



# EXAMS POLICY

## Document Status

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## Key Staff

- **Head of Centre:** Emily Tobin, Deputy Headteacher
- **Head of Exams:** Ryan Mason, Assistant Headteacher – Secondary Department
- **Exam Officer:** Ellen-Rose Galvin, Office Manager

## Purpose

This policy outlines the principles and procedures governing examinations to ensure fairness, integrity, and compliance with regulatory requirements. It applies to all staff, students, and stakeholders involved in the examination process.

## **1. Conflict of Interest**

1.1 A conflict of interest arises when an individual's personal or professional interests may compromise their judgment or actions during the examination process.

1.2 All staff involved in the examination process must disclose potential conflicts of interest, including familial, financial, or personal relationships with candidates.

1.3 Staff with a conflict of interest must not participate in any activity, such as invigilation or assessment, related to the candidate.

1.4 The Exams Officer will maintain a register of disclosed conflicts of interest and ensure appropriate mitigation measures are in place.

1.5 Non-disclosure or failure to manage conflicts of interest will result in disciplinary action.

## **2. Equalities Policy**

2.1 We are committed to ensuring equality, diversity, and inclusivity in the examination process, in compliance with the Equality Act 2010.

2.2 All candidates will have equal access to examination opportunities and reasonable adjustments will be made for students with disabilities or specific needs.

2.3 Exam materials and processes will be accessible and inclusive, avoiding discrimination on the grounds of race, gender, age, religion, sexual orientation, disability, or socio-economic background.

2.4 Training will be provided to staff to promote understanding and adherence to equalities legislation.

2.5 Complaints related to discrimination will be investigated promptly in accordance with the internal appeals procedure.

## **3. Internal Appeals Procedure**

3.1 The internal appeals procedure provides candidates with a structured mechanism to challenge decisions related to examinations.

3.2 Appeals may be made in cases such as:

- Alleged errors in the administration of exams.
- Disputes regarding access arrangements or special considerations.
- Disagreement with internal assessment marks or grades.

3.3 Appeals must be submitted in writing to the Exams Officer within 10 working days of the relevant decision.

3.4 The appeal will be reviewed by a panel comprising impartial members of staff.

3.5 Candidates will receive a written outcome within 15 working days of the appeal submission.

3.6 Further escalation may involve an external body, such as the awarding organization, in line with their regulations.

#### **4. Management of Non-Examination Assessments (NEAs)**

4.1 NEAs are an integral part of certain qualifications and must be conducted in a fair, transparent, and consistent manner.

4.2 Clear instructions will be provided to staff and candidates regarding the requirements, deadlines, and assessment criteria for NEAs.

4.3 NEAs will be conducted under supervised conditions, ensuring authenticity and preventing malpractice.

4.4 Any instances of suspected malpractice, such as plagiarism or collusion, will be reported to the Exams Officer for investigation.

4.5 Marking and feedback on NEAs will adhere to guidelines provided by the awarding body.

4.6 Candidates may request a review of their NEA marks through the internal appeals procedure.

4.7 Staff involved in NEAs will receive training on managing the process to ensure compliance with regulatory standards.

#### **5. Responsibilities and Monitoring**

5.1 Exams Officer: Oversees the implementation of this policy, ensures compliance, and provides guidance to staff and students.

5.2 Teaching Staff: Follow guidelines for conducting assessments, maintaining transparency, and avoiding conflicts of interest.

5.3 Students: Comply with exam regulations and raise concerns promptly through appropriate channel.

