DANES EDUCATIONAL TRUST

EXAM PROTOCOLS POLICY
The Beaconsfield School

RESPONSIBILITIES	
To determine and approve policy and ensure compliance	DET Trust Board
To implement, deliver and comply	Headteacher
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COMMITTEE	Education Committee
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TRUST / SLT LEAD	Director of Education /Deputy Head Curriculum
As part of the review process, this policy/procedure has been subject to an Equality Impact Assessment.	

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1. INTRODUCTION AND AIMS

We are 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 learners 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

Everyone

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

Head of centre

The head of centre:

- Has overall responsibility for The Beaconsfield 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 licence or passport. A candidate should only be entered under alternative names in exceptional circumstances

Our head of centre is **Rachel Thorpe**

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 may be part of the overall school calendar
- Ensure that candidates and their parents/carers are informed of, and understand, aspects of the exams timetable that will affect them

- Liaise with JCQ if advised by teaching staff that coursework and/or controlled assessments might not be completed in time and in accordance with JCQ guidelines
- Provide and confirm data on estimated entries to the exam boards that require it
- 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
- 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 and inform candidates of NEA marks / manage the review process
- 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 to SLT, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advise on appeals and review of marking
- Are 1 of the key holders to the secure room with question papers and pre-release materials

Our exams officer is: **Jess Gibbs**

Heads of Faculty and Subject Leads:

Heads of **faculty and 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
- Complete all information requests from the Exam Officer in line with deadlines set.
- Provide mock exam materials/papers to EO on time
- Accurately completing NEA online entry, and adhering to deadlines as set by the exams officer
- Accurately completing coursework/controlled assessment online entry and declaration
- Support students with results and post results requirements as agreed

Teachers

Teachers are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of **faculty and subject leads** and/or the exams officer

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

Our SENCO is: **Manpreet Juttla**

Exams Assistant

The Exam Assistant are responsible for:

- Assisting the exams officer to organise and run all exams efficiently, according to JCQ regulations
- Support as a contingency in event of EO absence.

Our Exam Assistant is: **Trudie Holt**

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 headteacher and Senior Leadership Team decides the qualifications we offer.

We offer the following types of qualifications:

- GCSE qualifications (Level 2)
- Vocational qualifications (Levels 2 & 3)
- A Level qualification (Level 3)

The subjects offered for these qualifications in any school year may be found on the Curriculum page on the schools website.

Informing the exams office of changes to a specification is the responsibility of the DHT (Curriculum), **Rachel Thorpe.**

Decisions on whether a candidate should be entered for a particular subject will be taken by **faculty and subject leads i**n consultation with the DHT and the SENCO.

4. EXAM SERIES

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

- Y11 and 13 – September/November 2026 and February/March 2027
- Y10 and 12 – May/June 2027

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

- GCSE Resit Exams - November 2026
- GCSE Exams - May/June 2027
- A Level Exam - May/June 2027

Internal exams are held under external exam conditions.

The centre does not offer assessments on an on-demand basis.

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.

Where a candidate has a timetable clash involving an AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination, a centre cannot move the examination to the morning session.

An AS Further Mathematics, AS Mathematics, A-level Further Mathematics or A-level Mathematics examination must always be sat in the published afternoon session as per the awarding body's timetable.

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 via email.

Heads of Faculty and 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, in writing, by Jess Gibbs and Rachel Thorpe.

Re-sits

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

- GCSEs
- BTECs

Re-sit decisions will be made by Heads Faculty and Subject Leads in consultation with Jess Gibbs.

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.

Maintained schools and academies are not allowed to charge learners to enter "prescribed public examinations" you have prepared them for in school, or for re-sits of these exams if you have prepared them for the re-sit at school.

This is set out in the DfE's guidance on charging for school activities. "Prescribed public examinations" includes GCSEs, AS-levels and A-levels. A full list is in the annex to an explanatory memorandum to the Education (Prescribed Public Examinations) (England) Regulations 2010.

We do charge for:

- Exams or re-sits the learner has not been prepared for at school, even if they are on the list of prescribed public examinations
- Exams re-sat at students request to improve their grade above a pass
- Exams not on the set list of prescribed public examinations
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent/carer requests withdrawal

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

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 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.

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

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
- If they have a:
    - Physical disability
    - Learning difficulty that has a substantial and long-term adverse effect on their ability to write legibly
    - Medical condition
    - Sensory impairment

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 unless otherwise advised by JCQ guidance that it can be left on
- 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 will 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 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 exams officer and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

11. ESTIMATED GRADES

The Head of each subject is responsible for submitting estimated grades to the exams officer when requested.

12. MANAGING INVIGILATORS

External staff may be used to invigilate examinations, however invigilators will, where possible, be employed by the school. 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.

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

Invigilators require Disclosure and Barring Service (DBS) checks, the exams officer will work alongside the HR coordinator to ensure these are completed.

DBS fees are paid by the centre.

Invigilators' rates of pay are set by the Trust.

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
- Incorrect use of AI

Candidates are informed and advised to avoid committing malpractice in examinations/assessments in the following ways

- Candidates and invigilators will receive written guidance that will also be shared at the beginning of each examination.
- If malpractice is suspected or reported, it will be investigated by senior leadership, then escalated to the headteacher or examination board.

14. EXAM DAYS

The exams officer will:

- Organise the booking of 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 in advance.

IT will be available on all exam days and support required will be set out in advance.

The invigilators and / or the exams officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not be present in any exam room, candidate cards are used to ID 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 anyone 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 (24 hours after the exam has concluded).

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

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. Special consideration should also be considered for all candidates impacted.

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.

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, watches, earpods and all internet enabled devices as well as notes and pieces of paper.

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.

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

Clash candidates

The 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 exams officer or the head of centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within the time frame shared by the exams officer.

The exams officer will make a special consideration application to the relevant awarding body by the deadline date in July set by the exam board.

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.

It is the duty of heads of department to ensure that all non-examination assessment is ready for dispatch / upload at the correct time.

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.

Once the appeal window has closed the EO will advise teaching staff and the departments can upload marks / content to the AB portals.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

Artificial intelligence (AI)

Artificial intelligence (AI) tools are now widespread and easy to access. Staff, learners and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Bard. We recognise that AI has many uses to help learners learn, but may also lend itself to cheating and plagiarism.

Learners **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

Learners **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 learner uses an AI tool, the learner should retain a copy of the question(s) asked and the AI-generated responses. Learners must submit this along with the assessment. All AI content must be fully referenced.

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 candidates 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, in person, on results days.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by the head of centre and relevant site staff.

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

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

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 review of marking 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.

All decisions about whether to make an application for an EAR will be made by the head of department in consultation with senior leadership.

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.

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.

All requests for ATS requires the written consent of the student (after results have been shared).

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

- This policy will be reviewed as identified at the start of this policy.

20. LINKS WITH OTHER POLICIES

This policy links with our policies on:

- Exam contingency plan
- Whistle-blowing policy
- Conflict of interests policy
- Complaints policy
- Data protection policy