



Dacorum Education
Support Centre

Policy Name	Examinations Policy
Policy Type	Statutory / Non-Statutory
Date of Origin	September 2025
Agreed on	September 2025
Author	Naomi Walker

Review Due Date	Review Completed	Amendments Y/N
September 2026		

DESC values the mental health and wellbeing of every member of its community. Our policies reflect the core values of respect and support for each other in every aspect of life. Our aim is that all in our community, through working together, to feel safe and secure in an environment, which enables and equips every individual to thrive and be respectful of each other's strengths and differences.

Respect, Aspiration, Resilience

The purpose of this examinations policy is:

- To ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient exam system with clear guidelines for all relevant staff

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

The examinations policy will be reviewed annually by the Exams Officer and the Head of Centre.

Exam responsibilities

Head of Centre: Naomi Walker

- Together with subject staff, decides which exam boards/specifications will be offered to learners
- Has overall responsibility for the Centre as well as an exams Centre
- 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, driver's license or passport. A candidate should only be entered under alternative names in exceptional circumstances

Respect, Aspiration, Resilience

The Exams Officer: Carole Hammond

- Manages the administration of public and internal exams in accordance with the JCQ publication: 'Instructions for Conducting Examinations'
- Devises all seating plans
- Organises and oversees invigilation
- Advises on appeals and re-marks
- Is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document – 'Suspected malpractice in examinations and assessments'
- Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them
- Arranges for dissemination of exam results and certificates to candidates
- Collection and safe storage of exam papers following examinations and their despatch to the awarding bodies
- Completion of exam registers
- Administers all exam entries via Exams Organiser and submits via EDI to relevant awarding bodies
- Oversees the production and distribution to staff of calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines
- Consults with teaching staff to ensure that necessary coursework/controlled assessment work is completed on time and in accordance with JCQ guidelines
- Ensures that estimated grades and coursework marks are submitted to the various awarding bodies by the relevant deadlines
- Checks and stores securely all exam papers and completed scripts
- Makes applications for access arrangements and special consideration online
- Submits coursework/controlled assessment marks
- Checks and authorises all invoices relating to exams expenditure

Respect, Aspiration, Resilience

- Downloads entry level exam papers from secure site and ensures these are stored securely
- Ensures all exam notices to candidates up to date and sufficient numbers available

SENCO: Jade Dixon:

The SENCO is responsible for:

- Identifying and testing 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

Teaching staff:

- Notify access arrangements requirements to the SENCO as soon as possible after the start of the course
- Submit candidates' names/levels of entry to the Exams Officer by the internal deadlines set

Equality Act 2010

The Centre will meet the disability provisions under Equality Act 2010 by ensuring that the exams Centre is accessible to all candidates. This is the responsibility of the Exams Officer.

Respect, Aspiration, Resilience

Appendix 1 - Resilience and Integrity of exams and assessment arrangements

Statement on Examination Resilience Arrangements

In line with JCQ examination requirements, our Centre has implemented robust arrangements to ensure the resilience and integrity of the qualification system and examination processes. The following measures are in place to address both standard examination practices and contingencies for potential disruptions:

Formal Assessment Periods

1. Scheduled Assessments:

- a. Three formal assessment periods are allocated annually for all core subjects, taking place in **November, February, and April**
- b. These assessments are in addition to regular lesson-based assessments conducted throughout the academic year

2. Recording and Tracking:

- a. All assessment outcomes are recorded on the **subject tracking system** to ensure accurate and consistent monitoring of learner progress
- b. A central record of assessments is maintained to support accountability and facilitate access if required for contingency purposes

3. Retention of Papers:

- a. Assessment papers are securely retained for the duration of the exam series to ensure evidence is available for review, moderation, or submission if necessary

Contingency Arrangements

In the event that formal examinations cannot be held, the following procedures will be enacted to ensure continuity and fairness:

1. Use of Recorded Assessments:

- a. Outcomes from the three formal assessment periods, as well as lesson-based assessments, will provide a robust evidence base for determining learner achievement
- b. These assessments will align with the expectations of the examination board and JCQ guidance

2. Remote Assessment Plans:

- a. Where necessary, alternative assessment arrangements (e.g., remote assessments or adapted tasks) will be implemented, ensuring alignment with JCQ regulations

3. Collaboration with Exam Boards:

Respect, Aspiration, Resilience

- a. The Centre will work closely with the awarding bodies to ensure that any required changes to assessment formats, timelines, or submission processes are implemented in compliance with official guidance

4. Communication with Stakeholders:

- a. Clear and timely communication with learner, parents, and staff will be maintained to ensure understanding of any changes to examination arrangements

Commitment to Compliance and Integrity

Our Centre is committed to maintaining the integrity of the qualification system, ensuring that assessments are conducted fairly, consistently, and in line with JCQ requirements. The resilience measures outlined above provide a framework to safeguard the examination process and support learner achievement under all circumstances.