LACON CHILDE SCHOOL
PART OF FOUR STONES GATEWAY

LACON CHILDE SCHOOL

EXAMINATIONS POLICY

DATE POLICY WAS APPROVED	16.12.2025
DATE POLICY WILL BE REVIEWED	Autumm 2026
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW	Exam Co-Ordinator

Key Definitions

All policies incorporate the following schools or organisations, unless specified otherwise, within Four Stones Gateway Trust ('the Trust'):

- Clee Hill Community Academy
- Cleobury Mortimer Primary School
- Haybridge High School and Sixth Form
- Haybridge Teaching School Hub
- Haybridge SCITT
- King Charles I School
- Lacon Childe School
- SHaW (Shropshire, Herefordshire, and Wolverhampton) Maths Hub
- Stottesdon CofE Primary School
- TDMS (The De Montfort School)
- Any other schools or organisations that may join the Trust from time to time and not listed above.

The terms Academy, School, Organisation and Trust are considered interchangeable in the context of all Trust policies.

Where appropriate, in this Policy the term:

"CEO" includes the Chief Executive Officer

"CFOO" includes the Chief Financial Officer

"Trust Senior Leadership Team" includes Executive Headteachers, Headteachers, strategic operational leads and Teaching School/SCITT Directors.

"Headteacher" includes the appropriate School Headteacher.

"Trustees or Trust Board" are appointed Trustees who oversee the business of Four Stones Gateway Trust, agreeing the overarching strategic direction and ensuring robust governance.

"Local Academy Boards (LAB)" are appointed Governors at a local level associated with the Trust's Worcestershire Schools. LAB Governors act as advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Local Governing Bodies (LGB)" are appointed Governors at a local level associated with the Trust's Shropshire Schools. LGB Governors are advocates for their school's Safeguarding, SEND, Standards and Stakeholder engagement.

"Chair" responsible for leading the board and ensuring its effectiveness.

"Stakeholders" are any individuals or companies who are invested in the welfare and success of the Trust and/or School and its students, including staff members, students, parents, community members, LAB, LGB or Trust members, trade unions, local business leaders etc.

Examinations Policy

Rationale

The purpose of this Examinations 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.

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk

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Examination Responsibilities

The Head of Centre:

- has overall responsibility for the school as an exams Centre and advises on appeals and re-marks in full cooperation with JCQ.
- ensures the Centre complies with local health and safety rules and is adequality covered for public liability claims.
- is responsible for reporting all suspected or actual incidents of malpractice and will follow the guidance in the JCQ document *Suspected malpractice in examinations and assessments*.
- assigns the appropriate terms of authorisation for members of Centre staff.
- ensures the relevant SLT, SENCo and examinations officer receive regular training and support in order to facilitate the delivery of examinations and assessments.
- the Head of Centre must ensure that the SENCo has sufficient time to both manage the access arrangements process within the Centre and familiarise themselves with the *JCQ Access Arrangement and Reasonable Adjustments*
- ensure that the Examinations Officer is line managed and actively supported by a member of the senior leadership team who has good working knowledge of the examination system.
- responds to the National Centre Number Register annually, including any in year changes.

Examinations Officer:

- manages the administration of internal exams and external exams.
- maintains oversight of, and responsibility for, the delivery of any qualification in accordance with regulations and awarding body requirements where third parties are used to deliver a qualification.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables, procedures and training 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, events and regulatory requirements.
- 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.
- manages conflicts of interests for each examination series.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams
- oversees that an accurate log is kept accounting for all confidential materials at the initial point of delivery.
- ensures all confidential materials (question papers in any format) are locked away in the secure storage facility, as defined in the JCQ publication *Instructions for conducting examinations*
- 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.
- Organises the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams; including rigorous testing of invigilators understanding of regulations.
- ensures candidates' coursework / 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.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the senior leadership team, any post results service requests.

Subject Leads:

- 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 Examinations Officer.
- accurate completion of coursework, controlled assessment and non-examination assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers

Supplying information on entries, coursework and controlled assessments as required by the SL and/or Examinations Officer.

Lead Internal Verifier (BTECs)

- Ensure that there is an assessment and verification plan for the programmes in their subject which is fit for purpose and meets Edexcel's requirements
- Sign off the plan and check that it is being followed at suitable points
- Undertake some internal verification and/or assessment for individual units within at least one of the programmes
- Ensure that records of assessment and samples of learner work are being retained for use with Standards Verification if necessary. Plan to set aside examples of work that has been verified to different levels and grades
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
- Liaise with Examinations Officer regarding the submission of unit marks and overall subject grade

Special Educational Needs Coordinator (SENCo)

- Identification and testing of candidates' requirements for access arrangements and notifying the Examinations Officer 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 Examinations Officer to provide the access arrangements required by candidates in exams rooms.
- Ensure that TAs complete invigilation training via the exams office and have a good understanding of the *JCQ ICE guidelines*

Lead Invigilator/Invigilators

- Assisting the Examinations 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 and non-examination 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.

Qualifications Offered
- The qualifications offered at this Centre are decided by the SLs and Senior Leadership Team.
- The types of qualifications offered are GCSEs, BTECs, Entry Levels, AQA Unit Awards, OCR Nationals and other vocational qualifications. The subjects offered for these qualifications in any academic year may be found in the prospectus for that year.
- If there is to be a change of specification, the exams office must be informed by September in the year the course starts. Informing the exams office of changes to a specification is the responsibility of SLs.
- Decisions on whether a candidate should be entered for a particular subject will be taken by the SL in consultation with the senior leadership team.

Exam Series
- Internal exams (mock exams) and assessments are scheduled in December (Year 11), March (Year 9), April (Year 10) and June (Year 7&8).
- External exams and assessments are scheduled in May and June.
- The morning external examination session begins at 9:00am. The afternoon external examination session begins at 1:00pm (if an afternoon examination is under 1.5 hours then the exam may begin at 1:30pm).
- The Headteacher decides which exam series are used in the Centre.

Exam Timetables
- Once confirmed, the Examinations Officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.
- The exam schedule will be made available through the school website. *Subject to change*

Entries, entry details and late entries

Registrations (Edexcel BTEC/OCR Nationals)
- Edexcel BTEC / OCR Nationals courses commence and registration is made in September of Year 10.
- The Examinations Officer will send out a class list at the start of the autumn term to confirm candidate registration details prior to registering the students.
- The Examinations Officer will send out a list of candidates registered at the start of the following spring term to ensure that candidate list still accurate and will withdraw any candidates by the 31st January deadline in order to get refund of registration fee.

Entries
- Candidates are identified for examination entry by the subject staff.
- The exams officer will ensure the Centre does not enter candidates for a qualification at the same level and in the same subject multiple times in the same series (e.g. by entering a candidate for the same subject qualification with different awarding bodies). For example, a candidate must not be entered for AQA GCSE Mathematics and OCR GCSE Mathematics in the same series.
- A candidate or parent/carer can discuss with the subject teacher a subject entry, change of level or withdrawal. SLT must agree for a candidate to be withdrawn or not entered.
- The Examinations Officer will only accept exam entry information or changes from SLs in writing.
- The school will consider private entries on request.
- The school does not act as an exams Centre for other organisations.
- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- Entry deadlines are circulated to SLs via email, the annual calendar, staff bulletins and meetings.

Early Entries

In vocational subjects, externally assessed units should be taken at the most appropriate time within the course to maximise student achievement in relation to the taught material and to allow for legitimate resit opportunities within the published limitations of the qualification specification. Entry points should be made clear in options booklets and in course overview materials given to students and parents/carers. Information regarding the external assessment should be sent to parents/carers and discussed with students well in advance.

There may be some opportunities for individuals and/or small groups to enter examinations early. In each case, early entries will be discussed with students and parents/carers prior to entry with the following sequence of events:

- Students informed within the classroom by the class teacher.
- Parents/Carers issued with a letter providing them with the opportunity to withdraw their son/daughter from the early entry if they wish. Students do not have to sit examinations early against their wishes.
- Opportunities for parents/carers and students to meet with a senior member of the school and the relevant Head of department to discuss the early entry.

Any department wishing to enter students early must:

- Provide a clear rationale of the selection process for early entry.
- Discuss the plan with their line manager.
- Present the plan to the relevant member of the senior leadership team.

Final decisions regarding early entry will be taken by each Headteacher. The decision will be based upon each student's individual circumstances, taking into account the professional judgement of staff and the availability of resources.

Late Entries

Entries and amendments made after an awarding organisation’s deadline (i.e. late) require authorisation by SLs via written entry request form and followed up by email.

Retakes

- Retake decisions will be made in consultation with the candidates, subject teachers, SLs and Senior Leadership Team.
- SLs will provide estimated entry information to the Examinations Officer to meet JCQ and awarding body deadlines.

Examination Fees

The school will pay the entry fee for all prescribed examinations except:

(i) Where Governors consider that there are educational reasons why the students should not be entered, for example long term ill health, or where the parents/carers have so requested in writing.

(ii) Where the school has not prepared the student for the particular examination, for example external candidates that have been privately tutored.

- If a student (with parental agreement) is entered for a non-prescribed examination, then parents/carers may be charged for the entry fee together with any associated charges.
- The school reserves the right to recover from parents/carers the costs of examination entry fee(s), should the student fail, without good reason, to meet any examination requirement for a syllabus or sit the final examination(s).
- The school will charge the full cost for any students re-sitting an examination except for those re-sitting GCSE English and mathematics in the sixth form.
- The examination charges will be communicated via the website to candidates and parents/carers.
- Late entry or amendment fees are paid by the departments, unless exceptional circumstances agreed by Examinations Officer.
- Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations provided these are made within the deadlines set by the examination officer.
- The Examinations Officer will publish the deadline for actions well in advance for each exam's series.
- Candidates must pay the charge for a result enquiry, should the Centre not uphold the enquiry, and the candidate insists on pursuing it.

Equality Legislation
All staff must ensure that they meet the requirements of any equality legislation. The school 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 Head of Centre, senior leadership team, SENCO and Examinations Officer.

The Disability Discrimination Act (DDA)
The Disability Discrimination Act 2005 extends the application of the DDA to general qualifications. All exam Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

Special Needs
- A candidate's special needs requirements are determined by the SENCO.
- The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam.
- The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.
- All information is written in the student profiles on SIMs.

Access Arrangements
- Making special arrangements for candidates to take exams is the responsibility of the SENCO and the Examinations Officer.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and Examinations Officer.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO and the Examinations Officer.
- Rooming for access arrangement candidates will be arranged by the Examinations Officer with the assistance of the SENCO.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Examinations Officer.

Contingency Planning – see the 'Contingency Policy' for full details.
Contingency planning for exams administration is the responsibility of the senior leadership team and the data/exams team. Contingency plans are available via email, staff bulletin, briefing meetings and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Private Candidates
Managing private candidates is the responsibility of the Examinations Officer and senior leadership team. Private candidates must bring photographic identification of themselves when attending to

Estimated Grades
SLs are responsible for submitting estimated grades to the Examinations Officer when requested.

Managing Invigilators
- External staff will be used to invigilate external examinations.
- Recruitment of invigilators is the responsibility of the Examinations Officer.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Examinations Officer.
- DBS fees for securing such clearance are paid by the Centre.
- The Headteacher sets invigilators' rates of pay.
- Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.

Malpractice - see the *'Malpractice and Maladministration Policy'* for full details.
The Head of Centre in consultation with the Senior Leadership Team and Examinations Officer are responsible for investigating suspected malpractice.

Student Malpractice
The Headteacher will:

- Report to the appropriate awarding body at the earliest opportunity all suspicions or actual incidents of malpractice
- If the irregularity is discovered prior to the candidate signing the declaration of authentication form, investigate any alleged malpractice internally and record the outcome on the authentication form supplied by the awarding body, this initial investigation should take place within 5 days.
- If an irregularity is identified after the candidate has signed the declaration of authentication, the Headteacher will submit full details of the case to the relevant awarding body at the earliest opportunity, but definitely within 10 days
- Supervise all investigations resulting from an allegation of malpractice.
- Ensure that where an investigation has been delegated to a member of staff, the member of staff chosen is independent to the subject involved
- Respond speedily and openly to all requests for an investigation into an allegation of any malpractice

Staff Maladministration

- Maladministration is essentially any activity or practice which results in non-compliance with the examination body administrative regulations and requirements.
- The School will carry out an initial investigation where it is suspected or a case of actual maladministration has taken place. The investigation should be carried out within 2 days of initial notification
- If after the initial investigation it is felt that maladministration is suspected then the awarding body must be notified immediately.
- Where malpractice is established the disciplinary Policy of the school will be enforced and the awarding body notified accordingly.

Examination Days

- The Examinations Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management is responsible for setting up the allocated rooms, and will be advised of requirements in advance.
- The exams officer will start and finish all exams in accordance with JCQ guidelines.
- The Examinations Officer and/or a member of the senior leadership team will be present at the start of the exam to confirm the identity of the candidates.
- Subject staff may be present at the start of the exam to assist with identification of candidates but are not permitted in the examination venue so they are not exposed to the contents of the examination papers or to offer any advice to the candidates.
- Pastoral / SLT may be present in the examination room to assist with the identification of students.
- Photo lists of students are held by the lead invigilator in the main exam hall, this can be cross referenced when completing attendance registers.
- Student examination cards on desks will have their most recent photograph from our MIS database included to assist with the identification of students.
- Examination papers must not be removed from the examination room.
- 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 in order to assist with technical difficulties.
- Papers will be distributed by the examination officer to subject areas after the stipulated examination has finished.
- After the exam, the Examinations Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

Candidates

- Follow school's published rules on acceptable dress and behaviour apply at all times.
- Candidates must follow all the JCQ guidance.
- Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage.
- Disruptive candidates are dealt with in accordance with JCQ guidelines
- Candidates may leave the examination room for a genuine purpose requiring an immediate return to the examination room, in which case a member of staff must accompany them.

- The attendance officer will attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Clash Candidates
The Examinations Officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

Special Consideration
- Should a candidate be too ill to sit an examination, suffer bereavement or other trauma or be taken ill during the examination itself, it is the candidate's responsibility to alert the school to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor/self-certificate form.
- The Examinations Officer will then forward a completed special consideration form to the relevant awarding body before the deadline set by JCQ.

Internal Assessment
- Candidates who have to prepare controlled assessment, coursework or non-examination assessments should do so by the agreed dates.
- It is the duty of SLs to ensure that all internal assessment are ready for dispatch at the correct time.
- Marks for all internally assessed work are provided to the Examinations Officer by SLs.
- The Examinations Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Appeals Against Internal Assessments
Any appeals will be dealt with in accordance with the Internal Appeals Procedure (IAP) document.

Procedures are in place for the conduct of external qualifications in accordance with the Code of Practice produced by QCA. These procedures are as follows:
- Candidates' work will be authenticated in accordance with regulations laid down by JCQ
- Only staff who have the appropriate skills and understanding will carry out internal assessments
- Departments ensure consistency of internal assessment
- Internal standardisation is only carried out by staff who have necessary experience

The following procedure has been put in place for appeals against decisions made by awarding bodies, and for internal assessments made by the School:
- Appeals can only be made against the procedure used in arriving at internal assessment decisions not against the grade or mark allocated
- The parent/carer of the candidate must make the appeal in writing to the Examinations Officer at least two weeks prior to the last externally assessed paper of the series.
- The internal process will be led by a member of the senior leadership team in conjunction with the Examination Officer. The member of the senior leadership team involved must not have been involved in the original internal assessment procedure
- The investigation will consider whether the procedures laid down by the Awarding Body and the 'Code of Practice' were adhered to.
- The investigation will be completed within 10 school days.

The criteria for the internal assessment of work is specified by the awarding body who must moderate the assessment and make the final decision of marks awarded.

The appellant will be informed in writing of the outcome of the appeal.

The appellant is able to appeal against a decision taken by the Centre but it must first of all go through the Centre's appeals process before bringing the matter to the awarding body. The awarding body may charge for an appeal

Post Exam Service: Enquiries about Results (EARs)
- EARs may be requested in writing by Centre staff if there are reasonable grounds for believing there has been an error in marking. This must be done within the timescales laid down by the Awarding Body concerned.

- When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged.

Post-Exam Service: Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of papers within the exam board deadlines.
- If a result is queried, the Examinations Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a re-mark at the Centre's expense.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Re-marks cannot be applied for once the original script has been returned.

Certificates

- Candidates will receive individual results slips on results days. They are to be collected in person.
- The Centre will hold a Y12 Presentation Evening in late November early December when certificates will be handed out. Certificates will be available for collection from the Centre after that evening.
- They cannot be posted home.
- Certificates can be collected against a signature by you in person, or by parents/carers or brother/sister who is a student at Lacon Childe School.
- Arrangements for the school to be open on results days are made by the senior leadership team and Examinations Officer.
- The provision of the necessary staff on results days is the responsibility of the senior leadership team and Examinations Officer.
- The school will retain certificates for one year. Following this they may be destroyed.
- A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.