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LIGHT OF THE WORLD ~ CATHOLIC ACADEMY TRUST

Examinations Policy

CARDINAL POLE CATHOLIC SCHOOL

Status Public
2026

APPROVED BY THE LOCAL GOVERNING BODY ON:...30/09/2026.....

CHAIR OF GOVERNORS SIGNATURE:..... David R Evans **.....**

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Mission Statement

Cardinal Pole Catholic School is a community of service guiding young people on a path to opportunity, aspiration and reward, founded on Catholic values.

Key Staff Involved in the Exams Policy

Role	Name(s)
Head of Centre	**Mr Adam Hall**
Deputy Head in Charge of Exams	**Ms Ellie Connolly**
Exams Officer Line Manager (Senior Leader)	**Ms Ellie Connolly**
Exams Officer	**Ms Sabiha Valli**
SENCo	**Ms Gabriela Toma**

1.0 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;
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- 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 centre's exam processes to read, understand and implement this policy;

- It is the responsibility of the Exams Officer and the member of SLT with responsibility for Exams to ensure that this policy is kept up to date.

2.0 Exam Responsibilities

2.1 Headteacher/Head of Centre

Overall responsibility for the school as an exam centre. Advice on appeals and re-marks. The Headteacher is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document Suspected Malpractice in Examinations and Assessments.

2.2 Deputy Headteacher with Responsibilty for Exams and Data

Is responsible for analysis of exam results.

Prepares and presents reports to the SLT showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made.

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be escalated to Charlotte Brennan.

2.3 Exams Officer

Manages the administration of public and internal exams and analysis of exam results.

Advises the senior leadership team, subject and class tutors and other relevant support staff on annual exam timetables and application procedures of 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 is completed on time and in accordance with JCQ regulations.

Provides and confirms detailed data on estimated entries.
Receives, checks and stores securely all exam papers and completed scripts. Ensures that for every component opened there is a 'second pair of eyes' check recorded on the day of the Exam.

Together with SENCo, administers access arrangements and makes applications for special consideration using the JCQ AAO.

Advises on Access Arrangements and Special Considerations regulations and guidance relating to candidates who are eligible for adjustments in examinations. Identifies and manages exam timetable clashes.

Responsible for ensuring timetables, current JCQ regulations and any exam related information is available on the School website.

Accounts for income and expenditures relating to all exam costs/charges.

Recruits and/or books, trains and line manages the invigilators responsible for the conduct of exams. Ensures that all invigilation staff have read and understood the 'Cardinal Pole Procedures for Exams' and JCQ Checklist for Invigilators.

Submits candidates' coursework marks, tracks despatch and stores returned coursework 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.

Carefully checks question paper packets when they are removed from the dispatch packing and keeps a log of the check

Escorts the JCQ Inspector during their visits.

2.4 Heads of Departments

Preparation of students for exam content and procedures.

Guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries.

Notification to Exams Officer and SENCO of any access arrangements required.

Involvement in post-results procedures.

Accurate completion of coursework mark sheets and declaration sheets.

Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the Exams Officer.

Authorisation of late entries through consultation with Exams Officer and Deputy Headteacher.

2.5 SENCO

Administration of access arrangements and, in collaboration with the Exams Officer, makes applications for special consideration using the JCQ AAO.

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.

2.6 Invigilators

Adoption of eye's and ears approach for conducting the second pair of eyes check is to adopt an 'eyes and ears' approach. One person reads the information from the question paper packet to the second person. This addresses the risk that people read what they expect to see. The second person is more likely to hear if there is an issue with the day, date, time or paper

Collection of exam papers and other material from the exams office before the start of the exam.

Correct distribution of papers during the exam.

Upholding of exam protocol in all exams.

In collaboration with SLT, ensuring the safe and orderly entrance and exit to and from exams. Immediate notification to Exams Officer of any incidents of malpractice.

Collection of all exam papers in the correct order at the end of the exam and their return to the exams office.

2.7 Candidates

Are responsible for checking their own Statements of Entry and must contact the Exams Officer with any amendments or corrections, such as Name, Date of Birth etc, at the earliest opportunity.

3.0 The Statutory Tests and Qualifications Offered

The school aims to provide all learners with the opportunity to enter and be successful in the public examinations for which they are being prepared. The statutory tests and qualifications offered at this Centre are decided by the heads of subject and the senior leadership team.

The statutory tests and qualifications currently offered are; CATs and NGRTs, Level 1/2 Certificates, GCSEs, A levels, OCR Nationals Level 2, Cambridge Technicals Extended Diploma Level 3 and University Admission Tests. This list is subject to variation dependent on the cohort requirements.

The subjects offered for these qualifications in any Academic year may be found in the Centre's published prospectus for that year.

3.1 At Key Stage 3

All candidates will follow a broad curriculum including English, Mathematics, Science, ICT, Humanities and the Arts. Performance in all curriculum subjects will be judged through internal assessments at this key stage.

3.2 At Key Stage 4

All candidates will be entitled, and enabled, to achieve a broad range of entry for qualifications from external awarding bodies.

3.3 At Post-16

It is expected that candidates choose between A2 modules and OCR Technical qualifications to study during year 12 and year 13.

4.0 Exam Seasons and Timetables

4.1 Exam Seasons

External exams are scheduled in November, January and June, as per the Specifications being followed. Most external exams will be held in the summer.

Controlled Assessments will take place according to Specifications. Information on these can be found in the Controlled Assessment Policy.

Internal assessments may be arranged by individual departments throughout the year. These will be arranged by departments after consultation with the Deputy Headteacher - Achievement.

Which Specifications are used in the Centre will be decided by the Heads of Departments after consultation with Deputy Headteacher - Achievement.

4.2 Timetables

The exams officer will circulate the exam timetables once these are confirmed.

5.0 Entries, Entry Details, Late Entries and Retakes

5.1 Entries

Candidates are selected for their exam entries by Curriculum Leaders and subject teachers after consultation with Deputy Headteacher - Achievement. However, no learner can be entered for an exam against the parents' wishes.

The school is under no obligation to enter learners for public examinations if there are educational reasons for not doing so, JCQ guidelines state that only candidates who are capable of achieving the qualification may be entered. The school may change the tier of the exam for which the learner has been entered if they are working below the level required. A decision such as this will be taken after consultation between Department Head and Deputy Headteacher - Achievement.

A candidate or parent/carer can in some cases request a subject entry, change of level or withdrawal. In all cases this should be arranged through discussion with the relevant Head of Department. If the Centre does not uphold the request then a disclaimer must be signed by the candidate and the parent/carer and the cost of this action may be borne by the candidate. In this case parents/carers can appeal against the decision by writing to the Deputy Headteacher.

In some circumstances the Centre will accept external entries for examinations.

5.2 Late Entries

Entry deadlines are circulated to Heads of Departments by the Exams Officer. These must be adhered to in all but exceptional cases.

Late entry procedures, deadlines and costs are published in individual examination board publications. In all cases subject teachers should be aware of these procedures.

Late entries are authorised by Heads of Department and Exams Officer after consultation with Deputy Headteacher - Achievement.

5.3 Retakes

Retake decisions will be made in consultation with the candidates, department and the Deputy Headteacher - Achievement.

(See also section 6: Exam fees)

6.0 Exam Fees

GCSE initial registration and entry exam fees are paid by the Centre. A2, initial registration and entry exam fees are paid by the Centre.

Late entry or amendment fees are paid by the relevant department or, if the entry is due to a candidate request, by the candidate themselves.

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.
The fees reimbursement policy will be communicated in writing to candidates and

parents/carers.

(See also section 5.3: Retakes)

Candidates must pay the fee for an enquiry about a result, should the Centre not uphold the enquiry and the candidate insist on pursuing the enquiry. Any fees incurred will be communicated to the candidate and parents in writing. A candidate can appeal against any fee by writing to the Deputy Headteacher in the first instance.

If a candidate fails to achieve their MEG, the Centre will pay for a retake if it is requested by the candidate.

If a candidate achieves their MEG, but wishes to retake to further improve their grade then they will be liable for the entry fee.

7.0 The Disability Discrimination Act (DDA), Special Needs and Access Arrangements

7.1 DDA

The Disability Discrimination Act extends the application of the DDA to general qualifications. All exam Centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

7.2 Special Needs

A candidate's special needs requirements are determined by statement requirements, medical requirements, and liaison between departments and SENCO over individual student need.

The SENCO will inform subject teachers and departments of candidates with special educational needs at the start of the academic year and will update as necessary thereafter. Departments will inform the SENCO of any special arrangements that individual candidates may require during the course and in the exam within the given deadlines of the JCQ policy.

7.3 Access Arrangements

Making special arrangements for candidates to take exams is the responsibility of the SENCO with the support of the Exams Officer.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO with the support of the Exams Officer.

Rooming for access arrangement candidates will be arranged by the SENCO with the support of the Exams Officer.

Invigilation and support for access arrangement candidates will be organised by the SENCO with the support of the Exams Officer.

8.0 Estimated Grades

It is the responsibility of the Heads of Department to submit estimated grades to the Exams Officer when requested. Forms and deadline dates will be passed to departments by the Exams Officer. Departments should, in all cases, adhere to the specific deadlines set out by the individual exam board criteria for each exam series.

9.0 Managing Invigilators and Exam Days

9.1 Managing Invigilators

External invigilators will be used for all exam supervision. The recruitment and/or booking of invigilators is the responsibility of the Exams Officer.

The Recruitment Agency who supplies Invigilation staff is responsible for securing the necessary Criminal Records Bureau (CRB) clearance for Invigilators.

Invigilators are line managed, timetabled and briefed by the Exams Officer. Invigilators' rates of pay are set by the Centre through the Human Resources Manager.

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

9.2 Exam Days

The Exams Officer will ensure that all candidates are properly briefed on examination rules and regulations prior to all exams.

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 invigilators.

Site management is responsible for setting up the allocated rooms. The Exams Officer will ensure that all rooms used for exams are set out to the correct specification.

Senior staff or the Exams Officer or the lead invigilator will start all exams in accordance with JCQ guidelines, and will abide by the JCQ 'People Present in the Exam Hall' notice. 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. Papers will be distributed to heads of department once all scripts are collected and ready for dispatch at the end of the exam session, at the discretion of the Exams Officer.

9.3 People Present in the Exam Hall

The following rules relate to centre staff other than exams officers and invigilators.

Senior members of centre staff, such as an Assistant Headteacher, approved by the Head of Centre and who have not had overall responsibility for the subject department, may be present at the start of the examination(s). When entering an examination room, they must identify themselves and their purpose for being there to the senior invigilator and/or Exams Officer.

Senior members of centre staff have a very clear role. Principally:

- to assist with the identification of candidates;
- to deal with any disciplinary matters;
- to check that candidates have been issued with the correct question paper, (particularly where optional or tiered papers are involved);
- to check that candidates have the appropriate equipment and materials for the examination;
- to commence the examination.

Under no circumstances may members of centre staff:

- be present at the start of the examination and then sit and read the examination

question paper before leaving the examination room;

- enter the examination room with the intention of accessing the examination question paper;
- have access to the examination question paper unless this is specifically requested by either the Exams Officer or an Invigilator. For example, a possible printing error has been identified and, in the absence of an erratum notice, the Exams Officer needs this verified by the relevant subject teacher before escalating the issue to the awarding body;
- give any indication of their opinion of a question paper to candidates, verbally or otherwise, having been asked to inspect the content;
- communicate with candidates, except in timed Art tests and timetabled GCE A2 Science Practical examinations, or where maintaining discipline in the examination room. This constraint extends to coaching candidates, reminding candidates which section(s) of the question paper to answer or which questions they should answer;
- enter the examination room and approach candidates, either to prompt them to make an attempt at the examination or to provide support and encouragement;
- enter the examination room and read candidates' scripts. Support and encouragement may be offered at any point up until the time that candidates enter the examination room. From that moment onwards they are under examination conditions and the strict protocols must be adhered to.

9.4 Internal Examination Invigilation

When internal exams take place, teachers who would normally be teaching a class which has an exam will invigilate that exam.

10.0 Candidates, Clash Candidates and Special Consideration

10.1 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 staff must accompany them, however, the ration of Invigilator to Candidate must not drop below the legally required ratio of 1:30.

The Exams Officer will pass on attendance information to the Attendance Officer at the start of each exam. The Attendance Officer and SLT will attempt to contact any candidate who is not present at the start of an exam. The Exams Officer will ensure that all late candidates are dealt with in accordance with JCQ guidelines.

10.2 Clash Candidates

In the event of a Clash the Exams Officer will inform the student(s) of the regulations and ensure that these are adhered to. The Exams Officer will arrange suitable adult supervision and accommodation for quarantine time. Should an overnight supervision be necessary the Exams Officer in liaison with SLT will approve overnight accommodation and ensure that adult supervisors are au fait with all applicable rules and regulations. Under the new guidance Maths and Further Maths will not change session unless the time exceeds hours.

10.3 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, to that effect.

Any special consideration claim should be supported by appropriate evidence within five days of the end of the Series of exams, for example a letter from the candidate's doctor.

The Exams Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the end of the Series in which the exam was scheduled.

Candidates who are identified by Centre Staff as requiring separate invigilation will be seated in the SEN Department where there is accommodation for 1:1 invigilation.

11.0 Coursework and Appeals Against Internal Assessments

11.1 Coursework

Candidates who have to prepare portfolios should do so by the end of the course or Centre defined date.

Curriculum Leaders will ensure all coursework is ready for despatch at the correct time and the Exams Officer will keep a record of what has been sent, when and to whom.

Marks for all internally assessed work are provided to the exams office by the subject teachers and the heads of department for submissions to the Board and records. These marks will be made available to students to enable any Appeals Against Internal Assessments to take place within the specified timeframe.

11.2 Appeals Against Internal Assessments

GCE Reviews of marking - centre assessed marks (GCSE controlled assessments, GCE coursework, and GCSE non-examination assessments and Project qualifications)

Cardinal Pole Catholic School is committed to ensuring that whenever its staff mark candidates' work this is done fairly, consistently and in accordance with the awarding body's specification and subject-specific associated documents.

This document sets out the procedures for student's to request a Review of Marking of their Internally Assessed components.

Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. Cardinal Pole Catholic School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Cardinal Pole Catholic School will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body.

Cardinal Pole Catholic School will inform candidates that they may request copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment.

Cardinal Pole Catholic School will, having received a request for copies of materials, promptly make them available to the candidate.

Cardinal Pole Catholic School will provide candidates with sufficient time in order to allow them to review copies of materials and reach a decision.

Cardinal Pole Catholic School will provide a clear deadline for candidates to submit a request for a review of the centre's marking. Requests will not be accepted after this deadline. Requests **must** be made in writing.

Cardinal Pole Catholic School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

Cardinal Pole Catholic School will ensure that the review of marking is carried out by an assessor who has appropriate competence.

Cardinal Pole Catholic School will instruct the reviewer to ensure that the candidate's mark is consistent with the standard set by the centre.

Cardinal Pole Catholic School will inform the candidate in writing of the outcome of the review of the centre's marking.

The outcome of the review of the centre's marking will be made known to the head of centre. A written record of the review will be kept and made available to the awarding body upon request.

The moderation process carried out by the awarding bodies may result in a mark change, either upwards or downwards, even after an internal review. The internal review process is in place to ensure consistency of marking within the centre, whereas moderation by the awarding body ensures that centre marking is line with national standards. The mark submitted to the awarding body is subject to change and should therefore be considered provisional.

Key staff involved in internal appeals procedures

Role	Name(s)
Head of centre	**Mr Adam Hall**
SLT members	**Ms Ellie Connolly**
Exams officer	**Ms Sabiha Valli**

12.0 Results, Enquiries About Results (EARs) and Access To Scripts (ATS)

12.1 Results

Candidates will receive individual results slips on results days in person at the Centre or, if uncollected, by first class post to their home addresses held on the School MIS.

Arrangements for the school to be open on results days are made by the Deputy Headteacher.

The provision of staff on results days is the responsibility of the Deputy Headteacher.

12.2 EARs

EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. EARs are Reviews of Marking, and will only ensure that the correct marking criteria has been applied. It is NOT a re-mark of the paper.

Marks could go either up or down, depending on the outcome.

When the Centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requests this against the advice of the Centre, they will be charged.

(See section 6: Exam fees)

12.3 ATS

After the release of results, candidates may ask subject staff to request the return of papers within three days' for scrutiny of the results. GCSE re-marks cannot be applied for once an original script has been returned.

If a result is queried, the Exams Officer, teaching staff and Head of Centre will investigate the feasibility of asking for a review at the Centre's expense. If the Centre does not support the candidates claim then the cost of the EAR will be met by the candidate.

Exam staff may also request scripts for investigation or for teaching purposes.

For both EARs and Access to Scripts, the written consent of candidates must be obtained.

13.0 Certificates

Certificates are presented in person and collected and signed for.

Certificates may be collected on behalf of a candidate by a third party, provided they have written authorisation from the Candidate to do so, and provide identification at the time of collection.

The Centre retains certificates for five years after which time they may be destroyed. This practice will be informed by any changes brought about by GDPR.