

# **ST. DAVID'S HIGH SCHOOL**

**Exam Policy  
Reviewed  
October 2025**



## Contents

1. Introduction and aims .....	2
2. Roles and responsibilities .....	2
3. Qualifications offered .....	4
4. Exam series .....	4
5. Exam timetables .....	5
6. Entries (including entry details and late entries).....	5
7. Exam fees .....	5
8. Equalities .....	6
9. Access Arrangements.....	6
10. Contingency planning .....	6
11. Estimated grades .....	6
12. Managing invigilators .....	6
13. Malpractice .....	7
14. Exam days .....	7
15. Candidates.....	7
16. Special consideration.....	8
17. Internal assessment.....	8
18. Results and certificates .....	8
19. Monitoring and review.....	9
20. Handling secure electronic materials.....	12

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## 1. Introduction and aims

St. David's is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- › The planning and management of exams is conducted in the best interest of candidates
- › Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- › We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

## 2. Roles and responsibilities

### 2.1 Everyone

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

### 2.2 Head of centre

The head of centre:

- › Has overall responsibility for St. David's High School as an exams centre
- › Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on [suspected malpractice in examinations and assessments](#)

Our head of centre is Steve Richardson.

### 2.3 Exams officer

The exams officer is responsible for the administration of exams. They:

- › Manage the administration of internal and/or external exams
- › Advise the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies
- › Oversee the production and distribution of an annual calendar for all exams in which candidates will be involved, and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates
- › Ensure that candidates and their parents are informed of, and understand, aspects of the exams timetable that will affect them
- › Check with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines
- › Provide and confirm detailed data on estimated entries
- › Maintain systems and processes to support the timely entry of candidates for their exams
- › Receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines
- › Administer access arrangements and make applications for special consideration following the regulations in the JCQ [guidance on the special consideration process](#)
- › Identify and manage exam timetable clashes
- › Account for income and expenditures relating to all exam costs/charges
- › Line manage the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
- › Ensure candidates' coursework/controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies
- › Track, dispatch and store returned coursework/controlled assessments
- › Arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests
- › Report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- › Advise on appeals and re-marks

Our exams officer is James Walker

### 2.4 Heads of Department

Heads of department are responsible for:

- › Advising the exams officer of any changes to syllabus or assessment details for their subjects
- › Advising the exams officer of entries for their subjects
- › Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- › Accurately completing entry and mark sheets, and adhering to deadlines as set by the exams officer
- › Accurately completing coursework/controlled assessment mark sheets and declaration sheets

- › Decisions on post-results procedures

## 2.5 Teachers

Teachers are responsible for:

- › Supplying information about entries, coursework and controlled assessments as required by the head of department and/or the exams officer

## 2.6 Additional Learning Needs co-ordinator (ALNCO)

The ALNCO is responsible for:

- › Identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that they can put exam day arrangements in place
- › Processing any necessary applications in order to gain approval (if required)
- › Working with the exams officer to provide the access arrangements required by candidates in exam rooms

Our ALNCO is Tamlin Jones

## 2.7 Lead invigilator(s)

The lead invigilator(s) are responsible for:

- › Assisting the exams officer to run exams efficiently, according to JCQ regulations
- › Collecting exam papers and other material from the exams office before the start of the exam
- › Collecting all exam papers in the correct order at the end of the exam and ensuring they're returned to the exams office

Our lead invigilator is Linda Astbury

## 2.8 Candidates

Candidates are responsible for:

- › Confirming and signing entries
- › Understanding coursework/controlled assessment regulations, and signing a declaration that confirms the coursework to be their own
- › Ensuring they conduct themselves in all exams according to the JCQ regulations

## 3. Qualifications offered

Head of Centre decides the qualifications we offer.

We offer the following types of qualifications:

- › GCSE and Vocational Courses

The subjects offered for these qualifications in any school year may be found in our prospectus.

If there will be a change to a specification for the next year, the exams office must be informed by July 2021.

Informing the exams office of changes to a specification is the responsibility of Heads of Department.

Decisions on whether a candidate should be entered for a particular subject will be taken by subject teacher and Head of Department in consultation with the ALNCO.

## 4. Exam series

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

- › November 2020

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

- › Summer Exams (May-June)

Internal exams are held under external exam conditions.

The Headteacher decides which exam series are used in the centre.

## 5. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal exams at a specified date before each series begins.

## 6. Entries (including entry details and late entries)

Candidates or parents/carers can request subject entry, change of level or withdrawal.

We accept entries from private candidates.

We do not act as an exam centre for other organisations.

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

Heads of Department will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.

Entries and amendments made after an awarding organisation's deadline require authorisation, in writing, by Head of Department and Exam Officer.

### 6.1 Re-sits

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

- › GCSEs

We do not allow re-sits for the following types of qualifications:

- › AS-levels
- › A-levels
- › BTECs
- › Principle learning
- › Functional skills

Re-sit decisions will be made by heads of department in consultation with the exams officer.

## 7. Exam fees

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

The exams officer will publish the deadline for actions well in advance of each exam series.

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

You **may** charge for:

- › Exams or re-sits the pupil has not been prepared for at school, even if they are on the list of prescribed public examinations

Candidates may be charged for the following:

QUALIFICATION TYPE	WHEN CANDIDATES WILL BE CHARGED	COSTS
GCSEs	<ul style="list-style-type: none"> <li>➤ Private exam entries</li> <li>➤ Re-sits at parents' request</li> <li>➤ Missed exams (without medical or other extenuating circumstances)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Entries and re-sits: £30</li> <li>➤ Missed exams: dependent on charges levied by the exam board</li> </ul>

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

## 8. Equalities

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

We will comply with the legislation, including making reasonable adjustments to the service that we provide to candidates in accordance with the requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre, exams officer and the ALNCO.

## 9. Access Arrangements

The ALNCO 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 ALNCO.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO and teachers.

Room arrangements for candidates using access arrangements will be organised by the exams officer.

Invigilation and support for candidates using access arrangements, as defined in the [JCQ access arrangements regulations](#), will be organised by the exams officer.

## 10. Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and exams officer.

Contingency plans are available via email and are in line with the [guidance provided by Ofqual, JCQ](#) and awarding organisations.

## 11. Estimated grades

Teachers and Head of Departments are responsible for submitting estimated grades to the exams officer when requested.

## 12. Managing invigilators

External staff will be used to invigilate examinations.

These invigilators will be used for internal exams and external exams.

Recruitment of invigilators is the responsibility of the the exams officer.

If invigilators require Disclosure and Barring Service (DBS) checks, the exams officer and school support staff are responsible for obtaining these.

DBS fees are not paid by the centre.

Invigilators rates of pay are set by Flintshire County Council.

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

## 13. Malpractice

The head of centre, in consultation with exam officer, is responsible for ensuring that suspected malpractice is thoroughly investigated.

## 14. Exam days

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, exam stationary and materials available for the invigilator

Site management staff is responsible for setting up the allocated rooms, and will be advised of requirements days in advance.

The exams officer will start and finish all exams in accordance with [JCQ guidelines](#).

Subject staff may not be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with [JCQ guidelines](#).

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to heads of department in accordance with JCQ's recommendations and no later than 3 hours after candidates have completed them.

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

## 15. Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exams Officer.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

This is particularly true of mobile phones and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the the exams officer.

Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

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

### 15.1 Overseas candidates (delete this section if not offered)

The head of centre and exams officer is responsible for managing overseas candidates.

## **15.2 Private candidates (delete this section if not offered)**

The head of centre and exams officer is responsible for managing private candidates.

## **15.3 Clash candidates**

The exams officer will be responsible for making arrangements for clash candidates, including:

- Supervising escorts
- Identifying a secure venue
- Arranging overnight stays where necessary

## **16. Special consideration**

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the invigilators, the exams officer or the head of centre.

The candidate must support any special consideration claim with appropriate evidence within 5 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 days of the exam.

## **17. Internal assessment**

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by heads of department. The exams officer will inform staff of the deadline date for appeals against internal assessments.

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

## **18. Results and certificates**

Candidates will receive individual results slips on results days from the school.

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 exams officer and relevant site staff.

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

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

EARs may be requested by centre staff or the candidate following the release of results.

A request for a re-mark or clerical check requires the written consent of the candidate. A request for a re-moderation of internally assessed work may be submitted without the consent of a group of candidates.

The cost of EARs will be paid by the candidate.

The cost of EARs is set out in section 7 of this policy ('Exam fees').

All decisions about whether to make an application for an EAR will be made by the heads of department.

If a candidate's request for an EAR is not supported, the candidate may appeal and we will respond by following the process in our internal appeals procedure document.

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance.

## **18.2 Access to scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within 10 days of the receipt of results.

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

Applications for EARs cannot be submitted once an original script has been returned.

The exams officer is responsible for processing requests for ATS.

The cost of ATS will be paid by the candidate.

The cost of ATS is set out in section 7 of this policy ('Exam fees').

## **19. Monitoring and review**

The head of centre is responsible for ensuring that this policy is reviewed every year.

## **20. Handling secure electronic materials**

### **Centre authorisation**

- > Electronic question paper materials are handled by Amber Forshaw and James Walker.
- > SDHS Takes all reasonable steps to maintain the integrity of the examinations/assessments, including the security of all assessment materials, by ensuring the location of the centre's secure storage facility is located in the exam cupboard room which must only be used for the purpose of administering secure examination materials
- > The secure room only contains exam-related material

### **Secure account management**

- > Electronic question paper materials are handled by Amber Forshaw Exam Admin and James Walker Exam Officer.
- > Kieran Fair (IT Technician) is authorised to handle secure electronic materials. This is to assist with printing and collation of materials.
- > Amber Forshaw and Kieran Fair are responsible for the secure account management of email accounts used for secure material access. These belong to named individuals who are authorised by the head of centre to handle secure materials. Where group email accounts are in place, regular checks are conducted to ensure all authorised individuals in the group still require access.
- > Files are only accessed by the named individual(s) to whom they have been sent. Emails or links to secure materials must never be forwarded or shared.
- > When accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- > Accounts that are used to access secure material are audited regularly. Any unused or unneeded accounts are closed promptly, for example when a member of staff has left the centre or changed roles. This is done via Amber Forshaw and Kieran Fair.
- > Accounts are reviewed by Amber Forshaw and Kieran Fair at the start of each examination series to ensure that users have appropriate levels of access and all inactive accounts have been removed.
- > Secure password management is critical. Passwords used to access secure material must be strong and changed regularly. These are updated each exam series. Passwords must never be written down or shared.

### **Accessing and printing secure files**

- > The integrity and security of the electronic question paper must be maintained during the downloading, printing and collating process.

- > The file must be accessed and downloaded only for the use of the candidate(s) who have been entered for the examination.
- > The file must be stored locally only for the purposes of printing and must then be deleted immediately. The file must then be deleted from the deleted items folder.
- > Any emails or links associated with the secure file must also be immediately deleted and then deleted from the deleted items folder.
- > Do not create any unnecessary hard copies of the file, and securely destroy any unneeded hard copies once printing has been completed.
- > Secure files must be accessed and printed within a secure environment. This is within the main office and exam rooms. Only authorised members of staff must be present in the room.
- > Once printed, question papers must be sealed within a non-transparent envelope marked clearly with the exam details on the outside of the envelope. The envelope must be stored securely ready for transfer to the examination room at the appropriate time, in line with the requirements in section 3.

### **Reporting to an awarding body**

- > Report any deviation from these instructions to the awarding body using JCQ Form M2.
- > Report any concerns of a potential breach of security to the awarding body immediately.