

Exams Policy

This policy is reviewed annually to ensure compliance with current regulations

Approved/reviewed by	
Lisa Barker	
Date of next review	September 2027

Key staff involved in the Exams Policy

Role	Name(s)
Head of Faringdon Community College	Lisa Barker
Line manager (Senior Leader)	John Nash
Exams Officer	Courtenay Merchant
ALS Lead/SENCo	Sarah Sumner
Senior Leader(s)	Maria Button (KS5)
	Mark Adams (KS4)

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 Faringdon Community College's exam processes to read, understand and implement this policy.

The exams policy will be reviewed every three years. The policy is next due for review in September 2027.

The exams policy will be reviewed by the Exams Officer, Exams Assistant, Head of Faringdon Community College, Members of Leadership Team responsible for KS4 and KS5

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

Exam Responsibilities

The Head of Faringdon Community College:

- Has overall responsibility for the school/college.
- Is responsible for Exam Board/JCQ administration pertaining to the Faringdon Community College as a whole.

Exams Officer:

- Manages 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.
- Oversees the production and distribution, to all Faringdon Community College 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 [Regulations and Guidance - JCQ Joint Council for Qualifications](#).
- 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 in collaboration with the SEN department and makes applications for special consideration following the regulations in the [JCQ - A Guide to the Special Considerations Process](#).
- Identifies and manages exam timetable clashes.

- Accounts for income and expenditures relating to all exam costs/charges.
- Line manages the exams assistant and 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 and forwards, in consultation with the SLT, any post results service requests.
- Decides if a review of results is to be submitted, after discussion with a candidate or teacher.
- Deals with all cases of malpractice and reports such to the leaders of K4/K5 for confirmation of action to be taken.

Subject Leaders 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 in consultation with the Exams Officer.

Teachers 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)/specialist teacher/Department is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the exams office in good time so that they can put in place exam day arrangements.
- Processing any necessary applications to gain approval (if required).
- Working with the exams office to provide the access arrangements required by candidates in exams rooms.

Lead invigilator/invigilators (with consultation with the Exams Officer) are responsible for:

- Assisting the exams officer in the efficient running of exams according to [Gen_regs_approved_centres_24-25_FINAL.pdf](#).
- Collecting exam papers in the correct order at the end of the exam and ensuring their return to the exam's office.

Candidates are responsible for:

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

Policies

The exams process is overseen by JCQ (Joint Council for Qualifications). JCQ require certain policies to be in place.

These policies are:

Examinations policy (this document)
 Examinations contingency plan
 Disability policy (specific to exams)
 Non-examination assessment policy
 Internal appeals procedures
 Emergency evacuation of the examination room
 Malpractice policy

For information on these policies please contact the Exams Department.

Qualifications offered

The qualifications offered at Faringdon Community College are decided by the Leadership Team in conjunction with Subject Leaders. This could change on an annual basis and is determined by trying to ensure the best possible outcomes for our students.

The types of qualifications offered are GCSE, GCE, VCERT, BTEC, ICT, OCR Nationals, Cambridge Technical qualifications directed by the Subject Leaders. Some of these qualifications are applicable at both KS4 and KS5, as directed by the Subject leader responsible. For further details, please speak to the Exams Officer.

The subjects offered for these qualifications in any academic year may be found in the Faringdon Community College'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 30 September in the new academic year.

Informing the exams office of changes to a specification is the responsibility of the Subject Leader

Decisions on whether a candidate should be entered for a particular subject will be taken by subject teacher in consultation with the Subject Leader and confirmed with the Lead Exams member of SLT for K4 or K5 depending on GCSE/GCE.

Exam Series

Internal exams for Year 11 are scheduled in September and December.

External exams and assessments are scheduled in November (Maths and English re-sits only), January and summer (May, and June).

OCR National units may be available in January.

VCerts have assessment windows set by NCFE. Students/parents are notified well in advance of external assessment dates.

Internal exams for Year 11 are held under strict external exam conditions.

The Subject Leaders decide which exam series are used at Faringdon Community College according to their teaching of each subject and subject to the exam being available in each series.

Faringdon Community College offers some assessments on an on-demand basis (Online BTEC Testing). If offered, on-demand assessments can be scheduled only in windows agreed between the Exams Officer and the Subject Leader.

Exam Timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams as soon as is practicably possible before each series begins.

Entries, entry details and late entries

Candidates or parents/carers can request a subject entry, change of level or withdrawal, subject to consultation with the head of department for that subject. If the deadline has passed, departments may be charged for any late changes.

Faringdon Community College does not accept entries from private candidates. If a former student having left Faringdon Community College within a 24-month period wishes to retake any exams, the final decision lies with the K4/K5 SLT Exam Leads and the Exams Officer. Reasons for refusal could be, but is not restricted to, Safeguarding.

Faringdon Community College does not act as an exams centre for other organisations.

Entry deadlines are circulated to Subject Leader via email, briefing meetings, internal post/pigeonhole,

Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, by email to the Exams Officer, of the Subject Leader concerned.

GCSE re-sits are mandatory for those joining Year 12 who may not have attained a grade 4 or above in English or Maths.

AS re-sits are allowed.

A level re-sits are allowed.

Functional skills, BTEC re-sits are allowed.

Re-sit decisions will be made by Subject Leaders in consultation with the students and their subject teachers.

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 Exams Officer will publish the deadline for actions well in advance of each exam series.

Except for external candidates:

GCSE entry exam fees are paid by Faringdon Community College.

AS entry exam fees are paid by Faringdon Community College.

A level entry exam fees are paid by Faringdon Community College.

Functional skills and BTEC entry exam fees are paid by Faringdon Community College.

Late entry or amendment fees are paid by the departments concerned.

Fee reimbursements are sought from any candidates at the discretion of the head of Faringdon Community College:

- If they fail to sit any FCC exam for which they are entered, without just cause.
- If they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

Re-sit fees are paid by Faringdon Community College, department/schools, candidates, parents, subject to consultation with the Exams Officer.

If accepted, former students (within 12 months of leaving) are responsible for the cost of each entry. Entries will not be made until payment is received. In addition, an admin fee will be charged in recognition of the extra administrative work that is entailed.

Equality Legislation

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

Faringdon Community College 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 board of governors.

Access arrangements

The specialist teacher 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 arrangement requirements are determined by the SENCO in conjunction with their specialist teacher.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of the SENCO, and those working in the SEN department.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO, in consultation with their specialist teacher.

Rooming for access arrangement candidates will be arranged by the Exams Officer.

Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Exams Officer in conjunction with the SEN department.

Contingency planning

Contingency planning for exams administration is the responsibility of the Exams Officer.

Contingency plans are available via email, noticeboard, briefing meetings, internal post/pigeonholes and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

Managing invigilators

External and Internal staff will be used to invigilate examinations. These invigilators will be used for internal and external exams.

Recruitment of invigilators is the responsibility of the Exams Officer. Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Business Manager in conjunction with the Exams Officer.

DBS fees for securing such clearance are paid by Faringdon Community College. It is advised that all invigilators come into school for regular training sessions to keep their DBS clearance current.

Invigilators' rates of pay are set by the board of governors, in consultation with the finance department.

Invigilators are recruited, timetabled, trained, and briefed by the Exams Officer.

Invigilators will follow the school's induction programme, which includes Safeguarding training.

Malpractice

The Exams Officer, in consultation with the SLT Exam Lead, is responsible for investigating suspected malpractice.

Please see the separate [Malpractice Sep24 FINAL.pdf](#) for further information.

Exam Days

The Exams Office will book all exam rooms in conjunction with the Cover Manager 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 Leisure Centre and will be advised of requirements as soon as practicable in advance of each exam.

The Exams Officer or their Assistant will start and finish all exams in accordance with JCQ guidelines.

Subject staff may be present at the start of internal exams to assist with identification of candidates and to help if there are any queries with paper tiers. Subject staff are not permitted to be present at any time during official/live exams without the specific permission of the SLT Exam Lead, Exams Officer or the Head of Faringdon Community College.

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

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 Subject Leader in accordance with JCQ's recommendations and no sooner than 24 hours after candidates have completed them.

After an exam, the Exams Officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Exams Assistant.

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 Subject Leader.

Faringdon Community College's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and Faringdon Community College 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/watches 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 JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer or the Exam Assistant.

Note: candidates who leave an exam room during an exam must be always accompanied by an appropriate member of staff.

The Exams Officer is responsible for handling late or absent candidates on exam day and a process is in place to record any late attendees.

Clash candidates

The Exams Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

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 Faringdon Community College's Exams Office to that effect.

The candidate must support any special consideration claim with appropriate written evidence.

The Exams Office will make a special consideration application to the relevant awarding body. Special consideration is at the discretion of each exam board.

Internal Assessment

It is the duty of Subject Leader to ensure that all internal assessment is ready for dispatch at the correct time. A record of each dispatch will be recorded including the recipient details and the date and time sent.

Departments are responsible for ensuring a record of all marks for all internally assessed work. The Exams Officer will inform staff of the date when appeals against

internal assessments must be made. Any appeals will be dealt with in accordance with Faringdon Community College's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual results slips on results days,

- In person at Faringdon Community College
- Electronically via Bromcom
- Results slips can be emailed but can only be sent to the candidate's personal email address.

The results slip will be in the form of a Faringdon Community College-produced document.

Arrangements for Faringdon Community College to be open on results days are made by the SLT Exam Lead and the Exams Officer and details of the timings will be put on the school website.

The provision of the necessary staff on results days is the responsibility of the SLT Exam Lead and the Exams Officer

Enquiries About Results (EARs)

EARs may be requested by Faringdon Community College staff or the candidate following the release of results.

A request for a review 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 however, this will only be considered in exceptional circumstances and at the discretion of the subject leader and Head of Faringdon Community College.

Decisions on whether to make an application for an EAR will be made by the Exams Officer on results day for the GCE candidates. If a GCSE candidate requests an EAR, they will be given a form to take home on results day. When they return to school, they can confirm their request with the subject lead and apply accordingly.

All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

External candidates will meet the cost of any EAR and the results of the enquiry will not be released until payment is received.

Please refer to the BCS guidelines at the end of this policy for further information on any enquiries in respect of the ECDL (ICT qualification).

Access To Scripts (ATS)

After the release of results, candidates may ask subject staff to request electronic versions of their marked exam script, this can aid decisions around requesting reviews.

Faringdon Community College staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates should be obtained if possible.

The cost of EARs will be paid by the candidate or school depending on who made the request. Processing of requests for ATS will be the responsibility of Exams Officer.

External candidates will meet the cost of any ATS, and the script/s will not be released until payment is received.

Certificates

The Summer GCSE and GCE Certificate are available for collection from Faringdon Community College. Certificates need to be collected and signed for in person.

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.

Certificates will be kept for 18 months. If certificates are not collected, they will be destroyed under JCQ guidelines, and the cost of any replacements will be the responsibility of the candidate. However, school will endeavour to contact all students if their certificates have not been collected.

A new certificate will not be issued by an awarding organisation, however awarding bodies will provide an 'official' copy of results, but they will charge for this service.

Any student who has lost certificates should contact the awarding body concerned direct. A transcript of results may be issued by the school if a candidate agrees to pay the costs incurred, however, for some business or further education establishments, an official document from the awarding body may be the only acceptable document.

Head of Faringdon Community College

Exams Officer

Ms Lisa Barker

Mr C Merchant

Date: 08/09/2025

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