



# Linden Lodge School

Provider of specialist education since 1903

Title:	Exam Policy
Type:	POLICY

Review Cycle Frequency:	Annually
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Lead Staff:	Examinations officer
Support:	Senior Leader overseeing accreditations Co-Headteacher

#### VERSION CONTROL:

Version No	New document or reasons for revision	Agreed by	Date
1	Migration to new document version control system		
2	Policy Update	Office	10/3/22
3	Policy update	Office	January 2026

#### LINKED INTERNAL DOCUMENTS:

Non-Examination Assessment Policy  
Examinations – Staff malpractice & maladministration Policy  
Safeguarding Policy  
Data Protection Policy  
Equality, Diversity & Community Cohesion Plan  
Health & Safety Policy  
Complaints Policy  
Training & Development Policy  
Whistleblowing Policy

#### LINKED EXTERNAL DOCUMENTS:

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### Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### Requests for Paper Copies:

If you require this policy in a different format e.g. print or braille please contact

[Co-Headteachers@lindenlodge.org.uk](mailto:Co-Headteachers@lindenlodge.org.uk)

### Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our school's commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

## **1. Introduction and aims**

Linden Lodge School 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. Senior leaders must also read and refer to the JCQ general regulations.

### **2.2 Head of Centre**

The Head of Centre:

- Has overall responsibility for the school as an exams centre and has delegated specific responsibilities to Senior Leader overseeing accreditations.
- Is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the JCQ regulations and awarding body requirements
- Must read and refer to the JCQ guidelines
- Is responsible for making sure all staff comply with the JCQ guidelines- delegated to SLT overseeing accreditations
- Is responsible for making sure that all senior leaders and staff involved in exams are familiar with the whole of the JCQ general regulations
- Is responsible for making sure that all staff receive appropriate training, support and time to facilitate the effective delivery of examinations and assessments, and that they understand the relevant requirements- delegated to SLT overseeing accreditations
- 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- delegated to SLT overseeing accreditations
- Ensures that JCQ guidance for centres on cyber security is followed

- Ensures that accurate candidate contact information is obtained and maintained- delegated to SLT overseeing accreditations
- Ensures that required information is provided to the National Centre Number Register an updated, as needed- delegated to SLT overseeing accreditations
- Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies by the required deadline, e.g. entries and internally-assessed marks- delegated to SLT overseeing accreditations
- Ensures that all reasonable steps are taken to respond promptly to requests for information or documentation made by the awarding body or regulatory authority- delegated to SLT overseeing accreditations
- Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate, driver's licence or passport – and only entered under alternative names in exceptional circumstances- delegated to SLT overseeing accreditations
- Ensures that there are appropriate resources in place at the time of exams – such as readers, scribes, to meet candidates' needs- delegated to SLT overseeing accreditations
- Ensures that at least 1 member of staff (a senior designated contact) is available to manage emergency results-related requests from awarding bodies during the summer holiday
- Ensures the security of all assessment materials, and that the materials provided are only shared with appropriate staff and candidates- delegated to SLT overseeing accreditations
- Reports any potential or actual breach of examination or assessments materials to the awarding bodies immediately- delegated to SLT overseeing accreditations
- Retains records of all conflicts of interests including details of the measurements taken to mitigate any potential risk to integrity of the qualifications affected
- Ensure contingency plans are implemented in the event of disruption, including centre closure, transport disruption, or very late arrivals – delegated to SLT overseeing accreditations

A senior leader with oversight and responsibility for accreditations is **Magdalena Karpik**. The Head of Centre is **Monika Gaweda**.

### **2.3 Exams officer**

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

- Manage the administration of the internal and external exams
- Must refer to the JCQ guidelines
- 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
- Download, print (where appropriate) and store electronic assessments materials safely and securely as per JCQ guidelines
- 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
- Be 1 of the key holders to the secure room where question papers and pre-release materials are stored
- Ensures the contingency plans are accurately updated

The exams officer is **Talia Kinsey**

## 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

## 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 Special educational needs co-ordinator (SENCO)

The SENCO 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
- Detailing candidates' current difficulties to show how they impact on teaching and learning and performance in examinations, and summarising evidence of feedback from teachers and/or support staff
- Processing any necessary applications in order to gain approval (if required)
- Working with the exams officer to provide the access arrangements and reasonable adjustments required by candidates in exam rooms

The SENCO is **David Shaw**

## 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

The lead invigilator is **Jackie Nolan**

## **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**

The head of centre with SLT responsible for overseeing accreditations decide the qualifications we offer.

We offer the following types of qualifications:

- A-level
- GCSE
- BTec
- Functional Skills Level 1 and Level 2
- Entry Levels

The subjects offered for these qualifications in any school year may be found on school website.

If there will be a change to a specification for the next year, the exams office must be informed by 31 of January.

Informing the exams office of changes to a specification is the responsibility of head of department and subject teachers

Decisions on whether a candidate should be entered for a particular subject will be taken by the head of centre with SLT responsible for overseeing accreditations in consultation with subject teachers.

## **4. Exam series**

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

- Summer

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

- Summer

Internal exams are not held under external exam conditions.

The head of centre decides which exam series are used in the centre.

The centre does not offer assessments on an on-demand basis.

## **5. 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.

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

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

We do not accept entries from private candidates.

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

Entry deadlines are circulated to heads of departments and subject teachers via email and briefing meetings

Heads of department and subject teachers 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 exam officer.

### **6.1 Re-sits**

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

- GCSEs
- AS-levels
- A-levels
- BTECs
- Functional skills

Re-sit decisions will be made by head 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.

## **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 SENCO.

## **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 the course and in any assessments/exams.

A candidate's access arrangements requirement and reasonable adjustments requirement is determined by the SENCO.

Submitting completed access arrangements and reasonable adjustments applications to awarding bodies is the responsibility of the exam officer.

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 and reasonable adjustments, as defined in the JCQ access arrangements and adjustment regulations, will be organised by the exam officer

## **10. Contingency planning and resilience**

Contingency planning for exams administration is the responsibility of the head of centre and exams officer. They are responsible for:

- Being familiar with the regulators' guidance on ensuring resilience in the qualification system
- Making sure that we have robust contingency arrangements in place that will minimise the risk to exams
- Ensuring that we have an up-to-date, written examination contingency plan that covers all aspects of examination/assessment administration, in accordance with JCQ guidelines

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

It is the responsibility of the SENCO and the SLT overseeing accreditations to put in place a process for gathering evidence of candidate performance in line with the guidance provided by Ofqual.

## **11. Estimated grades**

Heads of department and subject teachers are responsible for submitting estimated grades to the exams officer when requested.

## **12. Managing invigilators**

These invigilators will be used for external exams.

External staff will not be used to invigilate examinations.

The head of centre, SLT overseeing the accreditations and the exam officer will ensure that (where possible) a teacher, teaching assistant who has supported or teaches the subject being examined, is not an invigilator during the examination.

All schools continue with:

Recruitment of invigilators is the responsibility of the exams officer and lead invigilator. Any new and/or those facilitating an access arrangements or reasonable adjustments for a candidate under examination conditions will receive thorough training on JCQ guidelines.

Invigilators are recruited (internally only), timetabled, trained and briefed by the SLT overseeing accreditations and the exam officer.

### **13. Malpractice**

The centre will take all reasonable steps to prevent the occurrence of any malpractice before, during and after the assessment has taken place.

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

Malpractice does not necessarily involve an intention to cheat or gain an unfair advantage. Examples of malpractice include, but are not limited to:

- Unauthorised use of mobile phone or internet-enabled device in examinations
- Copying or allowing work to be copied
- Posting work on social media prior to exam
- Collusion or working collaboratively

Candidates and invigilators will receive guidance that will also be shared at the beginning of each examination. If malpractice is suspected or reported, it will be investigated by SLT overseeing the accreditations, then escalated to the head of centre.

### **14. Exam days**

The exams officer will:

- Book all exam rooms (after liaising with other relevant users)
- Make question papers, 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 14 days in advance.

The invigilators and 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 1 hour 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 invigilators and school support staff- with guidance from SLT overseeing the accreditations.

The procedure for emergency evacuation of the exam rooms will be outlined in our exam contingency plan,

## **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 exam officer and SLT overseeing the accreditations.

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 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.

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 exams officer and the head of centre 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 14 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 exam officer by heads of department and subject teachers. 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.

Further information on how we conduct non-examination assessments can be found in our non-examination policy.

## **18. Results and certificates**

Candidates will receive individual results slips on results days. Candidates will receive these via a phone call on the day (where possible) and via recorded delivery.

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 staff.

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

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

### **18.1 Enquiries about results (EARs)**

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 centre.

All decisions about whether to make an application for an EAR will be made by SLT overseeing the accreditations with approval from head of centre.

- 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 or head of centre, 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 28 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 centre

## **18.3 Certificates**

Candidates will receive their certificates by recorded delivery.

The centre retains certificates for 3 years

A new certificate will not be issued by an awarding body except in certain specific circumstances. A transcript of results may be issued upon the request.

## **19. Artificial intelligence (AI)**

AI tools are now widespread and easy to access. Staff, pupils and parents/carers may be familiar with generative chatbots such as ChatGPT and Google Board.

Linden Lodge recognises that AI has many uses but the school currently does not permit the use of AI platforms via the school system.

Staff should:

- Be aware that AI tools are still being developed and tested
- AI tools might provide inaccurate, inappropriate or biased content
- Make pupils aware of the risks of using AI tools

Staff **must not**:

- Use AI as means of marking candidates' work

For more information on AI misuse, see guidance from JCQ on AI use in assessments. Any misuse of AI tools may be treated as malpractice.

## **20. Monitoring and review**

The head of centre is responsible for ensuring that this policy is reviewed and updated annually, and whenever there is a relevant change to:

- The exams system
- JCQ guidance
- Our curriculum offer

## **20. Links with other policies**

This policy links with our:

- Exam contingency plan
- Whistle-blowing policy
- Conflict of interest (Staff code of conduct)
- Complains policy
- Data protection policy
- Equality and diversity policy
- Safeguarding policy
- Appeals procedure
- Non-examination policy
- Malpractice policy (use of AI)