We are an ambitious and inclusive Trust of schools strengthening communities through excellent education.

ISCA ACADEMY
EXCELLENCE THROUGH HABIT

Isca Academy Exam Policy

Responsibility for approval: Senior Exec
Date of Approval: November 2026

Contents Page

Table of Contents

Contents Page 2

1.0 Policy Statement 4

2.0 Scope and Purpose 4

3.0 Definition 4

4.0 Legal Framework 4

5.0 Exam responsibilities 4

6.0 Qualifications offered 6

7.0 Exams Series 6

8.0 Exam Timetables 7

9.0 Entries, entry details and late entries 7

10.0 Exam Fees 7

11.0 Equality Legislation 8

12.0 Access Arrangements 8

13.0 Contingency planning 8

14.0 Estimated grades 9

15.0 Managing invigilators 9

16.0 Malpractice 9

17.0 Exam days 9

18.0 Candidates 9

19.0 Clash candidates 10

20.0 Special consideration 10

21.0 Internal assessment 10

22.0 Results 10

23.0 Enquiries about Results (EAR) 11

24.0 Access to Scripts (ATS) 11

25.0 Certificates 11

Policy Statement

1.1 We are an ambitious and inclusive Trust of schools, strengthening our communities through excellent education. We are committed to providing excellent education for every child, every day and aim to strengthen the work with our communities to continue to improve outcomes for our children.

1.2 Our Trust is committed to ensuring that exams are managed and administered effectively.

1.3 The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Our system of exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- We comply with requirements and guidance set out by the Joint Council for Qualifications (JCQ) and awarding bodies

2.0 Scope and Purpose

2.1 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

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

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

3.0 Definition

3.1 For the purpose of this document:

- The Ted Wragg Multi Academy Trust is referenced to as the Ted Wragg Trust or TWT or the Trust.
- The School, College or Academy is referenced to as the school.

4.0 Legal Framework

4.1 This Policy will be published on the school website and will be included in the Trust's Policy Monitoring Schedule.

5.0 Exam responsibilities

5.1 Head of centre:

- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.
- Is the individual who is accountable to the awarding bodies for ensuring that the centre is compliant with the JCQ regulations and awarding body requirements.
- Is responsible for ensuring that all staff comply with the JCQ guidelines.
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on malpractice in examinations and assessments.
- Ensures that JCQ guidance for centres on cyber security is followed.
- Ensures that accurate candidate contact information is obtained and maintained.

- Ensures appropriate controls are in place that allow accurate data to be submitted to the awarding bodies, e.g. entries and internally assessed marks.
- Ensures that candidates are entered under names that can be verified against suitable identification such as a birth certificate or passport. A candidate should only be entered under alternative names in exceptional circumstances.

5.2 Exam Officer:

- Manages the administration of internal and or external exams.
- Advises the senior leadership team (SLT), subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by awarding bodies.
- Oversees the production and distribution of an annual calendar for all exams in which candidates will be involved and communicate regularly with staff about imminent deadlines and events. This calendar must be provided to all staff and candidates.
- Ensures that candidates and their parents/carers are informed of, and understand, 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 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 securely stores all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines.
- Administers access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process.
- 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 correctly and on schedule, along with any other material required by the awarding bodies.
- Tracks, dispatches and stores returned coursework/controlled assessments
- Arranges for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests.
- Reports all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments
- Advises on appeals and re-marks.
- Are 1 of the key holders to the secure room with question papers and pre-release materials.

5.3 Heads of Department

- Advises the exams officer of any changes to syllabus or assessment details for their subjects.
- Advises the exams officer of entries for their subjects.
- Gives guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries.
- Accurately completes entry and mark sheets and adhering to deadlines as set by the exams officer.
- Accurately completes coursework/controlled assessment mark sheets and declaration sheets.
- Decides on post-results procedures.

5.4 Teachers

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

5.5 Special Needs Coordinator (SENCO)

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

5.6 Lead invigilator(s)

- Assisting the exams officer to run exams efficiently, according to JCQ regulations.
- Collecting exam papers and other material from the exams office before the start of the exam
- Collecting all exam papers in the correct order at the end of the exam and ensuring they are returned to the exams office.

5.7 Candidates

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

6.0 Qualifications offered

6.1 The Headteacher decides on the qualifications offered by the school.

6.2 We offer the following types of qualifications:

- GCSEs, BTECs, Level 2 Certificates

6.3 The subjects offered for these qualifications in any school year may be found in our prospectus and options booklet.

6.4 If there will be a change to a specification for the next year, the exams office must be informed by 30th November.

6.5 The specification is the actual content/syllabus of the exam (as opposed to qualification type or subject). For instance, switching from OCR to AQA for English.

6.6 Informing the exams office of changes to a specification is the responsibility of the relevant Head of Department.

6.7 Decisions on whether a candidate should be entered for a particular subject will be taken by Heads of Department in consultation with class teachers, SENDCo and Assistant Headteacher (Curriculum)

7.0 Exams Series

7.1 Internal exams (mock or trial exams) and assessments are scheduled in the following exam series:

- November 2026 and March 2027.

7.2 External exams and assessments are scheduled in the following exam series:

- May and June 2026 (GCSEs and BTECs)

7.3 Internal exams are held under external exam conditions.

7.4 The Head of Centre and Assistant Headteacher (Curriculum) decides which exam series are used in the centre.
7.5 The centre does not offer assessments on an on-demand basis.

8.0 Exam Timetables

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

9.0 Entries, entry details and late entries

9.1 Candidates or parents/carers can request a subject entry, change of level or withdrawal.
9.2 The centre does not accept entries from private candidates.
9.3 The centre does not act as an exams centre for other organisations.
9.4 Entry deadlines are circulated to heads of department/curriculum via email and Heads of Department meetings.
9.5 Heads of department/curriculum will provide estimated entry information to the exams officer to meet JCQ and awarding body deadlines.
9.6 Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation, in writing, of the Assistant Headteacher (Curriculum) or the Head of Centre.
9.7 GCSE re-sits/retakes are allowed.
9.8 Functional skills re-sits/retakes are/are not allowed.
9.9 Re-sit decisions will be made by the Head of Department in consultation with Assistant Headteacher (Curriculum).

10.0 Exam Fees

10.1 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.
10.2 The exams officer will publish the deadline for actions well in advance for each exams series.
10.3 GCSE entry exam fees are paid by the centre.
10.4 Functional skills entry exam fees are paid by the centre.
10.5 Late entry or amendment fees are paid by the centre, department, or candidates depending on the circumstances at the discretion of the Head of Centre.
10.6 Fee reimbursements are not sought from candidates:

- if they fail to sit an exam
- if they do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances

10.7 Re-sit fees are paid by the department, or candidates depending on the circumstances at the discretion of the Head of Centre.

11.0 Equality Legislation

11.1 All exam centre staff must ensure that they meet the requirements of any equality legislation.
11.2 The centre will comply with the legislation, including making reasonable adjustments to the service that that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the SENDCo and the Assistant Headteacher (Curriculum).

12.0 Access Arrangements

12.1 The SENDCo or Assistant SENDCo (Access Arrangements) 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.

12.2 A candidate's access arrangements requirement is determined by the SENDCo.

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

12.4 Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENDCo and Assistant SENDCo (Access Arrangements)

12.5 Rooming for access arrangement candidates will be arranged by the Assistant Headteacher (Curriculum) and Examinations Officer.

12.6 Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by the Assistant Headteacher (Curriculum) and Examinations Officer

13.0 Contingency planning

13.1 Contingency planning for exams administration is the responsibility of the Assistant Headteacher.

13.2 Contingency plans are available via email and briefing meetings, and are in line with the guidance provided by Ofqual, JCQ and awarding organisations.

14.0 Estimated grades

14.1 Heads of Department are responsible for submitting estimated grades to the exams officer when requested by the exams officer.

15.0 Managing invigilators

15.1 External staff will be to invigilate examinations.

15.2 These invigilators will be used for internal exams and external exams.

15.3 Recruitment of invigilators is the responsibility of the Assistant Headteacher (Curriculum), Data Manager and Examinations Officer.

15.4 Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Business Manager.

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

15.6 Invigilators' rates of pay are set by the Head of Centre

15.7 Invigilators are recruited, timetabled, trained, and briefed by the Assistant Headteacher (Curriculum Data Manager and Examinations Officer.

16.0 Malpractice

16.1 The head of centre in consultation with the Assistant Headteacher (Curriculum) is responsible for investigating suspected malpractice.

17.0 Exam days

17.1 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.

17.2 Site management staff is responsible for setting up the allocated rooms and will be advised of requirements two weeks in advance.

17.3 The Exams Officer will start and finish all exams in accordance with JCQ guidelines.
17.4 HOY 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 JCQ concerning who is allowed in the exam room and what they can do.
17.5 In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.
17.6 Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Spare papers will be distributed to Heads of Department in accordance with JCQ's recommendations after candidates have completed them.
17.7 After an exam, the exams officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the Assistant Headteacher (Curriculum)

18.0 Candidates

18.1 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 Head of Year or Assistant Headteacher (Curriculum)
18.2 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.
18.3 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.
18.4 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 Assistant Headteacher (Curriculum).
18.5 Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
18.6 The Exams Officer is responsible for handling late or absent candidates on exam day.

19.0 Clash candidates

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

20.0 Special consideration

20.1 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's Exams Officer to that effect.
20.2 The candidate must support any special consideration claim with appropriate evidence within 3 days of the exam.
20.3 The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

21.0 Internal assessment

21.1 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.
21.2 Marks for all internally assessed work are provided to the exams office by the Heads of Department. 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 centre's Internal Appeals Procedure (IAP) document.

22.0 Results

22.1 Candidates will receive individual results slips on results days,

- in person at the centre
- posted (recorded delivery) if requested, in writing, in advance, by the candidate
- collected and signed for if requested, in writing, in advance, by the candidate

22.2 The results slip will be in the form of a centre produced document.

22.3 Arrangements for the centre to be open on results days are made by the Head of Centre and Assistant Headteacher (Curriculum)

22.4 The provision of the necessary staff on results days is the responsibility of the Assistant Headteacher (Curriculum)

23.0 Enquiries about Results (EAR)

23.1 EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark 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.

23.2 The cost of EARs will be paid by the centre or candidate depending upon the context, at the discretion of the Assistant Headteacher (Curriculum)

23.3 All decisions on whether to make an application for an EAR will be made by the Head of Centre or Assistant Headteacher (Curriculum)

23.4 If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

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

24.0 Access to Scripts (ATS)

24.1 After the release of results, candidates may ask subject staff to request the return of written exam papers within 21 days of the receipt of results.

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

24.3 An EAR cannot be applied for once an original script has been returned.

24.4 The cost of ATS will be paid by the centre or candidate depending upon the context, at the discretion of the Assistant Headteacher (Curriculum)

24.5 Processing of requests for ATS will be the responsibility of the Exams Officer

25.0 Certificates

25.1 Candidates will receive their certificates either;

- in person at the centre
- posted (recorded delivery) if requested, in writing, in advance, by the candidate
- collected and signed for if requested, in writing, in advance, by the candidate

25.2 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.

25.3 The centre retains certificates for 1 year.

25.4 A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.