



Examinations Policy

2025-2026

Approved by: Catriona Olsen

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Policy Aims and School Vision

The Inspired Philosophy

As part of the Inspired Group, we are also guided by the philosophy of the Inspired group:

- *A child's education is the single most important consideration for any parent or carer*
- *At Inspired, we believe that it is an individual's total educational experience that instils the knowledge, attitudes, beliefs, and values that they will carry with them for life.*
- *We believe that this set of knowledge, attitudes, beliefs, and values, instilled by education, will form the basis of how we approach the future.*

Inspired schools believe that these are the foundations on which we build and plan our lives. At King's InterHigh and Academy21, we welcome students with varied plans, including attending university, college, obtaining an apprenticeship, or going into the workplace. Being part of Inspired allows us to cater for our rich and varied student community through an inclusive and positive approach that maintains high expectations of all our students with their own aspirations.

Our vision and aims

Both King's InterHigh and Academy 21 welcome students with a variety of prior education experiences and with varied aims. This is fundamental to what we do - our vision is to be a flexible home for all students and so we seek to offer a curriculum and experience that allows students to pursue learning interests, fits around other priorities and gives them the structure needed to work towards their goals. We seek to create the conditions for this – a purposeful learning environment, the ability to focus and challenge oneself and a sense of safety and value for every child.

We have core aims that underpin this vision. They are to:

1. provide a **high quality, positive and inclusive learning experience and environment** that inspires all students to discover, develop and fulfil their potential and make outstanding progress in their learning whatever their starting point.
2. promote **desirable behaviour and a culture of mutual respect and maximum engagement** in learning through our actions and wider culture.
3. **recognise the successes and development of each student**, be it social, emotional, academic, or otherwise, that develops self-esteem, and respect for self and others.

There are some broader themes to our vision that are worth detailing:

Participation: We believe educational success comes from students actively participating in learning through attending live classes or using lessons recordings and resources actively; submitting set work; engaging with their peers or just following feedback to improve. As a school we set conditions for our staff and students to be reflective on their efforts and act with integrity, building a culture of improvement and contribution to community that ultimately makes everyone's impact on the world a positive one.

Holistic development: In a rapidly evolving digital world, we take seriously the holistic development of our students and aim to equip students with the tools and attitudes to navigate technology and global relationships positively. We have robust actions in place to keep school free from more negative instances that might occur in other settings such as bullying or disruption.

Inclusivity and flexibility: We are inclusive, and we want every child, regardless of additional needs, to be the best version of themselves through the support of our flexible schooling and adaptive teaching.



Purpose

The purpose of this exams policy is:

- to ensure the planning and management of exams is conducted efficiently and in the best interests of students;
- 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 centre's exam processes to read, understand and implement this policy. The exams policy will be reviewed every year. The exams policy will be reviewed by the Head of Examinations, Head of Education Operations, and the Executive Headteacher.

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

****This policy is not applicable to Academy 21 students in most cases as the students are on-roll with a physical school or local authority.***

Exam responsibilities

The Head of Centre

- Our Head of Centre is: Catriona Olsen (Executive Headteacher)
- has overall responsibility for the school/college as an exams centre and advises on appeals and re-marks.

Head of Examinations

- Our Head of Examinations is: Emma Gardiner
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *Suspected malpractice in examinations and assessments*.
- processes applications for access arrangements, with information provided by the SEN Services Team
- process applications regarding special considerations and appeals for students
- is responsible for coordinating the submission of work and grades to the relevant exam centres and examination bodies, where applicable
- is responsible for the running of the examinations centre of King's InterHigh
- is responsible for the coordination of public examinations held at the examinations centre of King's InterHigh
- is responsible for coordinating the communications that are released to students and parents/carers regarding public examinations and the associated processes
- manages the administration of 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 centre staff and students, of an annual calendar for all exams in which students will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that students 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 JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of students 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 and makes applications for special consideration following the regulations in the JCQ publication *A guide to 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 students' 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 students and forwards, in consultation with the SLT, any post results service requests.

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Heads of Key Stage, Heads of Faculty and Heads of Subject are responsible for:

- ensuring their teaching and pastoral teams have up to date knowledge regarding examinations, can access key resources and provide timely information to support students and families
- guidance and pastoral oversight of students 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 Head of Examinations.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

Teachers are responsible for:

- supplying information on entries, coursework and controlled assessments as required by the Head of Faculty, Head of Subject and/or Head of Examinations

SEN Services Team is responsible for:

- Processing information that is submitted by families in relation to special educational needs and disabilities
- Adding the relevant information and paper to the student's school records which can later be accessed by members of staff, including the Head of Examinations in order to process applications for access arrangements
- Supporting the Exams Team when sourcing information required for access arrangements

Invigilators are responsible for:

- assisting the Head of Examinations in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exams office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exams office.

Students are responsible for:

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

Qualifications offered

The qualifications offered at this centre are decided by the Executive Headteacher and CEO.

The types of qualifications offered are Pearson Edexcel GCSEs and iGCSEs, Cambridge International GCSEs, WJEC GCSEs, AQA GCSEs, Cambridge International AS and A Levels, AQA A Levels, Pearson

International AS and A Levels, and International Baccalaureate exams. AQA EPQ Extended project Qualification.

The school also offers 'Assured Courses' accredited by City & Guilds.

The subjects offered for these qualifications in any academic year may be found in the 'Secondary > Senior School' and 'Sixth Form' tabs of the [school's website](#).

Decisions on whether a student should be entered for a particular subject will be taken by a young person's parents in consultation with the school. The school reserves the right to advise parents where they believe a student should not be entered for an examination based on evidence available from the school.

Exam series

- Internal exams (mock or trial exams) and assessments are scheduled in November, December, January, February and June of each year.
- External exams and assessments are scheduled in May/June and November of each academic year.
- Internal exams are held under external exam conditions.
- The Executive Headteacher and CEO decides which exam series take place in the centre.
- The centre does not offer assessments on an on-demand basis.

Exam timetables

Once confirmed, the Head of Examinations (under the guidance of the Head of Centre) will circulate exam timetables for external exams at a specified date before each series begins. External exam timetables are issued by the relevant examination bodies. Internal exams are organised by the school's Senior Leadership Team.

Entries, entry details and late entries

The organisation and payment of fees for external examinations is the responsibility of students' parent(s). Parents are responsible for reading exam communications and taking any desired actions as designated by the school or the parent's chosen exam centre. The school cannot be held responsible for parent(s) not engaging with communications in a timely manner and taking the necessary actions regarding the exams process.

Parents and carers are responsible for providing and maintaining up-to-date email and contact details and emergency contacts.

Parents are responsible for signing declaration forms and acceptable use forms when required,

Parents may seek guidance from the school regarding finding an exam centre in their area; however, finding a suitable exam centre is the responsibility of the students' parent(s).

Ensuring deadlines of a parent's chosen exam centre are met is the responsibility of the parent. Late fees may be incurred when submitting a late entry to sit an exam.

The school cannot accept responsibility where a parent has registered their child for the wrong exams or exam papers.

The school cannot accept responsibility where a parent does not inform their chosen exam centre (the school or an external centre) if their child requires access arrangements and does not provide evidence to support this.

Where online examinations are a possibility, the responsibility for deadlines requesting any information to be submitted by the parent(s) lies with the parents themselves. Failure to submit the required information may result in late fees or their child not being able to sit exams in the upcoming exam series.

The responsibility for the student to have all of the correct equipment for online examinations lies with the parent(s). Communications will be provided from the school and/or examination body regarding authorised and unauthorised equipment and conduct during the online examinations. The school cannot accept responsibility for the non-engagement in effective setup for the online examinations, which may result in a student not being able to access their online examinations.

Exam fees

Students 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 Head of Examinations will publish the deadline for actions well in advance for each exam series.

- GCSE entry exam fees are paid by the students and/or parents
- AS entry exam fees are paid by the students and/or parents
- A level entry exam fees are paid by the students and/or parents
- Late entry or amendment fees are paid by the students and/or parents

Regulations around fee refunds or fee amendments are at the discretion of the parent's chosen exam centre and may be relevant:

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

Re-sit fees are paid by the students and/or parents.

Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that that they provide to students in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the Head of Examinations, Head of Education Operations and Executive Headteacher.

Where students sit exams with an external exam centre, the centre is responsible for following equalities legislation. The school cannot be held responsible for a non-associated exam centre not complying by equalities legislation. Any complaints about a chosen exam centre should be referred through the exam centre's own complaints policy and procedure.

Access arrangements

The SENDCo(s)/Head of Examinations will inform subject teachers of students with special educational needs and any special arrangements that individual students will need during the course and in any assessments/exams.

A student's access arrangements requirement is determined by the by a Level 7 qualified professional e.g an educational psychologist. This is not currently offered by King's InterHigh so must be sought, not at the school's expense, by the student's family. The school SENDCo(s)/Head of Examinations will work in conjunction with the professional and student's family and must be provided with the appropriate paperwork to support a student's application for access arrangements.

Ensuring there is appropriate evidence for a student's access arrangement is the responsibility of the parents.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the entering centre, parents/students will be responsible for providing any necessary evidence.

Rooming for access arrangement students will be arranged by the student's exam centre. This is not applicable for online exams.

Invigilation and support for access arrangement students, as defined in the JCQ access arrangements regulations, will be organised by the Head of Examinations (where exams are sat at the school's exam centre). Where exams are being sat at an external exam centre, as organised by the parent, invigilation and support for access arrangement is the responsibility of the chosen centre.

Contingency planning

Contingency planning for exams administration is the responsibility of the Head of Examinations. Contingency plans, for the King's InterHigh exam centre are available via internal procedures and are in line with the guidance provided by Ofqual, JCQ and awarding organisations. The contingency plans of external exam centres are the responsibility of the exam centre themselves.

Estimated grades

King's InterHigh does not enter estimated grades as standard practice. Our teachers do communicate predicated grades to students' families through our reporting process.

Managing invigilators

External staff may be used to invigilate examinations at the King's InterHigh exam centre, dependent on demand.

These invigilators may be used for internal exams and/or external exams.

Recruitment of invigilators is the responsibility of the Head of Examinations and Head of Education Operations.

Securing the necessary Disclosure Barring Service (DBS) clearance for new invigilators is the responsibility of the Human Resources Department.

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

Invigilators' rates of pay are set centrally by Inspired Online Schools.

Invigilators are recruited, timetabled, trained, and briefed by the Head of Examinations.

Malpractice

The Executive Headteacher in consultation with the Head of Examinations, Head of Administration and relevant Head of Key Stage is responsible for investigating suspected malpractice. For external examinations held at the King's InterHigh centre, any investigations and reporting will be carried out in line with the relevant exam board's policies and procedures. External exam centres will have their own procedures for investigating and reporting malpractice.

Exam days

The Head of Examinations will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.

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

The Head of Examinations and/or invigilator(s) will start and finish all exams in accordance with JCQ guidelines for exams taking place at the King's InterHigh exam centre.

Although unlikely, with the permission of the Head of Examinations, education staff may be present at the start of the exam to assist with identification of students. 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. Papers will be distributed to Heads of Faculty in accordance with JCQ's recommendations after students have completed them.

After an exam, the Head of Examinations will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with Head of Centre.

Students

The Head of Examinations will provide written information to students in advance of each exam series. A formal briefing session for students may be given by the Head of Examinations.

The centre's published rules on acceptable dress and behaviour apply at all times. Students' personal belongings remain their own responsibility, and the centre accepts no liability for their loss or damage.

In an exam room students 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.**

Disruptive students are dealt with in accordance with JCQ guidelines. Students are expected to stay for the full exam time at the discretion of the Head of Examinations.

Note: students who leave an exam room must be accompanied by an appropriate member of staff at all times.

The Head of Examinations is responsible for handling late or absent students on exam day.

Clash students

If students have an entry with the King's InterHigh centre and need overnight supervision due to unforeseen events the Head of Examinations will assist where possible, however we would not typically agree to take the entry in the knowledge that a student would require overnight supervision.

Special consideration

Should a student 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 student's responsibility to alert the centre's Head of Examinations to that effect.

The student must support any special consideration claim with appropriate evidence within 3 days of the exam.

The Head of Examinations, at the student's entering centre, will make a special consideration application to the relevant awarding body within 14 days of the exam.

Internal assessment

It is the duty of Heads of Faculty and Heads of Subject to ensure that all internal assessment is ready for dispatch at the correct time.

Marks and related documents for all internally assessed work are provided to the exams office by the Heads of Faculty and Heads of Subject. The Head of Examinations 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. In addition, it is the responsibility of the Heads of Faculty and Heads of Subject to ensure that students are advised of their coursework grades, prior to the grade submissions, as per the JCQ guidelines.

Results

Students will receive individual results on results days, dependent on their requested delivery method:

- Electronically only via King's InterHigh
- Other centres may be able to offer in-person collection or posting of hard copy certificates.

Arrangements for the centre to be open on results days are made by the Head of Examinations in conjunction with the Head of Centre.

The provision of the necessary staff on results days is the responsibility of the Heads of Key Stage.

Enquiries about Results (EAR)

EARs may be requested by centre staff or the student following the release of results. A request for a re-mark or clerical check requires the written consent of the student, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of students.

The cost of EARs will be paid by the student and/or parents.

All processing of EARs will be the responsibility of the Head of Examinations, following the JCQ guidance.

Access to Scripts (ATS)

After the release of results, students may request the return of one or more of their exam papers and they will be charged for this service.

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

GCE and GCSE review of marking cannot be applied for once an original script has been returned.

Returned scripts are unlikely to have markers' comment annotations, only the marks awarded for each question.

Certificates

Students will receive their exam certificates, dependent on their requested delivery method:

- Electronically only via King's InterHigh
- Other centres may be able to offer in-person collection or posting of hard copy certificates.

Any returned certificates will be retained for a minimum of one year after the date of issue.

After this time centres are allowed by the awarding bodies to destroy any uncollected certificates. If a certificate has been destroyed, then a certifying statement of results may be issued by an awarding body if a student agrees to pay the costs incurred. The Centre cannot apply on behalf of a student for this service and cannot be responsible for the fees incurred by applying for a replacement certificate.

Appendix – External Links to Exam Board Policies

The following links provide information on organising and coordinating exams in the exam centres.

- [Pearson Edexcel](#)
- [Cambridge International](#)
- [AQA](#)
- [WJEC](#)
- International Baccalaureate – can be access via a portal

