.
5. Where confidential materials are directly received by the exam's office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
6. Download and distribute mark sheets for teaching staff to use and collect and send mark sheets to awarding bodies before deadlines.
7. On the few occasions where controlled assessment cannot be conducted in the classroom, arrange suitable accommodation where controlled assessment can be carried out, at the direction of the senior leadership team.
8. Ensure access arrangements have been applied for.
9. Work with teaching staff to ensure requirements for support staff are met in relation to access arrangements.

TASK SETTING

In accordance with specific award body guidelines, teacher will be responsible for the selection of controlled assessment tasks from an approved list or setting up a centre specific task. Subject teacher will ensure that students understand the assessment criteria for any given task.

Task Taking

Controlled assessments will be undertaken with three levels of supervision:

- Formal (high level of control)
- Informal (medium level of control)
- Limited (low level of control)

Teachers in charge of a subject will be responsible for ensuring that an appropriate level of supervision is in place for each part of the assessment task. Levels of supervision are clearly outlined in each subject specification.

At this school, formal supervision means:

- Candidates will be under direct supervision at all times - in most cases, supervision will be undertaken by the class teacher.
- Use of resources and interaction with others will be limited to what has been specified by the GCSE awarding body.

- Tasks will be undertaken during normal timetabled lessons in the usual teaching base.
- Use of mobile phones and internet/email access will be prohibited.
- If candidates have to use electronic storage devices for their assessment work or related resources, appropriate checks will be made to ensure only permitted material is accessible (see ICT Support)
- Subject specific display materials with direct relevance to an assessment task will be covered.
- A **record will be kept of the time and date** of each assessment together with the name of the supervisor(s) and **all students present** for the assessment session(s).
- A separate record of any incidents which occur during assessments will also be kept.

At this school, informal supervision means:

- Interaction with others, including group work, is permitted.
- The level of supervision applied ensures that the school is able to confirm that plagiarism has not taken place and preparation for a final/formal assessment is the candidates own work.
- Sources used by the candidate are clearly recorded.

At this school, limited supervision means:

- Some aspects of the work may be undertaken completely without supervision/outside the classroom - this may include research and data collection.
- Class teachers will make close reference to the relevant awarding body's specifications when applying limited supervision.

AI Use in Assessments:

Students complete the majority of their exams and a large number of other assessments under close staff supervision with limited access to authorised materials and no permitted access to the internet. The delivery of these assessments should be unaffected by developments in AI tools as students must not be able to use such tools when completing these assessments. There are some assessments in which access to the internet is permitted in the preparatory, research or production stages.

Teachers, assessors and other staff will discuss the use of AI in qualification assessments and agree their approach to managing students' use of AI in school. Sheridan School will make students aware of the appropriate and inappropriate use of AI, the risks of using AI, and the possible consequences of using AI inappropriately in a qualification assessment.

The JCQ publication 'AI Use in Assessments: Protecting the Integrity of Qualifications' will be used for reference alongside this policy.

TASK AUTHENTICATION AND MARKING

Before assessment tasks are submitted, candidates will be required to sign a declaration confirming that the work is their own and that assistance given/sources used have been acknowledged.

Class teachers responsible for supervising and marking controlled assessments are also required to sign a declaration confirming that candidates have completed work under the appropriate conditions, and they are satisfied the work has been produced solely by the candidate.

The school will use the JCQ declaration of authentication for controlled assessments or a similar document provided by the relevant GCSE awarding body. If either the candidate or the assessor is unable to sign this declaration, zero marks will be awarded for the assessment task. If candidate malpractice is suspected, this

will be referred to the relevant subject teacher and Examinations Officer who will follow the guidance set out in the JCQ Instructions for controlled assessment.

Internally assessed tasks will be marked by the class teacher according to the requirements of the subject specification. Work will be annotated in accordance to subject specific requirements.

Internal standardisation will be completed before external moderation to ensure all work has been marked to the same standard.

If a teacher teaches his/her own child, this will be declared as a conflict of interest and assessment work will be sent to the moderator whether it has been requested as part of the sample or not.

The Internal Appeals Procedure is available on request from the Exams Officer at Sheridan School.

18. Results and certificates

Students are given the choice of how they wish to receive their GCSE exam results on Results Day. This is recorded and implemented by the Exams Officer and the Subject Leads before and on Results Day.

Arrangements for the centre to be open on results days are made by the Head teacher.

The provision of the necessary staff on results days is the responsibility of the Head teacher.

Dates of results days each year will be publicised for all candidates through letters home.

18.1 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 candidate.

The cost of EARs is set out in section 7 of this policy ('Exam fees').

All decisions about whether to make an application for an EAR will be made by subject leads/heads of departments.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

18.2 Access to scripts (ATS)

After the release of results, candidates may ask subject staff to request the return of written exam papers within twenty-one (21) days of the receipt of results.

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 candidate.

The cost of ATS is set out in section 7 of this policy ('Exam fees').

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every year.