



Oakgrove School

Examination Policy

EXAMINATION POLICY

ADOPTION AND AMENDMENTS TO EXAMINATION POLICY

Rewritten September 2025

Section	Governors Meeting
Whole Document	LGB 4 December 2025
Interim review	LGB 12/03/2026
Next review: 2026/2027	

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Background:

- We aim to provide a variety of qualifications which provide all students with the opportunity to achieve their full potential by the most appropriate and direct route.
- Our Examination Policy is based on the concepts of equality, diversity, clarity, consistency and openness and is fully compliant with the Disability Discrimination Act of 1995 and the Equality Act of 2010.
- Our Policy is in accordance with the annually updated Joint Council of Qualifications (JCQ) regulations on the conduct of examinations. More detail can be found on the Exams Office Portal.
- The centre follows guidelines and policies as set out by the JCQ or other relevant regulatory body as appropriate.
- We will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.
- Staff, students and parents/carers are made aware of the existence of this policy and have access to it on request.

What students can expect from us:

- We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements.
- All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained.
- Internal assessments will be carried out fairly and according to awarding body instructions.
- Externally marked tests and exams will be according to the requirements of the awarding body.

Students can also expect:

- To be fully inducted onto a new course and given information that can be shared with parents/carers and carers.
- Learning outcomes, performance criteria and other significant elements of learning and assessment to be made clear at the outset of the course and when assignments are set.
- To be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- Work will be assessed in line with the school's feedback policy.
- Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

Personnel:

- The Examinations Officer is responsible for co-ordinating all elements of the examinations process and reports to the Head of Centre (Head of School) and the SLT link for examinations.
- With regards to Access Arrangements, the Examinations Officer works alongside the SENCO.
- The post of Examinations Officer is appointed following advertisement. Examinations Officer training is funded through the CPD budget. All necessary equipment is freely available or easily obtainable for the Examinations Office.
- Regular meetings are scheduled between the Examinations Officer and the SLT link for examinations.
- Appropriate staff attend all relevant meetings as required.

Conflicts of Interest:

Oakgrove School identifies, records and manages any staff conflicts of interest in line with JCQ regulations. Staff must declare potential conflicts, which are logged and, where required, reported to awarding bodies. Mitigation measures are put in place as required to protect the integrity of assessments and examinations.

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Qualifications Offered:

- The decision to offer a new subject or remove/delete an existing one is taken by the SLT.
- The Examination Centre (the Centre) operates an open policy with regard to examination boards allowing departments to select the most appropriate specifications for students.
- The qualifications offered are decided by the SLT in consultation with the Governors.

Internal Appeals Procedure:

- Oakgrove School has a formal internal appeals procedure to ensure candidates can challenge centre decisions relating to access arrangements, special consideration or other administrative matters.
- Appeals must be submitted in writing within published timescales and are reviewed in line with JCQ regulations.
- Outcomes will be communicated to candidates in writing.

Pre-Examinations

Entries:

- Subject leaders are responsible for advising on entries for individual subjects by specified internal deadlines. Information including exam board, syllabus name, code and module codes are collated at the start of all courses and checked using Exams Assist before entries are made.
- The Examinations Officer communicates all internal deadlines to Subject Leaders and reminders issued as required. The Examinations Officer submits entries to the examination board in all cases.
- Any special registration procedures needed at the start of any other course are the responsibility of the Examinations Officer in conjunction with the Subject Leader.
- Pastoral Teams, in conjunction with the SLT link, are responsible for reviewing entries for individual candidates.
- Students (and their parents/carers) can see their individual examination entries using Exams Assist. Details will include tiers of entry where applicable.
- Wherever possible, parental wishes or requirements will be taken into account but where their request is contrary to advice given by the School a disclaimer correspondence is usually required and a fee may be payable.
- Oakgrove School does not accept external candidates. However students who have been on roll in a previous academic year may be considered; all entries must be coordinated through the Examinations Officer. These entries are only accepted if the course is currently offered by the school and are subject to the approval of SLT. Candidates will be responsible for all entry fees (Appendix 2).
- Late entries are accepted but may be charged to either the individual or department as appropriate (Appendix 2).
- Post-entry amendments are similarly the responsibility of candidates or departments and may be charged accordingly (Appendix 2).
- Withdrawals from entries require the approval of the Head of school. Requests must be notified to the Examinations Officer.
- Parents/carers may insist on the withdrawal of a candidate against the advice of the School but the late withdrawal fee will normally be charged unless there are extenuating circumstances sanctioned by the Head of School (Appendix 2).

Candidate Briefings:

The SLT link for examinations along with the relevant Pastoral Teams will lead briefings for all candidates entered for external examinations and mock examinations, after consultation with the Examinations Officer. Each candidate is provided with a paper copy of their statement of entry and a timetable using Exams Assist. The JCQ Notice to Candidates is published in school and on the website.

Individual subjects take responsibility for advising candidates of the requirements for their examinations.

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Timetabling (including Clashes):

- The External Examinations timetable is produced by the Examinations Officer well in advance of each examination session once clashes have been resolved. This is normally April (for the May/June session).
- Internal Examinations timetables are produced by the Examinations Officer with support from the SLT link for examinations.
- External Examinations timetables are published in Shared Drives as appropriate and available to all appropriate staff. From these the Examinations Officer will produce invigilation timetables.
- Candidates are provided with individual timetables by the Examinations Officer electronically using Exams Assist and paper copies as appropriate.
- All staff have access to timetables and seating plans through Exams Assist.

Clashes:

- Clashes in examination timetables are resolved in the best interests of the candidate by the Examinations Officer in line with JCQ Policy.
- Clashes are identified by software but these are not wholly reliable checks and the Examinations Officer will also conduct a manual check. Candidates are also responsible for informing the Examinations Officer of any unresolved clashes upon receipt of their individual timetable.
- Candidates are informed about necessary changes to their timetable and the clash resolution process is explained in a letter to parents/carers where necessary. Where a choice of options is available candidates are consulted about the options available to them.
- Clash candidates are kept in isolation, under supervision at all times as required by the arrangements of their examinations.
- Oakgrove School may allow an exam scheduled for the same day to be taken the following morning in cases of excessive timetable clashes, but only as a last resort and under strict JCQ-supervised overnight safeguarding and security procedures to protect the integrity of the examination.

Exam Venues:

- The Examinations Officer will consult with the SLT link over provision of rooms for examinations.
- Site staff set out the rooms in consultation with the Examinations Officer according to JCQ regulations.
- ICT Support are responsible for ensuring that any computer rooms and machines required for online assessments are fit for the required purpose. The Examinations Officer is responsible for ensuring that any computer rooms meet the JCQ regulations.
- The Examinations Officer is responsible for checking that all the necessary material and equipment is provided in the exam venues and that appropriate notices are displayed.
- A seating plan is provided for each examination venue on Exams Assist and the Examinations Officer is responsible for producing the plan for each examination.
- The Examinations Officer and site staff organise candidate numbers on desks in line with procedures outlined in the Invigilators handbook.

Paper Receipt and Storage:

- When Examination Materials arrive at the Centre they are logged and signed for at reception and then handed to the Examinations Officer.
- Examination materials are checked at the first possible opportunity by the Examinations Officer. Should there be any errors or omissions the Examinations Officer will contact the relevant Examination Board.
- All examination materials are always locked away securely.
- Keys to the Examinations Office are held by the Examinations Officer with a spare held securely by the Head of School.

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Access Arrangements and Reasonable Adjustments:

Oakgrove School ensures that access arrangements and reasonable adjustments are identified, assessed and implemented in line with the annually updated JCQ regulations (Adjustments for candidates with disabilities and learning difficulties) and the Equality Act 2010.

- The SENCO oversees decisions based on a clear picture of need and normal way of working.
- All assessments are completed by qualified assessors.
- Applications are processed through Access Arrangements Online where required, adhering to relevant deadlines for applications.
- All centre-delegated arrangements are recorded.
- Relevant evidence is securely held for inspection.
- Candidates are supported to use approved arrangements effectively.

See Appendix 1 for Additional Information Regarding Access Arrangements.

Word Processors:

- Oakgrove School allows the use of word processors in examinations where this reflects a candidate's normal way of working and meets JCQ access arrangements requirements.
- A word processor can be made available for a candidate experiencing difficulties with writing due to an injury or other short term impairment where evidence can be provided.
- Word Processor use is carefully controlled to maintain assessment integrity and settings such as spell check, predictive text and AI tools are disabled unless permitted.

Alternative Rooms:

- Oakgrove School may provide alternative rooming arrangements for smaller groups of students, in line with JCQ regulations, for candidates with an established and documented need where this reflects their normal way of working and prevents disadvantage.
- Decisions are made by the SENCO and Examinations Officer and arrangements are only granted where justified - general exam anxiety alone is not sufficient.
- All alternative rooming follows JCQ requirements for invigilation, compliance and examination conduct.

During Examinations:

Oakgrove School conducts all examinations according to the awarding body instructions and the most up to date copy of the JCQ Instructions for Conducting Examinations document. During examinations, invigilators are responsible for ensuring that accurate records are maintained. They record candidate attendance and all other events during examinations using Exams Assist. The lead invigilator is in charge of each examination venue (including starting and ending all examinations). All invigilators have access to a list of school contacts in case of support once an examination is underway.

The Examinations Officer is responsible for invigilator recruitment and training. All invigilators are required to have DBS clearance, in accordance with the school's "Recruitment selection policy and procedure" document. Responsibilities of invigilators are summarised in the Invigilators Handbook.

Candidate Briefings and Examination Starts:

- The Examinations Officer is responsible for ensuring all papers are handled correctly before examinations.
- Papers are delivered to any alternative room candidates in a sealed envelope at the start of each individual session.
- Exam regulations are clearly stated to all candidates at the start of every examination session during the candidate briefing.
- Attention is drawn to the rubric on each paper at the start of the examination.

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- JCQ regulations are displayed in each examination room and at various points around the school.
- Where possible, the Subject leader or an appropriate subject teacher is present at the start of every examination.
- ICT Support are present at the start of any online examination and should remain in the room until the invigilator responsible for the exam is happy that the ICT equipment is working as required.
- Last minute special consideration candidates are dealt with in line with JCQ guidelines. The Examinations Officer is responsible for the paperwork associated with such cases.

Candidate Identification:

- Oakgrove School verifies the identity of all candidates in line with JCQ regulations.
- Candidates must present centre-issued photo ID in exams and invigilators confirm identity using seating information and school systems (Exams Assist).
- Additional checks, including photo ID verification and private confirmation where required, apply if a candidate cannot be identified normally.

Candidate Late Arrival:

- Candidates are expected to arrive at the relevant examination venues **at least** 10 minutes before the published start time of their examinations. This ensures students can enter the examinations calmly.
- Oakgrove School manages late arrivals in accordance with JCQ regulations.
- Candidates arriving after the start of an exam may be permitted to sit it, including those classed as very late, but must be warned that the awarding body may not accept their script.
- Full exam time may still be given
- All late or very late arrivals are recorded and reported where required.

Candidate Absence:

- Oakgrove School manages examination absences in line with JCQ regulations.
- Absence is recorded, candidates are contacted where appropriate and decisions on late entry are at the school's discretion.
- In eligible cases, supported by evidence, an application for special consideration may be submitted.
- Persistent absence is monitored by senior staff and candidates may be charged for unauthorised missed exams.

Important: Whilst the Attendance Team will support in ensuring candidates are present for all their examinations and calls will be made to candidates and their parents/carers if they are not present at the start of an examination, it is the candidates' responsibility to arrive at the exam venue for all examinations on time.

Food and Drink:

- Oakgrove School permits food and drink in the examination room only under controlled conditions and in line with JCQ requirements.
- Candidates may have a drink of water with them in a clear, unlabelled bottle during examinations.
- Food is only allowed for medical reasons and must be presented in clear packaging.
- Candidates and invigilators are informed of these rules in their pre-exam briefings to prevent disruption and maintain exam integrity.

Leaving the exam room:

- Oakgrove School manages candidate movement during exams in line with JCQ regulations to maintain supervision, security and integrity.
- Candidates may only leave the exam room temporarily under supervision.
- The Centre policy is that candidates may not leave examinations early. If a candidate needs to leave an exam early for exceptional reasons then they will be supervised until the timetabled end time of the examination and all script handling and recording procedures are followed to ensure compliance.

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Managing Behaviour & Expectations during Examinations and Study Leave:

- Oakgrove School ensures candidate behaviour during examinations meets JCQ requirements.
- Candidates are briefed on expected conduct
- Invigilators monitor compliance and any disruptive behaviour or suspected malpractice is recorded and reported in line with JCQ regulations, with possible sanctions including removal from the exam or disqualification.
- SLT and other school staff are on hand to support behaviour management as required.
- Normal standards of dress and school rules apply to all candidates throughout the examination period.
- Students may attend school during periods of study leave by arrangement and having registered attendance as instructed.

Special Consideration:

- Oakgrove School follows the JCQ special consideration process to support candidates whose performance has been adversely affected by circumstances beyond their control. This includes temporary circumstances (illness, personal incident) around exam time.
- Applications are made by the Examinations Officer and are only submitted where eligibility criteria are met.
- All applications must be supported with appropriate evidence and candidates and their parents/carers are advised that special consideration may result in limited adjustments that protect the integrity of the qualification.

Non-Examination Assessments

This covers any coursework, controlled assessments taken within the school. It covers work that is internally marked and verified within school before being externally moderated as well as externally marked and/or externally set practical examinations.

- Oakgrove School conducts non-examination assessments in line with current JCQ Instructions for Conducting Non-examination Assessments.
- NEAs are planned, delivered, supervised, marked and stored securely to ensure fairness, authenticity, consistency and compliance.
- Staff roles and responsibilities are clearly defined and assessments follow awarding body instructions regarding task setting, supervision, candidate support, marking, standardisation and submission.
- Candidates are given NEA Regulations by individual subject teachers at appropriate times during their courses.
- All internal and external deadlines are clearly communicated to candidates.
- Candidates' work will be marked by staff who have appropriate knowledge, understanding and skill and who have been trained in this activity.
- Oakgrove School is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.
- Subject Leaders maintain accurate records of all elements of NEAs.
- Candidates must follow JCQ guidance, ensure all work is their own, reference sources appropriately and sign authentication declarations. These are collected and kept within subject areas and submitted to exam boards as required along with moderation samples.
- Malpractice is taken seriously and managed in line with JCQ procedures.
- Access arrangements, special consideration and appeals are applied where appropriate and in accordance with formal regulations.

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- Dispatch of Non-exam assessment samples for moderation is the responsibility of the Subject leader with support from the Examinations Officer where required. Clear records are kept of which work, subjects and levels are sent away by the individual departments. Certificates of posting where appropriate are required and must be retained by Reception. A coursework log is held to ensure dispatch and receipt of all work is tracked. All other Non-exam assessments are kept secure and confidential at all times, within departments.

AI Use in Assessments:

- Oakgrove School follows JCQ requirements to ensure AI tools are used appropriately and do not compromise assessment integrity.
- Candidates must only use AI within permitted boundaries, must acknowledge any use and remain responsible for the originality and authenticity of their work.
- Any misuse is treated as malpractice.

Endorsements (GCSE English Language & A-level Sciences):

- The Head of School provides a signed declaration as part of the National Centre Number Register Annual Update, that all reasonable steps have been or will be taken to ensure that all candidates at the centre have had, or will have, the opportunity to undertake the prescribed activities.
- Subject Leaders and teachers will ensure that students are assessed in line with the relevant exam board criteria.
- The Examinations Officer will submit the outcomes of all endorsements to awarding bodies by published deadlines.

Internal Appeals - Internal assessment decisions:

- Oakgrove School provides a formal process for candidates to request a review of centre-assessed marks for coursework, NEA or other internally marked components.
- Candidates are informed of their marks before submission to awarding bodies and may appeal within set deadlines if they believe marking procedures or assessment criteria were not correctly applied.
- Appeals are reviewed fairly, in line with JCQ regulations and outcomes are communicated in writing to candidates.

NB all internal assessments are moderated by the awarding body to ensure consistency in marking between centres. The moderation process may lead to mark changes. This process is outside the control of Oakgrove School and is not covered by this procedure.

Post Examinations including EAR and RoM

- Question papers will be kept securely for at least 24 hours after completion of the exam and may then be shared with subject staff.

Results

- Release of the results is controlled by the Examinations Officer.
- All staff and students are made aware of results' dates by the SLT and appropriate Pastoral Team. Letters outlining dates and procedures are provided to all candidates.
- The SLT, Examinations Officer and relevant Pastoral Team are expected to be present on results days.
- Students receive their results in an envelope or electronically.
- The Data Manager and SLT are responsible for analysis of results.
- The Executive Headteacher is responsible for press statements.

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Access to Scripts, Reviews of Results and Appeals Procedures:

- Oakgrove School provides access to post-results services in line with JCQ regulations.
- Following the release of results, candidates may request access to scripts, clerical re-checks, reviews of marking, reviews of moderation and, where applicable, appeals.
- All requests must be submitted through the school by published deadlines and require written candidate consent, acknowledging that outcomes may go up, down or remain unchanged.
- Information on timelines, fees and processes are made available to students prior to results days.
- Subject Leaders may request post results services, but candidate consent must be collated in all cases.
- Outcomes of requests are communicated directly to candidates and any disputes will be managed through the centre's internal appeals procedure.
- The Examinations Officer handles all requests and maintains accurate records of applications and outcomes.

Internal Appeals ROM:

- Oakgrove School has a formal process allowing candidates to appeal if the centre decides not to support a request for post-results services such as a clerical re-check, review of marking, or review of moderation.
- Appeals must be submitted within published deadlines and are handled in line with JCQ regulations, with outcomes communicated to candidates.

Certificate Issue Procedure and Retention Policy

- Certificates are carefully checked on receipt by the Examinations Officer.
- Once all certificates have arrived at the school, certificates are issued promptly to all candidates in line with JCQ requirements and secure records of distribution are kept.
- Certificates will not be withheld and can be collected personally or by an authorised representative.
- Unclaimed certificates are stored securely and retained for a minimum of 12 months before confidential disposal, with records kept for four years.

Exam Archiving:

- Oakgrove School retains and disposes of examination records in line with JCQ regulations and data protection requirements.
- Our policy defines which exam-related documents must be stored, how long they must be kept and the secure disposal method when the retention period ends.
- Records are managed securely to protect confidentiality, support compliance and ensure full traceability throughout the examination cycle.

Malpractice:

- Oakgrove School has clear procedures to prevent, identify, report and manage suspected malpractice or maladministration in assessments and examinations, including inappropriate use of technology or AI.
- Exams Assist is used to ensure all incidents during an examination are recorded and can be followed up as required.
- All incidents involving centre staff or candidates are investigated and reported in line with JCQ regulations.
- The Head of Centre will ensure all relevant awarding bodies are informed as required.
- The centre will keep records of investigations and outcomes.
- Sanctions will be applied in line with JCQ guidance.
- If required incidents of student misbehaviour will also be dealt with according to the school's behaviour policy.
- If required incidents of staff malpractice will also be dealt with according to the school's staff disciplinary policy.

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Exam Contingency Plan:

- Oakgrove School maintains an annually reviewed contingency plan to ensure examinations and assessments can continue in the event of disruption.
- The plan identifies potential risks such as: staff absence, IT failure, lack of facilities, emergency evacuation or closure and sets out procedures to minimise impact and maintain compliance with JCQ and Ofqual requirements.
- Where disruption occurs, the school will communicate promptly with awarding bodies, candidates and parents/carers, apply alternative arrangements where permitted, ensure secure handling of assessment materials and apply special consideration where appropriate.

Escalation Process Policy:

- Oakgrove School has a formal escalation process to ensure continuity and compliance with JCQ regulations if key staff responsible for examinations are absent.
- The process sets out who assumes responsibility at each stage of the exam cycle, including planning, entries, exam delivery and post-results and ensures secure, compliant management of all examination activities, communication with awarding bodies and maintenance of exam integrity.

Emergency Evacuation Policy:

- Oakgrove School has a written and annually reviewed emergency evacuation procedure for examinations, ensuring compliance with JCQ regulations.
- The procedure outlines staff responsibilities and the required steps if an exam room must be evacuated, including stopping work, securing exam materials, supervising candidates, recording disruption time and resuming the exam where possible.
- If the exam cannot continue, the Exams Contingency Plan and awarding body guidance will be followed and special consideration applied where appropriate.

Policy Review:

At the end of each summer examination period, or sooner if required, the Examinations Officer and SLT link for examinations meet to discuss the conduct of the examinations, the quality of the examination venues, issues relating to invigilation, clashes and candidate issues (infringements) along with any other matters relating to the examinations. If needed, proposals for changes to the policy or practice will be passed to the SLT for discussion and adoption as required.

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Appendix 1 - Additional Information Regarding Access Arrangements

Students will join us in Year 7 who have had access arrangements for KS2 SATs assessments. Arrangements at KS2 differ to those used at KS4&5 as they are not regulated in the same way. At KS4 and 5 all Access Arrangements must follow the guidance issued by the Joint Council for Qualifications (JCQ). Staff at Oakgrove are trained on the use of these arrangements and how these are applied to individual students.

What happens during KS3?

During KS3 there are no external examinations, all assessments are for the purposes of teaching, learning and reporting progress to parents/carers and students. Therefore, formal access arrangements are not needed. In class, formative assessments are used by class teachers to identify misconceptions and gaps in learning. These are low stakes assessments providing students the opportunity to practise, make mistakes, get feedback on their learning and decisions about sets will not be based solely on these assessments. Most assessments are under an hour in length providing students who have previously been provided 'extra time' (at primary school for example) time to complete their work without disadvantage. Where this is a significant and persistent need (such as an EHCP or a complex learning need) alternative arrangements may be applied with the support of an LA who would normally be in the students' lessons. These will be arranged and agreed by the SENCO, Deputy SENCO and in consultation with the student and parents/carers.

Please note the school does not have a large number of adults who can support with internal assessments and whilst every effort will be made, all arrangements are subject to an appropriate adult being available.

If students are on the SEN register and there is evidence that they will be at a substantial disadvantage in comparison to someone who is not disabled (such as them holding an EHCP or diagnosis of a complex need) they will be monitored through KS3 using class data, WRAT5 and Exact assessments and teacher feedback. So as to not give an unfair advantage, particularly when considering extra time, students speed of reading, writing and processing/fluency will be assessed. If two of the standardised scores are 84 or below or if one shows 84 or below and the second scores between 85-89, this can then provide a core part of evidence of access arrangements. This is applied where the student is able to read and write for themselves. If this is not the case and a student uses technology to read or write, then this evidence cannot be used as extra time.

Towards the end of Year 9 any students that the school can provide evidence of need for will be put forward for access arrangement assessment via the school's appointed assessor using current nationally standardised tests.

All agreed access arrangements follow the key JCQ principles:

- Reasonable adjustments are agreed to and must reflect the support given to that student in school and will be their normal way of working (NWOW).
- An adjustment is not seen as reasonable if it affects the reliability or validity of assessment outcomes., or if it gives the student an unfair advantage over peers.

During KS4 and KS5

At KS4, there is an increase in summative assessment across their GCSE subject courses and these provide a guide for current attainment and predicted grades within each subject. During this time, students have their access arrangements applied during school assessments to enable them to practise these. They will also be accessing in class adjustments showing their normal way of working. If a student chooses not to make use of their access arrangements these are withdrawn as they cannot be evidenced as a student's normal way of working.

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'Access arrangements are agreed before an assessment. They allow candidates with specific needs, such as special educational needs, disabilities or temporary injuries to access the assessment and show what they know and can do without changing the demands of the assessment. The intention behind an access arrangement is to meet the needs of an individual candidate without affecting the integrity of the assessment. Access arrangements are the principal way in which awarding bodies comply with the duty under the Equality Act 2010 to make 'reasonable adjustments. (JCQ, annually updated guidelines)

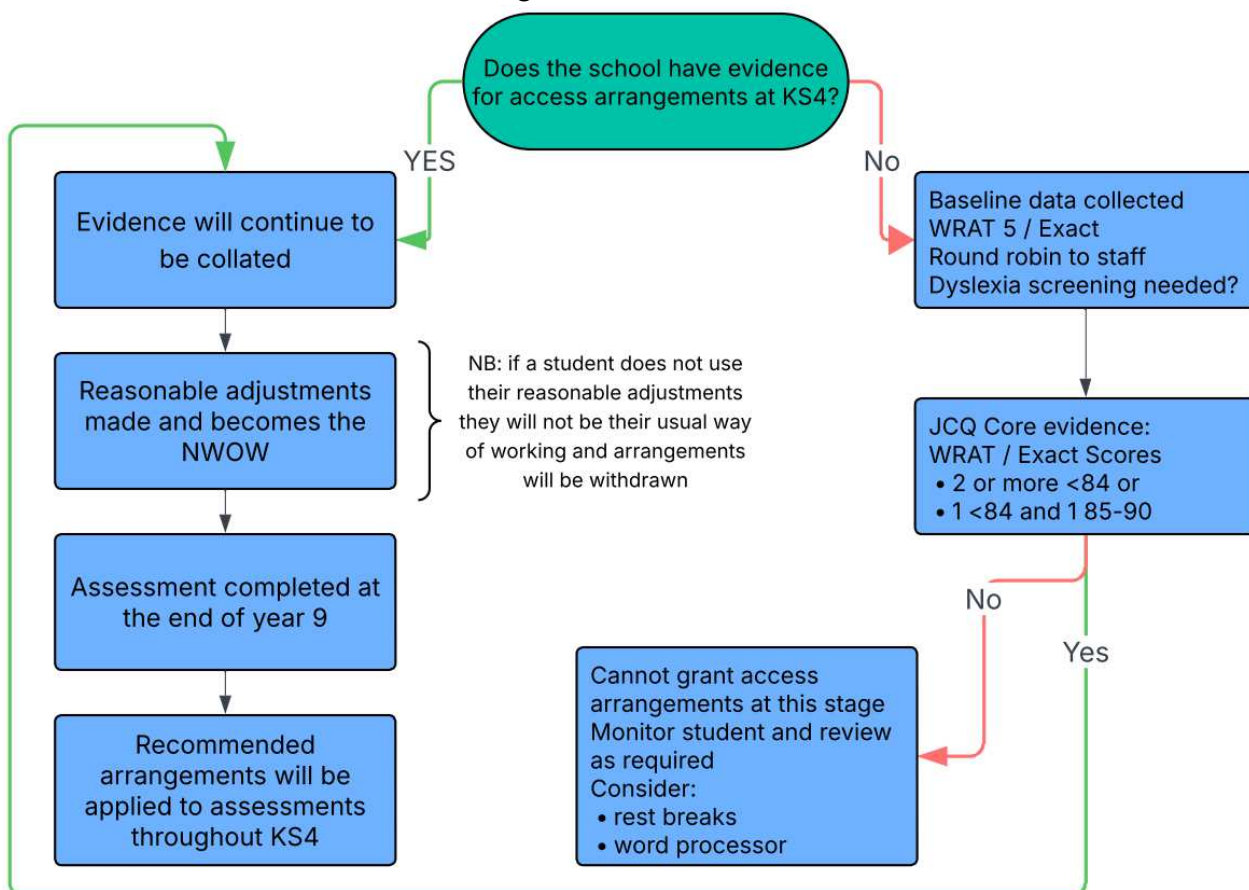
What happens if a student's learning needs change during KS4/5?

Occasionally a student may have a learning need which is diagnosed later on in their academic career. In these cases, we will use the flow diagram below to ascertain whether or not access arrangements will be part of the support provided to the student. Other support may be deemed more appropriate. In all cases the student's normal way of working will be part of the evidence for deciding on support measures.

What happens if a student changes school during KS4/5?

Liaison with the previous school and the evidence they can provide will determine support arrangements for students. We may also need to conduct additional assessments as outlined in the flow diagram below.

Decision Flowchart for Access Arrangements



Types of Access Arrangements:

The Arrangements that can be put in place will vary depending on the needs of the individual candidates, but can be any or all of the following:

- Extra time for all assessments (including NEAs)
- Rest periods
- A reader

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- An amanuensis
- Enlargements/models
- A helper
- A prompter
- Smaller room
- Use of word processing/printing facility
- A computer reader

Scheduling of Examinations:

The Examinations Officer, in consultation with the SENCO, will ensure scheduling of examinations for students with Access Arrangements follow all JCQ guidelines and where examination start and end times vary to the rest of the cohort, candidates will be supervised at all times and have no contact with other candidates.

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Appendix 2 - Exams and Charging

Scenario	School Procedure
Late entries	Where a name has been omitted from a list checked by the Subject leader, the department pays the late fees associated with the entry. This includes all BTEC/CN/NCFE or other awarding body registrations and cash in entries.
Amendments to entries such as change of tier of entry	Changes of tier can be made within 2 months of the entry deadline. After this 2 month window has closed late fees are payable. In these situations, if the request is from a Subject Leader, the late fee is paid by the Department. If a candidate or a parents/carers wishes to make changes after the late fees become due, they will be charged all late fees.
Resits	If a student that was on roll in the previous academic year has agreement from SLT that they may resit an examination as an external candidate, the candidate will be charged the full cost of any entry fees (including late fees). Entries will not be made until full payment has been received. Administration fees will not be charged. If a KS5 student wishes to resit GCSE English Language or Mathematics then the school will cover all entry fees for one examination series. If the student fails to attend a resit examination then they will be responsible for any future entries.
Missed Examinations	The school does not authorise holidays during term time so if a student misses an external exam for an unauthorised holiday the parents/carers will be charged the original exam entry fee. Any other absences will be judged on a case by case basis by the relevant Pastoral Team.
Withdrawals	Withdrawals do not incur any cost to the school for one month from entry closing. After this time, the cost of withdrawals (i.e. the original entry fee) will be paid for by exams unless it is a withdrawal requested by parents/carers which the school does not support in which case the original entry fee will be charged to parents/carers. NB: If a student has incomplete/missing NEA work meaning that they cannot achieve a grade on their course (due to restrictions from the awarding body) then a withdrawal will be considered by the Head of School. If they can still achieve a grade then they will still be entered and the fees paid by the school.
EAR / ROM	The school will cover the costs of any EAR/RoM as per the agreements set out each summer. If a Subject Leader wishes to request any further post results service not covered by the above, then these will be charged to the department (nb: candidate consent must be obtained in all circumstances). If a candidate requests a review of marking without the school's support, they will be charged for this.
ATS	If fees are payable then the department or candidate that has requested the script will cover the cost.
University Admissions Tests taken at the centre	The school will cover the costs of rooming and provision of invigilators and any other administration relating to these tests if taken at the centre.
University Admissions Tests taken at another centre	The student will be responsible for all costs associated with their assessment.
KS5 Examinations	The school will not charge examination entry fees for students aged 16–19 who have been prepared for a public examination. However, the school reserves the right to withhold entry or to recover the cost of entry where a student has failed to meet a minimum overall attendance threshold of 60%. Absences due to illness or other authorised absences will not be grounds for charging. The Post 16 bursary cannot be used for payments of examination fees.