



PUDSEY GRAMMAR SCHOOL

EST. 1905

Examinations Policy 2025 - 2027

This policy has been agreed by the Governing Body of
Pudsey Grammar School

Ratified: Full Governing Board

Date approved: 26th November 2025

Date of review: November 2027

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The policy is next due for review in November 2027

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 2 years by the Senior Leadership Team.

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 as an exams centre and advises on appeals and reviews of marking.
- Is responsible for reporting all suspected or actual incidents of malpractice.
- Ensuring the centre adheres to the policies set out by JCQ (The Joint Council For Qualifications)

Exams Officer:

- Manages the administration of internal and external exams.
- Advises the senior leadership team, subject and class teachers, 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 guidance.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the exams invigilators and monitors the team responsible for the conduct of exams.
- Ensures candidates' coursework / controlled assessment marks and any other material required by the appropriate awarding bodies are submitted 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.

Subject Leaders/Senior Leadership are responsible for:-

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

Teachers are responsible for:

- Supplying information on entries, coursework and controlled assessments as required by the subject leaders and/or exams officer.

The Special Educational Needs Co-ordinator (SENCO) is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the Exams Officer in good

time so that they are able to put in place exam day arrangements

- Processing 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 exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Candidates are responsible for:

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

Qualifications offered

The qualifications offered at this centre are decided by the Head of Centre & the Curriculum Manager.

The types of qualifications offered are GCE, GCSE & Vocational subjects.

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 the 30th June of the current year.

Informing the Exams Officer of changes to a specification is the responsibility of the Subject Leaders.

Decisions on whether a candidate should be entered for a particular subject will be taken by the Subject Leaders in consultation with the Director of Studies for the relevant year group.

Exam series

Internal exams (trial exams) and assessments are scheduled throughout the academic year.

External exams and assessments are scheduled in November and May/June
Internal exams are held under external exam conditions.

The Assistant Headteacher responsible for student achievement decides which exam series are used in the centre.

Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables for external exams at a specified date before each series begins.

Entries, entry details and late entries

- Candidates or parents/carers cannot request a subject entry, change of level or withdrawal
- The centre does not accept entries from private candidates (see Elective Home Education below)
- The centre does not act as an exams centre for other organisations.
- Entry deadlines are circulated to Subject Leaders/Directors of Studies via email
- 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, in writing, of The Assistant Head teacher responsible for student achievement.
- GCSE re-sits are allowed.
- A level re-sits are allowed.

Re-sit decisions will be made by the subject teachers in consultation with the Subject Leaders and Directors of Studies

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 exams series.

- GCSE entry exam fees are paid by the CENTRE.
- AS entry exam fees are paid by the CENTRE.
- A level entry exam fees are paid by the CENTRE.
- Late entry or amendment fees are paid by the SUBJECT DEPARTMENT.
- Fee reimbursements are not 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.

Re-sit fees are paid by the CENTRE.

Equality Legislation

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

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

Disability Discrimination Policy

| Type of Disability or Disadvantage | Centre Solution |
|--|---|
| Wheelchair user | The main exam rooms are accessible by a lift. |
| Use of crutches for broken leg or other lower limb complaint | The main exam rooms are accessible by a lift. |
| Broken arm / collar bone / finger or other such complaint | The Centre will arrange for candidates to have a scribe, laptop and/or extra time for the exam. |
| Generally feeling unwell | The Centre may be able to arrange for the candidate to sit the exam in a room on their own (invigilation staff permitting) and candidates will be allowed rest breaks of up to 10 minutes at a time without penalty to the overall exam duration. |
| Visual disability | All exam rooms in the Centre are well lighted. Candidates are permitted the use of their coloured film overlays as required. |
| Hearing disability | Invigilators/staff will have access to a hearing loop where necessary. |
| Long term illness or disability | Candidates with long term illness or a disability that makes travel to the Centre difficult may be allowed to sit their exams at home with permission from the individual Exam Boards. |
| Students with SEND/SEMH | Candidates within the Centre are assessed and permitted the use of a Scribe, Reader and/or Extra Time as recommended by the Centre's SENCO |

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 student's individual educational plan (IEP) or an Educational Health Care

Plan (EHCP) or a psychological assessment or a specific medical need advised by a medical practitioner. Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming, invigilation and support for access arrangement candidates, as defined in the JCQ document Access Arrangements and Reasonable Adjustments, will be organised by the Exams Officer.

All students with access arrangements are clearly identified for invigilators ahead of the exam so they are aware of a student's needs.

Elective Home Education

Elective Home Education (EHE) refers to the decision by parents or guardians to educate their child at home rather than through school attendance. Although these students are not on the school roll, the school may, at its discretion and depending on capacity, accept requests from EHE students to sit formal examinations as private candidates.

Access to Examinations

EHE students may be permitted to register as external candidates for GCSE, IGCSE, or other qualifications, subject to exam board regulations and school capacity. Approval is at the discretion of the Head of Centre and is not guaranteed.

Conditions for Entry

EHE candidates must:

- Submit a written request at least one full term before the published entry deadline.
- Pay all relevant fees including entry, administration, invigilation, access arrangements and any late penalties.
- Agree to follow the school's Examination Code of Conduct, including punctuality, behaviour expectations, and identification requirements.
- Provide confirmation of syllabus details, including the specification and exam board studied.

Access Arrangements

EHE candidates requesting access arrangements (e.g. extra time or a reader) must provide professional evidence by the published deadline. The school is not required to assess or implement access arrangements without sufficient documentation.

Limitations

The school does not provide teaching, revision sessions, or supervision for EHE students unless separately agreed. The school reserves the right to refuse entries based on capacity, compliance with regulations, or safeguarding considerations.

Communication

All communication must be directed to the Exams Officer. EHE candidates and their families are responsible for ensuring they are aware of deadlines, exam dates, and examination expectations

Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Centre.

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

Estimated grades

Subject Leaders are responsible for submitting estimated grades to the Exams Officer when requested by the Exams Officer.

Managing invigilators

External staff will be used to invigilate examinations. These invigilators will be used for internal and external exams. Recruitment of invigilators is the responsibility of the HR Manager and Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Manager. DBS fees for securing such clearance are paid by the centre. Invigilators' rates of pay are set by the school. Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

Malpractice

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

Exam days

The Exams Officer will book all exam rooms with the Support Staff after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

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

The Senior Invigilator will start and finish all exams in accordance with JCQ guidelines.

Year Leaders may be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

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

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Subject Leaders in accordance with JCQ's recommendations and no later than 24 hours after candidates have completed them.

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

Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Year Leader and Director of Studies

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 7 days of the exam.

The Exams Officer will make a special consideration application to the relevant awarding body at the end of the exam series.

Internal assessment and appeals procedure

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

Marks for all internally assessed work are provided to the Exams Office by the Subject Leaders. The Exams Officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Pudsey Grammar School is committed to ensuring that:

- Internal assessments are conducted by staff who have the appropriate knowledge, understanding and skills;
- Assessment evidence provided by candidates has been produced and authenticated according to the requirements of the specification;

- The consistency of the internal assessment is secured through internal standardisation as necessary;
- Staff responsible for internal standardisation attend any compulsory training sessions.

Written appeals procedure

Each awarding body publishes its arrangements for appeals against its decisions. In addition, an appeal can be made to the school concerning internal assessment:

- The appeal applies only to the procedures used in arriving at internal assessment decisions and does not apply to the judgement itself; you cannot appeal against the mark or grade only the procedures used
- The candidate must make the appeal in writing to the school's Exams Officer within four weeks of results day
- The enquiry into the internal process will normally be led by the Exams Officer and The Assistant Head teacher responsible for Student Achievement, provided that neither has played any part in the original internal assessment process;
- The teacher making the assessment will be able to respond to the appeal in writing, and a copy will be sent to the candidate appealing
- The enquiry will consider whether the procedures used for the internal assessment were in conformity with the published requirements of the Awarding Body and the 'Code of Practice'.

The student will be informed in writing of the outcome of the appeal, including:

- relevant communications with the Awarding Body
- any steps taken to further protect the interest of the candidates i.e. videoing

If the student is unhappy about the response in writing, he/she can ask for a personal hearing, where the panel will consist of two persons not previously involved, normally the Headteacher and a member of the Governing Body.

Enquiries About Results (Reviews of Marking)

In cases of Enquiries About Results, where the school does not uphold a request for such an enquiry, the students may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

Note:

Each awarding body specifies detailed criteria for the internal assessment of work. In addition, the awarding body must moderate the assessment and the final judgement on marks awarded is that of the awarding body. Appeals against matters outside the school's control will not be considered in the school's appeals procedures.

Results

Candidates will receive individual results slips on results days,

- in person at the centre
- by post to their home address - candidates to provide a stamped self-addressed envelope.
- or if requested, an email on results day with their results.

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 Head of Centre.

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 may be paid by the centre or when a student is more than 2 marks off it will be the students responsibility to pay.

All decisions on whether to make an application for an EAR will be made by the Subject Leader.

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 subject staff to request the return of written exam papers within 7 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.

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

The cost of EARs will be paid by the centre.

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

Certificates

Candidates will receive their certificates

- in person at the centre

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so and bring suitable identification with them that confirms who they are.

The centre retains certificates for two 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.