ENERGY COAST UTC

EXAMINATION POLICY

2025-28

Approved: Chair of Governors

Signed:

Date: January 2025

Date for Review: October 2028

Revision History:

Revision History			
Revision	**Date**	**Owner**	**Summary of Changes**
0	July 2016	LM	New
1	November 2017	DW	Updated
2	December 2018	DW	Updated
3	April 2023	DW	Updated
4	December 2024	DW	Minor updates

Contents

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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:

> All aspects of the centre's exam process is documented, including contingency plans

> The planning and management of exams is conducted in the best interest of candidates

> Candidates understand the exams process and the expectations of them.

> Staff are fully aware of the process and understand their role

> 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 the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the JCQ regulations and awarding body requirements

> Is responsible for ensuring that all staff comply with the JCQ guidelines

> Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on malpractice in examinations and assessments

> Ensures that JCQ guidance for centres on cyber security is followed

> Ensures that accurate candidate contact information is obtained and maintained

> Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies, e.g. entries and internally assessed marks

> Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate, driver's license or passport. A candidate should only be entered under alternative names in exceptional circumstances

Our head of centre is our Principal.

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/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

> 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

> Recruit, train and manage 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

> Are one of the key holders to the secure room with question papers and pre-release materials.

2.4 Heads of department

Heads of department 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

> 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 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 Invigilator(s)

The 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 exams officer before the start of the exam

> Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exams office

2.8 Candidates

Candidates are responsible for:

> Confirming entries and being present on the correct date for exams.

> 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 Senior Leadership Team decides the qualifications we offer.

We offer the following types of qualifications:

- GCSEs, BTEC Level 2 First Awards, OCR Level 3 Cambridge Technicals, BTEC Level 3 Nationals, T-Levels

The subjects offered for these qualifications in any school year may be found in our prospectus or on the website.

If there will be a change to a specification for the next year, the exams office must be informed by the end of the academic year.

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 consultation with teachers, SENCo, pastoral staff and SLT.

4. Exam series

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

- December and March of each academic year (for Year 11 and 13)
- June of each academic year (for Year 12 and 13)

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

- November, January and May of each academic year

Internal exams are held under external exam conditions.

SLT and Heads of Department decides which exam series are used in the centre.

The centre offers 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 Department.

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 can request subject entry, change of level or withdrawal. The final decision remains with the school in all cases.

We do not generally accept entries from private candidates. We may consider entering existing or prior students for exams privately where appropriate.

We do not as an exams centre for other organisations.

Entry deadlines are circulated to heads of department via email.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by the exams officer.

6.1 Re-sits

We allow re-sits for the all qualifications where appropriate.

Re-sit decisions will be made by Heads of Department in discussion with the student and 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 exams series.

Candidates may be charged for the following:

WHEN CANDIDATES WILL BE CHARGED	COSTS
Private exam entries (where the relevant exams are already offered by the school)	£50 per subject
Private exam entries (where the relevant exams are not already offered by the school)	£200 per subject
Missed exams without medical or other extenuating circumstances	£50 per exam

We may waive these fees in certain circumstances. If you would like to discuss waiving relevant fees, please contact the exams officer.

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, the exams officer and the SENCo.

9. Access arrangements

The SENCO will inform subject teachers of candidates with special educational needs (SEN) 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 SENCo.

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

Room arrangements for candidates using access arrangements will be organised by the exams officer in conjunction with the SENCo.

Invigilation and support for candidates using access arrangements, as defined in the JCQ access arrangements regulations, will be organised by the exams officer and the SENCo. Where candidates sit their examinations in a smaller environment away from the main examination room the suitability of which will be assessed in conjunction with JCQ guidelines.

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 usual way of working

- If they need support with handwriting

- If they have a:
    - Physical disability
    - Medical condition

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 [ICE 14.20]

› 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 computed-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. Where necessary a power outlet will be provided [ICE 14.21]

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) [ICE 14.22]

› 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 [ICE 14.24]

Each page of the typed script must be numbered [ICE 14.23]

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 exam administration is the responsibility of the head of centre and the exams officer and all centres must have a written examination contingency plan that covers all aspects of examination administration, in accordance with JCQ guidelines.

All relevant centre staff must be familiar with the contingency plans, which are available via the school intranet and website.and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

11. Managing invigilators

Internal staff will not normally be used to invigilate examinations. The head of centre, a senior member of centre staff, such as an assistant headteacher, or the exams officer must ensure that a teacher, teaching assistant, tutor or senior member of centre staff who teaches the subject being examined, or a learning support assistant who has supported 1 or more candidates, is not an invigilator during the examination.

External invigilators will be used for all exams where possible.

Recruitment of invigilators is the responsibility of the exams officer and any new invigilators and/or those facilitating an access arrangement for a candidate under examination conditions must receive thorough training on JCQ guidelines.

If invigilators require Disclosure and Barring Service (DBS) checks, the exams officer and school support staff responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators rates of pay are set by SLT and the School Business Manager.

Invigilators are recruited, timetabled, trained and briefed by the exams officer

13. Malpractice

The head of centre, in consultation with the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. Malpractice doesn't necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

> Unauthorised use of a mobile phone or internet-enabled device in examinations

> Copying or allowing work to be copied

> Posting work on social media prior to an exam

> Collusion or working collaboratively

Candidates will receive briefings on malpractice in dedicated assemblies and will have mock exam seasons where all rules are enforced and communicated again. A written copy of this will be provided to students and parents.

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 invigilators

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements one week in advance.

The invigilators, exams officer or members of SLT will start and finish all exams in accordance with JCQ guidelines.

Subject staff should not be present at the start of the exam. Members of SLT or ELT may be present 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 in accordance with JCQ's recommendations and no later than 2 hours after candidates have completed them.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies.

Emergency evacuation of the examination room will be outlined within the centre's exam contingency policy, which will be subject to inspection by the JCQ Centre Inspection Service.

In the event of an emergency, a full report of the incident must be produced and retained on file and any breach of question paper security or malpractice must be reported to the awarding body immediately.

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 exams officer or members of SLT.

Our published rules on acceptable dress and behaviour apply at all times. 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 exams officer.

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

Candidate identity

The identity of students on roll is checked as part of the initial registration process. (GR 5.6) The identity of students on roll is verified using photo-ID and other relevant personal information held on the school's information management system

The process is the use of desk cards which include photo-ID of the candidates, alongside members of the Senior Leadership Team (approved by the Head of Centre, who have not taught the subject(s) being examined) who will be present at the start of each examination to assist with the identification of candidates. Invigilators are able to establish the identity of all candidates sitting examinations in accordance with this procedure and by following the arrangements in place for them to carry out adequate checks. (ICE 16)

Identifying and dealing with candidate absence

A candidate will be considered absent from an examination if: the candidate is not present on completion of the attendance register once candidates are seated and have started the examination (ICE 22.5). Once a candidate is identified as absent from an examination, the following action will be taken: the Exams Officer will contact Reception and/or Pastoral Support so a phone call can be made to the candidate/family as to their whereabouts, and, as far as possible, arrangements made to ensure their immediate arrival.

If a candidate fails to sit an examination, the following action is taken: A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker (also recorded on the internal seating plan).

If a candidate is absent from a timetabled written examination for an acceptable reason, the candidate may be eligible for special consideration. This is where an adjustment may be made to the candidate's grade by the awarding body, providing the following conditions are met:

The examination is in the candidate's terminal exam series (SC 4.2)

The candidate has completed or will be able to complete the required percentage of the assessment to meet the minimum requirements for enhanced grading in cases of acceptable absence (SC 4.5)

Candidates who arrive late

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 within one hour of the awarding body's published starting time for an examination which lasts an hour or more, i.e. a candidate arriving up to 10.00am for a morning examination or up to 2.30pm for an afternoon examination will be permitted by the centre to sit the examination

A candidate who arrives late, and is permitted to sit the examination, will be allowed the full time for the examination (ICE 21.2)

Candidates who arrive very late

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 an 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 had 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)

15.2 Private candidates

The exams officer is responsible for managing private candidates.

For past students, identity is verified using photo-ID and other relevant personal information held on the school's information management system

The identity of any student who has not received any tuition at Energy Coast UTC but who may be accepted to enter examinations as a private candidate will be checked by a verification process which involves photoID (GR 5.6) in the form of a passport and/or driving license alongside additional relevant personal information supplied by a prior educational establishment is used to verify identity

A private/external candidate or a transferred candidate who is not known to the centre will be asked to show photographic documentary evidence to prove that they are the same person who entered/registered for the examination/assessment, e.g. a passport or photographic driving licence (ICE 16.5)

15.3 Clash candidates

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

> Supervising escorts

> Identifying a secure venue

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 exams officer or attendance officer to that effect.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 10 days of the exam.

17. GCE and GCSE non-examination assessments

Teaching staff who deliver non-examination assessments will follow the correct specifications and the specification and instructions provided by the awarding body, or JCQ instructions for conducting non-examination assessments if appropriate. Furhter detail can be found in the Non-Examination Assessment Policy.

It is the duty of heads of department 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 exams office by heads of department. 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. Energy Coast UTC recognises that AI has many uses to help pupils learn, but may also lend itself to cheating and plagiarism.

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 attributed

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

For more information on AI misuse, see [guidance from JCQ on AI use in assessments](#). Any misuse of AI tools may be treated as malpractice.

18. Results and certificates

Candidates will receive individual results slips on results days

The results slip will be in the form of a centre-produced document – subject marks will be provided where available.

Arrangements for the centre to be open on results days are made by the exams officer.

The provision of the necessary staff on results days is the responsibility of the exams officer.

Dates of results days each year will be publicised for all candidates through the school website and parental communications.

8.1 Enquiries about results (EARs)

Enquiries about results (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.

All decisions about whether to make an application for an EAR will be made by heads of department.

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.

The cost of EARs will be paid by the centre where supported. If a candidate wishes to request an EAR against the school's advice they must pay the fees.

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

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 14 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.

19. Monitoring and review

The head of centre is responsible for ensuring that this policy is reviewed every 3 years unless there are changes to

- JCQ guidance
- The curriculum offer
- Key staff

20. Links with other policies

This policy links with our policies on:

> Exam contingency plan

> Whistle-blowing policy

> Conflict of interests policy

> Complaints policy