

Examinations Policy

Reviewed by: Teaching and Learning Committee

Reviewed: March 2026

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1.0 Overview

1.1 The purpose of this policy is to provide an overview of examinations that links the different policies required by JCQ.

1.2 References are made in this policy to the Joint Council for Qualifications (JCQ). This organisation coordinates examinations and the arrangements of the different awarding bodies in the UK.

1.3 The policy aims to ensure that the planning and management of examinations is conducted efficiently and in the best interest of the candidate and also ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

1.4 This examination policy will be reviewed by the examinations officer, Deputy Headteacher (Curriculum) and the Trustees. The policy is directly linked to the following policies required by JCQ:

1.4.1 Exam Policies

1.4.2 Conflicts of Interest Policy

1.4.3 Examinations Contingency Plan

1.4.4 Internal Appeals Procedure

1.4.5 Malpractice Policy

1.4.6 Non Examination Assessment Policy

1.4.7 Word Processor Policy

1.4.8 Candidate Identification Procedure (new 2025)

1.5 Other Policies

1.5.1 Child Protection Policy

1.5.2 Complaints Procedure

1.5.3 Data Protection Policy

1.5.4 Single Equality Scheme

1.5.5 Whistleblowing

2.0 Entries

2.1 All students following a course of study timetabled by the school and leading to a public examination will be entered for that examination.

2.2 Private candidates may be entered for examinations to be taken at the school at the Headteacher's discretion.

2.3 The exams officer, working with Heads of Department, is responsible for exam entries and any subsequent amendments.

3.0 Fees

3.1 The school funds all initial entries.

3.2 Resits for English and Maths at GCSE below a grade 4 are also funded.

3.3 Other resits may be charged for.

4.0 Information for Candidates

4.1 All students will be issued with the following examination documentation for each examination session:

4.1.1 A statement of entry.

4.1.2 An individual timetable.

4.1.3 A notice as to conduct in the examination and other requirements.

4.1.4 JCQ guidance for NEA completion (Non-Examined Assessments)

4.1.5 A copy of the Internal Appeals Procedure for NEA marking

5.0 Examination Regulations

5.1 The school will ensure that the JCQ regulations are followed at all times.

5.2 The school will make the regulations available to all students who are entered for public examinations.

5.3 It is each student's responsibility to familiarise themselves with the JCQ regulations concerning examination conduct; especially prohibited materials, and ensure that they do not breach these regulations.

5.4 Where malpractice is suspected the school will follow the malpractice policy.

6.0 Special Consideration

- 6.1 Special consideration may be applicable if a candidate is ill, suffers bereavement or other trauma such that their performance in the examination, coursework or controlled assessment is adversely affected. In such cases, it is the candidate's responsibility to alert the school, or, if the illness is during the examination, an invigilator, to that effect.
- 6.2 Any special consideration claim must be supported by appropriate evidence, for example a letter from the candidate's doctor.
- 6.3 The Examinations Officer will then process a completed special consideration with the relevant awarding body.

7.0 Special Needs

- 7.1 The school will support a student's specific examination requirements provided that they are in possession of medical and other documentation as required by the awarding bodies.
- 7.2 The SENDCO will identify and test or arrange for the testing of candidates' requirements for access arrangements.
- 7.3 The SENDCO will, in coordination with the Examinations Officer:
 - 7.3.1 Submit completed access arrangement applications to the awarding bodies.
 - 7.3.2 Coordinate the necessary access arrangements.
 - 7.3.3 Arrange for the provision of additional support as required by JCQ guidelines.

8.0 Examination Results and Certificates

- 8.1 It is the student's responsibility to collect or to arrange for the postage of their own results and or certificates. The school will post results to the student's home address only.
- 8.2 Results and certificates can only be collected by a third party if they have written authorisation from the student and proof of identity; preferably a photo driving licence or passport.
- 8.3 Results can be emailed on request. Email: hmorgan@klbschool.org.uk, before the end of the summer term to request this.
- 8.4 Any results that have not been collected by 12.00 noon on the day following the publishing of results will be posted first class to the home address.
- 8.5 The school will retain uncollected certificates for two years.

8.6 The school reserves the right to publish the results of individual students in the school newsletter on the day following the national results publication day.

9.0 Results Queries

9.1 The school will support a student's enquiry about results, request for their script or a copy of their script provided that they are submitted to the Examinations Officer within the awarding body deadlines.

9.2 Enquiries about results or requests for the return of scripts must be agreed with the candidate.

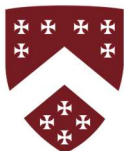
9.3 GCSE and GCE remarks cannot be applied for once the original script (rather than a copy) has been returned.

9.4 A student is responsible for paying for their own results enquiry, request for their script or a copy of their script – payable at the time of the application.

9.5 If the mark awarded is changed as a result of an enquiry and subsequently the grade changes, the enquiry fee will be refunded.

9.6 Details of the enquiry services available and fees will be available on the day results are published and available on the school's website.

KLB



Katharine Lady Berkeley's School
Wotton-under-Edge, Gloucester, GL12 8LX

Tel: 01453 842227

Mail: info@klbschool.org.uk

www.klbschool.org.uk