Hawarden High School
Ysgol Uwchradd Penarlâg



School Exam Policy
2026-2027

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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.
• To comply with awarding body requirements, including JCQ regulations.

It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. The Headteacher has responsibility for the school as a centre and is responsible for reporting all suspicions or actual incidents of malpractice. This exam policy will be reviewed annually, by the Head of Centre and the Exams Officer.

1. Exam Responsibilities

Head of Centre / Headteacher

Overall responsibility for the school as an exam centre:
• Advises on appeals and re-marks.
• Holds the responsibility for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document *'Suspected Malpractice in Examinations and Assessments'.*
• Ensures knowledge of JCQ General Regulations document is current and ensures compliance to deliver qualifications.
• Ensures an Exam Officer is appointed (Head of Centre **may not** appoint themselves as an Exam Officer.
• Ensures that the ALNCO understands the JCQ document *Access Arrangements and Reasonable Adjustments* and is given sufficient time to manage the access arrangements process within the centre.
• Ensures that members of the senior leadership team who are responsible for exams familiarise themselves with the relevant awarding body and JCQ documentation.
• Ensure teachers understand the relevant awarding body and JCQ documentation for the qualifications they are delivering and ensure they are delivered in line with the relevant regulations.
• Ensure ALNCO understands the JCQ document *Access Arrangements and Reasonable Adjustments* and is given sufficient time to manage the access arrangements process within the centre.
• Completes National Centre Number Register (NCN) and other information requirements.
• Ensures that any action specified in JCQ Centre Inspection Service letters are completed within the required timescales to prevent recurrence.

Exam Officer

Manages the administration of public and internal exams and analysis of exam results:
• Advises the senior leadership team, subject and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards.
• Oversees the production and distribution to staff, governors 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 exam timetable that will affect them.
• Consults with teaching staff to ensure that necessary coursework/controlled assessments / non-exam assessments are completed on time and in accordance with JCQ guidelines.
• Provides and confirms detailed data on estimated entries.
• Receives, checks and stores securely all exam papers and completed scripts
• Assists the ALNCO in administering Access Arrangements and makes applications for Special Consideration using the JCQ *Access Arrangements and Special Considerations Regulations* and *Guidance relating to candidates who are eligible for adjustments in examinations.*
• Identifies and manages exam timetable clashes.

• Accounts for income and expenditures relating to all exam costs/charges.
• Line manages and organises the recruitment, training and monitoring of a team of exam invigilators responsible for the conduct of exams.
• Tracks dispatch of coursework / controlled assessments / non-exam assessments and stores returned work and any other material required by the appropriate awarding bodies correctly and on schedule.
• Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any appeals/re-mark requests.
• Maintains systems and processes to support the timely entry of candidates for their exams.
• Updates and maintains the exam entries/exam day contingency plan annually in case of emergency.
• Ensures security of all assessment materials.
• Ensures assessment materials supplied to the centre including pre-release material and set assignments (including information about their contents) are only shared with appropriate centre staff and candidates and are not shared outside of the centre.
• Report immediately and potential or actual breaches of examination or assessment materials.

Deputy/Assistant Head

• Curriculum planning, pupil assessment and data management • Organisation of teaching and learning.
• External validation of courses followed at key stage 4/post-16.

Heads of department

• Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.
• Involvement in post-results procedures.
• Accurate completion of coursework mark sheets and declaration sheets.
• Ensuring coursework / controlled assessments / non-exam assessments and declaration sheets are available for moderation.
• Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Head of Careers

• Guidance and careers information.

Teachers

• Notification of access arrangements (as soon as possible after the start of the course).
• Submission of candidate names to heads of department / faculty. • Submission of coursework / controlled assessments / non-exam assessment marks to HoD / AB secure website by the deadline

ALNCO

• Administration of Access Arrangements, including making applications alongside the Exam Officer and preparing/storing evidence for inspection purposes.
• Identification and testing of candidates' requirements for access arrangements.

• Provision of additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.

Invigilators

• Keep up to date with knowledge of JCQ ICE rules and regulations.
• Collection of exam papers and other material from the exam office before the start of the exam.
• Collection of all exam papers in the correct order at the end of the exam and their return to the Exam Office.
• Ensuring all secure documents are returned to the Exam Office after the exam.

Candidates

• Confirmation and signing of entries.
• Understanding coursework / controlled assessments/ non-exam assessment regulations and signing a declaration that authenticates the coursework as their own.
• Understanding the exam regulations

Administrative Staff

• Posting of exam papers.

2. The Statutory Tests and Qualifications Offered

The statutory tests and qualifications offered are GCSE and A levels, Welsh Baccalaureate Qualification and Vocational Qualifications and are decided by the Head of Centre.
The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exams office must be informed by July each year.

At Key Stage 3

All candidates will take English, Mathematics and Science and ICT (from 2008). The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

At Key Stage 4

All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body.

At Post-16

It is expected that AS modules will be completed during year 12.

3. Exam Seasons and Timetables

3.1 Exam Seasons

Internal exams are scheduled in December, March/April and July. External exams are scheduled in November, January, March and May/June. All internal exams are held under external exam conditions. Which exam series are used in the centre is decided by the head of centre.

3.2 Timetables

The Exams Officer will circulate the exam timetables for both external and internal exams once these are confirmed.

4. Entries, Entry Details, Late Entries and Retakes

4.1 Entries

Candidates are selected for their exam entries by the heads of department and the subject teachers.
A candidate or parent/carer can request a subject entry, change of level or withdrawal on consultation with the subject teacher.
The centre only accepts external entries from candidates who have recently left the centre.

4.2 Late Entries

Entry deadlines are circulated to heads of department via email, SIMS messaging, briefing and weekly newsletter.
Late entries are authorised by heads of department.

4.3 Retakes

Retake decisions will be made in consultation with the candidates, subject teachers, heads of department and the heads of faculty.
Candidates are allowed to retake GCSE / AS / A2 Subjects and units within the exam board guidelines.
(see also section 5: Exam Fees)

5. Exam fees

GCSE initial registration and entry exam fees are paid by the centre. AS initial registration and entry exam fees are paid by the centre. A2 initial registration and entry exam fees are paid by the centre. Welsh Baccalaureate entries are paid by the centre
Late entry or amendment fees are paid by the candidates or the centre.
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.
Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
This fees Reimbursement policy will be communicated in writing to candidates and parents/carers at the start of GCSE and post-16 courses.
Retake fees for first and any subsequent retakes are paid by the candidates. (See also section 4.3: Retakes).
Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry.
Candidates will be reimbursed in line with the exam board post results charging policy as appropriate.
(See also section 11.2: Enquiries about results [EARs).

6. The Equality Act (EA), Special Needs and Access Arrangements (AA)

The Equality Act 2010 extends the application to general qualifications. All exam centre staff must ensure that the Access Arrangements and Special Consideration regulations and guidance are consistent with the law.

Special needs

A candidate's special needs requirements are determined by the ALNCO.
The ALNCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The ALNCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

Access arrangements

It is the responsibility of the ALNCO to:
• Make specific arrangements for candidates to take the exams.
• Make applications alongside the Exam Officer to awarding bodies to allow candidates Access Arrangements in exams.
• Have on file the approval confirmation, relevant evidence and signed data protection notice for each application for inspection purposes.

It may be a requirement for exam staff to help administer this to ensure a thorough understanding of candidates' needs in exams. This should be agreed between exam staff and ALNCO.

Rooming for access arrangement candidates will be arranged by the Exam Officer with the ALNCO.
Invigilation and support for access arrangement candidates will be organised by the ALNCO and Exam Officer.

7. Managing Invigilators and Exam Days

Managing Invigilators

External invigilators will be used for exam supervision. They will be used for all exams.
The recruitment of invigilators is the responsibility of the exams officer. Training of the invigilators is undertaken by the Exams Officer, annually and a record of attendance is available for inspection.
Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the exams office. DBS fees for securing such clearance are paid by the centre.
Invigilators are timetabled and briefed by the exams office.
Invigilators' rates of pay are set by the Head of Centre.

Exam days

The Exams Officer will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
The caretakers are responsible for setting up the allocated rooms. The Assistant Head will start all exams in accordance with JCQ guidelines.
Subject staff may be present outside the examination room before the candidates enter to assist with identification of candidates but, must not communicate with the students, and will not have access to any examination materials or papers.
In practical exams subject teachers may be on hand in case of any technical difficulties.
Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. All papers / secure documents must be returned to the exam office. Papers will be distributed to heads of department/faculty the following 24 hours after the published finishing time of the exam session, by the Exam Officer only.

Where live CCTV footage may reveal examination content, viewers must be authorised by the Head of Centre, have no conflict of interest, and understand their responsibility to maintain examination integrity.

8. Exam Contingency

The priority when implementing contingencies will be to maintain three principles:
• Delivering assessments to published timetables.
• Delivering results to published timetables.
• Complying with regulatory requirements in relation to assessment, marking and standards
The national examination timetable applies to GCSEs, AS levels and A levels.

a. Disruption of Teaching Time – Centre is Closed for an Extended Period

Where there is a disruption to teaching time and students miss teaching and learning, the centre will ensure learners are prepared, as usual, for examinations.
• In the case of modular courses, centre may advise learners to sit examinations in the next available series
• Centre will have plans in place to facilitate alternative methods of learning.

b. Learners Unable to Take Examinations Because of a Crisis – Centre Remains Open

• In the event of learners being unable to attend the centre to take examinations as normal, the centre will liaise with learners to identify whether the examination can be sat at the named alternative venue in agreement with the relevant awarding body. JCQ guidance on alternative site arrangements can be accessed through the JCQ website.
• The centre will offer candidates an opportunity to sit any examinations missed at the next available series.
• The centre will apply to awarding organisations for Special Consideration for candidates where they have met the minimum requirements. JCQ guidance on special consideration can be accessed through the JCQ website

c. Centre Unable to Open as Normal During the Examination Period

•If the centre is unable to open as normal for examinations, they will inform each awarding body with which examinations are due to be taken as soon as is possible. As part of the general planning for emergencies, the centre will cover the impact on examinations. The Head of Centre will decide whether it is safe for thee centre to open. The Head of Centre will take advice, or follow instructions from relevant local or national agencies in deciding whether the centre is able to open.
• The centre will open for examinations and examination candidates only if possible.
• The centres will name an alternative venue in agreement with relevant awarding organisations (e.g. share facilities with other centres or use other public buildings if possible).
• The centres will offer candidates an opportunity to sit any examinations missed at the next available series
• Centres will apply to awarding organisations for Special Consideration for candidates where they have met the minimum requirements.

d. Disruption to the Transportation of Completed Examination Scripts

• If there is a delay in normal collection arrangements for completed examinations scripts the centre will seek advice from awarding organisations.
• The centre will ensure secure storage of completed examination scripts until collection.

e. Centre Unable to Distribute Results as Normal

If the centre is unable to access or manage the distribution of results to candidates, or to facilitate post results services, the centre will contact awarding organisations about alternative options i.e.:

• The centre will make arrangements to access its results at the named alternative site.
• The centre will make arrangements to coordinate access to post results services from an alternative site
• The Centre will share facilities with other centres if possible.

f. Exam Officer Absent at a Critical Stage of the Examination Cycle

In the event of the exam officer being absent at a critical stage of the examination cycle, in order to minimise risk to examination and avoid any adverse impact on students, the centre will:
• Refer to the Exam Entries / Exam Day Contingency Plan (as maintained by the exam officer).
• Consult with awarding bodies when necessary.

9. Candidates, Clash Candidates and Special Consideration Candidates

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
Disruptive candidates are dealt with in accordance with JCQ guidelines.
Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of exam staff must accompany them.
The exams officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.
Ensure there are appropriate resources in place at the time of examinations/assessments to meet candidate's needs e.g. sufficient readers and scribes.
Please see Procedure for Identifying Candidates attached.

Clash Candidates

The exams officer will be responsible as necessary for identifying escorts, identifying a secure venue and arranging overnight stays.

Special Consideration

Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect.
It may be relevant for a special consideration claim to be supported by appropriate evidence, for example a letter from the candidate's doctor. All claims will be made electronically (where possible – paper-based otherwise) by the exam office within five days of the exam.
The Exam Officer will be responsible for making special consideration applications, obtaining and retaining the evidence used to support the application.

10. Coursework/ Controlled Assessments / Non-Exam Assessments and Appeals Against internal Assessments Coursework / Controlled Assessments Non-Exam Assessments

Candidates who have to prepare portfolios should do so by the end of the course or centre-defined date.
Heads of department will ensure all coursework / controlled assessments / non exam assessments are ready for dispatch at the correct time and the exam officer will keep a record of what has been sent and to whom.
Marks for all internally assessed work are to be inputted on the relevant awarding bodies secure websites by subject teachers and kept by the Heads of Department. Where electronic input of marks is not available then teachers should ensure relevant documents are delivered to the exam office for return to moderator in a timely fashion.

The Head of Centre will ensure teachers review candidates' work in full and use their professional judgement to determine and take responsibility for the final grade, regardless of any AI tools and subject to regulatory guidance.

Appeals Against Internal Assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the exam office and must be available for inspection purposes.
The main points are:
• Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
• Candidates may appeal if they feel their work has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
• Appeals should be made in writing by 30 June to the head of centre (or other nominee) who will decide whether the process used conformed to the necessary requirements.
• The head of centre's findings will be notified in writing, copied to the exams officer and recorded for awarding body inspection.

Candidates retain copyright in their assessment materials. The centre will inform candidates that awarding bodies may use their work, including through AI-enabled systems, for essential assessment activities such as marking, moderation, grading, quality assurance and malpractice detection. These uses are mandatory and cannot be opted out of. Awarding bodies may also use anonymised work for teacher and examiner training, assessment-related publications and relevant research. Candidates may opt out of these additional uses by notifying the centre, which must promptly forward the request to the relevant awarding body.

11. Security of Materials

Exam officer alongside the head of centre will take all reasonable steps to maintain the integrity of the examinations and assessments, including the security of all assessment materials by ensuring
• The location of the centre's secure storage facility follows JCQ guidelines.
• Appropriate arrangements are in place to ensure that confidential examination materials are only handed over to authorised members of centre staff and candidates and are not shared outside of the centre.
• Liaise with IT Support to ensure that candidates' work is backed up on two separate devices.
• All JCQ logs are in place for receipt and checking secure materials along with the second pair of eyes log for removing secure materials from secure storage on exam days.
• Appropriate arrangements are in place for handling secure electronic materials to ensure electronic question papers are only handled by members of staff authorised to do so by the head of centre.
• Electronic materials can only be printed from the primary account which is the Exam Officer. In the event of Exam Officer absence SLT responsible for exams will print secure materials.
• Other members of invigilation staff may assist with printing and collation provided they are under supervision by the Exam Officer or SLT responsible for exams.
• Files will only be accessed by the Exam Officer or SLT responsible for exams in the event of contingency. No secure files will be forwarded or shared.
• Access to secure materials will be audited regularly and will be reviewed by the Head of Centre ahead of each examination series.
• The integrity and security of electronic question papers will be maintained during downloading, printing and collating. Files will only be accessed within a secure environment and then be deleted immediately.
• Once printed question papers will be sealed and held in secure storage.
• Any deviations from these instructions or concerns of potential breaches will be reported to the awarding bodies immediately.

• When dispatching exam script packages, they will be transferred from secure storage to a suitable, manned collection point no more than 15 minutes before the start of the allocated collection slot. The collecting driver must sign the dispatch log upon collection.

12. On-screen Examinations

The centre will conduct all on-screen examinations in accordance with the current JCQ *Instructions for Conducting Examinations (ICE)* and awarding body requirements.
The Examinations Officer will ensure that suitable accommodation, equipment, software, technical support and trained invigilators are available, and that all examination materials, candidate login details and responses are kept secure.
Examination rooms will be prepared in accordance with JCQ requirements, including appropriate workstation arrangements, the display of required notices, verification of candidate identity, completion of seating plans and implementation of approved access arrangements.
Candidates will be supervised throughout the examination and prevented from accessing unauthorised materials or devices. Technical support and contingency arrangements will be available to manage equipment, software, network or other disruptions. Any incidents affecting the conduct, security or integrity of the examination will be reported and managed in accordance with JCQ and awarding body requirements.
At the end of the examination, candidate responses will be saved, submitted and, where required, printed in line with awarding body instructions. All examination materials and confidential information will be collected and securely stored or disposed of as appropriate.

13. Cyber Security

Where it is identified that a cyber-attack may compromise any aspect of the delivery of examinations the exam officer will work with IT and make contact with the relevant awarding body to seek further guidance. Senior leaders will monitor the situation and take any action required as directed by the awarding bodies. Please see Exam Contingency Plan and Exam Cyber Security Policy for further information.
The Head of Centre will ensure there are procedures in place to main the security of user accounts by:
• Provide training on the importance of creating strong, unique passwords.
• Provide training for staff on the awareness of all types of social engineering and phishing attempts.
• Maintain a visible record of annual training completion for inspection.
• Enable additional security settings wherever possible.
• Work with IT support to update any passwords that may have been exposed.
• Setting up secure account recovery options.
• Reviewing and managing connected applications.
• Monitoring accounts and regularly reviewing account access, including removing access when no longer required.
• Ensuring authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document guidance for centres on cyber security.
• Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication requirements.
• Reporting any actual or suspected compromise of an awarding body's online systems immediately to the relevant awarding body.
Full details for all of the above can be found in the Exam Contingency Policy and the Cyber Security Policy including the named alternative venue.

14. Results, Enquiries About Results (EARs) and Access to Scripts (ATS)

Results

Candidates will receive individual results slips on results days in person at the centre and electronically via the school MIS system.
Arrangements for the school to be open on results days are made by the head of centre.
The provision of staff on results days is the responsibility of the head of centre.
The centre aggregates at the end of year 12 for AS grades and at the end of year 13 for A2 grades.

EARs (Enquiries about Results)

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. (See section 5: Exam fees).
If a candidate requires an EAR, they must complete the relevant paperwork to allow the exam officer to make the necessary application.

ATS (Access to Scripts)

After the release of results, candidates may request the return of photocopied scripts within the exam board timeframes for scrutiny of the results before deciding to proceed with and EARs
If a result is queried, the exams officer, teaching staff and head of centre will investigate the feasibility of asking for a re-mark at the centre's expense.
Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
GCSE re-marks cannot be applied for once a script has been returned.

15. Certificates

Certificates are not posted and need to be collected in person and signed for.
Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
Certificates may not be withheld from candidates who owe fees.
The centre retains certificates under secure conditions for a minimum of 12 months from the date of issue.

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Head of Centre **Exam Officer**

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Date

Policy is next due for review in September 2027