

Brooklands Academy Exam Policies and Practices

2025 – 2026

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Version No	Purpose/Change	Author	Date
0.1	First draft for approval by Denton Mapesa	Alex Whiting	

The purpose of this examination policy is:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates.
- To ensure the operation of an efficient examination system with clear guideline for all relevant staff.
- It is the responsibility of everyone involved in the centre's examination processes to read, understand and implement this policy. This examination policy will be reviewed annually. This examination policy will be reviewed by the Senior Leadership Team (SLT) and Examinations Officer.

Examination Roles and Responsibilities

Principal

The Principal is the Head of the Centre who is accountable to the awarding bodies for ensuring that the Centre is compliant with the published JCQ regulations in order to ensure the security and integrity of the examinations/assessments at all times.

It is the responsibility of the Head of Centre to ensure that the Centre:

- Respond to the National Centre Number (NCN) Register annual update by the end of October in each academic year, confirming they are aware of and adhering to the latest versions of JCQ regulations applicable to examinations sat in that academic year.
- Must be familiar with the entire contents of the JCQ 'Instructions for conducting examinations' and 'General regulations for approved centres'.
- Take all reasonable steps to maintain the integrity of the examinations/assessments.
- Deliver qualifications as required by the awarding body, in accordance with relevant equality legislation.
- Advise on appeals and review of results (RoR).
- Report all suspicious or actual incidents of malpractice. Refer to the Joint Council for Qualifications (JCQ) document Suspected Malpractice in Examinations and Assessments.

Senior Leadership Team (SLT)

- Must be familiar with the entire contents of the JCQ 'Instructions for conducting examinations'.
- Must be familiar with the entire contents of the JCQ 'General regulations for approved centres'.
- Undertake annual training as provided by the Exams Officer to keep abreast of annual changes to all JCQ regulations.

Examinations Officer:

Manages the administration of public and internal examinations and the publishing of examinations results:

- Advises the Senior leadership Team (SLT), subject teachers, form tutors and other relevant support staff on annual examination timetables and application procedures as set by the various Awarding Bodies.
- Conduct training for SLT on annual changes to the 'General Regulations' and 'Instructions for Conducting Examinations'
- Ensures that candidates and their parents are informed of and understand those aspects of the examination timetable that will affect them.
- Consults with teaching staff to ensure that necessary non-examination assessment (NEA) is completed on time and in accordance with JCQ guidelines.

- Provides and confirms detailed data on estimated entries.
- Complete alternative site forms in a timely manner to inform JCQ of public examinations taking place at the Brooklands Academy.
- Receives, checks and stores securely all examination papers and completed scripts.
- Administers Access Arrangements and Special Considerations regulations.
- Identifies and manages examination timetable clashes.
- Accounts for income and expenditures relating to all examination costs/charges.
- Organises the recruitment, training and monitoring of a team of examination invigilators responsible for the conduct of examinations.
- A record of Invigilator training must be kept on record and be available for inspection.
- Prepares and presents reports to the SLT showing results, submits electronically candidates NEA marks, tracks dispatch and distributes returned NEA to departments and any other material required by the appropriate Awarding Bodies.
- Arranges for dissemination of examination results and certificates to candidates and processes, in consultation with the SLT, any appeals/review of results (RoR) requests.
- Maintains systems and processes to support the timely entry of candidates for their examinations.
- To ensure candidates are issued with JCQ information for candidates/NEA.

Assistant Examinations Officer

- To assist the Examinations Officer in their roles and responsibilities.

Heads of Department

- Guidance and academic oversight of candidates who are unsure about examination entries or amendments to entries.
- Involvement in post-result procedures.
- Accurate completion of non-examination assessment (NEA) mark sheets and declaration sheets.
- Accurate completion of entry and all other mark sheets and adherence to deadline as set by the Examinations Officer.

SENCO

- Notification of Access Arrangements.
- Identification and testing of candidate's requirement for Access Arrangements.
- Provision of additional support – with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of a foreign language, IT equipment – to help candidates achieve their course aims.
- To provide Learning Support Assistants (LSAs) for learners requiring reader, scribe support

Invigilators

- Supervision of examinations according to JCQ guidelines.

- Distribution of examination papers and other material from the examinations office before the start of the examination.
- Collection of all examination papers in the correct order at the end of the examination and their return to the examinations office.
- Preparation of papers for despatch by the Exams Officer

Candidates

- Being aware of and understanding examination and non-examination assessment (NEA) regulations and signing a declaration that authenticates the non-examination assessment as their own.

Administrative Staff

- An 'Exam Contingency' Officer
- Support for the input of data.

Recruitment and Training of Staff

- Retains a workforce of an appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification as required by an awarding body. This includes taking reasonable steps to ensure occupational competence where this is required for the assessment of specific qualifications.
- Provides fully qualified teachers to mark non-examination assessments, and/or fully qualified assessors for the verification of centre-assessed components.
- Enables the relevant senior leader(s), the examinations officer (EO) and the SENCO to receive appropriate training and support to facilitate the effective delivery of examinations and assessments within the centre and ensure compliance with the published JCQ regulations.
- Appoints a SENCO who will determine appropriate arrangements for candidates with learning difficulties and disabilities.
- Ensures that the SENCO has sufficient time to both manage the access arrangements process within the centre and familiarise themselves with the JCQ publication 'Access Arrangements and Reasonable Adjustments'.
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system.

Internal Governance Arrangements

Name of SLT member with delegated responsibility for running exams: Denton Mapesa, Assistant Principal.

Escalation Process

Purpose of the process:

To confirm the main duties and responsibilities to be escalated should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

In the event of the absence of the Head of Centre, (Andy Bennett) or SLT with oversight of examination administration, (Denton Mapesa), responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Rob Harrison.

This member of staff will provide support and guidance to the Examinations Officer and ensure that the integrity and security of the examinations and assessments is maintained throughout the examination series.

To support understanding of the regulations and requirements, the following JCQ publications will be read and understood:

- General Regulations for Approved Centres.
- Instructions for conducting examinations.
- Access Arrangements and Reasonable Adjustments.
- Instructions for conducting coursework.
- Instructions for conducting non-examination assessments.
- Suspected Malpractice – Policies and Procedures.

Examination Related Contingency Plan

Please see Appendix 1- Examination related contingency plan.

Conflicts of Interest

It is the responsibility of the Head of Centre to ensure that conflicts of interest are managed by informing the awarding bodies, before the published deadline for entries for each examination series of:

- any members of centre staff who are taking qualifications at their own centre which include internally assessed components/units.
- any members of centre staff who are teaching and preparing members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units; and

maintains clear records of all instances where:

- exams office staff have members of their family (which includes step-family, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres.

- centre staff are taking qualifications at their centre which do not include internally assessed component/units.
- centre staff are taking qualifications at other centres.

Statutory Assessment

The statutory test and qualification offered at this centre are decided by SLT. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year.

At Key Stage 4

All students follow a programme of study leading to GCSE examination.

Post-16

Post-16 students follow a programme of study leading to GCE qualifications (for the majority three A levels over two years) and/or vocational qualifications such as BTEC, Cambridge Technicals. The Extended Project Qualification is offered to selected students. Candidates may be entered for additional Admissions Tests required for certain university courses.

Examinations Seasons and Timetables

Internal examinations will be set for Years 10 and 12 in the Summer term.

Mock Examinations for Years 11 and 13 are scheduled for the Autumn and Spring Terms.

Public examinations are scheduled for the November resits, January vocational exams and the summer series.

All internal examinations are held under external examination conditions.

Admissions Test for certain university courses, e.g. Bio-Medical Admissions Test (BMAT) are taken in the Autumn Term, save for the Sixth Term Examination Papers (STEP Mathematics examinations) which takes place in the Summer Term.

Timetables

The Examinations Officer will circulate the examinations timetables for both external and internal examinations once these are confirmed.

Entries, Late Entries and Retakes

Candidates are selected for their examinations entries by the Senior Leadership Line Managers with the heads of department. The current Awarding Body deadline is 21 of February each year.

Candidates will only be entered for exams if they have been fully prepared for the course. A candidate or parent/carer may request a subject entry, change of level or withdrawal, *although the final decision rests with the Principal*. If agreement on this point cannot be reached, the candidates will be charged for their entry.

The School does accept external candidates for examinations but on a case-by-case basis. Candidates must be former students and cannot sit NEAs at the school. These candidates must pay their exam fees.

Late Entries

Entry deadlines are circulated to heads of department.

Late entries may only be authorised by the Examinations Officer in consultation with the Principal. These may incur a fee.

Examination Fees

- GCSE initial registration and entry examination fees are paid by the centre.
- A Level initial registration and entry examination fees are paid by the centre.
- Where the School supports a candidate's application to university courses where additional admissions tests are required (e.g. BMAT) the initial registration and entry examination fees are paid by the school.
- 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.
- Late entry or amendment fees are to be paid by departments, if this is outside of any fee-free amendment period where it is offered by Awarding Bodies.

Post-examination fees

Candidates must pay the fee for review of results (RoR), please see Results, Review of Results (RoR) and Access to Scripts (ATS) for more information.

Clash Candidates

The Examinations Officer will be responsible as necessary for identifying escorts, a secure venue and, where overnight supervision is required, securing parental agreement in accordance with JCQ guidelines.

Key Holders/Access to Secure Storage

Key Holders to the secure room and/or the secure storage facility:

- 1) Exams Officer/ Assistant Principal
- 2) Site Manager
- 3) Finance Manager

The locations of the keys are in a coded key safe in the Exams Officer's Office. Only Key holders are privileged to the combination.

The secure storage key holder and access log to be reviewed and signed off annually by the Principal. The log will be maintained with a list of current staff who have been granted

access to the secure storage facility. A copy can be found on the wall in the secure storage and in the exams red folder. Only those authorised by the Head of Centre and the Exams Officer will be allowed access to the secure storage facility.

Security of Scripts Procedure

All examination papers and packages marked with the 52306-centre number should be signed for and locked in the secure cupboard in the Exam Cupboard. A record of receipt should be logged in the Examination Delivery log kept at reception. A second log is kept in the secure storage should reception be bypassed.

- The Examinations Officer should be notified immediately of any arrival of official examinations material.
- The Examinations Officer will immediately open and check the contents against the despatch notices and inform the respective board of any discrepancies.
- The Examinations Officer will log the arrival of all documents.
- The Examinations Officer will immediately lock away all confidential materials in the strong room, in the appropriate secure filing cabinets in date order, ready for use on the appropriate day. The Examinations Officer will check the papers against the entries to ensure that the correct number has been delivered and take steps to obtain any shortfall.
- Papers for an examination will be kept securely under lock and key until the day and session of the examination. The papers will be checked and signed by two people (second pair of eyes check) to verify that the papers are correct for the day, subject and time before being removed from the secure storage.
- Papers for satellite rooms will be opened and divided within the secure storage. The papers will be resealed in a bag for distribution.
- A log must be kept of papers that are transported to the alternative site. The log must detail the paper code, quantity, time, name of collector/releaser.
- Examination papers will be opened in the examination room by the Exams Officer and distributed by invigilators to the candidates in accordance with JCQ regulations as directed in the "ICE" booklet.
- The candidates will not be allowed to start the examination early without the consent of the Examinations Officer.
- No candidate will leave the examination room before the designated finish time of the examination. In the case of illness, the candidate will be accompanied to another room by an invigilator.
- The integrity of the examination will be always preserved, even in the event of an emergency evacuation.
- After the completion of each paper, the candidate's script will be collected by the invigilators in the appropriate manner, checked and packaged in the examinations room and taken to reception to be placed in the secure cupboard ready to be

collected and signed for by Parcelforce following the agreed procedures and collection times for completed scripts.

- Papers sat at an alternative site must be returned to the centre's address same day for next day Parcelforce collection. A copy of the register must be included.
- Should there be any discrepancy or irregularity, the Examinations Officer should be called immediately.

Managing Invigilators and Examination Rooms

Managing Invigilators:

- Invigilators, employed by the school, will be used for examination supervision. They will be used for most mock and all public examinations. Invigilators are to be fully trained in the regulations set out by JCQ. Invigilator training is the responsibility of the Examination Officer.
- The recruitment of invigilators is the responsibility of the Human Resources department in conjunction with the Examinations Officer.
- Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the School Human Resources Officer.
- DBS fees for securing such clearance are paid by the school.
- Invigilators are timetabled and briefed by the Examinations Officer.
- Invigilator's rates of pay are set by the School.
- LSAs employed by the school to support students in their normal way of working are utilised during exam seasons to support reader and scribe needs. They receive the same training as the invigilators.

Examination Rooms

- The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and materials available for the invigilator(s).
- Site Management is responsible for setting up the allocated rooms.
- Normally, the Examination Officer will start all examinations in accordance with JCQ guidelines.

The People Present (JCQ Section 17, I.C.E):

(Please also see appendix 2)

Senior Leadership Team members who have not taught the subject being examined, may be present at the start of the examination(s). This is to:

- Identify and settle candidates and instil discipline.
- Check that the candidates have been issued with the correct question papers for the day, date, time, subject, unit/component and tier of entry if appropriate.
- Check that the candidates have the necessary equipment and materials, i.e. calculators, preliminary material, anthologies or set texts where permitted.

- Start the examination.

Senior Leadership members **must not** provide advice and guidance regarding the completion of the examinations. They must not comment on the question paper or advise on which questions should be attempted.

In practical examinations, subject teachers may be on hand in case of any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to Heads of Department no earlier than twenty-four hours after the examination session.

Procedure for verifying the identity of all Candidates

Procedure for identify all candidates at the time of the examination or assessment (GR 5.9)

- All candidates are to line up in the playground in row order and in order of the seating plan
- Teachers are responsible for identifying students as they enter the exam room
- The Head of Year is issued with a copy of the seating plan and will identify and register each student according to the seating plan
- The candidates are sent in row by row into the examination room and must sit in their designated seat. Nameplates are on each desk to further validate each candidate's identity, they contain a photo of the student.

Candidates must follow the regulations set out by JCQ (ICE Booklet) whilst they are attending the Centre. These are distributed to the candidates at various points during the academic year. Furthermore, all candidates must follow the school's rules on acceptable dress and behaviour.

Communication devices such as mobile phones, watches (of any kind), iPods and tablets, are strictly forbidden and must not be brought into the examinations room. A breach of this kind has serious consequences for the candidates who will be referred to Awarding Bodies for malpractice. Any devices that have been handed in must be removed from the examination room and stored in Student Services for students to collect at the end of the examination.

At the end of the examination candidates must put any loose additional answer sheets in the order they answered the questions and insert them into the answer booklet. They must not remove any paper/s from the exam room.

Candidate's 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 (e.g. toilet break) requiring an immediate return to the examination room, in which case an invigilator must

accompany them, and no time will be added for time taken out of the examination room. The invigilator must make a record of the event via an incident log or toilet log.

Completed registers will be taken to the Attendance team, who will then attempt to contact any candidate who is not present at the start of an examination and deal with them in accordance with JCQ guidelines.

Procedure for Late Entry of Candidates to the Examination Room

- Candidates will already have been informed of the various stages of late entry to the examination room during the briefing session before the examination period.
- Any candidate arriving late for an examination must report to the Examinations Officer BEFORE going to the examination room to avoid any disruption to that examination.
- The invigilators will be aware of the following procedures for candidates who arrive late.
- A candidate will be considered very late if they arrive more than one hour after the Awarding Body's published starting time for an examination which lasts for more than one hour.
- A candidate who arrives after the start of an examination may be allowed the full time for the examination under appropriate invigilation.
- If a candidate is late for a good reason (a sudden illness or transport difficulties), the board will accept the candidate's paper provided it is satisfied that the security of the examination has been maintained.
- If a candidate is admitted to the examination room within one hour of the start of the examination, but before the scheduled finish time, the candidate must be warned that the Board may not be prepared to accept the paper.
- If a candidate is admitted to the examination room after one hour of the start of the examination, the candidate must be warned that the Board may not be prepared to accept the paper.
- If a candidate arrives after the scheduled finishing time of the examination, the candidate will be recorded as absent and will not be allowed to take the examination. The candidate must be informed that no marks will be awarded for the component.
- If a candidate arrives in the afternoon for a paper which had been arranged for the morning session, the candidate may be allowed to sit the examination at the published time provided the candidate has had no contact with candidates who sat the paper earlier. The awarding body will then decide whether to accept the script.
- In all cases of lateness to an examination, the Examinations Officer will complete the necessary forms for appropriate awarding bodies. The invigilators will not need to send away any forms with the scripts.
- Invigilators should read section 12, invigilation arrangements in the JCQ Instructions for conducting examinations.

Emergency Evacuation Procedure for Examinations

The invigilator must take the following action in an emergency such as a fire alarm or a bomb alert.

All invigilators are to ensure that they complete the '**Invigilators Emergency Evacuation Rota**' before each exam session. This is to determine who takes what role if there was an emergency evacuation, ensuring a controlled evacuation.

The following roles are:

In an emergency such as a fire alarm or a bomb alert, the invigilators **must** take the following action:

- The Lead Invigilator will ask the candidates to stop writing.
- The Lead Invigilator will collect the attendance register (to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- The lead Invigilator will advise candidates to leave all question papers and scripts in the examination room. Candidates **must** be advised to close their answer booklet;
- All invigilators will ensure the candidates leave the room in silence;
- All invigilators will ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- The Lead Invigilator will make a note of the time of the interruption and how long it lasted;
- Allow the candidates the remainder of the working time set for the examination once it resumes;
- If there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;

A full report of the incident **must** be produced and retained on file if required by an awarding body.

Any breach of question paper security or malpractice **must** be reported to the awarding body **immediately**.

An online application for special consideration **must** be submitted to the relevant awarding body where candidates have been disadvantaged.

1. One invigilator to communicate with the students. The examination should be stopped immediately. The students are to be reminded that they are under exam conditions, they are to close their scripts and must stay silent. The scripts are to stay in the exam room. No bags or personal belongings should be taken from the examination room with the candidates.
2. One invigilator to make a note of the time the exam was stopped and collect the seating plan/register to be used for roll-call.
3. One Invigilator is to lead the candidates out of the exam room. Evacuate row by row. As far as is reasonable, the candidates should be kept in isolation at the rear, either side of the playground depending where the exam room is. Candidates should be kept under strict supervision by the invigilators at all times, ensuring that they do not communicate with one another
4. One invigilator is to be the last person in the exam room.
5. All other invigilators to stagger their exit and escort the candidates to the playground ensuring the candidates do not talk.
 - If it is safe to go back then an Invigilator/Exams Officer needs to be the first person to enter the examination hall before the candidates enter.
 - On returning to the examination room, the examination should be restarted. Allow the candidates the full working time set for the examination.
 - If appropriate and there are only a few candidates, consider the possibility of taking the candidates (with questions papers and scripts) to another place to finish the examination.
 - Log the emergency and make a full report of the incident and of the action taken.
 - Should the Invigilators feel that a particular candidate has been unduly disrupted, then the Examination Officer should be notified in order to apply for special consideration.

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 centre, or the examination invigilator, 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.

The Examinations Officer will then complete a special consideration application to the relevant Awarding Body within the application window. All evidence must be signed by a member of the Senior Leadership Team. Late applications for special consideration will only be accepted in exceptional circumstances and evidence must be produced by SLT.

Complaints and Appeals Procedure (see appendix 3)

Internal Appeals Procedure (see appendix 4)

AI Policy (see appendix 5)

Results, Review of Results (RoR) and Access to Scripts (ATS)

Results

Candidates will receive individual result slips on results days in person at the Centre or by post to their home addresses, if they provide an appropriately stamped address standard envelope well in advance of Results Day. Results may be collected on behalf of a candidate by a third party, provided they have been authorised in writing by the end of the summer term to do so. Identification (e.g. passport, driver's licence) will be required.

Arrangements for the school to be open on results day are made by the Head of Centre. All information regarding which staff are available and on what days will be sent in advance of results day to all students. The provision of staff on results days is the responsibility of the Head of Centre.

Results will not be communicated to candidates by telephone under any circumstances.

Review of Results (RoR)

RoR's may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If the centre does not support an ROR, a candidate may apply to have an enquiry carried out for a fee. If a candidate requires such an enquiry against the advice of subject staff, they will be charged. (See section 5: Examination fees).

- Students, who wish to have a paper reviewed, will have to pay the school the current fee set using the Awarding Bodies fees document. These charges are accurate at time of publication of this policy but may change according to the Examining Bodies pricing policies.
- To have a paper reviewed, students must submit the appropriate completed consent form to the Exams Officer, along with payment for the correct fee.
- Students who request a remark must understand that their marks/grades could go DOWN as well as UP.
- Students should be aware that the marks awarded to papers are NOT normally changed, as they have already been marked and checked 3 times. Therefore, there should be a good reason for a review of marking.
- Students and teachers should be aware of the deadlines for particular services, which is the 20 September for non-urgent applications or seven days after results day for urgent applications, which are available to A Level candidates where a grade change may affect their University place only.

Access to Scripts (ATS)

After the release of results, GCE and GCSE candidates may ask the Examinations Officer to request the return of papers within three days of the results being issued. Candidates and Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates should be obtained. These requests for scripts should be made before the annual deadline according to the appropriate fee and time schedule. Review of results cannot be applied for once an original script has been returned.

Certificates

Certificates may be collected in person and must be signed for upon receipt. A third party may collect certificates on behalf of a candidate, provided they have been authorised to do so in writing by the candidate. Suitable photographic identification (e.g. passport) will be required. The centre retains certificates for five years.

Special Educational Needs

A candidate's special need requirements are determined by the SENCO and the educational psychologist/specialist teacher based on information from professionals/teachers. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an examination. The SENCO can then inform individual staff of any Access Arrangement that individual candidates may be granted during the course and in the examination.

Access Arrangements Policy - See Appendix 6

Equalities Policy - See Appendix 7

Word Processing Policy - See Appendix 8

Non-Examination Assessment (NEA) Policy (Exams) – see Appendix 9

Data Protection Policy – see Appendix 10

Safeguarding and Child Protection Policy – see Appendix 11

Whistleblowing Policy (Exams) – see Appendix 12

Appendices

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