EXAMINATIONS POLICY

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 by the Exams Officer.

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

Exam responsibilities

The Head of Centre:
- Has overall responsibility for the school/college as an exam centre and is the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/ assessments.
- This individual must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting published JCQ regulations and awarding body requirements.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected Malpractice in examinations and assessments.

Exams Officer:
- Manages the administration of internal exams and external exams throughout the school year.
- 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 the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- 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 SLT, any post results service requests.

Assistant Head Teacher
- Line Manages Exam Officer

Subject Leaders 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.
- If staff have doubts that the authenticity of student work submitted for assessment, and if the use of AI has not been properly acknowledged, they must investigate and take appropriate action. **[See Appendix B]**
- Decisions on post-results procedures.

Teachers are responsible for:
- Supplying information on entries, coursework and controlled assessments as required by the Subject Leader and/or Exams Officer.

The **SENCO** is responsible for:
- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put in place exam day arrangements
- Process any necessary applications in order to gain approval (if required).
- Working with the Exams Officer to provide the access arrangements required by candidates in exams rooms.

Lead Invigilator/ 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 exam 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 exam 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. This includes acknowledging any work produced using AI. **[See Appendix B]**
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Receptionist is responsible for:
- Support the EO in the receipt and dispatch of confidential materials and follow the requirements for maintaining the integrity and security of confidential examination/assessment materials
- Follow the process to log confidential materials delivered to/received by the centre to the point materials are issued to authorised staff for transferal to the secure storage facility

Site Staff are responsible for:
- Supporting the Exams Officer in relevant matters relating to exam rooms and resources

Qualifications offered
The qualifications offered at this centre are decided by the Head of Centre, Deputy Head, Subject Leaders and Senior Leadership team. The types of qualifications offered are GCSE, GCE AS & A Levels, Extended Project, Technical Awards and BTEC National courses. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by June of the year before entry. Informing the exams office of changes to a specification is the responsibility of the Subject Leader. Decisions on whether a candidate should be entered for a subject will be taken by the Deputy Head in consultation with the Subject Leader.

Exam Series
- Internal exams (mock or trial exams) and assessments are scheduled in December, January, March and June
- External exams and assessments are scheduled in January (BTEC & EPQ), May and June.
- Core Internal exams are held under external exam conditions.
- The Senior Leadership team and subject leaders decide which exam series are used in the centre.
- The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows agreed between the senior leadership team and subject leaders.

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.

Entries, Entry Details and Late Entries
- Candidates or parents/carers can request a subject entry, change of level or withdrawal.
- The centre will enter students for GCSE or A Level exams in their home language. It is recommended that GCSE entries are made no earlier than Year 10 and A Level entries are made no earlier than Year 12.
- The centre acts as an exam centre for other organisations.
- Entry deadlines are circulated to heads of department/curriculum via email, internal post/pigeonhole, the school VLE.
- Subject Leaders 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 the authorisation of the Assistant Headteacher.
- GCSE re-sits/retakes are allowed.
- AS re-sits/retakes are allowed just in Core Mathematics
- A level re-sits/retakes are allowed.
- BTEC External Assessment re-sits are allowed,
- Re-sit decisions will be made by the Assistant Headteacher in consultation with subject leaders, candidates and parent/guardians.

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 for each exam series.
- GCSE entry exam fees are paid by the centre.
- AS entry exam fees, where applicable, are paid by the centre.
- A Level entry exam fees are paid by the centre.
- Technical course exam fees are paid by the centre.
- Late entry or amendment fees are paid by the centre.
- Where a candidate wishes to sit GCSE or A Level exams in their home language, the candidate will be expected to pay for the entry and any associated fees.
- Fee reimbursements are sought from candidates:
  - 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.

This fees reimbursement policy will be communicated in writing by the Exams Officer to candidates and parents at the start of the exam period. Re-sit fees are paid by the candidate at KS5. At KS4 re-sits may be paid for by the centre if the centre supports the need for a re-sit, otherwise, candidates will be asked to pay. For BTEC External Assessment re-sits, candidates will be asked to pay unless the centre supports the need for a re-sit. Where the candidate improves the BTEC unit grade, the candidate will be reimbursed the cost of the re-sit.

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 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.

Access Arrangements

The SENCO 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.

- 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 SENCO.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.
- Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer in conjunction with the SENCO.

Contingency Planning

Contingency planning for exams administration is the responsibility of the Exams Officer. Contingency plans are available via email, internal post/pigeonhole, the school VLE 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 may be used to invigilate examinations.
- These invigilators will be used for internal exams and/or external exams.
- Recruitment of invigilators is the responsibility of the Personnel Officer and Assistant Head Teacher.
- Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the personnel officer.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators' rates of pay are set by the head of centre.
- Invigilators are booked and timetabled by the Exams Officer.
- Invigilators are trained and briefed by the Exams Officer.

Malpractice

The head of centre in consultation with Exams Officer and Assistant Head Teacher is responsible for investigating suspected malpractice in accordance with JCQ guidelines.

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 is responsible for setting up the allocated rooms and will be advised of requirements in advance.

The Exam Officer and/or the lead invigilator will start and finish all exams in accordance with JCQ guidelines.

Senior members of centre staff 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.

Subject staff may be present outside the exam venues to assist with identification of candidates and to offer support an encouragement to candidates up until they enter the exam room.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

Exam papers must not be read by subject teachers or invigilators or removed from the exam room before the end of a session. Unused question papers will be distributed in accordance with JCQ's recommendations and will not be released to any individual until 24 hours after the exam boards published finishing time for the exam.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with lead invigilators and the receptionist.

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 Head of Year.

The centre's published rules on acceptable dress and behaviour always apply. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

Candidates are responsible for ensuring that they have all the necessary equipment required for the exams.

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; this includes wrist watches. Before the start of the exam candidates will be given the opportunity to hand in any unpermitted items accidentally brought in and failure to do so will be considered as malpractice.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time.

Note: Candidates who leave an exam room must always be accompanied by an appropriate member of staff.

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 arranging overnight stays.

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 within 10 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body by the published JCQ deadline.

Internal Assessment
It is the duty of subject leaders to ensure that the deadlines in the Review of Marking Policy are followed **[See Appendix A]** and 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 when finalised are provided to the exam's office by the Subject Leader.

Results
Candidates will receive individual results slips on results days,
- In person at the centre.
- By post to their home address

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 Assistant Head Teacher. The provision of the necessary staff on results days is the responsibility of the Head of Centre.

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 for by the candidate.

All decisions on whether to make an application for an EAR will be made by the Assistant Head Teacher and 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 its Internal Appeals Procedure (IAP) 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 the Exams Officer to request the return of written exam papers within 14 days of the receipt of results to decide whether to proceed with a post results enquiry.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

For exam boards who have free online Access to Scripts service that allows centres to download copies of exam scripts, the Exams Officer will provide Subject Leaders with a consent form on results day to allow them to get consent from students to access this service.

- 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. The date from when certificates can be collected will be issued on results day. 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 any unclaimed certificates for three years.

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.

The policy is next due for review in **September 2026**.

APPENDIX A
Reviews of marking - Centre Assessed Marks & Internal Appeals (GCSE controlled assessments, GCE coursework, GCE and GCSE non-examination assessments) – Summer 2026

Glenthorne High School is committed to ensuring that whenever its staff mark candidates' work it is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill. Glenthorne High School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where several subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

1. Subject Leaders will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

2. Subject Leaders will ensure candidates are informed that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. (Using Glenthorne High School Examination Office form).

3. Candidates must request copies of materials, in writing to the Exams Officer within one week of receiving centre assessed work.

4. The Exams Officer will, having received a request for copies of materials, liaise with the Subject Leader to make materials available to the candidate, allowing enough time for pupils to review materials and reach a decision.

5. Requests for reviews of marking **must** be made in writing to the Exams Officer (Using Glenthorne High School Examination Office form).

6. Glenthorne High School will allow enough time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

7. Glenthorne High School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The Reviewer may be a member of centre staff or a third party.

8. Glenthorne High School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

10. The candidate will be informed in writing, by the Exams Officer, of the outcome of the review of the centre's marking.

11. The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept by the Exams Officer and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

The generic schedules for reviews of marking of GCSE and A Level courses are shown below. If subject areas return marks before the 13th April, then pupils have 1 week to request a review of marking and should complete the Glenthorne High School Examination Office form available from the Exams Officer.

BTEC courses have a specific review of marking procedure which is shared with pupils at the start of the course and available to view on the school website.

Schedule for Review of Marking – Biology, Chemistry, Computer Science, Dance, Design Technology, Drama, English Language, English Literature, Extended Project, Geography, History, Media Studies, Film Studies, Music, Physics and Product Design.

Monday 13th April 2026	Marks returned to pupils
Friday 17th April 2026	Deadline for pupils to request materials to inform their decision. Materials should be returned to pupils within 1 week of the request.
w/c 20th April 2026	Materials to be returned to pupils along with a form to complete if they wish to go ahead with a review of marking.
Friday 24th April 2026	Deadline for pupils to return the request for a review of marking.
Thursday 30th April 2026	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 1st May 2026	Marks submitted to Exam Board

Schedule for Review of Marking – Physical Education

w/c 9th February 2026	Marks returned to pupils
Friday 13th February 2026	Deadline for pupils to request materials to inform their decision. Materials should be returned to pupils within 1 week of the request.
Friday 27th February 2026	Materials to be returned to pupils along with a form to complete if they wish to go ahead with a review of marking.
Friday 6th March 2026	Deadline for pupils to return the request for a review of marking.
Thursday 12th March 2026	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 13th March 2026	Marks submitted to Exam Board

Schedule for Review of Marking – Art, Photography, Textiles

GCSE

Art & Photography

Thursday 26th March 2026	Coursework Marks returned to pupils
Monday 13th April 2026 by lunchtime	Deadline for pupils to return the request for a review of marking.
Friday 17th April 2026	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 22nd May 2026	Deadline for GHS to submit marks to Exam Board

Textiles

Tuesday 5th May 2026	Coursework Marks returned to pupils
Monday 11th May 2026	Deadline for pupils to return the request for a review of marking.
Thursday 21st May 2026	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 22nd May 2026	Deadline for GHS to submit marks to Exam Board

A LEVEL

Monday 16th March 2026	Coursework Marks returned to pupils
Friday 20th March 2026	Deadline for pupils to return the request for a review of marking.
Friday 27th March 2026	Deadline for GHS to have completed the review of marking and returned the outcome to pupils.
Friday 22nd May 2026	Deadline for GHS to submit marks to Exam Board

After candidates' work has been internally assessed, it is moderated by the awarding body to ensure consistency in marking between centres. The final mark submitted to the awarding body should therefore be considered provisional. The awarding body moderation process may lead to mark changes either upwards or downwards and this process is outside the control of Glenthorne High School and is not covered by this procedure.

APPENDIX B

Use of Artificial Intelligence - Intentions/Guiding principles

- At Glenthorne High School we are keen to embrace the opportunities that Artificial Intelligence (AI) affords our learners, and we are aware of the need to educate students and prepare them for the workplace, where AI will potentially play a key role.
- We encourage the use of AI to expand classroom instruction, facilitate personalised learning, develop student curiosity, critical thinking and personalised learning.
- We also encourage the use of AI to reduce teacher workload and provide feedback and personalised assessment of student work.
- AI will not replace direct instruction of teacher interaction.
- Teachers will guide and monitor student use of AI, to ensure that it aligns with the school's curriculum objectives and learning outcomes.
- We will take a proactive stance about AI-related safeguarding risks
- We will ensure that any use of AI in Non-Examination Assessment (NEA) materials is compliant with the guidance set out by JCQ.
- We continue to ensure that examinations are secure from the use of AI, as set out in our Examinations Malpractice Policy

Misuse of Artificial Intelligence in NEAs

Students must make sure that work submitted for assessment is demonstrably their own.

If sections of their work are reproduced directly from AI generated responses, those elements must be identified by the student, and the student must understand that this will not allow them to demonstrate that they have independently met the marking criteria and therefore they will not be rewarded.

If teachers have doubts that the authenticity of student work submitted for assessment, and if the use of AI has not been properly acknowledged, they must investigate and take appropriate action.

Monitoring of AI use
In order to reduce the risk of plagiarism and inappropriate use of AI the class teacher will:

- Explain the importance to all students of submitting their own independent work for assessments.
- Ensure that students are clear about how to reference the use of technology and websites appropriately.
- Ensure they are familiar with AI tools, their risks and the available AI detection tools.
- Ensure that, if necessary, they know how to disable access to AI/internet if they need to.
- Reinforce to students the importance of their declaration when they confirm that the work they submit is their own and the consequences of a false declaration
- Set reasonable deadlines for the submission of work and provide reminders.
- Where appropriate, ensure that a sufficient proportion of the work is completed under direct supervision to allow the teacher to authenticate the student's work with confidence.
- Examine intermediate stages in the production of work to ensure that there is a natural continuation of earlier stages
- Introduce classroom activities that use the level of knowledge/understanding achieved during the course thereby making the teacher confident that the student understands the material.
- It may occasionally be necessary to engage the student in a short verbal discussion about their work to ascertain that they understand it and it reflects their own independent work.
- Not accept, without further investigation, any work that they suspect may have been generated without proper acknowledgement.

Identifying misuse

Teachers and leaders will use a wide range of approaches to review work. These include comparing the assessment material with work previously created by the student. Further examples of what to look for can be found in the JCQ document "AI Use in Assessments: Your role in protecting the integrity of qualifications". If the teacher suspects malpractice, then the piece of work in question must be submitted to the Exams Officer and they will enlist the use of Automated Detection software to check and verify these concerns.

Use of AI in Exams
We will not use AI in any exam without prior written approval from the JCQ. All AI-based assistance and software will be subject to the regulations laid out by the JCQ. AI-based assistance or software may only be used if it is authorised by the JCQ and is used in accordance with the regulations.

Reporting of Non-Compliance
Any staff member who identifies any AI-based activities or software that is or may be in violation of the JCQ regulations must report the activity or software immediately to the Exams Officer. Any students who are found to be in violation of the AI policy will be subject to disciplinary action as per the Glenthorne High School Malpractice Policy.

If AI misuse is identified the consequences may include, but are not limited to:
• Invalidation of the NEA in question
• A failing grade for the NEA or the entire course

Conclusion

At Glenthorne High School we are keen to embrace the opportunities new technology provides, but this must not come at the expense of upholding the integrity and fairness of assessments.