



Kendrick School

Examinations Policy

Version :EP V1 2020	
Version :EP V2 2022	
Version :EP V2 2023	
Version :EP V2 2024	
Version :EP V2 2025	

Approval Date: November 2025

Review Date: November 2026

Examinations Policy

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- The Centre is Kendrick School
- The Head of Centre is the Headteacher.
- The Examinations Manager is the member of the Senior Leadership Team with responsibility for Examinations.
- The Examinations Manager is line manager to the Examinations Officer.
- The Examinations Officer is responsible for the running of the examinations.

- Candidates are students of the school preparing for, in the process of taking or having taken examinations.

Clarification of titles used in Appendix II

Head of Centre: Headteacher

EO: Exams Officer.

EM: Exams Manager. (SLT member with responsibility for Exams.)

TLS: Head of Department. (Subject Leader)

Staff: Teachers of exam classes in any subject involved with controlled assessment.

TLC: Pastoral leaders.

Tutors: Form tutors of candidates in exam classes.

EXAMINATIONS POLICY

Purpose of the policy

The 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 are 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 in accordance with current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff by email when the annual review is completed.

It is the responsibility of everyone involved in the Centre's examination processes to read, understand and implement this policy. The policy will be published on the school's website.

This policy will be reviewed every year, by the Examinations Officer to ensure compliance with JCQ regulations in consultation with the Examinations Manager: verified by the Head of Centre and Senior Leadership Team.

1. Examination responsibilities

Head of Centre

- Has overall responsibility for the school as an examination centre.
- Accountable to the awarding bodies for ensuring the centre is compliant with JCQ regulations and awarding body requirements to ensure the security and integrity of the examinations/assessments
- Is responsible for ensuring that all staff comply with the instructions/regulations. Failure to do so may constitute malpractice.
- Is responsible for reporting all suspicious or actual incidents of malpractice. (Refer to the JCQ document *Suspected malpractice in examinations and assessment*)
- Understands the contents, refers to and directs relevant staff to annually updated JCQ publications:
 - ◇ General Regulations for Approved Centres (GR)
 - ◇ Instructions for Conducting Examinations (ICE)
 - ◇ Access Arrangements and Reasonable Adjustments (AA)
 - ◇ Suspected Malpractice – Policies and Procedures (SM)
 - ◇ Instructions for conducting non-examination assessments (NEA)
 - ◇ A guide to the special consideration process (SC)
- Ensures the centre has appropriate accommodation to support the size of cohorts being taught including appropriate accommodation for Access Arrangements candidates.
- Ensures that relevant members of staff respond promptly to actions raised by the JCQ Centre Inspection Services
- Ensures that the centre promptly reports any incidents to the relevant awarding bodies which might compromise any aspect of assessment delivery such as a cyber-attack.
- Ensures that members of centre staff are aware that they should not forward emails and letters from the awarding body or JCQ Personnel without prior consent to third parties or upload such correspondence onto social media sites.
- Ensures that members of centre staff are aware that they should not advise parents/candidates to contact awarding bodies/JCQ directly nor provide any addresses/email addresses of awarding body or JCQ personnel.
- Retains a workforce of appropriate size and competence, including managerial and other resource, to undertake the delivery of the qualifications as required by the relevant awarding body.
- Provides fully qualified teachers to mark NEA.
- Enables the relevant senior leaders, examinations office and SENDCo to receive appropriate training and support to facilitate the effective delivery of examinations and assessments and ensure compliance with JCQ regulations.
- Appoints a SENDCo who will determine appropriate arrangements for candidates with learning difficulties and disabilities.

- Ensures that the SENDCo has time to manage the processes within the centre and be familiar with the JCQ publications.
- Ensures 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.
- Has in place all required policies.
- Completes the National Centre Number register annual update.

Examinations Officer is:

The person appointed by the Head of Centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments. The Head of Centre may not appoint themselves as the examinations officer. Head of Centre and Exams Officer are two distinct and separate roles.

The Examinations Officer supported by the Examinations Manager will:

Manage the administration of public and internal exams:

- Advise the senior leadership team, subject teachers, form tutors and other relevant staff on examination procedures and processes as set by the various examination boards.
- Produce and distribute to staff and candidates a timetable for all examinations and communicate regularly with staff concerning imminent deadlines and events.
- Ensure that candidates and their parents/carers are informed of and understand those aspects of the examination timetable that will affect them.
- Consult with teaching staff to ensure that necessary coursework is 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 examinations.
- Receive, check and store securely all examination papers and completed scripts and ensure that scripts are dispatched according to the guidelines.
- Ensure reception staff are aware of the process for receipt/dispatch of confidential materials.
- Administer access arrangements (under the guidance of the SENDCo) and make applications for special consideration following the regulations in the JCQ publications for access arrangements, reasonable adjustments, and special consideration.
- Identify and manage examination timetable clashes.
- Account for income and expenditures relating to all examination costs/charges.
- Organise the recruitment, training, and monitoring of a team of examinations invigilators responsible for the conduct of examinations.

- Oversee the submission of candidates' coursework, NEA & controlled assessment marks, tracking, dispatch, and storage of returned coursework and any other material required by the appropriate awarding bodies correctly and on schedule.
- Arrange for dissemination of examination results and certificates to candidates and forward, in consultation with the SLT and Head of Sixth Form, any appeals and requests for enquiries about results.

Heads of department (TLS) and teaching staff:

Are responsible for:

- Guidance and pastoral oversight of candidates with respect to examination entries or amendments to entries.
- Involvement in post-results procedures.
- Accurate completion of coursework, NEA & controlled assessment mark sheets and declaration sheets.
- Accurate completion and confirmation of subject entry information by deadlines set by the examinations officer.
- Track, dispatch, and store returned coursework/controlled assessments.

SENDCo

- Identification and verification of candidates' requirements for access arrangements, working in good time with the examinations officer to process any applications for approval.
- Identification and provision of additional support, where necessary, to ensure candidates achieve course aims.

Lead invigilator/invigilators

- Work with the examinations officer to prepare the examination room.
- Conduct the examination(s) in accordance with the regulations (JCQ "Instructions for Conducting Examinations")
- Undertake relevant training as directed by the examinations officer on an annual basis.
- Collect, parcel, and label all examination papers at the end of the examination and prepare them for collection.
- Annually confirm whether they have any current investigations or sanctions applied to them that could constitute malpractice and sign a confidentiality and security agreement.

Candidates

- Confirm and sign entry statements.
- Understand coursework/NEA regulations and, as required, sign a declaration authenticating their own work.

- Be aware (through a formal briefing and issue of “Notice to Candidates”) of the regulations for examinations.

2. The statutory tests and qualifications offered

The statutory tests and qualifications offered at this centre are decided by the Head of Centre.

The examinations officer will confirm Awarding Bodies and specification codes with all subject leaders during Term 1.

3. Examination seasons and timetables

3.1 Examination seasons

External examinations (GCSE & A’ Level are scheduled by the awarding bodies in association with JCQ and are held in May/June). These may be re-arranged nationally in exceptional circumstances e.g. Pandemic and national lockdown.

The exact timings and breadth of internal examination are decided by the Senior Leadership Team in the Autumn Term. Year 11 Mocks are usually held at the start of Term 3, Year 13 Mocks at the start of Term 4, Year 12 at the start of Term 6. Year 11, 12 and 13 internal examinations are held under external examination conditions in preparation.

University admissions tests are held in November and June as scheduled nationally. Only STEP papers are sat in school.

3.2 Timetables

The examinations officer will circulate the examination timetables via SchollWorkspace for external examinations and year 11, 12 and 13 internal examinations once these are confirmed.

4. Entries, entry details, late entries and retakes

4.1 Entries

Examination entries for all candidates are confirmed by heads of department and subject teachers.

A candidate or parent/carer may request a subject entry, change of level or withdrawal. The Head of Centre will make a decision based on the particular circumstances and in discussion with subject staff, tutors, the candidate and parent/carer.

Students will only be entered for examinations for current curriculum subjects.

4.2 Late entries

Entry deadlines are circulated to heads of department via SchoolWorkSpace, Exams Assist .

Requests for late entries are authorised by the examinations officer.

4.3 Retakes

The centre only offers retakes for GCSE English where this would support students applying to university. This is at the headteacher's discretion.

The centre will accept former Year 13 candidates for A - Level retakes in the following June series. Candidates will be expected to make their own study/revision preparation for the examination.

5. Examination fees

GCSE, AS and A Level initial registration and entry examination fees are paid by the centre.

University entrance tests (e.g. STEP) are paid for by the candidate.

Candidates would be expected to pay any fees arising from late entry, amendments for retakes or withdrawal made outside the time allowed. Late entry fees cost twice the original examination subject cost.

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 may be sought from candidates who fail to sit an examination or meet the necessary coursework requirements.

Fees for retakes are paid by the candidates. The fees charged will also include a nominal amount to cover administration and the employment of invigilators for these additional examinations. This additional amount will be reviewed annually in the light of the pay scale for invigilators. (See Charging Policy, Appendix 2.)

Candidates must pay the fee for an individual enquiry about a result.
(See also section 10.2: Enquiries about results [EARs])

6. The Equality Act 2010, special needs, and access arrangements

6.1 The Equality Act 2010

The Equality Act 2010 replaced the Disability Discrimination Act 2005. All examination 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 candidates in accordance with requirements defined by the legislation, awarding bodies and JCQ.

6. 2 Access arrangements for pre-existing conditions (Refer to JCQ Access Arrangements, Reasonable Adjustments and Special Consideration)

A candidate's need for access arrangements is determined by the SENDCo and an educational psychologist or specialist teacher/medical consultant.

The SENDCo, together with the school's nominated, qualified advisor will verify the evidence in the documentation which diagnoses a condition giving rise to the need for access arrangements and will recommend the arrangements which will be suitable for the candidate.

The SENDCo will agree with the candidate (and parent /carer) the arrangements required, in the light of the recommendations and verification described above.

The SENDCo will inform subject teachers of candidates requiring access arrangements who are embarking on a course leading to an examination. The SENDCo can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the examination.

It is the responsibility of the examinations officer, when advised by the SENDCo, to make the appropriate examination arrangements for candidates according to their entitlement.

It is the responsibility of the examinations officer to process the completed access arrangement applications to the awarding bodies in consultation with the SENDCo. It is the responsibility of the SENDCo to ensure that all appropriate documentation is in place and available for inspection as required.

Rooming for access arrangement candidates will be arranged by the examinations officer. A satellite room may be available to accommodate those candidates whom the SENDCo identifies as not suitable for seating in the main venue. This room will accommodate all candidates thus nominated. Individual rooms will only be allocated in exceptional circumstances.

Invigilation and support for access arrangement candidates will be organised by the examinations officer.

7. Managing invigilators and examination days

7.1 Managing invigilators

External invigilators will be used for external examinations and Year 11 and Year 13 Mocks where possible.

The recruitment of invigilators is the responsibility of the examinations officer and examinations manager following safer recruitment procedures, authorised by the Headteacher.

Securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the

responsibility of the centre administration.

DBS fees for securing such clearance are paid by the centre.

Invigilators are timetabled and briefed by the examinations officer.

Invigilators' rates of pay are set by the centre administration.

7.2 Examination days

The examinations officer will liaise with the caretakers and cover department to make examination rooms available and appropriately set up.

The examinations officer will make the question papers, examination stationery and other materials available for the invigilators.

The nominated lead invigilator will start all examinations in accordance with JCQ guidelines.

Teaching staff may be asked to assist before the start of an examination by organising and identifying candidates and escorting them to the examination room. They must not enter the examination room unless invited to do so.

In practical examinations, however, subject teachers may supervise the examination together with external invigilators to deal with any technical difficulties.

Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Papers will be distributed to heads of department after the examination session, according to JCQ / Awarding Body recommendations.

8. Candidates, clash candidates and special consideration

8.1 Candidates

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. Candidates are expected to bring to the examination room only the equipment they need for the examination. All other items and bags should be left in a suitable locker or room.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

Candidates may leave the examination room for a genuine purpose, in which case a member of staff must accompany them, and they should return immediately. They may not otherwise leave the room until the end of the examination.

The centre will attempt to contact any candidate who is not present at the start of an examination. Candidates arriving late are instructed to report to the School Reception, where they will be met by a

member of staff or the examinations officer and escorted to the examination when ready. The examinations officer will deal with them in accordance with JCQ guidelines.

8.2 Clash candidates

A clash is where a candidate has more than one examination in the same session. Two- or three-unit papers in the same subject do not count as a clash. The examinations officer will be responsible for identifying candidates with clashes and proposing a resolution with the agreement of the candidate in line with JCQ permitted adaptations.

The examinations officer will be responsible for identifying supervisors and a secure venue during the clash period. The examinations officer will also, where necessary, be responsible for discussions regarding overnight supervision with candidates and parents.

8.3 Special consideration (Refer to JCQ booklet “A guide to the Special Consideration process”)

Candidates could be eligible for Special Consideration if, at the time of an examination, they have suffered illness, bereavement, or other trauma, which could significantly impair their performance.

It is the candidate’s responsibility to alert the centre by reporting their situation to: the Pastoral leader, Tutor, SENDCO, Examinations Officer / Manager, Invigilator. This must be done before the start of the affected examination.

Candidates will be required to support their request for Special Consideration with appropriate evidence. A form will be available for completion with all details relating to the affected examination: this must be given to the examinations officer within three days of the relevant examination.

The claim for Special Consideration will be considered by the Examinations Officer and Examinations Manager in liaison with the Pastoral leader, SENDCO, Tutor, or relevant subject teacher, as appropriate and, where it is agreed that the claim is valid, the examinations officer will forward the Special Consideration request to the relevant awarding body. This must be done within seven days of the last examination in the series for each subject affected.

Candidates will have been informed of this process in pre-exam briefing sessions, including where to access the Special Considerations Request form.

9. Coursework/Controlled Assessment/Non-Examination Assessments and appeals against internal assessments

9.1 Coursework/Controlled Assessment

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

The TLS/examinations manager will contact any candidates who fail to submit coursework on the due date. They will be required to satisfy the examinations manager that there are mitigating circumstances which justify an agreed time extension. Otherwise, they will be expected to deliver, by email or hard copy, at least part of the outstanding work on that day. Failure to do so may mean that the work cannot be marked or that only work received on the due date can be marked. Sanctions will also be applied involving the reduction of study leave.

TLS will ensure all coursework is ready for dispatch at the correct time and the examinations officer will keep a record of what has been sent when and to whom. TLS must ensure that, where dispatch is carried out directly by the department, the EO is advised.

TLS will provide the Examinations Officer with marks by the centre set deadline for the Examinations Officer to advise candidates of their marks and the appeal process.

TLS will ensure that they are familiar with the deadline, authentication and marking procedures for the specifications for their subject and that members of their department understand these aspects and have undergone the necessary training.

Risk Management and Staff Responsibility for other aspects of Controlled Assessment/NEA is outlined in Appendix II.

9.1 Appeals against internal assessments

The centre is obliged to publish a separate procedure on this subject, which is available from the examination's office. (See Appendix I)

10. Post Results Services: Results, enquiries about results (EARs) and access to scripts (ATS)

10.1 Results

Candidates will be briefed on the arrangements for the issue of results, including time and venue prior to the end of Term 6.

10.2 EARs

EARs (Enquiries About Results) may be requested by centre staff if there are reasonable grounds for believing there has been an error in marking. Candidates who are concerned about a result are invited to discuss the issue with subject staff who will already have reviewed the marks and grades across the cohort and will be able to offer an opinion and confirm whether an EAR is supported.

When the centre does not support an EAR, but the candidate or their parent / carer insists on an EAR, the centre will process the request on receipt of the appropriate payment from the candidate.

10.3 PRIORITY EARs

Where a candidate's university place may be lost because of a grade lower than expected or required, it is possible to request a *priority* remark. This must be done within 7 days of the issue of results via a meeting with the Head of Sixth Form who will arrange to be available immediately following results day to deal with any requests. Details of the dates/times will be provided with results. The cost of the priority remark will be met by the candidate and processed by the examinations officer.

(See section 5: Examination fees and Appeals Policy)

10.4 ATS

After the release of results, but within seven days, candidates or staff may request a priority copy of a script to help them to decide whether there are grounds for requesting an EAR. The examinations officer is responsible for making the application for a script and will arrange to be in school immediately following results day to deal with any requests.

After this period, candidates may request the return of their original scripts. Candidates are informed of this service and must complete a request form and submit it to the examinations officer, together with the payment, by the due date.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

An EAR cannot be requested once an original script has been returned.

10.5 APPEALS

Candidates may follow the JCQ/Awarding Body published appeals process in the event they are not satisfied with the outcome of any post-results service. They should initially raise this in writing to the Head of Centre.

11. Certificates

Certificates are presented in person at the Presentation of Awards and Certificates or may be collected ***after this date***, in person or by an authorised third party. All certificates which are collected must be signed for.

Certificates are retained by the centre for six years.

Examinations Policy Appendix I

Kendrick School

Policy On Appeals Against Internal Assessments.

In accordance with the Code of Practice for the conduct of external qualifications produced by QCA, Kendrick School is committed to ensuring that:

- Staff who conduct internal assessments have the appropriate knowledge, understanding and skills.
- Assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant Specifications for each subject.
- The consistency of internal assessment is assured through internal standardisation as set out by the Awarding Bodies.
- Staff responsible for internal standardisation and/or assessment attend any compulsory training sessions.

Awarding Bodies specify detailed criteria for the internal assessment of work. An Awarding Body must moderate the assessment and the final judgement on marks awarded is that of the Awarding Body.

Written Appeals Procedure

Each Awarding Body publishes procedures for appeals against its decisions and the Examinations Manager will be able to advise pupils and parents/carers of these procedures. In addition, an appeal can be made to the school concerning internal assessment.

- An appeal may be made to the school regarding the *procedures* used in internal assessment, but *not the actual marks or grades* submitted by the school for moderation by the Awarding Body.
- The appeal must be made in writing to the Examinations Officer as soon as possible and at the latest, two weeks before the date of the last external exam in the subject.
- On receipt of such an appeal, an enquiry into the internal assessment procedure will be set up.
- The enquiry will be conducted by the Examinations Manager and the Headteacher or a member of the Senior Leadership Team, ensuring that no member of the enquiry panel has been involved in the original internal assessment process. It will consider whether the procedures used in the internal assessment conformed to the published requirements of the Awarding Body.

The appellant will be informed in writing of the outcome of the appeal, including any details of any relevant communication with the Awarding Body and of any steps taken to further protect the interests of the candidates. A record of any appeal will be retained until the deadline for appealing against the result of that examination has passed.

Statement For Students

“If at any stage during your examination courses you have concerns about the procedures used in assessing your internally marked work for public exams (e.g. Coursework/ controlled assessment/ portfolio/ projects/ NEAs) you should see the Examinations Manager, Ms Le Croisette, Assistant Headteacher as soon as possible”.

(This statement to be attached to JCQ “Notice to Candidates: Coursework and Portfolios.” This is issued to all candidates in Years 10, 11, 12, 13 in Term 1)

**Examinations Policy
Appendix II**

Controlled Assessment – Risk Management and Staff Responsibilities.

In line with all other aspects of Examinations Management, the school undertakes to practise effective planning, training, and distribution of information with respect to the organisation and management of Controlled Assessment tasks.

The table below outlines potential issues / risks in key areas specific to Controlled Assessment and identifies the good practice expected of those staff in responsible positions.

Scheduling	Plan assessment sessions at start of academic year in consultation with school calendar / other subject areas/ TLCs.	EM, TLS, TLC
	Circulate timetable to students and staff at subject level and overall, at the relevant time.	EM, TLS, TLC
	Ensure “catch-up” sessions are included in schedule to accommodate any absentees	TLS
Accommodation	Check that normal timetabled rooms are adequate. Arrange alternatives as necessary.	TLS, EM
	Book IT accommodation as necessary at the beginning of the year wherever possible.	Staff, TLS.
Absent Candidates	Ensure (through briefing) that candidates are fully aware of procedures and the need for good attendance	EM, TLC, Staff
	Ensure (through lessons) that candidates are fully aware of timetable for controlled assessments tasks in each subject, including any proposed “catch-up” sessions.	TLS, Staff
	Encourage candidates to take responsibility for knowing the controlled assessment schedule for their subjects	Staff
	Plan “catch-up” sessions when scheduling assessment tasks, in the event of any absent candidates.	TLS
	Where attendance at “catch-up” sessions is required, ensure that candidates understand that the scheduling of the session(s) is non-negotiable.	Staff, TLS
Control Levels for Tasks	Ensure staff understand the control level as set out by the awarding body.	EM, TLS
	Confirm with the awarding body as necessary; arrange training as appropriate.	EM, TLS, Staff
	For tasks with high level control, give advance warning to IT team, so that a secure place with password security can be set up on network	TLS, Staff, IT support team
Task Setting	Ensure staff understand the task setting arrangements, as set out in the awarding body specification.	EM, TLS, Staff
	Ensure marking and moderating arrangements are understood and are completed as required by the awarding body	TLS, Staff
Downloading Set Tasks	Ensure familiarity with requirements for downloading tasks. Liaise with IT support staff as necessary	TLS, Staff, IT support team
	Prepare and plan the downloading in advance of the scheduled assessments	TLS, Staff, IT support team

	Test access rights regularly and ahead of scheduled assessments.	TLS, Staff, IT team
	Check whether access rights are with staff or EO. If only with EO liaise and plan download in good time for assessment session.	TLS, Staff
Supervision	Ensure staff understand their role with respect to the supervision and level of control required for a particular assessment.	EM, TLS, Staff
	Arrange for additional supervision or supervisor other than normal teacher as required.	EO, TLS
Administration of Assessment Tasks	Where work is saved in electronic form between tests, identify back-up system to prevent loss of work	TLS, Staff, IT support team
	Ensure accurate record keeping of candidates' attendance at assessment sessions.	TLS, Staff
Security of Materials	Ensure staff understand the importance of task security before the assessment takes place.	EM, TLS, Staff
	Identify the level of security required for candidates' work during and after assessment.	EM, TLS, Staff
	Provide appropriate secure storage facilities for task materials and candidates' work throughout the assessment cycle.	EO, EM, TLS, Staff

A Summary of Staff Responsibilities for Controlled Assessment.

Head of Centre – Headteacher

- Has overall responsibility for the safe and secure conduct of controlled assessments, ensuring they comply with JCQ guidelines and awarding bodies' subject specific instructions.

Senior Leadership Team (led by member of SLT with responsibility for examinations.)

- Accountable for the safe and secure conduct of controlled assessments, ensuring they comply with JCQ guidelines and awarding bodies' subject specific instructions.
- Coordinate with TLSs a schedule for controlled assessments at the start of the academic year to ensure a reasonable spread throughout the year and avoid clashes or pressure points for candidates.
- Have an overview of all procedures relating to controlled assessment, with particular respect to scheduling, accommodation needs and regulations.
- Ensure that all staff and candidates are aware of assessments dates, deadlines, venues, reserve dates.
- Make candidates aware of the internal appeals policy and process.

Examinations Officer

- In line with all other areas of examination administration, ensure candidates are entered for controlled assessment units and, where appropriate, cash-in codes for the terminal exam series.
- Take responsibility for the receipt, safe storage, and safe transmission of confidential materials, (whether in CD, electronic or hard copy format.) which are directly received by the Examinations Office.
- Download, distribute and dispatch marksheets for teaching staff within required deadlines.

TLS (Head of Department / subject leader)

- Select appropriate awarding body and subject specification.
- Plan teaching and assessment programme to ensure that at least 40% of overall assessment is taken in the final examination series, (i.e. when qualification is certificated.) in order to satisfy the terminal assessment requirement in accordance with the awarding body specification.
- Ensure the internal marking of all staff involved in assessment has been standardised.
- Ensure all staff understand their responsibilities with respect to controlled assessment and that individual staff understand the requirements of the specification and are familiar with the relevant teachers' notes and any other specific instructions.

Teaching staff

- Understand and comply with the general guidelines contained in the JCQ publication "Instructions for conducting controlled assessments".
- Understand and comply with the awarding body specifications for conducting controlled assessments, including subject specific instructions, teachers' notes, and any other additional information.
- Liaise with EO and TLS to obtain confidential materials in a timely and appropriate manner and always ensure secure storage.
- Supervise the assessments at an appropriate level of control, meeting the regulations and assisting candidates only as far as the specification allows.

- Ensure that authentication forms are signed as required on completion of an assessment.
- Mark internally assessed components using the mark scheme provided. Liaise with the EO and TLS to submit marks to the awarding body when required. Retain a record of the marks awarded.
- Retain candidates' work securely during assessment sessions and until the closing date for enquiries or, in the event of an enquiry, until the outcome of the enquiry has been declared.

IT Support Staff

- Assist teaching staff in setting up equipment to the appropriate level of security for the administration of assessment tasks.
- Be available as required to assist with log-in and saving procedures during task taking sessions.
- Advise and support staff with respect to saving and retrieving interim or completed work.

**EXAMINATIONS POLICY (KENDRICK SCHOOL)
APPENDIX III**

Examinations Charging Policy for GCSE and GCE Examinations: Retakes and Additional Subjects 2025/26

(Appendix to the Examinations Policy and to the Charging Policy.)

All students who wish to retake an examination will be charged the appropriate subject entry fee, and an administration fee which includes a contribution towards invigilation fees.

The exam entry fees will be charged according to the Examination Awarding Body exam fee for the particular subject. Please contact the Examinations Officer at the school for individual subject information and examination entry fees.

The administration fee reflects the additional work involved in processing the candidate's entry, contacting the candidate for checking, providing details of the exam arrangements, setting up and preparing for the exam and dealing with the results. It includes a contribution to the cost of invigilating the exam. Where possible the students will be accommodated alongside the other public exams taking place at the same time. An extra invigilation fee may be charged for the provision of an invigilator for the duration of the examination where this cannot be accommodated along other public examination taking place at that time.

For the academic year 2025/26

Administration fee.....£28 per paper

Payment is due on confirmation that an entry is to be made. An entry is not submitted to the Awarding Body without payment. Refunds may apply if withdrawals are made before the specified date in line with the cut-off date for withdrawals set by the examining boards

Fees for Scripts and priority review of marking: Summer 2026

- **Administration fee..... £28 per paper**
- **Priority script @ £10 per paper**
- **Priority Review of Marking – cost for each paper set by exam board**

Examinations Charging Policy for University Entrance (STEP) 2025/26

All students who wish to take a university entrance exam (STEP) will be charged a fee to cover the additional administration and invigilation required, in addition to the exam entrance fee.

Administration fee)£28 per candidate, per exam date.

All fees are subject to annual review