

Exam Policy

Aligned with Ofsted, NCFE, SEND Code of Practice, Equality Act, and KCSIE



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EXAM POLICY

1. INTRODUCTION

Hatfield Wick Education (HWE) is committed to ensuring all examinations and assessments are managed and administered effectively and in compliance with statutory and regulatory requirements. This policy documents the processes for planning, conducting, and managing assessments to support fairness, accessibility, and safeguarding.

This policy aligns with Joint Council for Qualifications (JCQ) regulations, awarding organisation requirements (including NCFE), Ofsted expectations, the Equality Act 2010, SEND Code of Practice, and Keeping Children Safe in Education (KCSIE).

2. OBJECTIVES

This policy aims to:

- 2.1 Ensure all examinations and assessments are conducted in compliance with JCQ and awarding body regulations.
- 2.2 Provide equitable access to assessments for all learners, including those with SEND.
- 2.3 Safeguard the welfare of learners during the exam process, in line with KCSIE.
- 2.4 Ensure the integrity of the assessment process and maintain public confidence in qualifications.
- 2.5 Ensure clear roles, accountability, and communication.

3. ROLES AND RESPONSIBILITIES

Head of Centre

- Holds overall responsibility for the provision and integrity of the exams centre.
- Reports any incidents of suspected malpractice to the appropriate awarding body.
- Oversees appeals, re-marks, and any post-results services.

Exams Officer

- Manages the administration of internal and external exams, including timetabling, entries, and results distribution.
- Ensures secure storage of exam materials in compliance with JCQ requirements.
- Coordinates applications for reasonable adjustments and special considerations.
- Oversees the training and monitoring of invigilators.
- Maintains accurate exam records.

Teachers and Subject Leads

- Provide guidance to learners on exam entries and ensure coursework and controlled assessments are submitted on time.
- Notify the Exams Officer of any required access arrangements.
- Support learners during preparation and ensure they understand the exam regulations.

Clinical Director and SEND Coordinator

- Identify learners requiring access arrangements and notify the Exams Officer.
- Ensure reasonable adjustments are in place for learners with SEND.
- Provide ongoing support to learners before and during assessments.

Invigilators

- Ensure exams are conducted in accordance with JCQ and HWE regulations.
- Manage the collection and return of exam materials.
- Report any incidents of malpractice or concerns to the Exams Officer immediately.

Learners

- Confirm and sign exam entries.
- Adhere to exam regulations and uphold academic integrity.
- Notify HWE staff of any required reasonable adjustments in advance.

4. QUALIFICATIONS OFFERED

The qualifications offered at HWE are reviewed annually and published in the academic prospectus. Any changes to specifications or qualifications will be communicated to the Exams Officer by the Head of Centre.

5. EXAM ACCESS AND ADJUSTMENTS

Reasonable Adjustments

Reasonable adjustments are provided in accordance with the Equality Act 2010 and awarding organisation guidance. These may include:

- Additional time.
- Modified assessment materials.
- Assistive technologies.

- Adapted seating or environments.

Adjustments will not compromise assessment standards.

Special Considerations

Special considerations apply when learners are disadvantaged due to unforeseen circumstances, such as illness or emergencies. These are applied post-assessment and must be submitted to the awarding body by the Exams Officer within the specified timeframe.

6. EQUALITY AND INCLUSIVITY

HWE complies with the Equality Act 2010 by ensuring all learners have fair access to examinations and assessments. This includes:

- Providing reasonable adjustments for learners with disabilities or SEND.
- Ensuring all exam-related communication is accessible and inclusive.

7. EXAM SECURITY AND CONDUCT

- 7.1 Exam materials are stored securely in line with JCQ regulations.
- 7.2 Access to secure materials is restricted to authorised personnel.
- 7.3 Invigilators are trained to maintain the integrity of the assessment process.
- 7.4 Any breaches of security or incidents of malpractice are reported to the awarding body.

8. CONTINGENCY PLANNING

HWE has contingency plans to address potential disruptions, including:

- **Unavailability of Qualified Staff:** Substitute arrangements are confirmed at least two weeks before exams.
- **IT Failures:** Digital backups are maintained, and printable resources are made available as needed.
- **Extended Centre Closures:** Remote learning and alternative arrangements are implemented.

9. SAFEGUARDING AND LEARNER WELFARE

- 9.1 All staff involved in exams receive safeguarding training in line with KCSIE.
- 9.2 The Designated Safeguarding Lead (DSL) ensures that any safeguarding concerns arising during exams are addressed promptly.
- 9.3 Mental health support and counselling are available for learners experiencing exam-related stress.

10. MONITORING AND REVIEW

- 10.1 This policy is reviewed annually by the Head of Centre and the Exams Officer.
- 10.2 Feedback from learners, staff, and awarding bodies informs policy updates.
- 10.3 Compliance audits are conducted regularly to ensure alignment with regulatory frameworks.

11. COMMUNICATION

- 11.1 This policy is distributed to all relevant staff and made available on the HWE intranet.
- 11.2 Learners and parents receive clear guidance on exam procedures during induction and through accessible resources.

By adhering to this policy, Hatfield Wick Education ensures that all examinations are conducted with fairness, integrity, and compliance, supporting the success and welfare of all learners.