



**LIONHEART**  
EDUCATIONAL  
TRUST

**EXAMINATIONS POLICY**

**This policy applies to all secondary schools within  
the Lionheart Educational Trust**

**Approved by the Trust**

**September 2023 – September 2024**



## Contents

1.	Introduction and aims .....	3
2.	Roles and responsibilities .....	3
3.	Qualifications offered .....	7
4.	Exam series .....	7
5.	Exam timetables .....	7
6.	Entries (including entry details and late entries).....	7
7.	Exam fees.....	8
8.	Equalities.....	8
9.	Access Arrangements and Reasonable Adjustments .....	8
10.	Contingency planning and escalation process.....	9
11.	Estimated grades .....	9
12.	Managing invigilators .....	9
13.	Malpractice.....	9
14.	Exam days .....	9
15.	Candidates .....	10
16.	Special consideration.....	10
17.	Internal assessment.....	11
18.	Results and certificates.....	11
19.	Complaints and appeals.....	12
20.	Monitoring and review .....	12
21.	Staff with responsibility for exam procedures .....	13
22.	Appendices .....	17



## 1. Introduction and aims

Lionheart exam centres are 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 students 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

Each centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exam policy will ensure that:

- all aspects of the centre's exam process is documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to
- the workforce is well informed and supported
- all centre staff involved in the exams process clearly understand their roles and responsibilities
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times
- exam candidates understand the exams process and what is expected of them

This policy is reviewed annually to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

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

### 2.2 Head of centre

The head of centre:

- Has overall responsibility for school/college as an exams centre, ensuring compliance with all JCQ and awarding bodies rules and regulations
- 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



- Is responsible to the awarding bodies for making sure all examinations/assessments are conducted according to awarding body and JCQ instructions, and the qualification specifications issued by the awarding bodies (including appropriate accommodation, suitable staffing and confidentiality/security)
- Has responsibility for ensuring that all key staff (including Senior Leaders, the Exams Officer and SENCo) are appointed and fully trained to fulfil the requirements of the examinations process
- Is responsible for responding to the National Centre Number Register annual update by the end of October each year, confirming they are both aware of and adhering to the latest version of the JCQ regulations (a signed copy of the head of centre's declaration will be held on file for inspection purposes)
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Service,
- Ensures that the centre promptly reports any incidents to the relevant awarding body/bodies which might compromise any aspect of assessment delivery such as a cyber-attack
- Ensures members of centre staff do not forward emails and letters from awarding body or JCQ personnel without prior consent to third parties or upload such correspondence onto social media sites and applications
- Ensures members of centre staff do not advise parents/candidates to contact awarding bodies/JCQ directly nor provide them with addresses/email addresses of awarding body examining/assessment personnel or JCQ personnel
- Ensures that the ALS lead/SENCo has sufficient time to both manage the access arrangements process within the centre and familiarise him/herself with the JCQ publication Access Arrangements and Reasonable Adjustments
- Ensures that the examinations officer is line managed and actively supported by a member of the senior leadership team who has a good working knowledge of the examination system
- The head of centre and/or examinations officer may operate across more than one centre. In such cases the head of centre must ensure there is suitable support in place, so they can meet their obligations across all centres for which they are responsible. The head of centre must ensure that these arrangements are covered by their examination contingency plan.

### 2.3 Exams officer

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

- Understands the contents of annually updated JCQ publications including:
  - [General Regulations for Approved Centres](#)
  - [Instructions for conducting examinations](#)
  - [Suspected Malpractice - Policies and Procedures](#)



- [Post-Results Services \(PRS\)](#)
  - [A guide to the special consideration process](#)
- Manage the administration of all centre examinations (internal and external)
  - 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 (maintaining the integrity and confidentiality of all exam materials)
  - 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 invigilation team organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams
  - Works with the SENCo to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand their respective role
  - 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



## 2.4 Heads of department/faculty

Heads of department/faculty 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:

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and ALS lead/SENCo
- Keep updated with awarding body subject and teacher-specific information to confirm effective delivery of qualifications
- Attend relevant awarding body training and update events

## 2.6 Special educational needs co-ordinator (SENCo)

The SENCo is responsible for:

- Identifying and testing candidates' requirements for access arrangements/reasonable adjustments (see appendix 1) 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

## 2.7 Invigilators

Invigilators are responsible for:

- Assisting the exams officer to run exams efficiently, according to JCQ regulations
- Collecting exam papers and other material from the exam 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 exam office
- Attend/undertake training (on the current regulations), annual update, briefing and review sessions as required



- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them

## 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
- Providing suitable photo identification at the time of exams and assessment (see appendix 2)

## 3. Qualifications offered

The head of centre decides the qualifications we offer.

The subjects offered for qualifications in any school year may be found in our prospectus/options booklets.

Decisions on whether a candidate should be entered for a particular subject or tier will be taken by the head of department/faculty in consultation with the SLT and SENCo (as appropriate).

## 4. Exam series

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

Internal exams are held under external exam conditions.

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

- November
- January
- March
- May/June (Summer)

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

## 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 cannot request subject entry, change of level or withdrawal.

We do not accept entries from private candidates.

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



Entry deadlines are circulated to heads of department/faculty by the exams officer and must be strictly observed.

Heads of department/faculty 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, by the exams team SLT line manager, associate principal or head of centre.

## 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 exams series.

Candidates may be charged for the following:

- Exams or re-sits the candidate has not been prepared for by the centre
- Where a candidate fails, without good reason, to complete the requirements of a public exam where the centre originally paid the entry fee
- Withdrawal from an exam (where charges would be applied by an exam board), if the parent requests withdrawal

## 8. Equalities

All our staff must ensure that they meet the requirements of any equality legislation (*see LET Equality Statement 2022-26 on the shared drive and available upon request*).

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 and Reasonable Adjustments

The Head of Centre will ensure that a suitably qualified assessor is in place to conduct access arrangements testing for the centre. Details of the qualifications of the assessor need to be held in the centre, and available to JCQ Centre Inspection service.

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/reasonable adjustments requirement is determined by the SENCo.

Ensuring there is appropriate evidence for a candidate's access arrangement/reasonable adjustments is the responsibility of the SENCo and teachers.

Alternative room arrangements for candidates using access arrangements/reasonable adjustments will be organised by the exams officer.





Invigilation and support for candidates using access arrangements/reasonable adjustments, as defined in the JCQ access arrangements and reasonable adjustments regulations, will be organised by the exams officer in consultation with the SENCo.

## 10. Contingency planning and escalation process

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

Contingency plans are produced in line with the guidance provided by Ofqual, JCQ and awarding organisations (see Examinations contingency plan 2023-24 on the shared drive and available upon request). This includes the escalation process should the head of centre, or a member of the senior leadership team with oversight of examination administration be absent.

## 11. Estimated grades

Heads of department/faculty are responsible for submitting estimated grades to the exams officer when requested.

## 12. Managing invigilators

External staff will be used to invigilate some examinations.

These invigilators will be used for internal exams and/or external exams as appropriate.

Recruitment of invigilators is the responsibility of the exams officer and their SLT line manager.

If invigilators require Disclosure and Barring Service (DBS) checks, the Human Resources (HR) team are responsible for obtaining these.

DBS fees are paid by the centre.

Invigilators are recruited, timetabled, trained and briefed by the exams officer in consultation with the Trust Director of Exams. Training may be provided by the centre, the academy trust or external providers to ensure all are fully aware of the regulations and any changes to centre-specific processes.

## 13. Malpractice

The head of centre, in consultation with the exams team SLT line manager, the trust director of exams and the exams officer, is responsible for ensuring that suspected malpractice is thoroughly investigated. (see LET Malpractice 2023-24 policy on the shared drive and available upon request)

## 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 are responsible for setting up the allocated rooms, and will be advised of 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. 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. Non-teaching Assistant Pastoral Lead to be used to identify any students, without a photo identity card on their desk.

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/faculty in accordance with JCQ's current recommendations and regulations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies.

## 15. Candidates

The exams officer will provide information to all candidates in advance of each exam series, either written or electronically.

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 phone, watches, airpods or earphones/earbuds 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.

### 15.1 Clash candidates

The exams officer will be responsible for 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 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 once satisfactory evidence has been received.

## 17. Internal assessment

It is the duty of heads of faculty/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/faculty. 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 (see Internal Appeals Procedures 2023-24 document on the shared drive and available upon request).

## 18. Results and certificates

Candidates will receive individual results slips on results days either in person at the centre (candidates will need to bring along suitable photo ID for the results slip to be released to them), or electronically due to public health guidance.

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 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 centre's website and exam guidance documents provided to students.

### 18.1 Enquiries about results (EARs)

EARs may be requested by centre staff or the candidate following the release of results. All requests should be submitted to the exams officer on the appropriate request form (available upon request).

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 as appropriate.

The cost of EARs will be communicated by the exams officer in line with the charges imposed by the awarding bodies for the particular service being used in each exam series.

All decisions about whether to make an application for an EAR will be made by the heads of department/faculty in conjunction with the 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 (see Internal Appeals Procedures 2022-23 document on the shared drive and available upon request).

All processing of EARs will be the responsibility of the exams officer, following the JCQ guidance and awarding bodies procedures.



## 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 14 days of the receipt of results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, written 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 unless this is specifically requested by teaching staff to use for teaching and learning purposes.

The cost of ATS will be communicated by the exams officer in line with the charges imposed by the awarding bodies for the particular service be used in each exam series.

## 19. Complaints and appeals

Lionheart exam centres have a written policy for dealing with complains and appeals (see LET Complaints Policy (2023-25) document on the shared drive and available upon request). Complaints from candidates and their parents/carers in relation to issues regarding the centre's delivery or administration of a qualification can be raised following this policy process.

## 20. Monitoring and review

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



## 21. Staff with responsibility for exam procedures

### Beauchamp City Sixth Form

Position in School	Staff
Head of Centre	James Mckenna
SLT Line Manager for Exam Officer	Dan Burke
Exam Officer	Aziza Raidhan
SLT Line Manager for SEND Coordinator	Catherine Bartholomew
SEND Coordinator	Ismahane Messahel
Other SLT member with contingency exam responsibility	Kathryn Judge

### Beauchamp College

Position in School	Staff
Head of Centre	Kath Kelly
SLT Line Manager for Exam Officer	Gary Mellor
Exam Officer	Sal Lail
SLT Line Manager for SEND Coordinator	Alice King
SEND Coordinator	Jim Ardley
Other SLT member with contingency exam responsibility	Alice King, Chinyere Magulike, John Oswin

### Castle Rock School

Role	Staff
Head of Centre	Alex Grainge
SLT Line Manager for Exam Officer	Phil Cooling
Exam Officer	Emma Knaggs
SLT Line Manager for SEND Coordinator	Alex Grainge
SEND Coordinator	Amy Bowles
Other SLT member with contingency exam responsibility	Roma Dhameja

**Cedars Academy**

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Oliver Rowe
Exam Officer	Susan Panczak
SLT Line Manager for SEND Coordinator	Luke Marvell
SEND Coordinator	Cathy Young
Other SLT member with contingency exam responsibility	Dave Allard, Dan Thomas, James Rolfe

**Humphrey Perkins School**

Position in School	Staff
Head of Centre	Jenny Piper-Gale
SLT Line Manager for Exam Officer	Kirsty Kirby
Exam Officer	Allison Poulton
SLT Line Manager for SEND Coordinator	Della Bartram
SEND Coordinator	Matt Rofe
Other SLT member with contingency exam responsibility	Della Bartram, Rikki Khakhar

**Judgemeadow Community College**

Role	Staff
Head of Centre	Jason Smith
SLT Line Manager for Exam Officer	Terry Claridge
Exam Officer	Rafia Mastoor
SLT Line Manager for SEND Coordinator	Jason Smith
SEND Coordinator	Sally Howgate
Other SLT member with contingency exam responsibility	Helen Coles-Hennessy; Leavi Oshengbure

**Newbridge School**

Position in School	Staff
Head of Centre	Michael Gamble
SLT Line Manager for Exam Officer	Connor Acton
Exam Officer	Leila Tillotson-Roberts
SLT Line Manager for SEND Coordinator	Sophie Maine
SEND Coordinator	Sophie Marlow
Other SLT member with contingency exam responsibility	Rebecca Knaggs, Sarah Fox

**Martin High School**

Role	Staff
Head of Centre	Laura Sanchez
SLT Line Manager for Exam Officer	Tim Hackett
Exam Officer	Chloe Hollis
SLT Line Manager for SEND Coordinator	Kevin Seaward
SEND Coordinator	Emma Rudkin
Other SLT member with contingency exam responsibility	Nina Smith

**Sir Jonathan North College**

Position in School	Staff
Head of Centre	Rose Angus
SLT Line Manager for Exam Officer	Jaz Dhesi
Exam Officer	Sheree Thomas
SLT Line Manager for SEND Coordinator	Rose Angus
SEND Coordinator	Nic Coton
Other SLT member with contingency exam responsibility	Steve Reynard, Sheree Thomas

**Lionheart Educational Trust**

Role	Staff
Chief Operating Officer	Ben Jackson
Director of Data & Exams	Richard Heppell





## 22. Appendices

Any appendices in relation to examinations are listed below.

### Appendix 1 - Procedures to check the qualification of the centre assessor(s) and ensure correct procedures are followed

JCQ require all centres to have a written process in place to not only check the qualification(s) of the appointed assessor(s) but that the correct procedures are followed.

At Lionheart exam centres all assessor qualifications are checked carefully and a photocopy of certificates or printout of HCPC or SASC registration will be held on the assessor's file by Human Resources (HR).

The SENCo SLT Line Manager or appropriate senior leader will check that the centre's specialist assessor's qualifications meet the required levels and will monitor that the assessment process is correctly applied. Further specialist/external advice and support will be sought where necessary if there are concerns or gaps in the centres ability to meet the requirements.

### Appendix 2 - Procedures to verify the identity of all candidates at the time of the examination or assessment

JCQ require all centres to have in place written procedures to verify the identity of all candidates at the time of the examination or assessment. At Lionheart exam centres all students are issued with a smartcard which includes a full colour photograph of the student and displays their full name. Students of the centre are expected to visibly wear this at all time on their person. During examinations and assessments student smart cards are placed on the exam desk so that their identify can be verified by invigilators and/or other centre staff. Where a student does not have a smartcard at the time of assessment, they will be required to obtain an identity sticker from the Student Support Centre which will be supplied to them once their details are verified by staff. Senior members of staff will assist in identifying candidates at the start of examinations as appropriate.

External candidates must also be identified at the time of the examination or assessment; candidates are expected to bring along an officially recognised acceptable form of photo ID (passport, driving licence, identity card etc.) which will be checked and verified by centre staff. Where a candidate's identity cannot be verified, they will not be permitted to sit examinations at the centre.