



**THE
ADEYFIELD ACADEMY**

The Adeyfield Academy

Exams Policy

Reviewed Date

September 2025

Next Review

September 2026

Co-ordinator:

Mr A Hoque

**Signed by Dawn Mason
Headteacher**

**Signed by Kim Bristow
Chair of Governors**

1. 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 two years.
- The exams policy will be reviewed by the Exams Officer and the SLT Line Manager responsible for Examinations.
- Where references are made to JCQ regulations and/or guidelines, further details can be found at www.jcq.org.uk

2. Exam Responsibilities

The Head of Centre:

- Has overall responsibility for The Adeyfield Academy as an exams centre and advises on appeals and remarks
- Is responsible for reporting all suspected or actual incidents of malpractice as outlined in the JCQ document 'Suspected Malpractice in Examinations and Assessments'
- Is responsible for ensuring that the SENCo is appropriately qualified to perform their role

The Exams Officer

- Manages the administration of internal and external exams
- Advises SLT, Heads of Faculty / Curriculum Lead, subject teachers and other relevant staff on annual exam timetables and procedures as set by the Awarding Bodies

• Oversees the production and distribution to all staff and candidates of an annual calendar of exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events • Ensures that candidates and parents/carers are informed of and understand those aspects of the exam timetable that will affect them • Checks with teaching staff that the necessary controlled assessments/non-examination assessments/coursework 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 exams • Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are despatched as per the guidelines • Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publications for Access Arrangements, reasonable adjustments and special consideration • Identifies and manages exam timetable clashes • Accounts for income and expenditures relating to all exam entries • Organises the recruitment, training, monitoring and line management of a team of Exam Invigilators responsible for the conduct of exams • Ensures candidates'-controlled assessment /non-examination assessment /coursework marks, and any other material required by Awarding Bodies, are submitted correctly and on time with the assistance or teaching staff • Tracks and despatches-controlled assessment / non-examination assessment / coursework and distributes material returned by Awarding Organisations to the appropriate Head of Faculty / Curriculum Lead • Arranges for distribution of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests
Senior Leaders
• Are familiar with the contents, refer to and direct relevant centre staff to annually updated JCQ publications • Support the SENCo in identifying and implementing appropriate access arrangements
Heads of Faculty / Curriculum Lead are responsible for
• Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries • Accurate completion of entry marksheets and adherence to deadlines as set by the Exams Officer • Accurate completion of controlled assessment/non-examination assessment /coursework marksheets and declaration sheets • Decisions on post-results procedures • Administering controlled assessment / non-examination assessment / coursework • Support the SENCo in identifying and implementing appropriate access arrangements • Retaining and storing controlled assessment / non-examination assessment securely for the required period. Disposing of any materials no longer required in an appropriate manner
Subject teachers are responsible for
• Supplying information on entries and controlled assessment / non-examination assessment / coursework marks as required by Heads of Faculty / Curriculum Lead • Ensuring that all learners are aware of JCQ regulations regarding NEA and coursework
The SENCo is responsible for

- Identifying requirements and arranging testing of candidates for access arrangements - Notifying the Exams Officer so that applications for approval can be made in good time and external deadlines are met - Working with the Exams Officer to implement approved access arrangements required by candidates in exam rooms - Attending training to ensure that they are up to date with changes in policy and procedure - Ensuring that the AA assessor is appropriately trained to perform the role
The Exams Assistant & Invigilators are responsible for
- Assisting the Exams Officer in the efficient running of exams according to JCQ regulations - Collecting exam papers and other material from the Exams Office before the start of an exam - Collecting all exam papers in the correct order at the end of an exam and ensuring their return to the Exams Office
Candidates are responsible for
- Checking their individual Statements of Entries and confirming entries that they expect to be made - Understanding controlled assessment / non-examination assessment / coursework regulations and signing a declaration that authenticates the work as their own - Ensuring that they conduct themselves in all exams according to the JCQ regulations
3. Qualifications Offered
- The qualifications offered at this centre are decided by the Curriculum Lead and Headteacher. - The types of qualifications offered are GCE, GCSE, BTEC, Cambridge Nationals/Technical, Functional Skills, Vocational Awards and Prince's Trust. - The subjects offered for these qualifications in any academic year can be found in the school's published prospectus or similar documents for that year. Decisions related to changes to specifications are the responsibility of the Curriculum Manager and the Head of Faculty / Curriculum Lead. If there is to be a change of specification for the next year, the Head of Faculty / Curriculum Lead should inform the Exams & Data Manager by the end of the Spring Term. - Decisions on whether a candidate should be entered for a particular subject will be taken by the Head of Year and or Assistant Headteacher.
4. Exam Series
- Internal exams (mock or trial exams) and assessments are scheduled in November and January. End of year mock exams may also be scheduled at the end of June for years 10 and 12. - External exams and assessments are scheduled in November, January and May/June. On-screen tests, coursework and NEAs may be carried out at other times during the year - Year 11 internal exams are held under external exam conditions, where possible. - The centre may offer assessments on an on-demand basis (for example, Functional Skills)
5. Exam Timetables
Once confirmed, the Exams Officer will circulate the exam timetables for external exams at a specified date before each series begins.
6. Entries, Entry Details and Late Entries

- Candidates or parents/carers can request a subject entry, change of level or withdrawal
- Teaching staff are responsible for informing the Exams Officer of any changes to tiers/levels prior to the entry deadline
- MLT/SLT may elect to remove learner entries providing they have followed the correct internal procedures
- The centre accepts entries from private candidates at the discretion of the Head of Centre
- Members of staff may sit examinations at the centre at the discretion of the Head of Centre if they have exhausted all other options of finding another centre
- In certain circumstances, the centre may act as an exams centre for other organisations (e.g.: transferred candidates)
- Entry deadlines are circulated to Heads of Department/ Curriculum Lead via email & briefing meetings
- Heads of Faculty / Curriculum Lead 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 member of SLT with responsibility for examinations.

- GCSE re-sits/retakes are allowed
- AS re-sits/retakes are allowed
- A2 re-sits/retakes are allowed
- GCE A Level re-sits/retakes are allowed
- Functional skills re-sits/retakes are allowed
- Re-sit decisions will be made by Heads of Faculty / Curriculum Lead in consultation with the Senior Leadership Team

7. Exam Fees

- Candidates or Faculties 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. All changes to examination entries must be agreed with Data/Exams SLT before being made in writing to the Exams Officer.

The Exams Officer will publish the deadline for action well in advance for each exam's series.

- GCSE exam entry fees are paid by the centre
- GCE Advanced Level exam entry fees are paid by the centre
- AS entry exam fees are agreed by negotiation between the centre and the candidate. If a candidate wishes to be entered, they may have to pay the entry fees
- Functional skills exam entry fees are paid by the centre
- Vocational Award registration or entry fees are paid by the centre
- Private candidates will be responsible for entry fees
- Entry fees for members of staff who are taking an examination as part of CPD will be paid by the centre at the discretion of the Head of Centre

Late entry or amendment fees are paid by the centre, faculty or candidate depending upon the circumstances.

Fee reimbursements are not normally sought from candidates:

● If they fail to sit an examination with medical evidence or evidence of other mitigating circumstances ● If they fail to meet the necessary controlled assessment/ non-examination assessment/ coursework requirements with medical evidence or evidence of other mitigating circumstances ● Fee reimbursements may be sought if a candidate fails to sit an examination without mitigating circumstances. This is the responsibility of the Assistant Headteacher (Pastoral). ● Re-sit fees are paid by the centre or candidates - this is decided on a case-by-case basis.
8. 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 provided in accordance with requirements defined by the legislation, Awarding Bodies and JCQ. This is the responsibility of the Head of Centre.
9. Access Arrangements
● The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during each subject during normal teaching time and in any assessments or exams. ● Subject teachers can also inform the SENCo of a learner's needs but this must be done well in advance of the exam season to show that arrangements in place are the learner's 'normal way of working'. ● A candidate's access arrangement requirement is determined by the SENCo, in consultation with subject teachers, Heads of Faculty / Curriculum Lead and Heads of Year ● Subject teachers are required to provide evidence in a timely manner in order to support an Exam Access Arrangement assessment being completed ● 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 for access arrangement candidates will be arranged by the Exams Officer with support from SENCo ● Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer with support from SENCo
10. Resilience and Contingency Planning
● Resilience and contingency planning for exams administration is the responsibility of SLT with guidance from the Exams Officer. Please refer to the Resilience and Contingency Planning document.
11. Private Candidates
● The school does not currently accept private candidates.
12. Managing Invigilators
● External staff will be used to invigilate external examinations

- LSAs may be used as scribes/readers for access arrangements in exams for 1:1 learner if it is in the best interests of the candidate, but must also have an invigilator present in the room during external examinations - Recruitment of invigilators is the responsibility of the Exams Officer - Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the HR Manager/assistant - DBS fees for securing such clearance are paid by the centre - Invigilators rates of pay are set by the Governing Body - Invigilators are recruited, timetabled, trained and briefed by the Exams Officer - Invigilators are required to complete Trust training through The National College. This will be set by the Trust HR team.
13. Malpractice
The Headteacher, in consultation with Exams Officer and Heads of Faculty / Curriculum Lead, is responsible for investigating suspected malpractice, in line with JCQ guidelines. This includes reporting any alleged, suspected or actual incidents of malpractice involving candidates, teachers, invigilators or administrative staff.
14. Exam Rooms
- The Exams Officer is responsible for booking exam rooms (after liaising with other users) and making question papers, other exam stationery and materials available for the invigilator(s). - The Site Manager is responsible for setting up the allocated rooms and will be advised of the requirements in advance. - If learners require alternative rooming due to access arrangements, this must be arranged in advance of the first exam through communication between the Exams Officer and the SENCo. - It may be necessary on the day of an exam to provide emergency alternative arrangements e.g. a candidate is unwell; a candidate is disruptive. Suitable alternative emergency rooms must be identified in advance of the exams. A trained invigilator will be required to conduct 1:1 supervision.
14.1 People in the Exam Room
- The invigilators will start and finish all exams in accordance with JCQ guidelines. - In practical exams, subject teachers' availability will be in accordance with JCQ guidelines. - Subject staff and SLT must be present at the start of the exam to assist with identification of candidates as per the Identification of Candidates Policy. Any staff present must adhere to the rules defined by JCQ concerning who is allowed and what they can do. No members of teaching staff will be allowed into the exam room if their subject is being examined.
14.2 Management of Exam Papers
- In accordance with JCQ requirements, the second pair of eyes check of exam packets will take place in the secure store room by the Exams Officer and a lead invigilator and in each exam room by two invigilators. - 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 Faculty / Curriculum Lead 24 hours after the scheduled end time of the exam in accordance with JCQ regulations.

After an exam, the Exams Officer will arrange for the safe despatch of completed examination scripts to Awarding Bodies, working in conjunction with the Exams Assistant if one is in place and Invigilators.
14.3 Dealing with Emergencies
Emergencies (evacuation/lock in) will be dealt with by following the procedures outlined in appendix 1.
15. Candidates
15.1 Informing Candidates
- The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates will be given by the Heads of Year in an assembly and an 'Exam Expectations' booklet will be distributed to candidates. This will contain JCQ guidance on exam procedures, NEA, malpractice, use of AI and any other relevant information. This booklet will also be emailed out to candidates to ensure anyone not present at the assembly also receives the information. - Subject teachers are expected to inform their candidates of any course specific information, particularly with regards to coursework and NEA rules and regulations. - Candidates will be required to sign a 'Candidate Declaration' to ensure they understand the rules of the examinations and to identify any learners who require further guidance.
15.2 Uniform
The centre's published rules on acceptable dress and behaviour apply at all times. Candidate's personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
15.3 Candidate Equipment
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.
15.4 Disruptive Candidates
- Disruptive candidates are dealt with in accordance with JCQ ICE guidelines. Candidates will be issued with a warning for low-level behaviour which will be noted in the Exam Room Log. - If candidates are causing ongoing disruption to other candidates the Exams Officer/SLT will be contacted to remove the candidate.
15.5 Exam Timings
- Candidates are expected to stay for the full exam time at the discretion of the Exams Officer and Invigilators. Where it is in the best interests of the candidate to allow them to leave early (need identified by the SENCo in conjunction with SLT and HOY), they must remain in the exam room for the first hour after the published start time of the exam. - Candidates who leave an exam room during an exam must be accompanied by an appropriate member of staff at all times.

15.6 Late Candidates
• The Exams Officer is responsible for dealing with late or absent candidates on exam day. Candidates who arrive later than the exam board's published start time will be allowed to sit the exam and will be allocated the full exam time. Candidates must read the invigilator's announcement before entering the exam room. • Candidates who arrive very late (one hour past the published start time) will not be allowed to sit the exam.
15.7 Absence
• When a candidate is identified as being absent, this will be notified on the exam room register. The attendance team will make efforts to contact the candidate to encourage them to attend the exam. • For public exams, candidates may be issued with an invoice for the entry fees of the missed exam/s.
15.8 Private/External Candidates
• It is not The Adeyfield Academy's policy to accept private/external candidates. This may be revised if the candidate is a member of staff who wishes to be entered for a public examination for CPD purposes.
16. Clash Candidates
• The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays. In accordance with JCQ guidelines, learners may apply for special consideration for fatigue if they sit multiple exams in one day that total more than 6 hours for GCE and 5 ½ hours for GCSE including supervised rest breaks/approved extra time allowances. • If the candidate has more than two exams in one day, the supervised rest break between each exam can be longer than 20 minutes. • Where a clash occurs, candidates must be kept under constant supervision between exams. They must not be in possession of an electronic device but may revise using their own resources.
16.1 Overnight Candidates
• The Adeyfield Academy will always attempt to schedule clash exams within the same day to avoid overnight supervision. If overnight supervision is unavoidable, a parent/carers will be asked to assume responsibility for the candidate, ensuring that they do not have access to any device that is internet enabled. Parents/carers will be asked to sign documentation to prove that they have followed all JCQ guidelines regarding overnight supervision.
17. Pirate Candidates
• A 'pirate candidate' is defined as a candidate who sits an exam but has no entry. Once verified with SLT / Head of Curriculum that the candidate is a legitimate candidate, they can be entered as a very late entry. A secure paper may need to be downloaded if there is not a spare physical copy.
18. Special Consideration

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill, disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the Exams Officer to that effect. 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 7 days of the exam.
19. Internal Assessment
- It is the responsibility of Heads of Faculty / Curriculum Lead 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 despatch, including the recipient details and the date and time sent. - Marks for all internally assessed work should be provided to the Exams Officer by the Head of Faculty / Curriculum Lead. The Exams Officer will inform staff of the deadline for appeals against internal assessments. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.
20. Results
Candidates will receive individual result slips on results days: - In person at the centre (signed for) - By post to their home address (only where candidates have provided a written request and self-addressed envelope) - By email with prior approval from Data & Exams SLT - 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 Site Manager – these will be communicated to candidates and staff well in advance. - The provision of the necessary staff on results days is the responsibility of SLT.
21. Review of Results (RoR)
- RoRs 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 re-moderation of internally assessed work may be submitted without the consent of the group of candidates. - If a candidate requests a RoR service and it is approved by Heads of Faculty/Curriculum Leads and SLT, the school will bear the cost. RoR services requested by Heads of Faculty / Curriculum Lead will be paid for by the faculty. - If a candidate's request for a RoR is not supported, the candidate may appeal this decision and the centre will respond by following the process in the Internal Appeals Procedure (IAP) document. If the request is still not supported, the candidate will be responsible for the cost of the review if they wish to proceed. - All processing of RoRs will be the responsibility of the Exams Officer following JCQ guidance.
22. Access to Scripts (ATS)
- After the release of results, candidates may ask subject staff to request the return of written exam papers within 5 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. - Reviews of marking cannot be applied for once an original script has been returned. - ATS costs will be paid by the candidate or faculty depending on the circumstances.

- Processing of requests for ATS will be the responsibility of the Exams Officer.
- External deadlines for all Post Result Services will be communicated to the Senior Leadership Team, Heads of Faculty / Curriculum Lead and subject teachers.

23. Certificates

23.1 Collecting Certificates

Candidates will receive their certificates

- In person at the centre (to be signed for)
- By post to their home address. This will be offered in exceptional circumstances and only where a candidate has provided a written request and made a payment to cover secure/signed for postage
- 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.
- If a candidate requests that a certificate is posted, the Exams Officer will ask the candidate to confirm in writing that they will bear the responsibility of replacing the certificate should it be lost in transit

23.2 Certificate Retention

- The centre is required to retain certificates for 1 year but may be kept for longer. Records of certificates collected will be kept by the Exams Officer. Candidates will be referred to the relevant Awarding Body in the event that they require replacement documents.

Appendix 1: Emergency Procedures

EXAMINATION EVACUATION PROCEDURE

In the unlikely event of the fire alarm (long continuous sound) being raised during an examination, the following procedures should be followed:

- Learners should follow the invigilators from the rooms and assemble at the allocated fire muster point on the TENNIS COURTS.

If the fire alarm sounds invigilators should:

- Stop the candidates from writing and instruct them to close their papers
- Advise candidates to leave all question papers, scripts and any other belongings in the examination room.
- Collect the attendance register (in order to ensure all candidates are present) and lead the candidates from the room - an invigilator must be the last person out of the room to protect the integrity of the exam and to ensure all learners have left.
- Ensure the candidates leave the room in silence.
- 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.
- 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.
- Make a full report of the incident and of the action taken and send it to the exams officer.

The Exams Officer will:

- Contact the relevant examinations authority immediately and take any appropriate follow up action.

EXAMINATION LOCK - IN PROCEDURE

In the unlikely event of the lock in alarm (intermittent sound) being raised during an examination, the following procedures should be followed:

Before the exam has started:

- A member of SLT will instruct the candidates to proceed into the exam room and sit under their tables (hall) or against the walls out of view of doors/windows.
- Invigilators must lock all doors, close all windows, turn all lights off and draw curtains.
- Instruct candidates that if they still have an electronic device on their person (see accepted phone usage) that they must switch it to silent and non-vibrate mode.
- Ensure all invigilator phones are switched to silent and non-vibrate mode.

When an exam is in progress:

- Lead invigilator will instruct all candidates to close their exam booklets and sit under their tables (hall) or against the walls out of view of doors/windows.
- Invigilators must lock all doors, close all windows, turn all lights off and draw curtains.
- Ensure all invigilator phones are switched to silent and non-vibrate mode.
- You will be informed by a member of SLT when the threat has passed and the exam can be resumed. We cannot communicate via mobile phone during this time.
- Make a note of the time the exam has been paused. When allowed to return, restart the exam and ensure the new amended finish time is written on the board.
- Ensure details of the incident are written in the exam incident log.

The Exams Officer will:

- Contact the relevant examinations authority immediately and take any appropriate follow up action.