

Langley Grammar School

Examinations Policy

May 2025



1. Introduction and aims

Langley Grammar School is committed to ensuring that exams are managed and administered effectively. 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. Roles and responsibilities

Everyone involved in our exam processes, including staff and pupils, have responsibilities under this policy.

Certain roles have specific responsibilities:

- a) The **Headteacher**: Acts as Head of Centre and has overall responsibility for Langley Grammar School as an exams centre. They are responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments. They will ensure that this policy is reviewed annually, based on changes to the exams system, JCQ guidance and the school's curriculum offer.
- b) **Exams officer**: The exams officer is responsible for the administration of internal and external exams. They will advise 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. They will oversee 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. The exams officer will liaise with the SLT member who has responsibility for the school calendar. They will ensure that candidates are informed of, and understand, aspects of the exam timetable that will affect them; check with teaching staff that the necessary coursework and/or controlled assessments are 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 their exams; receive, check and securely store all exam papers and completed scripts, and ensure that scripts are dispatched as per the guidelines; administer access arrangements and make applications for special consideration following the regulations in the JCQ guidance on the special consideration process; identify and manage exam timetable clashes; account for income and expenditures relating to all exam costs/charges; line manage the invigilators, including organising the recruitment, training, and monitoring of a team of exam invigilators responsible for the conduct of exams; ensure candidates' coursework / controlled assessment marks are submitted correctly and on schedule, along with any other material required by the awarding bodies; tack, dispatch and store returned coursework /

controlled assessments; arrange for dissemination of exam results and certificates to candidates, and forward, in consultation with the SLT, any post-results service requests; report all suspected or actual incidents of malpractice, in line with the JCQ guidance on suspected malpractice in examinations and assessments; advise on appeals and re-marks.

- c) **Subject Leaders:** Subject Leaders are responsible for advising the exams officer of any changes to syllabus or assessment details for their subjects; advising the exams officer of entries for their subjects; guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries; accurately completing entry and mark sheets and adhering to deadlines as set by the exams officer; accurately completing coursework/controlled assessment mark sheets and declaration sheets; understanding the examination regulations as they apply to their subject area; ensuring their team understand and comply with examination regulations, including for NEAs, particularly in regard to feedback, sharing of marks, and internal school deadlines associated with this.
- d) **Teachers:** Teachers are responsible for supplying information about entries, coursework and controlled assessments as required by the Subject Leader and/or the exams officer; understanding, and complying with examination regulations, including for NEAs, particularly in regard to feedback, sharing of marks, and internal school deadlines associated with this.
- e) **Special educational needs co-ordinator (SENCO).** The SENCO is responsible for identifying and testing candidates' requirements for access arrangements and notifying the exams officer in good time so that 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.
- f) **Lead invigilator(s).** The lead invigilator(s) are responsible for: 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're returned to the exam office.
- g) **Invigilators.** The invigilator(s) are responsible for: assisting the exams officer and lead invigilator to run exams efficiently, according to JCQ regulations; upholding JCQ rules and regulations according to the instructions for conducting examinations (ICE) booklet.
- h) **Candidates.** Candidates are responsible for: checking 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.

3. Conflicts of Interest

Langley Grammar School manages conflicts of interest by informing the awarding bodies, before the published deadline for entries for each examination series, of: any members of centre staff who are taking qualifications at their centre which include internally assessed components/units; any members of centre staff who are teaching and preparing members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) for qualifications which include internally assessed components/units. In addition, it maintains clear records of all instances where: exams office staff have members of their family (which includes stepfamily, foster family and similar close relationships) or close friends and their immediate family (e.g. son/daughter) being entered for examinations and assessments either at the centre itself or other centres; centre staff taking qualifications at their own centre which do not include internally assessed components/units and centre staff are taking qualifications at other centres.

3.1 - The process

A declaration of conflict-of-interest form is sent electronically to all centre staff in advance of any formal examinations taking place in the centre. Completed forms must be returned to the Exams Officer before the awarding bodies deadline for entries. Potential conflicts of interest declared are recorded in a log. The relevant awarding bodies are informed (where required) of specific conflicts of interest before the published deadlines for entries for the exam series' by identifying and following the individual awarding bodies process. The agreed measures taken/put in place to mitigate any potential risk to the integrity of the exams affected are recorded on the log and the affected member of staff informed of these measures.

3.2 - Roles and responsibilities

The role of the Head of Centre: to ensure conflicts of interest are managed; clear records are maintained and that the records include details of the measures taken to mitigate any potential risk to the integrity of the qualifications affected; the records are available where they may be requested by a JCQ Centre Inspector and/or awarding body staff; entering members of centre staff for qualifications at LGS is a last resort; proper protocols are in place to prevent the member of centre staff having access to examination materials prior to the examination and that other centre staff are briefed on maintaining the integrity and confidentiality of the examination materials; during the examination series the member of centre staff is treated in the same way as any other candidate entered for that examination, does not have access to examination materials and does not receive any preferential treatment.

The role of the exams officer is to ensure the process for collecting declarations of interest is undertaken; to identify and follow the awarding body's administrative process for submitting details of members of staff who have identified a conflict of interest; to retain the records of the measures taken to mitigate any potential risk to the integrity of the qualifications affected until the deadline for reviews of marking has passed or until any appeal, malpractice or other results enquiry has been completed, whichever is later.

4. Qualifications offered

The Headteacher, together with the SLT, decides the qualifications we offer.

The subjects offered for these qualifications in any school year may normally be found on our website. We will only enter students for exams, or resits, that we have prepared students for. If there will be a change to a specification (e.g. the actual content, syllabus or awarding body) for the next year, the exams office must be informed by the end of September of the current 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 examination will be taken by the Headteacher as Head of Centre, in consultation with other colleagues, for example the Deputy Head, other members of SLT, Pastoral Team and the appropriate Subject Leader.

5. Exam series

Internal (practice) exams and assessments are scheduled throughout the year and conducted under external exam conditions, as closely as possible. For public exams we currently use the following series:

- GCSE – Summer series, for year 11 students
- GCE (AS/A) – Summer series.

- EPQ – November series.

Examinations for other qualifications, e.g. LAMDA, or Financial Capability, are scheduled as required. The Senior Leadership Team decides which exam series are used in the centre.

The centre does not offer assessments on an on-demand basis.

6. Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and/or external exams at a specified date before each series begins. Students may be sent individual exam timetables or have access to them through student portals on our Management Information System (Bromcom).

7. Entries (including entry details, late entries and resits)

Requests from candidates or parents/carers for changes to subject entry will only be considered when there are appropriate circumstances. Decisions will ultimately be made by the Head of Centre. We do not accept entries from private candidates who do not attend the school. We do not act as an exam centre for other organisations. Entry deadlines are circulated to subject leaders via email. They are also provided with the key dates at the start of each academic year.

Subject Leaders 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 require authorisation, in writing, by the exams officer.

Re-sits. We may allow students to re-sit qualifications in certain limited circumstances.

- At GCSE this is restricted to GCSE English Language and Mathematics, if candidates experience exceptional personal circumstances that adversely affect their performance and they unexpectedly achieve less than a Grade 5 and their entry to Sixth Form depends on this qualification.
- At A-levels this is restricted to students who have previously studied the subject and they have not managed to secure their chosen destination.

We do not normally allow re-sits for the following types of qualifications:

- GCSEs – any other subjects
- A-levels – any subject with components that cannot be carried forward (e.g. NEA, PAG, MFL Speaking).

In all cases, re-sits will only be allowed in exceptional circumstances, and decisions will be made by the Headteacher on a case-by-case basis, in consultation with the exams officer.

8. Exam fees

Candidates or departments are not routinely 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. However, if amendments or withdrawals are requested due to administrative errors after the internally published timescales, the costs will be covered by the department budget. The exams officer, in consultation with the SLT will publish the deadline for actions well in advance of each exam series.

When candidates will be charged: re-sits, unless sat as a condition of entry for Sixth Form for reasons beyond the candidate's control; missed exams without medical/extenuating

circumstances; enquiries about Results (EARs); appeals; GCE Foreign Language exam entries (only in a home language and one without a speaking component).

The Head of Centre has the discretion to waive these fees in certain circumstances.

9. Equalities

In the delivery of public and internal exams, the school will ensure that they meet the requirements of equality legislation as laid out in the school's Equality Policy.

10. Access Arrangements

Access arrangements, including the policy on the use of Word Processors are set out in Appendix A. For further information refer to the Individual Needs Policy.

11. Contingency planning

Contingency planning for exam administration is the responsibility of the Senior Leadership Team, together with the Exams Officer. The school has a Business Continuity Plan and Cyber Security arrangements are outlined in the Cyber Response Plan. Exam specific arrangements beyond the scope of these plans are below.

If exam papers are not delivered or their delivery is disrupted:

The school will access electronic copies of the exam paper and print them in-house. Access is currently by the Exams Officer, and the designated member of SLT. The Exams Officer has responsibility for ensuring secure access, printing and storage of the papers. If disruption affects the transport of completed exam scripts, papers will be stored securely until arrangements can be made with the exam board and couriers.

If key staff are off sick during examinations:

Exams officer: The SLT Line Manager will refer to the pre-season handover meeting between them and the Exams Officer and run the exams alongside the Invigilating Team, ensuring invigilators have the resources they need for the exam. Additional key holders will be utilised to open the exam storage to SLT Line manager / Lead Invigilator.

SENCO: The SLT Line Manager for the SENCO has responsibility for ensuring that someone is available to meet an inspector to discuss the access arrangements; the most likely person being the Exams Officer.

Head of Centre: The Deputy Head of Centre will decide how to delegate additional administration rights to access Awarding Body websites, as well as sign off Special Consideration Requests and Post Results Services. They will also ensure that members of SLT are available during holiday periods to respond to any requests that are made by awarding bodies.

In the event of the whole school site being inaccessible:

The exams officer will make arrangements to sit exams with Langley College (Windsor Forest Colleges Group) with whom LGS has a reciprocal agreement.

12. Estimated grades

Subject Leaders are responsible for submitting estimated grades to the exams officer when requested.

13. Managing invigilators

External staff will be recruited to invigilate public examinations. Teaching staff will not be used to invigilate in line with the guidelines set out in School Teacher Pay and Conditions. Recruitment of invigilators is the responsibility of the Exams Officer. If invigilators require Disclosure and Barring Service (DBS) checks the Head Teacher's PA is responsible for obtaining these. DBS fees are paid by the centre. Invigilators' rates of pay are set by the school Business Manager. Invigilators are recruited, timetabled, trained and briefed by the Exams Officer. The school will ensure that appropriate training is provided to all invigilators. The school will follow the JCQ guidance regarding the number of invigilators in each room and the number of lead invigilators required for Public Exams. New invigilators will be given a safeguarding briefing by the DSL, ahead of their work beginning at the school.

14. Malpractice

For details regarding Malpractice, please see Appendix B.

15. Exam days

The exams officer will book all exam rooms (after liaising with other relevant users); make question papers, exam stationery and materials available for the invigilator; liaise with the Site management staff responsible for setting up the allocated rooms; advise Sports Centre staff, because of the implications for lettings in the summer exams series.

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

Subject staff may not be present at the start of the exam. 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.

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 or any associated clash sessions. Papers will be distributed to subject leaders in accordance with JCQ's recommendations.

After an exam, the exams officer will arrange for the safe dispatch of completed exam scripts to awarding bodies, working in conjunction with the Receptionist.

16. 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 SLT. Our published rules on acceptable dress and behaviour always apply. Candidates' personal belongings remain their own responsibility, and we accept 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.

They must not have any item specifically disallowed by the JCQ guidance, including mobile phones, watches and any other electronic devices with text or digital facilities.

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 Lead invigilator or Exams Officer. Candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Exams Officer is responsible for handling late or absent candidates on exam day.

Clash candidates

The Exams Officer will be responsible for making arrangements for clash candidates, including supervising escorts; identifying a secure venue; arranging overnight stays where necessary

Candidate Identification

Candidates will be identified by the photo exam card on their desk produced by the school's MIS. Ex students sitting exams will need to bring photo ID.

17. Special consideration

If a candidate is unable to attend an exam because of illness, bereavement, or other trauma, or if a candidate becomes ill or otherwise disadvantaged during an exam, they are responsible for alerting the Exams Officer 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 by the end of the public examinations season.

18. Internal assessment and NEA

It is the duty of Subject Leaders to ensure that all internal assessments are 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 internally assessed work are provided to the exams office by Subject Leaders. The exams officer and SLT will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

19. Results and certificates

Candidates will receive individual results slips on results days by email. The results slip will be in the form of a centre-produced document. Arrangements for the centre to be open on results days are made by Headteacher. The provision of the necessary staff on results days is the responsibility of Headteacher and SLT. Dates of results days each year will be publicised for all candidates through the website and a letter home to parents.

Enquiries about results (EARs). 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 a group of candidates. The cost of EARs will be paid by the candidate unless it is made primarily for the benefit of the Subject Team. The cost of EARs is set out on the Application

Form for EAR, available on the LGS website. All decisions about whether to make an application for an EAR will be made by the candidate. Subject Leaders will need to approach candidates to seek their consent before requesting an EAR. All processing of EARs will be the responsibility of the Exams Officer following the JCQ guidance.

Access to scripts (ATS). After the release of results, candidates may ask The Exams Officer to request the return of written exam papers until the publicised dates on the LGS website. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. The Exams Officer is responsible for processing requests for ATS. The cost of ATS will be paid by the candidate unless the return of the script is solely for the benefit of the Subject Team. The costs are set out on the application form for ATS, available on the LGS website.

20. Data Protection

Please see the Langley Grammar School Data Protection Policy, available on our website.

21. Written Complaints

Please see the Langley Grammar School Complaints Policy, available on our website.

22. Whistleblowing

Please see the school's Whistleblowing Policy, available on our website.

Policy approval

This policy will be reviewed and approved in line with the LGS Policy Framework approved by the Governing Board.

Drafted by	Assistant Headteacher	March 2025
Approved by	Headteacher	May 2025
Next Review	Headteacher & Assistant Headteacher	May 2026

Appendix A – Access Arrangements including the use of Word Processors

The school's policy on the use of Word Processors, and Access Arrangements in general can be found in our Individual Needs Policy, on our website.

Appendix B – Malpractice and Maladministration

1 - Definitions - What is malpractice and maladministration?

'Malpractice' and 'maladministration' are related concepts, the common theme of which is that they involve a failure to follow the rules of an examination or assessment. This policy and procedure uses the word 'malpractice' to cover both 'malpractice' and 'maladministration' and it means any act, default or practice which is a breach of the Regulations; a breach of awarding body requirements regarding how a qualification should be delivered; a failure to follow established procedures in relation to a qualification which gives rise to prejudice to candidates or compromises public confidence in qualifications, or the process of assessment, the integrity of any qualification or the validity of a result or certificate; damages the authority, reputation or credibility of any awarding body or centre or any officer, employee or agent of any awarding body or centre.

1.2 - Candidate malpractice. 'Candidate malpractice' means malpractice by a candidate in connection with any examination or assessment, including the preparation and authentication of any controlled assessments, coursework or non-examination assessments, the presentation of any practical work, the compilation of portfolios of assessment evidence and the writing of any examination paper.

1.3 - Centre staff malpractice. 'Centre staff malpractice' means malpractice committed by a member of staff, contractor (whether employed under a contract of employment or a contract for services) or a volunteer at a centre; or an individual appointed in another capacity by a centre such as an invigilator, a Communication Professional, a Language Modifier, a practical assistant, a prompter, a reader or a scribe.

1.4 - Suspected malpractice. For the purposes of this document, suspected malpractice means all alleged or suspected incidents of malpractice.

2 - General principles

In accordance with the regulations Langley Grammar School will take all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during and after examinations have taken place; inform the awarding body immediately of any alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, by completing the appropriate documentation; gather evidence of any instances of alleged or suspected malpractice (which includes maladministration) in accordance with the JCQ publication Suspected Malpractice - Policies and Procedures and provide such information and advice as the awarding body may reasonably require.

3 - Preventing malpractice

Langley Grammar School has in place robust processes to prevent and identify malpractice, as outlined in section 3 of the JCQ publication Suspected Malpractice: Policies and Procedures. This includes ensuring that all staff involved in the delivery of assessments and examinations understand the requirements for conducting these as specified in JCQ documents and any further awarding body guidance.

4 - Informing and advising candidates

The exams officer communicates regularly with candidates via regular Exam Briefings, Emails and Posts on the School Website so that candidates are fully aware of what constitutes malpractice. In addition, it is the responsibility of teaching staff that students are informed and advised to avoid committing malpractice in both examinations and non examination assessments at the start of their course. A copy of our malpractice policy is available to all students and parents in the exam information section on our website. Students will be asked to declare that their work is their own.

4.1 AI misuse constitutes malpractice as defined in the JCQ Suspected Malpractice: Policies and Procedures (<https://www.jcq.org.uk/exams-office/malpractice/>). The malpractice sanctions available for the offences of 'making a false declaration of authenticity' and 'plagiarism' include disqualification and debarment from taking qualifications for a number of years. Students' marks may also be affected if they have relied on AI to complete an assessment and, as noted above, the attainment that they have demonstrated in relation to the requirements of the qualification does not accurately reflect their own work.

5 - Identification and reporting of malpractice

5.1 - Escalating suspected malpractice issue

Once suspected malpractice is identified, any member of staff at the centre can report it using the appropriate channels. This is normally to the Exams Officer, who will escalate it, if necessary to the SLT member responsible for Exams and/or the Head of Centre.

5.2 - Reporting suspected malpractice to the awarding body

The Head of Centre will notify the appropriate awarding body immediately of all alleged, suspected or actual incidents of malpractice, using the appropriate forms, and will conduct any investigation and gathering of information in accordance with the requirements of the JCQ publication Suspected Malpractice: Policies and Procedures.

The Head of Centre will ensure that where a candidate who is a child/vulnerable adult is the subject of a malpractice investigation, the candidate's parent/carer/ appropriate adult is kept informed of the progress of the investigation.

Malpractice by a candidate discovered in a controlled assessment, coursework or non-examination assessment component prior to the candidate signing the declaration of authentication need not be reported to the awarding body but will be dealt with in accordance with the centre's internal procedures. The only exception to this is where the awarding body's confidential assessment material has potentially been breached. The breach will be reported to the awarding body immediately.

If, in the view of the investigator, there is sufficient evidence to implicate an individual in malpractice, that individual (a candidate or a member of staff) will be informed of the rights of accused individuals.

Once the information gathering has concluded, the Head of Centre (or other appointed information gatherer) will submit a written report summarising the information obtained and actions taken to the relevant awarding body, accompanied by the information obtained during the course of their enquiries.

Form JCQ/M1 will be used when reporting candidate cases; for centre staff, form JCQ/M3 will be used. The awarding body will decide on the basis of the report, and any supporting documentation, whether there is evidence of malpractice and if any further investigation is required. The Head of Centre will be informed accordingly.

5.3 - Communicating malpractice decisions

Once a decision has been made by the awarding centres, we anticipate that the decision will be communicated in writing to the Head of Centre. The Head of Centre will communicate the decision to the individuals concerned and pass on details of any sanctions and action in cases where this is indicated. The Head of Centre will also inform the individuals if they have the right to appeal.

5.4 - Appeals against decisions made in cases of malpractice

Langley Grammar School will provide the individual with information on the process and timeframe for submitting an appeal, and follow the process provided in the JCQ publication A guide to the awarding bodies' Appeals Processes.