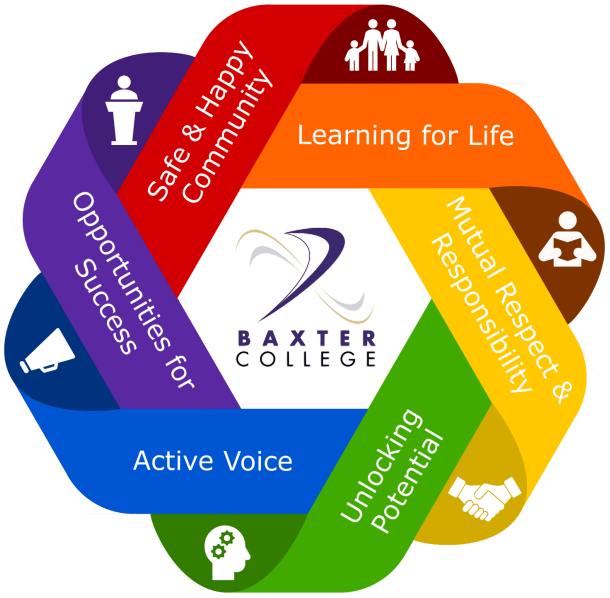
BAXTER COLLEGE



Exams Policy

2026-2027

Our vision statement

A learning community where we all belong, built on shared responsibility, high expectations, nurtured with care and kindness, enabling success.

Purpose of this policy

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- The school staff, parents and candidates clearly understand their roles and responsibilities with regard to the examination process
- 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.
- This policy will be communicated to all relevant centre staff.

Date of last review:	September 2026	**Author:**	Tim Waites
Date of next review:	September 2027	**Headteacher:**	Katie Beech
Type of policy:	☑ ~~Trust-wide~~ ☐ Contextual to school	**Key Contact:**	info@bax.saet.co.uk

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The exams policy will be reviewed annually by the Exam Officer.

The exams policy should be read in conjunction with:

- The Word Processor Policy
- The Non-Examination Assessment Policy
- The Examination Contingency Policy
- The SAET Equality Policy
- The Internal Appeals Procedures
- Exam Access Arrangements Procedure

Where references are made to JCQ regulations/guidelines, further details can be found at www.jcq.org.uk.

1. Centre Responsibilities

The Head of Centre

- Has overall responsibility for the school as an exams centre and advises on appeals and reviews of marking.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document Suspected malpractice in examinations and assessments.
- Signs the Head of Centre declaration form for presentation to the JCQ Inspector on arrival.

Exams Officer and SLT Lead

- Manage the administration of internal exams and external exams advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- Manage the registration and administration of vocational qualifications.
- Oversee the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Check with teaching staff that the necessary coursework and non-examination assessments are completed on time and in accordance with JCQ guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- Administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the Exams Invigilation Team.
- Organises the recruitment, training, and monitoring of the team of exams invigilators responsible for the conduct of exams.
- Ensures candidates' coursework / non-examination assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- Tracks, dispatches, and stores returned coursework / controlled assessments.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.
- Liaises with site staff to ensure venues are appropriately booked and arranged in line with seating plans and centre arrangements.

Curriculum Area Leaders

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams team.
- Accurate completion of coursework /non-examination assessment mark sheets and declaration sheets.
- Decisions on post-results procedures.

Teachers

- Supply information on entries, coursework and non-examination assessments as required by the head of faculty and exam team.
- Comply with the Exam Access Arrangements Procedure.

The SENCo

- Identification and testing of candidates' requirements for access arrangements and notifying the exams team in good time so that they are able to put in place exam day arrangements.
- Process any necessary applications in order to gain approval (if required).
- Working with the exams team to provide the access arrangements required by candidates in exams rooms.
- Responsible for updating the Exam Access Arrangements Procedure.

ICT Staff/Data Analyst

- Supply exam chromebooks /check that software is updated.
- Support with the running of Trelson making sure it is running effectively.
- Authorised to handle secure electronic materials and assist with printing and collation provided they are under supervision in the event that the Exam officer is not present.

Invigilators

- Assisting the exams team in the efficient running of exams according to JCQ regulations.
- Collection of exam papers and other material from the exams office before the start of the exam.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.
- Undertaking safeguarding training annually.
- Undertaking invigilation training 3 times per year.

Candidates

- Confirmation and signing of entries.
- Understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring they conduct themselves in all exams according to the JCQ regulations.

Site Management Staff

- Set up the allocated rooms, and will be advised of requirements in advance.

Reception Staff

- Will follow JCQ procedures in respect of receipt and collection of exam papers.

2. Qualifications offered

- The qualifications offered at this centre are decided by the Senior Leadership Team.
- The types of qualifications offered are GCE, GCSE, Entry level certificates, V Certs & BTEC.
- The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus or similar documents for that year. If there is to be a change of specification for the next year, the exams office must be informed by the first day of the Autumn Term.
- Informing the exams office of changes to a specification is the responsibility of the Curriculum Area Leader.
- Decisions on whether a candidate should be entered for a particular subject will be taken by the teacher in consultation with the Curriculum Area Leader.

3. Exam series

- Internal exams (mock exams) and assessments are scheduled in line with parents' evenings and data collection dates.
- External exams and assessments are scheduled throughout the academic year in line with the exam board timetables.
- Internal exams are held under external exam conditions.
- The Curriculum Area Leader. decides which exam series are used in the centre.
- The centre does offer some assessments on an on-demand basis. If offered, on-demand assessments can be scheduled only in windows determined by the examination boards.

4. Exam timetables

Once confirmed, the exams team will circulate the exam timetables for internal and/or external exams at a specified date before each series begins.

5. Entries, entry details and late entries

- Candidates or parents/carers cannot request a subject entry, change of level or withdrawal.
- The centre does not accept entries from private candidates.
- The centre does not act as an exams centre for other organisations.
- Entry deadlines are circulated to the Curriculum Area Leader via email, noticeboard, briefing meetings, and staff tray.
- Curriculum Area Leader 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 (i.e. late) require the authorisation, in writing, of Curriculum Area Leader and signed.
- Re-sit decisions will be made by the Curriculum Area Leader in consultation with SLT for exams.

6. 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 exam team will publish the deadline for actions well in advance for each exam series.
- All first attempt exams will be paid for by the centre.
- If a student wishes to resit a unit to gain a better grade, they will be expected to pay the fee associated with the re-sit.
- Late entry or amendment fees are paid by the centre.
- Fee reimbursements are sought from candidates if they fail to sit an exam or if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.
- Re-sit fees are paid by the candidates unless they are re-taking an academic year.

7. Equality Legislation

- All exam centre staff must ensure that they meet the requirements of any equality legislation.
- The centre will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Centre.
- All staff must have read the Trust Equality Policy.

8. Access arrangements

- The SENCo will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.
- A candidate's access arrangements requirement is determined by the SENCo.
- Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of SENCo.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCo and the Exam Officer.
- Rooming for access arrangement candidates will be arranged by the Exam Officer.
- Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exam Team.
- The SENCo must be aware of the centre Word Processor Policy.

9. Requests for Separate invigilation

- Separate Invigilation will only be granted for students with specific access arrangements.
- Students who are being treated by CAMHS.
- Students with medical issues
- Written confirmation will be required

10. Identifying Candidates

- GCSE students are in full school uniform (this also includes observing any students wearing religious attire) for all examinations they are checked by SLT before they arrive in the sports hall. Once in the hall they sit at their allocated desk where there will be a card with their name, candidate number on. a check and register is then completed.
- A Level Students are required to wear the BC6 Lanyard to all exams. This has a picture of them on it and shows that they are part of the Baxter college sixth form. A register will also be taken and attendance will be notified.
- A Level students from another centre will also be required to wear their lanyards from their own centre as a form of identification.

11. Students who arrive late to examinations

- Students will report to the Exam Officer or SLT Exams lead.
- The Student will be taken to the exam venue and given an opportunity to sit the exam.
- If the student arrives within one hour of the official start time, they will be allowed to sit the paper and will be given the full allocation of time.
- If the student arrives more than one hour after the official start time, they will be allowed to sit the paper, and will be given the full allocation of time if there are sufficient resources to allow this to happen. They will be advised that the exam board will have the final decision as to whether or not marks will be awarded.
- On completion of the exam the student will write a report detailing the reason for being late.
- The Exam Officer will advise the exam board accordingly.

12. Contingency planning

- Contingency planning for exams administration is the responsibility of the SLT for Exams.
- The Centre Contingency plan is available in the Staff Policies File and is in line with the guidance provided by Ofqual, JCQ and awarding organisations.

13. Estimated grades

- Curriculum Area Leaders are responsible for submitting estimated grades to the Data Analyst when requested.

14. Complaints

- Any complaints relating to exam processing should be addressed to The Exam Officer in the first instance.
- Any contact with the exam boards will be initiated by the Exam Officer.

15. Managing invigilators

- External staff and Internal staff will be used to invigilate examinations.
- These invigilators will be used for some internal exams and all external exams.
- Recruitment of invigilators is the responsibility of the Head of HR.
- The Exam Officer will follow the Trust Recruitment and Selection Policy.
- DBS fees for securing such clearance are paid by the centre.
- Invigilators' rates of pay are set by the Trust.
- Invigilators are recruited, timetabled, trained, and briefed by the Exam Officer.

16. Malpractice and Maladministration

The Head of Centre in consultation with the Exam Officer is responsible for investigating suspected malpractice, in line with JCQ guidance. For the purpose of this document 'malpractice' is defined as: Any act, or failure to act, that threatens or compromises the integrity of the assessment process or the validity of any qualifications and their certification. This includes: maladministration and the failure to maintain appropriate records or systems; the deliberate falsification of records or documents for any reason connected to the award of any qualifications; acts of plagiarism or other academic misconduct; and/or actions that compromise the reputation or authority of Baxter College.

Following an investigation, if a case of malpractice is upheld, Baxter College may impose sanctions or other penalties on the individual(s) concerned using the JCQ guidance as reference. Where relevant the matter will be reported to all exam boards, and the exam boards may impose one or more sanctions upon the individual(s) concerned. Any sanctions imposed will reflect the seriousness of the malpractice that has occurred.

Reducing the Risk of AI Affecting Assessment
An immediate risk is that students use AI to generate work that is externally assessed, and is plagiarised or is inaccurate. The recommended actions are:

Cite References Instructing students to cite any sources that they use enables easier checks on the authenticity.

Be clear on procedural expectations: Explaining to students the need for them to produce authentic work, and the risks of submitting work they have not written including work generated by AI, will prevent students breaching guidance from assessment organisations. This could include using plagiarism detection software to check student work for unauthorised use of AI-powered tools.

Monitoring student progress: Teachers should monitor student progress and be aware of any changes in the way that students are completing their work. This will help to identify any cases where students are using AI-powered tools in an inappropriate way.

Educating students about AI: Students should be educated about the potential uses and limitations of AI-powered tools. This will help students to understand how these tools can be used to support their learning, but also to avoid plagiarism and other forms of academic misconduct.

Encourage students to think critically about the work that they produce and be aware of the limitations of AI-powered tools. These tools are not perfect, and they can sometimes generate work that is inaccurate or plagiarised.

17. Exam Archiving

The Exam Office staff will comply with the Trust Data Protection Policy and in particular the specified archiving timescales.

18. Exam days

- The Exam 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 exam Officer or invigilation team will start and finish all exams in accordance with JCQ guidelines.
- Students are identified before they enter the exam hall in the theatre by the deputy head, year 10 and 11 are in full uniform and have name cards on their desk, this is then cross checked by an exam register taken by the EO or one of the invigilators. Sixth form students are required to wear their lanyards for all exams with their picture identification on them. No teaching staff are allowed in the exam room.
- In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
- Exam papers must not be read or removed from the exam room by anyone other than exam office staff or invigilators. Papers will be distributed to heads of Department in accordance with JCQ's recommendations and no earlier than 24 hours after candidates have completed them.
- After an exam, the Exam Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies.

19. Candidates and Clash candidates

- The exams team will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Exam Officer and Head of Year.
- The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.
- In all exam rooms candidates must comply with the JCQ Warning to Candidates.
- Identification of disruptive candidates are dealt with in accordance with JCQ guidelines.
- Candidates are expected to stay for the full exam time.
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The Exam Officer is responsible for handling late or absent candidates on exam day.
- The Exam Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

20. Special consideration

- Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre to that effect.
- If a student is absent from any exam they will be charged unless a reason for absence has been accepted by the Pastoral Team.
- The candidate must support any special consideration claim with appropriate evidence within five days of the exam.
- The exams officer will make a special consideration application to the relevant awarding body before the deadline.

21. Covid 19 Policy

- If a student tests positive for covid 19 on the day of the exam the JCQ form 14 will be used and we would require evidence from NHS (text or email) or lateral flow test.
- If a student presents with covid 19 symptoms on the day this student will be either moved to the far end of the sports hall which is many metres away from any other students in the exam or moved to a smaller room to give the student every opportunity to sit the exam.

22. Non-Examination Assessment

- It is the duty of heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Exam Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.
- Marks for all internally assessed work are provided to the exams office by the head of faculty or are input directly to exam board secure websites in line with exam board requirements. The exams team will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

23. Results

- Candidates will receive individual results slips on results days,
- Uncollected results envelopes will be posted to the address on school records at the end of the Results Day.
- Results can be emailed upon prior request- requests for emailed results on the day will not be accepted.
- Results envelopes can be collected by a third party but only after written confirmation has been received by the Exam Officer.
- Arrangements for the centre to be open on results days are made by the Head of Centre and Site Team.
- The provision of the necessary staff on results days is the responsibility of the Head of Centre.

24. Enquiries about Results (EAR)

- EARs may be requested by centre staff or the candidate following the release of results.
- A request for a review of marking 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 the group of candidates.
- The cost of EARs will be paid by the centre
- All decisions on whether to make an application for an EAR will be made by the candidate and the head of Department ·
- Deadlines must be adhered to.

25. Access to Scripts (ATS)

- After the release of results, candidates may ask subject staff to request the return of written exam papers.
- Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- The cost of EARs will be paid by the centre.
- Processing of requests for ATS will be the responsibility of the Exams Officer.

26. Certificates

- Candidates can collect their certificates from main reception in person after the awards evening held in December/January
- Candidates must email info@bax.saet.co.uk or request their certificates by telephone stating their full name and date of birth.
- The Exam Officer will advise when the certificates will be available from main reception.
- If a candidate cannot call in person, they will be required to email the details of a third party who will collect on their behalf. Certificates will not be handed to a third party without an email confirmation. The third party will be required to bring identification with them.
- The centre retains certificates until the candidate reaches 25 years of age.
- Replacement certificates can be obtained by contacting the examination boards.