

# THE PRIORY C of E SCHOOL



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## Examinations Policy

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The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams 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.

The exams policy will be reviewed every year.

The exams policy will be reviewed by the Head of Centre and Exams Officer.

Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk).

## ***Exam responsibilities***

### **The head of centre:**

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.

### **Exams officer<sup>1</sup>:**

- manages the administration of internal exams and external exams.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages exams invigilators in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.

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<sup>1</sup> This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their centre.

- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

### **Heads of department**

are responsible for:

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

### **Teachers**

are responsible for:

- supplying information on entries and controlled assessments as required by the head of department and/or exams officer.

### **The Special Educational Needs Coordinator (SENCo)**

is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams assistant in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the Access Arrangements Coordinator to provide the access arrangements required by candidates in exams rooms.

### **Invigilators**

are responsible for:

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

### **Candidates**

are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

## ***Exam timetables***

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams before each series begins.

## ***Entries, entry details and late entries***

The centre accepts entries from private candidates, where appropriate.

The centre does not act as an exams centre for other organisations.

Entry deadlines are circulated to heads of department via email and staff briefing meetings.

Heads of Department 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 (i.e. late) require consent of the Head of Centre or Deputy Head.

Re-sit decisions will be made by Head of Centre in consultation with Heads of Department.

## ***Exam fees***

Candidates or departments will not be charged for changes of tier (unless it is past the deadline), withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the awarding bodies.

Candidates will be charged:

- *if they fail to sit an exam*
- *If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.*

## ***Equality Legislation***

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the *Head of Centre and Exams officer*.

## **Access arrangements**

### **SENDCO**

Work alongside the Assessor / Access Arrangements Coordinator.

Provide additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help learners achieve their course aims.

### **The Assessor / Access Arrangements Coordinator**

Notify Exams Assistant of all students requiring access arrangements.

Identify and test candidates' requirements for access arrangements.

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.

Administers access arrangements in line with the JCQ Access Arrangements and Reasonable Adjustments for candidates with disabilities and learning difficulties:

- Submit completed access arrangement applications to the awarding bodies.
- Makes application for special consideration for students where appropriate in line with JCQ Regulations

Assist with Rooming for access arrangement candidates in collaboration with the Exams Officer.

Ensure the correct invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations.

### **Word Processing guidance**

A word processor will not be granted to a candidate simply because he/she prefers to type rather than write or can work faster on a keyboard, or because the student uses a laptop at home. Using a word processor is a centre-delegated decision.

This guidance is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications Access Arrangements and Reasonable Adjustments and Instructions for conducting examinations.

At The Priory School students who require a word processor for their examinations are seated in the computer room or provided with laptops which comply with JCQ regulations:

“Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre and is appropriate to their needs” when agreed by the centre.

This procedure details how the School manages and administers the use of word processors in examinations and assessments.

## Principles for using a Word Processor

- The use of word processors is allowed in order to remove barriers for candidates who would otherwise be placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question

Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands on our candidates, the need for the use of a word processor is considered on a subject-by-subject basis

The use of a word processor is considered and agreed where appropriate at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework

Candidates are made aware that they will have the use of a word processor for examinations and non-examination assessments (including controlled assessments/coursework)

The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:

- in the classroom; or
- working in small groups for reading and/or writing; or
- literacy support lessons; or
- literacy intervention strategies; and/or
- in internal school tests and mock examinations.

The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

Particular types of candidates may benefit from using a word processor, for example a candidate with:

- a learning difficulty which has a substantial and long term adverse effect on their ability to write legibly
- a medical condition
- a physical disability
- a sensory impairment
- planning and organisational problems when writing by hand
- poor handwriting (this list is not exhaustive)

It is our policy that candidates must show proficiency in the use of a word processor before using it for examinations, except in the case of temporary injury or impairment at the time of the examination.

We will:

- provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- only grant the use of a word processor to a candidate where it is their normal way of working within the centre, when agreed.
- only grant the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word

processor due to problems with planning and organisation when writing by hand. The above also extends to the use of electronic braille and tablets.

- provide access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) as standard practice unless prohibited by the specification
- allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers

We are aware that examinations which have a significant amount of writing, as well as those that place a greater demand on the need to organise thought and plan extended answers, are those where candidates will frequently need to type. Examinations which require more simplistic answers are often easier to handwrite within the answer booklet. The candidate avoids the difficulty of visually tracking between the question paper and screen. A word processor will not be granted to a candidate simply because he/she prefers to type rather than write or can work faster on a keyboard, or because the student uses a laptop at home

### **Word processors and their programmes**

The school will ensure that:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used
- unauthorised memory sticks are not used by candidates
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff, usually the EO
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen (normal procedure is for exam candidates using laptops are seated at the back of the exam venue to ensure that their screens cannot be overlooked)
- where a candidate using a word processor is accommodated separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software

Word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe.

At the end of the examination:

- The EO/EA in Exams/ Invigilator will provide the laptop user with a memory stick to save his work. The candidate, together with his laptop and memory stick, is taken to the exams office by the invigilator for their work to be printed.
- Documents are printed by the EO/EA with the candidate present, and the candidate is supervised whilst signing each printed page to verify that the work printed is their own.
- The candidate is allowed to leave and the laptop and memory stick are cleared of all work by the EO/EA. An electronic copy of the candidate's word-processed script is kept securely on a USB stick in the secure storage facility. Candidates laptop are charged regularly to ensure that the battery is sufficient for the entire duration of an exam. Laptops users are also seated close to wall sockets for contingency. These candidates are seated in the main examination hall and do not therefore require separate invigilation. Software installed with the spellcheck and grammar check functions will be disabled.

Candidates will be reminded to:

- Ensure that all their candidate details are complete and correct on their word processed script
- Regularly save their work

Laptops users are internally accommodated in the following manner:

- Candidates are seated at the side or back of exam venues close to a plug socket
- Where necessary additional space/extra desk will be provided if required (e.g. candidate with broken arm or wrist; candidate with enlarged examination paper) Invigilation arrangements relating to the use of word processors include the following:
- Invigilators will assist or summon help from the EO in the case of a technical fault
- Invigilators are instructed to record stop times for a laptop candidate in the case of a technical fault and to adjust the candidate's finish time in such instances; candidates will be clearly informed of the new finish time

Other arrangements relating to the use of word processors include:

- Exam-ready laptops are stored for the duration of the exam series in the exams office so that replacement laptops are immediately available in the case of a technical fault
- A small number of exam-ready laptops are kept securely by the EO in case they are needed at short notice in any other exam venues

## ***Contingency planning***

Contingency planning for exams administration is the responsibility of the Head of Centre and The Exams Officer.

Contingency plans are available via email, briefing meetings, and pigeon holes and on the school website, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

## ***Private candidates***

Managing private candidates is the responsibility of the Exams Officer.

## ***Managing invigilators***

External staff will be used to invigilate examinations.

These invigilators will be used for *internal exams (where appropriate) and external exams*.

Recruitment of invigilators is the responsibility of the Exams Officer, Deputy Headteacher and HR.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Business Manager.

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

Invigilators' rates of pay are set by the school.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

## ***Malpractice***

The Head of Centre in consultation with the Exams Officer is responsible for investigating suspected malpractice.

## ***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 staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Exams Officer, Exams Assistant or the invigilators will start and finish all exams in accordance with JCQ guidelines.

The Exams Officer, The Head of Centre and a nominated member of SLT may 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 in accordance with JCQ's recommendations.

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

## ***Candidates***

The Exams Officer will provide written information to candidates in advance of each exam series.

The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts 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 communication or storage devices with text or digital facilities. Any precluded items must not be taken into an 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, Exams Assistant and the Invigilator.

Note: 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 as necessary for supervising escorts, identifying a secure venue and where necessary arranging overnight supervision arrangements.

### ***Special consideration***

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre's Exams Officer to that effect.

The candidate must support any special consideration claim with appropriate evidence before the deadline issued by the relevant exam board(s).

The Exams Officer will make a special consideration application to the relevant awarding body before the deadline issued by the exam board(s)

### ***Internal assessment (Controlled assessments, coursework and NEAs)***

It is the duty of heads of department to ensure that all internal 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 all internally assessed work are provided to the exams office by the Heads of Department. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document. Please see the internal appeals policy and timeline for appeals process for all NEA and Internally assessed work. The timeline is located in the staff handbook and in the student exam booklet.

### ***Results***

Candidates will receive individual results slips on results days,

- in person at the centre (If a student is unable to make the results day then he/she can provide written evidence which must be signed and dated expressing who they would like to collect their results on the day)
- 2pm results will also be released electronically via Edulink.

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 Deputy Headteacher and Premises Manager.

The provision of the necessary staff on results days is the responsibility of the Deputy Headteacher.

### ***Enquiries about Results (EAR)***

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 the group of candidates.

The cost of EARs will be paid by the candidate.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in the Complaints and Appeals procedure for exams.

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.

An EAR cannot be applied for once an original script has been returned.

The cost of EARs will be paid by the candidate.

Processing of requests for ATS will be the responsibility of The Exams Officer.

### ***Certificates***

Candidates will receive their certificates

- In person at the centre.

Certificates can be collected on behalf of a candidate by third parties, provided they have **written** authority from the candidate to do so and bring suitable identification with them that confirms who they are. The centre retains certificates for 1 year from issue date, then they are destroyed in accordance with JCQ Guidelines.