



The
Burgate
School & Sixth Form

Examinations Policy

This policy is reviewed every three years or as required to ensure compliance with current regulations.

Approved/Reviewed by	
Date of next review	September 2025

GENERAL

The Trustees recognise the importance of assessment through public examinations at GCSE and A Level which provide students with academic qualifications. Students are given the opportunity to demonstrate the highest achievement of which they are capable and competent: administration helps them to achieve their best.

The Trustees and staff further recognise the need to maintain the highest standards in administering public examinations in accordance with the requirements of the Department for Education, the Qualifications Curriculum and Development Agency, the Joint Council for Qualifications (JCQ) and Examinations Boards.

The implementation of this policy will be taken into account for strategic planning, routine administration discussed in meetings of the Leadership Team, of Head of Departments and of the full staff.

RESPONSIBILITIES

The Leadership Team

The Headteacher has overall responsibility for the school as an examination centre. The Headteacher will advise on appeals and re-marks and takes responsibility for reporting all suspicions or actual incidents of malpractice to the Exam Boards.

At fixed points the Deputy Headteacher will process results for later statistical returns. The Headteacher reports on the quality of results to Trustees, Leadership Team and the Staff during departmental reviews with Heads of Departments. The Headteacher is responsible for press releases.

Heads of Departments

Heads of Departments are responsible for informing the Examinations Officer of any specification and qualification changes, making their entries accurately and by the specified deadline, checking entry listings for all examinations and making prompt amendments to reduce increased fees, ensuring non-examined assessment/controlled assessment deadlines are met and that the non-examined assessment/controlled assessment meets the criteria as set by the examining boards, completing non-examined assessment /controlled assessment mark and estimated grade returns, and liaising with the Examinations Officer over the despatch of non-examined assessment/controlled assessment for moderation/markings as well as in other routine matters. They are responsible for guidance and pastoral oversight of students who are unsure about examination entries or where alteration of the initial entry is made.

Examinations Officer

Has responsibility for:

- Processing of entries, results and certificates for all public examinations
- Communication with candidates, parents and members of staff.
- Management of enquiries about Results, Appeals and Special Considerations.
- Liaison with SENDCo about candidates' access arrangements / special considerations. Completion of all relevant applications for the Exam Boards.

- Liaise with carrier collection / postage of scripts, non-examined assessment and controlled assessment.
- Processing invoices for receipts and payments, in collaboration with Finance Department.
- Arranging venues.
- Hiring, training and timetabling of invigilators.
- Attempting to contact candidates absent from an examination sitting.
- Preparation of statistical returns in liaison with the Leadership Team.

Equality Act 2010

All exam centre staff must ensure that they meet the requirements of the Equality Act.

The main provisions of the Act give protection to disabled people in the areas of employment and education.

'A person has a disability for the purposes of the Equality Act if s/he has a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on her/his ability to carry out normal day-to-day activities.

The centre will meet the requirements of the Equality Act by ensuring that the examinations centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre, Examinations Officer and SENDCo.

Access Arrangements – Please see EAA Policy

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

A candidate's access arrangements requirement is determined by the SENDCo and a qualified Specialist teacher named by the School. It is the School's policy to test all candidates with a history of need and a history of provision of access arrangements at least one month prior to examinations. This testing will contribute towards the application for the most appropriate adjustments to exam conditions for the candidates in question.

All candidates will be tested by the School's Specialist teacher even if they already have an external report produced by an educational psychologist or a specialist teacher from a previous school. The recommendations made in the new report will supersede previous arrangements or recommendations if appropriate.

Making access arrangements for candidates to take examinations is the responsibility of the SENDCo and so is submitting completed access arrangement applications to the awarding bodies. Rooming for access arrangement candidates will be arranged by the Examinations Officer in conjunction with the SENDCo. Invigilation and support for access arrangement candidates will be organised by the Examinations Officer and the SENDCo.

Invigilators

Invigilators will be employed and trained by the Examinations Officer. They will be organised and supervised by the Examinations Officer and are paid at rates agreed with the Finance Department.

They collect materials for the exam sitting, start, supervise and end exam sessions and return the material to the Examinations Officer.

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

Teachers

Teachers check candidates' entry details and pass lists via Heads of Department to the Examinations Officer. Teachers may not enter the examination room or read exam papers before the end of an exam. Examination papers may not be removed from the Examinations Office until the following day.

Candidates

Candidates must check their entries carefully. They must understand their non-examined assessment/controlled assessment regulations and sign a declaration that authenticates their non-examined assessment as their own.

During an exam candidates must abide by the rules and regulations laid down by the JCQ. They must only have with them the equipment required for that exam. All other belongings must be left outside the room and the centre accepts no liability for their loss or damage.

If a candidate requires special consideration for any reason for an exam it is the candidate's responsibility to alert the Examinations Officer to that effect. The candidate must support any such claim with appropriate evidence prior to the exam season.

External Candidates - requests to resit must be made before the deadline for entries. Only ex students from the Burgate school will be eligible.

Candidates – Identification

Only students known to the school will sit examinations at our centre. The Leadership Team will be on the Tennis courts when a register is taken, to provide identification.

Candidates - Late Arrivals

Candidates are expected to make every effort to arrive at the exam venue on time. Those who arrive late will be met at Reception, where all any mobile communication devices will be handed over to our receptionist. They will be escorted to the exam venue and the examination notice will be read to them before entering the exam room, the student will be entitled to the full time of the exam.

If a student is '**very late**'; more than 1 hour after the published start time of the exam, if the exam is more than 1 hour or after the awarding bodies published finishing time for the exam, the JCQ rules

regarding late arrivals, will be read to the student and they will be made aware that they can sit the exam but it is up to the Board whether they accept the paper. If it is deemed that the student is 'very late' all appropriate paperwork will be completed and sent to the board by the Examinations Officer.

Candidates who do not attend the exam

The school will make every effort to contact the student, either by phoning home or parents work/mobile numbers. Where we are not able to contact the student, the Lead Invigilator will be advised and the student will either be withdrawn from the exam or if there are mitigating circumstances the exam boards will be notified. This may result in the student not gaining a grade for that subject.

Candidates – Separate Invigilation within the centre

'The SENDCO must make a decision based on whether the candidate has a substantial and long term impairment which has an adverse effect'. The need for separate invigilation will be recommended by a Doctor who has been treating the student or from a specialist.

Candidates – Food & Drink

Students are NOT allowed to take food or drink (other than water) into the examination room, unless for medical reasons. If this is the case, it must be handed directly to the Lead Invigilator, who will check the packaging and the contents and will hold it until it is required by the student.

Finance

Fees charged by the examination boards are met by the School, with the following exceptions which must be paid by the candidates at the time of requesting entry:

- Fees for re-sit entries for all Sixth Form students

Any charges made by the examinations boards for Enquiries about Results and for photocopies or original scripts, are to be paid by the candidate at the time of making the request, unless the request is signed by the Head of Department where the school will meet the expense.

If a candidate withdraws from an exam at their request after the deadline for entry has passed or fails to submit sufficient non-examined assessment so that a teacher feels unable to enter them or fails to sit an exam without producing written evidence supporting their absence, then the parents will be asked to refund the fees paid by the school.

If a candidate wishes to withdraw from a re-sit exam that they have paid for, they will only be eligible for a refund if it is made prior to the deadline as set by the examining boards.

When parents disagree with the school's decision regarding the entry of a student, they may choose to enter the student separately. Under these circumstances parents will be asked to pay for the entry.

ENTRIES

At GCSE and A Level

All students should be entitled to and enabled to achieve a number of entries for qualifications from an external awarding body.

If a student's entry in a subject is to be withdrawn there must be an initial concern form completed by the subject teacher in consultation with the subject leader. The final decision whether to withdraw a student is made by the Deputy Headteacher.

At A Level

The majority of A Level courses are two year linear courses, however, those students expected to sit AS levels will do so in the summer of Year 12.

Re-sit decisions are a student's responsibility with advice available from subject teachers, subject leaders and the Head of Sixth Form. They must be requested in advance of the deadline along with the payment for the fees.

Appeals against Exam Board Results

After the release of results, enquiries about results can be requested by candidates in conjunction with the Heads of Subject if there are reasonable grounds for believing an error has been made in marking.

Candidates may request the return of scripts and ask staff to scrutinise them. You may not request a re-mark after a return of script unless it is a priority for a university placement. If a result is requested the appropriate fee must accompany the request. This fee will be refunded should the overall grade increase as a result of the enquiry. Where a cohort is involved the centre may bear the cost. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Appeals against Non-Examination Assessment

- Ensure candidates are informed in a timely manner to enable an internal appeal submitted by a candidate and the outcome known before final marks are submitted to the awarding body. This means candidates must be informed of marks at least 2 weeks prior to the internal deadline for submission of their marks to the awarding body.
- See 'Internal Appeals Policy' and 'Non-Examination Assessment Policy'. Available on request.

Examination Officer

- Enter students for individual units, whether assessed by controlled assessment, external exam or on-screen test, as advised by the Head of Department before the deadline for final entries.

- Where confidential materials are directly received by the examinations office, to be responsible for receipt, safe storage and safe transmission, whether in CD or hard copy format.
- Map overall resource management requirements for the year. As part of this:
 - resolve clashes/ problems over the timing or operation of controlled assessments.
 - resolve issues arising from the need for particular facilities (rooms, IT networks, time out of school etc.)
 - ensure that all staff involved have a calendar of events

Special educational needs /additional learning support

- Ensure access arrangements have been applied for.
- Liaise with SENDCo to ensure requirements for support are met.

Monitoring

This policy is monitored by the Examinations Officer working with the Deputy Headteacher.

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