



**St. Thomas More**  
CATHOLIC VOLUNTARY ACADEMY

# Examinations Policy

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## The St Thomas More Mission:

**We the St Thomas More family, ‘aspire not to have more but be more’.**

We aspire not to have the world but be more for the world.

**#BeMore**

We are **A**uthentic      we seek to find our true vocation and who we really are

We are **S**acred      we are loved and made in the image of God

We are **P**assionate      we strive to grow and be our best selves

We are **I**nspirational      what we do here can help us change the world

We are **R**esilient      for our greatest learning comes when we make mistakes

We are **E**mpathetic      we are called to care for all in our community and the world

# Exams Policy

## Contents

1. Exam responsibilities
2. The qualifications offered
3. Exam seasons and timetables
4. Entries, entry details and late entries
5. Exam fees
6. The Disability Discrimination Act (DDA), special needs and access arrangements
7. Estimated grades
8. Managing invigilators and exam days
9. Candidates, clash candidates and special consideration
10. Coursework and appeals regarding internal assessments
11. Results, enquiries about results (EARs) and access to scripts (ATS )
12. Certificates
13. Retention of Records

The purpose of this exam policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- to ensure the operation of an efficient exam system with 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.

## **1 . Exam responsibilities**

Head of centre or delegate:

Overall responsibility for the school as an exam centre:

- advises on appeals and re-marks
- responsible for ensuring the annual NCN declaration is completed
- the head of centre is responsible for reporting all suspicions of or actual incidents of malpractice. Refer to the JCQ document *Suspected malpractice in examinations and assessments*.

## Data and Exams Manager

- Manages the administration of public and internal exams and analysis of exam results.
- advises the senior leadership team, subject and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- consults with teaching staff to ensure that necessary coursework is completed on time and in accordance with JCQ guidelines
- provides and confirms data on estimated entries as required by exam boards
- checks and stores securely all exam papers and completed scripts.
- Ensures that access arrangements (applied for by the SENCo) are provided to candidates and makes applications for special consideration using the *JCQ Access arrangements and special considerations regulations*.
- identifies and manages exam timetable clashes
- line manages the exam invigilators
- prepares and presents reports to the SLT showing results achieved
- submits candidates' coursework marks, tracks despatch and stores returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/remark requests
- administers the entry of candidates for their exams as directed by the Head of Centre

## Deputy Head and Assistant Head – Teaching & Learning

- Organisation of teaching and learning.
- External validation of courses followed at Key Stage 4.

## Heads of Department

- Notify Deputy Head of pupils of concern
- Guidance and pastoral oversight of candidates who are unsure about exam 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 exams officer.

## Member of Staff in Charge of Careers

- Guidance and careers information.

## Teachers

- Notification of suggested access requirements for relevant pupils (as soon as possible after the start of the course) to Heads of Department and SENCO.

## SENCO

- Administration of access arrangements including online applications as required, compilation of Access Arrangements Register for Internal and External examinations.  
Identification and testing of candidates to determine requirements for access arrangements.
- Provision of additional support — to help candidates achieve their course aims.

## Lead invigilator/invigilators

- Collection of exam papers and other material from the exams office before the start of the exam.
- Collation of all exam papers in the correct order at the end of the exam, completion of the attendance register and return of scripts to the exams office.
- Conducting the examinations in line with current JCQ ICE booklet.
- Completion of required training

## Candidates

- Confirmation and signing of entries/timetable
- Understanding coursework regulations and signing a declaration that authenticates the coursework as their own.
- Ensure they familiarise themselves with the information contained in the 'GCSE and Btec Information for Pupils and Parents' booklet especially the JCQ documents listed in section 9.

## 2 . The qualifications offered

The qualifications offered at this centre are decided by the head of centre, deputy head and the senior leadership team.

The qualifications offered are GCSE and BTEC qualifications.

The subjects offered for these qualifications in any academic year may be found in the centre's options booklet for that year. If there has been a change of syllabus from the previous year, the exams office must be informed at the start of the next academic year.

Decisions on whether a candidate should not take an individual subject, will be taken in consultation with the candidates' parents/carers, SENCO, Heads of subject and the Head / Deputy Head.

## At Key Stage 4

All candidates undertaking a GCSE/Btec course will be expected to achieve an entry for qualifications from an external awarding body.

### 3. Exam seasons and timetables

#### 3.1 Exam seasons

Internal exams are scheduled in Summer of Year 10 and the Autumn and Spring of Year 11 and are held under external exam conditions.

#### 3.2 Timetables

Once confirmed, the exams manager will circulate the exam timetables for internal exams and external exams.

### 4 . Entries, entry details and late entries

#### 4.1 Entries

Candidates are selected for their exam entries by the Head of Centre in consultation with Heads of Department. Candidates, or parents/carers, may request a subject entry, change of level or withdrawal, after consultation with Head of Dept. and the Head of Centre.

The centre may accept external entries from former candidates and known students only, this is at the discretion of the Head of Centre.

#### 4.2 Late entries

Entry deadlines are circulated to Heads of Department via email

Late entries/amendments are authorised by the Heads of Department and Exams Officer.

### 5 . Exam fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by centre.

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.

Former candidates who re-sit examinations will be required to pay entry fees at the time of entry. Administration costs will be met by the school.

## 6. Equality Act 2010 and Access Arrangements and Reasonable adjustments

### 6.1 Equality Act 2010

All centre staff must ensure they meet the requirements of the Equality Act 2010. The Act introduced measures aimed at eliminating the discrimination often faced by disabled people in the areas of employment and education.

### 6.2 Special Needs

A candidate's special needs requirements are determined by the SENCO.

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

### 6.3 Access arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO who will liaise with the Exams Manager.

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

Rooming for access arrangement candidates will be arranged by the Exams Manager in liaison with the SENCO.

Invigilation and support for access arrangement candidates will be organised by the Manager with the Senco.

## 7 . Estimated Grades

Heads of Department will submit estimated grades to the Exams Officer when requested.

## 8 . Managing invigilators and exam days

### 8.1 Managing invigilators

External invigilators will be used for certain internal exams and external exams.

The recruitment of invigilators is the responsibility of the centre administration.

Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the centre administration.

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

Invigilators are timetabled, briefed and trained by the Exams Manager.

Invigilators' rates of pay are set by the centre administration.

## 8.2 Exam days

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

Site management is responsible for setting up the allocated rooms.

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

**IDENTIFYING CANDIDATES:** St Thomas More has seating plans for the Dance Studio and all other exam rooms, these identify the pupils and where relevant their access arrangements. The Senior Leadership Team takes a register of the pupils in the school yard before they enter the rooms, identifying the pupils as they enter the building. In addition, there will be printed photos of the pupils in exam folders and on desk cards. These should be referred to when taking the register. Pupils at St Thomas More have the same seat for all of their exams (Sciences, Maths, D&T, Music and Language listening examinations are the exception). In practical exams subject teachers may be on hand in case of any technical difficulties.

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department by the Exams Manager, 24 hours after the published exam finish time.

## 9 . Candidates, clash candidates and special consideration

### 9.1 Candidates

The centre's published rules on acceptable dress and behaviour are applicable. NO mobile phones or electronic devices are allowed into the exam hall. These will be collected prior to entry to the exam room and held in the examination office until the end of the exam.

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.

The Attendance Lead and Receptionist will attempt to contact any candidate who is not present at the start of an exam and the Exams Manager will deal with them in accordance with JCQ guidelines.

### 9.2 Clash candidates

The Exams Manager will be responsible as necessary for arranging supervision, identifying a secure venue and arranging overnight stays.



### 9.3 Special Consideration

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

The candidate must support any special consideration claim with appropriate evidence within three days of the exam.

The exams manager following approval by the Head of Centre will then forward a completed special consideration form to the relevant awarding body within published exam board deadlines.

## 10. Controlled Assessment and appeals regarding internal assessments

### 10.1 Controlled Assessment

Heads of department will ensure all controlled assessments are completed as required and at the correct time.

The exams office will facilitate the submission of marks to awarding bodies as appropriate.

Marks for all internally assessed work and estimated grades are provided to the exams office by the subject teachers and the heads of department.

### 10.2 Appeals regarding internal assessments -

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

## 11. Results, enquiries about results (EARs) and access to scripts (ATS)

### 11.1 Results

Candidates will receive individual results slips on results days in person at the centre. Arrangements can be made with the exams office if in-person collection is not possible.

Arrangements for the school to be open on results days are made by the head of centre.

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.

If a result is queried, the exams manager, teaching staff and head of centre will investigate the feasibility of asking for a re-mark, any fees due will need to be paid in advance of the application for a review of marking. A consent form will also need to be signed by the candidate.

## 11.3 Access to scripts

After the release of results, candidates may ask subject staff to request the return of papers.

Centre staff may also request scripts for investigation or for teaching purposes.

A consent form will need to be signed by the candidate, in advance of requests being made to exam boards.

## 12 . Certificates

Certificates are presented in person or 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.

Replacement certificates are only issued if available from Exam Boards and if a candidate agrees to pay the costs incurred.

## 13 . Retention of Records

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The school will retain certificates for 3 years.