

Exams Policy

Policy Details	
Date Review	March 2025
Date of next review	March 2026

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the School's exam processes to read, understand and implement this policy.

Exam responsibilities

The head of School:

- has overall responsibility for the school/college as an exams centre and advises on appeals and remarks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the malpractice and maladministration policy.

Exams officer¹:

- manages the administration of *internal 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.
- oversees the production and distribution, to all School staff 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 exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with awarding body 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 awarding body publication

¹ This is the individual to whom the Head of Centre has delegated responsibility for the administration of exams in their School.

- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled 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.

Tutor and/or Assessor are responsible for:

- 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 officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Tutors are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the head of department and/or exams officer.

The **special educational needs coordinator (SENCo)** is responsible for:

- identification and testing of candidates' requirements for access arrangements and notifying the exams officer 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 officer to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/invigilators are responsible for:

- assisting the exams officer in the efficient running of exams according to the awarding body's 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.

Candidates are responsible for:

- 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 awarding body's regulations.

Qualifications offered

The qualifications offered at this School are decided by the *Head of School and the School leadership team*.

Details regarding the qualification and subjects offered in any academic year may be found on the School's website or academic documents. If there is to be a change of specification for the next year, the exams office must be informed by the awarding body.

Informing the exams office of changes to a specification is the responsibility of the *awarding body*.

Decisions on whether a candidate should be entered for a particular subject will be taken by tutor in consultation with the *School assessor and/or IQA*.

Exam series

Internal exams (mock or trial exams) and assessments are scheduled in *accordance to the awarding body GLH timeline*.

Equality Legislation

All staff must ensure that they meet the requirements of any equality legislation.

The School 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. This is the responsibility of the *exams officer and/or assessor*.

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 *exams officer in consultation with the tutor and/or assessor*.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the assessor.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the *exams officer*.

Rooming for access arrangement candidates will be arranged by the *exams officer*.

Invigilation and support for access arrangement candidates, will be organised by the *exams officer*.

Contingency planning

Contingency planning for exams administration is the responsibility of the *exams officer*.

Contingency plans are available via *email and briefing meetings and are in line with the guidance provided by awarding organisations*.

Managing invigilators

Invigilators will be used for *internal exams*.

Recruitment of invigilators is the responsibility of the *Head of School*.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the *Head of School*.

DBS fees for securing such clearance *are* paid by the School.

Invigilators' rates of pay are set by the *School*.

Invigilators are recruited, timetabled, trained, and briefed by the *Head of School*.

Malpractice

The head of School in consultation with *Complaints Manager* *are* responsible for investigating suspected malpractice.

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.

Site management staff are responsible for setting up the allocated rooms and will be advised of requirements at least 24 hours in advance of the exam date.

The *invigilator* will start and finish all exams in accordance with the awarding body's guidelines.

Subject staff *may* be present at the start of the exam to assist with identification of candidates. Any staff present must be in accordance with the rules defined by the awarding body concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with awarding body guidelines.

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

Candidates

The exams officer will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the *exams officer and/or assessor*.

The School's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the School accepts no liability for their loss or damage.

In an exam room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with the awarding body and Y.O.U.R Beauty School 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 administrator is responsible for handling late or absent candidates on exam day.

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 School's *administrator or class tutor* to that effect.

The candidate must support any special consideration claim with appropriate evidence within 10 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 5 days of the exam.

Internal assessment

It is the duty of heads of department to ensure that all internal assessment is ready for dispatch at the correct time. The exams officer *will* assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the exams office by the *administrator*. The exams officer 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 School's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual results slips on results days,

- *in person at the School*
- *by post to their home address - candidates to provide a self-addressed envelope*

The results slip *will* be in the form of a School produced document.

Arrangements for the School to be open on results days are made by the *administrator*.

The provision of the necessary staff on results days is the responsibility of the *administrator and/or class tutor*.

Certificates

Candidates will receive their certificates

- *in person at the School*
- *via email*
- *by post to their home*
- *collected and signed for.*

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are.

The School retains certificates for 2 years.

A new certificate will be issued by an awarding organisation. A transcript of *results may* be issued if a candidate agrees to pay the costs incurred.

Appendix A

	General roles	Access arrangements / special consideration roles	Invigilator / invigilation / malpractice roles
Possible role options for inclusion in policy (select as many as required)	• Head of School • Deputy head • Heads of faculty • Assessor • Internal Quality Assurer • Senior leadership team • Exams officer • SENCO • Subject teachers • Candidate • Parent/carers • Other (please specify)	• SENCo • Doctor • Pastoral teacher • Educational psychologist • Specialist teacher • Exams officer • Other (please specify)	• Exams officer • Centre administration • Support staff • Senior leaders • Agency employees • Head of School • Senior leadership team • Senior Invigilator • Invigilator • Other (please specify)