



Grange Academy

Belong • Believe • Achieve

Article 28: *You have the right to a good quality education. You should be encouraged to go to school to the highest level you can.*

Examinations Policy

Policy Status: Statutory

Review Cycle: Annually

Owner: Headteacher/Exams Officer

Date: March 2026

Approved by: Grange Academy SLT

Date: March 2026

Review Date: March 2027

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The policy purpose

The purpose of this exam policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff

It is the responsibility of everyone involved in the school's exam processes to read, understand and implement this policy.

The exam policy will be reviewed annually by the Headteacher and Exams Officer.

Roles and Responsibilities

- The examination team at Grange Academy comprises of a member of the SLT and a member of the administrative team who undertakes the role of Examinations Officer.

The workload is split in these ways:-

- **SLT**
- Budget holder – exams
- Responsible for curricular/subject based aspects of examinations e.g. specification checking.
- Face to face work/training of Subject Leaders.
- Decisions re: examination entries, in conjunction with Subject Leaders.
- Appeals, special arrangements etc.
- Access Arrangements

- **Exams Officer**

- Training of new invigilators and ensuring experienced invigilators are updated with all new instructions/changes to the Instructions for Conducting Examinations (ICE) document.
- Making online entries within the correct time frames.
- Logging the receipt and storage of all exam related documents/papers – in a locked, reinforced filing cabinet with limited keyholder access
- Setting out the required number of exam rooms.
- Ensuring seating plans/registers/ all exam related documents are available in the exams room.
- Arranging collection/despatch of papers via Parcelforce Adhoc/Yellow Label Collection service.
- Working in conjunction with the Finance department regarding matters pertaining to exams e.g. invoices etc.
- Applies for any Access Arrangement requirements in conjunction with the Subject Leader & SENDCo.
- Produces and sends out information to candidates prior to the exam series.
- Collating results at the appropriate times throughout the year.
- To confirm the identity of all candidates sitting examinations.

Identification of Students

- As a centre we only use internal invigilators.
- Due to Grange Academy being a small exam centre and the number of students sitting exams is minimal, all staff know each student on role very well and are able to identify each candidate to ensure the correct student is sitting the correct exam.
- The exams officer will confirm the identity of the student if there is any concerns.

Specification/Awarding Body

- Subject Leaders are responsible for selecting the most appropriate Awarding Body and Specifications for students at Grange Academy following their courses.
- CPD opportunities are provided on an annual basis for all Subject Leaders and examination staff to keep them up to date with changes/developments/standardisation etc.
- SLT will check specifications and monitor changes to ensure that Subject Leaders keep up to date.

Exam Seasons

- Subject Leaders are expected to know the specification numbers of the courses they are delivering.
- Subject Leaders decide whether pupils will be most appropriately entered at GCSE, Functional Skills, ELC or Unit Award Levels in their subject areas.
- In a number of subjects, we have a 'double entry' policy – i.e. our Key Stage 4 students are entered for ELC and the most able students are entered for GCSE or Functional Skills. This is an expensive policy designed to encourage Subject Leaders to take risks when entering students for GCSEs and Functional Skills examinations.
- The examinations team checks that the students are correctly enrolled and entered for the correct courses.
- Students are also encouraged and enabled to check their own Candidate Statements of Entry.
- Parents are informed of exams dates via a letter and Candidate Statements along with a printed calendar showing all the exams during the exam series.

Re-Takes

- Grange students leave the Academy at 16 (end of Year 11), so re-takes Post 16 are possible at Further Education College or at a 6th Form.

Fees

- At Grange Academy we do not charge students for taking examinations.
- The school pays for all examination fees at GCSE, Functional Skills, ELC and Unit Award levels.
- The school pays for late entries.

On-line Assessment

- Currently, we do not have any examinations which are conducted on-line.

Candidate Briefing

- The exams officer runs annual briefing sessions with candidates re: exam regulations and processes.
- Candidates are issued with a simplified explanation sheet re: exam procedures in the school.
- Statements of Entry are handed to students face to face and checked with them.
- A student information pack is given to each student prior to the exam series starting.

Clashes

- We have a limited range of examinations on offer at Grange Academy and to date have never had any clashes.

Exam Venues

- Dates of exams are displayed in the staffroom and are entered in the school diary.
- Exams are taken in a quiet venue, but other rooms are used for those students requiring a reader/scribe with prior access arrangements in place.
- The admin assistant books the required exam room/s.
- The admin assistant sets out the desks and chairs and ensures that exam stationery and equipment is available.
- The Exams Officer is ultimately responsible for checking that JCQ requirements are being met – the 'ICE' booklet is on display in all examinations along with Incident Logs, Evacuation Procedures etc.

Invigilation

- At Grange Academy the Exams Officer/Office Administrator/s generally invigilates the examinations. Other trained staff members are used for students requiring a separate room.
- Generally, there are at least 2 invigilators per examination at Grange, irrespective of the size of the group other than when in a separate room.
- Some LSAs and Office Administrators invigilators have been trained by the Exams Officer and by using The Exams Office website.
- We do not use external invigilators at Grange Academy
- We follow the JCQ regulations re: malpractice in examinations.
- Subject Leaders are not permitted to take spare question papers once the exam has ended. The Exams Officer will give these out to Subject Leaders in accordance with the ICE manual.
- Conflict of interest will be considered when staff exams and marking coursework.

Special Consideration

- SLT, in conjunction with the Exams Officer will request special considerations as/when these are felt to be appropriate.

- Special considerations are used sparingly at Grange Academy because of the nature of our pupils (MLD/ASD/ADHD). We would not wish to give them an unfair advantage over their mainstream peers.

Internally Assessed Units/Coursework

- Subject Leaders inform the Examination Officer when and where assessments are scheduled. A brief inspection of the venue is made to check that JCQ procedures are being followed.
- Subject Leaders mark all internal controlled assessments – see policy
- Subject Leaders are responsible for signing off course work marks assigned by subject deliverers.
- Subject deliverers mark and collate coursework samples and compile folders of evidence.
- The Lead Internal Verifier will check the assessments and do a final sign off.
- Subject Leaders return completed paperwork to the exams office for copying and despatch to the awarding bodies.
- Copies of entries etc are retained in the exams folder
- Admin staff track the process of entry, if academic staff fail to meet deadlines, they are interviewed by the SLT (Exams Officer) member.

Results

- The school is open on the August GCSE/Functional Skills/ELC exam results day and some students and their parents come in to collect their results in person.
- The SLT (Exams Officer) member of the examination team is expected to be present for that results day.
- Results are posted, 1st Class to all students who do not come to collect them by 12 noon on results day.
- Results can be collected by authorised 3rd parties – usually parents/guardians
- We do not give out exam results by telephone.

Access to Scripts/Re-Marks

- Subject Leaders can request access to scripts/re-marks
- The SLT (Exams Officer) also monitors the results and will request re-marks if results appear 'suspicious'
- The school pays for this process from the examination budget
- To date we have never had a request for access to scripts/remarks from a pupil or parent but this is always available

Certificates

- These are sent via the post to students once all certificates are received following the examinations.

Achievement Data

- The Admin Assistant/SLT (Exams Officer) uploads exam results onto the system and calculates data.
- The results are scrutinised by the SLT (Exams Officer) and the Headteacher
- They are shared with the Subject Leaders
- These results are reported to the governing body in the Autumn Term and used as a basis for target setting and school improvement.