



Coleridge Community College
The best in everyone
Part of United Learning

EXAMS POLICY 2026/27

This policy is reviewed annually to ensure compliance with current regulations

Date of next review	Spring 2027
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1. Purpose and Scope

This policy explains how Coleridge Community College plans, administers and conducts examinations and assessments. It confirms the centre's commitment to delivering all qualifications fairly, securely and consistently, in line with the requirements of the Joint Council for Qualifications (JCQ) and awarding bodies.

The policy applies to all GCSE, GCE and other qualifications delivered under JCQ common arrangements and covers the full examination cycle, from entries through to results and certification.

The centre aims to ensure that:

- examinations and assessments are conducted in a safe, secure and well-managed environment
- staff involved in examinations understand their responsibilities and follow agreed procedures
- candidates know what is expected of them before, during and after examinations
- appropriate support is provided for candidates who require access arrangements or reasonable adjustments
- the integrity of the assessment system is maintained at all times

This policy is reviewed annually to ensure it reflects current regulations and centre practice.

2. Governance and Responsibility

The Head of Centre has overall responsibility for ensuring that examinations and assessments are delivered in accordance with JCQ and awarding body regulations.

Day-to-day responsibility for examination administration is delegated to the Examinations Officer, working closely with senior leaders, the SENCo, teaching staff and invigilators.

Clear lines of accountability ensure that decisions relating to examinations, access arrangements, malpractice and post-results services are made consistently and within required timescales.

3. Regulatory Framework

The centre delivers qualifications in line with the latest versions of JCQ regulations and awarding body guidance, including:

- General Regulations for Approved Centres
- Instructions for Conducting Examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for Conducting Non-Examination Assessments
- Suspected Malpractice: Policies and Procedures
- Post-Results Services

Relevant staff are expected to engage with the sections of these documents applicable to their role. Any updates to national regulations are communicated internally as required.

4. Roles and Responsibilities (Overview)

Head of Centre

- Ensures compliance with all JCQ and awarding body requirements
- Ensures appropriate resources, staffing and facilities are in place
- Authorises reporting of serious incidents or breaches where required

Senior Leaders

- Provide oversight and strategic support for examination arrangements
- Ensure internal deadlines are set and communicated
- Support the Examinations Officer and SENCo as required

Examinations Officer

- Coordinates exam entries, timetables, venues and invigilation
- Manages examination materials, results and certification
- Ensures staff and invigilators receive appropriate guidance
- Maintains required records in line with regulations

SENCo

- Identifies and assesses candidates' needs for access arrangements
- Ensures appropriate evidence is gathered and retained
- Works with staff to implement approved arrangements

Teaching Staff

- Follow awarding body and centre procedures for internal assessments and NEA
- Meet internal deadlines for marks and information
- Ensure assessment is fair, accurate and appropriately standardised

Invigilators

- Conduct examinations in accordance with JCQ requirements
 - Maintain a calm, consistent and secure exam environment
 - Report any concerns or irregularities promptly
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5. Examination Planning and Security

The centre plans examination series in advance to ensure exams are conducted smoothly and securely. This includes allocating appropriate accommodation, providing trained invigilators and ensuring approved access arrangements are in place.

Confidential examination materials are handled in line with regulatory requirements and are only accessible to authorised staff.

6. Access Arrangements and Reasonable Adjustments

The centre is committed to providing fair access to examinations in line with the Equality Act 2010.

Access arrangements and reasonable adjustments are based on evidence of need and a candidate's normal way of working. Approved arrangements are implemented consistently to support access without compromising the integrity of assessments.

Further information is available in the centre's Access Arrangements and Reasonable Adjustments Policy.

7. Examination Entries

The centre operates clear processes to ensure that all candidates are entered correctly and on time with awarding bodies.

Candidates are provided with statements of entry and encouraged to check their personal details and entries carefully.

8. Conduct of Examinations

Examinations are conducted in accordance with JCQ Instructions for Conducting Examinations to ensure a fair and secure experience for all candidates.

The centre:

- ensures examination rooms meet national requirements
- applies consistent procedures for lateness, absence and authorised rest breaks
- ensures unauthorised items are not brought into examination rooms
- has arrangements in place for emergencies or serious disruption

Information for Candidates and Parents

Before each examination series, candidates receive information explaining:

- examination timetables and start times
- permitted equipment and materials
- exam room rules and expectations
- procedures for lateness or absence due to illness or unforeseen circumstances

Candidates are expected to arrive on time, follow invigilator instructions and remain under supervision for the full duration of the examination.

Parents and carers are asked to support candidates by ensuring punctual arrival and avoiding contact during examinations.

9. Malpractice and Irregularities

The centre takes all reasonable steps to prevent malpractice and maladministration.

Suspected malpractice is handled in line with JCQ procedures and reported to awarding bodies where required. Investigations are managed confidentially and fairly.

Special Consideration

Candidates may be eligible for special consideration if their performance is affected by illness or other significant unforeseen circumstances.

Requests must be made promptly and supported by appropriate evidence. Special consideration is awarded in line with awarding body criteria and is not guaranteed.

10. Results and Post-Results Services

Results are released to candidates on nationally agreed dates.

Candidates are informed of available post-results services, including reviews of marking, and relevant deadlines for requests. Where required, candidate consent is obtained before services are submitted.

11. Certificates

Examination certificates are issued in accordance with awarding body requirements. Arrangements are communicated to candidates when certificates are available.

12. Retention of Records

Examination records are retained securely in line with JCQ regulations, awarding body requirements and data protection legislation. Records are disposed of securely once retention periods have expired.

13. Related Policies

This policy is supported by additional examinations-related policies held by the centre, including:

- Exam Contingency Plan
- Internal Appeals Procedure

- Non-Examination Assessment (NEA) Policy
- Malpractice Policy
- Access Arrangements and Reasonable Adjustments Policy

These policies are reviewed annually and are available to relevant staff as required.

14. Review

This policy is reviewed annually to ensure it remains accurate, compliant and reflective of current centre practice. Updates are communicated to staff where necessary.