



St John  
Bosco  
College

# Examinations Policy

Approved/reviewed by	
Date of next review	March 2026

## **1. General principles**

1.1 St John Bosco College ("the school") aims to realise the full potential of its pupils and support them to achieve recognition through externally awarded qualifications, as appropriate to pupils' age and ability.

1.2 The school will have due regard for the regulations and guidance pertaining to externally awarded qualifications, in particular to that published by awarding bodies and by the Joint Council for Qualifications (JCQ)

1.3 The school will recruit and retain a staff of appropriate size and competence, including sufficient managerial and other resource, to undertake the delivery of the qualification and to administer public examinations.

1.4 In particular, the school will identify and make clear the roles and responsibilities of:

- Head of Centre
- Senior Leader(s) with responsibility for examinations
- The Exams Officer (and Assistant Exams Officer if applicable)
- The SENCo

and will ensure that they have the appropriate training and support to carry out their responsibilities effectively, and in adherence to the relevant regulations. The school will also put in place appropriate escalation procedures to be applied should one or more the above staff be absent.

1.5 Whereas this document, the Examinations Policy, provides an overview of the school's approach to such matters, more detailed operational guidance outlining the conduct of examinations at SJBC will be compiled in the Examinations Handbook. This internal document will be revised and updated as necessary by the Exams Officer and the Senior Leader(s) with Responsibility for Examinations.

## **2 Conditions of examination entry**

2.1 The school aims to enter for external examinations all those pupils who have covered the examination course, demonstrated satisfactory attendance, and completed to the best of their ability all necessary non-examination assessment (coursework). In some circumstances, and only where the school judges it to be in the student's interest, a student who has not met these criteria may be considered for non-entry in one or more subjects.

2.2 Parents/carers will be kept informed of the risk of non-entry and under-achievement through the reporting system, Parents' Evenings, discussion with parents/carers and departmental letters home. It is the School's aim to work with pupils and parents to achieve the required entry standard and realise the full potential of all pupils. The final decision will be approved by the Deputy Head.

2.3 Members of the Senior Leadership Team, in consultation with Heads of Department and other appropriate staff, will meet in the January of the examination entry year to discuss the entry of marginal candidates and to decide the appropriate examination load for them. The decisions will be communicated to the pupils and their parents/carers by an appropriate member of staff. The decision of staff at the above meeting on the examination entry of individual pupils will be final.

2.4 The entry for external examinations of pupils who are late entrants to the school and have not covered the entire course will be decided by members of the Senior Leadership Team in consultation with the Head of Department and other appropriate staff.

2.5 Where an exam has multiple tiers of entry (e.g. higher and foundation) Heads of Department will assign pupils to tiers in order to give them the best chance of achieving a satisfactory grade. This decision will be informed by the pupil's achievement during the course, and in particular by their performance in internal examinations. This decision will usually be finalised in the January of the examination year.

2.6 The school will pay for all initial examination entries.

2.7 Retakes will be at the candidate's own expense unless the school deems that the initial entry was adversely affected by exceptional circumstances. This is in accordance with the School's Charging and Remission policy.

2.8 Where a pupil is, independently of the taught curriculum, fluent and literate in a language other than English, the school will consider their entry to an appropriate "home language" qualification. This will be subject to an internal assessment by school staff. Students, or their parents/carers, should indicate their willingness to pursue this at the beginning of the exam phase i.e. Year 10 or Year 12. The cost of home language entries will be met by the school.

### **3. Access arrangements**

3.1 In cases where special arrangements are required, the school's procedure will adhere to the current Joint Council for Qualifications (JCQ) regulations as specified in the document *Access Arrangements and Reasonable Adjustments*.

3.2 The examination entry of pupils with an Education Health and Care Plan (EHCP) will be discussed and agreed at the annual Statement Review Meeting in liaison with senior leaders and Heads of Department.

3.3 The examination entry of pupils with special educational needs who do not have an EHCP may be discussed with the SENCo before any decisions are made by the Senior Leadership Team.

3.4 Any written evidence required for applications for special arrangements must be from formal assessments sanctioned by the SENCo and/or Examinations Officer.

### **4. Private candidates sitting exams at SJBC**

4.1 The school does not ordinarily accommodate private candidates; however, opportunities for former pupils to re-sit may be considered where they are unable to access these at private centres. Former pupils who re-sit as private candidates must do so at their own expense, which will include the examination fee as well as a reasonable contribution towards the school's administration and invigilation costs. Entries will not be made until payment has been received.

4.2 The school may also, at its discretion, enter into an agreement on a case-by-case basis with other providers to host external candidates.

## **5. SJBC pupils sitting exams at other centres as private candidates**

5.1 SJBC pupils up to the age of 16 will be requested to provide information regarding any GCSE entries they are sitting as private candidates at other centres, as this will affect the school's performance data.

## **6. Organisation of public examinations**

6.1 The School will organise and administer public examinations in accordance with the current edition of the *Instructions for conducting examinations* document published by JCQ.

6.2 Public examinations for all GCSE and A level qualifications will take place in the summer session.

6.3 The school's teaching timetable for students during their examination period will be organised in order to promote structured exam preparation and independent study.

6.4 Pupils will be briefed appropriately and in good time regarding their exam arrangements and JCQ regulations before the start of the exam series

6.5 Exam timetables will be made available to pupils in good time

6.6 Timetable clashes will be resolved by the school's Examinations Officer, and candidates will be notified of this as part of their final exam timetable. Candidates who require isolation and supervision will also be notified separately.

6.7 In exceptional cases where a candidate has a normal variation to their academic day, exams may also be varied. Details of this variation will be agreed by SLT and a formal supervision arrangement signed by the candidate and their parent or guardian. All documents will be held on the inspection file along with supporting evidence.

6.8 In exceptional cases where a candidate has a significant number of examination hours in a single day, the candidate will be offered the option of taking one exam on the following day in line with JCQ (Joint Council for Qualifications) regulations. In such cases, a formal supervision arrangement will be signed by the candidate and their parent or guardian. All documents will be held on the inspection file along with supporting evidence.

6.9 Bathroom breaks during examinations are not encouraged and will impact on the candidate's exam time.

6.10 All absences from exams will be reported to the Examination Officer. S/he will then inform a member of staff who will organise a phone call to the candidate's parent/carer.

6.11 Candidates arriving more than 30 minutes late may be refused entry to sit the exam at the school's discretion. The centre does not permit additional time for late candidates who have been permitted to enter the exam room except in exceptional circumstances. A report will be made to the awarding body as per JCQ regulations, and the candidate will be advised that their exam may not be marked at the awarding body's discretion.

6.12 Special consideration, where applicable, will be administered in accordance with the most recent edition of the JCQ document *A guide to the special consideration process*. Formal supporting documents may be required before any application for special consideration will be made.

6.13 Public examinations will usually be staffed by invigilators who are not members of the school's teaching staff. These may be employed directly by the school, or via a third party. The School will ensure that all invigilators are adequately trained and briefed. School staff will be used in an 'on call' facility for any unforeseen emergencies.

## **7. Non-examination assessment and internal assessment**

7.1 The school will conduct non-examination assessments adhering to the most recent edition of the JCQ document *Instructions for conducting non-examination assessments*

7.2 The school will share arrangements and deadlines for non-examination assessments with pupils and with parents/carers as appropriate. Candidates who do not meet these deadlines risk having an incomplete NEA portfolio and may not be entered for the qualification.

7.3 NEAs will be completed in line with the controlled conditions specified by the awarding body. The school will ensure that staff delivering NEA components have received adequate training. This will include training to identify and manage the use of artificial intelligence (AI) by students in compliance with the most recent edition of the JCQ document 'AI use in assessments'.

7.4 Subject teachers, in consultation with their Head of Department, will ensure that the controlled conditions for NEA are clearly communicated and understood by students in order to minimise the risk of any student being involved in malpractice. This will include, wherever relevant, clear guidance on the use of AI.

7.5 Where a qualification includes non-examined components which are internally assessed, departments will follow the marking and moderating procedures specified by the awarding body. They will ensure that staff involved have received sufficient training to carry this out reliably.

7.6 In line with the JCQ guidance *Notice to Centres - Informing candidates of their centre assessed marks*, candidates are entitled to know the marks awarded for internally assessed components, and to appeal for these to be reviewed. Once the moderation process is complete, the school will inform candidates of their marks and set out clearly the deadline and procedure for submitting such an appeal, making available the marked assessment material and assessment criteria.

7.7 Appeals for a review of an internally assessment mark will first be considered by the Headteacher. If the appeal meets the necessary criteria, a review will be carried out in accordance with the procedures specified by JCQ.

## **8. Malpractice**

8.1 Any issues relating to malpractice, whether relating to students or staff, will be dealt with in adherence with the most recent edition of the JCQ document *Suspected malpractice: policies and procedures*

8.2 Where a candidate attempts to submit plagiarised work as part of NEA or engages in any other form of malpractice (including use of AI that contravenes the controlled conditions of the NEA), they will not be given the chance to enter other work; hence they will have incomplete NEA and may be withdrawn from that qualification.

8.3 The School will report any candidate caught cheating, attempting to cheat, taking any prohibited materials into the examination hall, or breaking any of the regulations as published by JCQ to the relevant awarding body.

8.4 If a candidate's conduct during an examination causes disturbance or disruption to other candidates, they may be removed from the exam room. This decision will be made by an available member of the Senior Leadership Team.

## **9. Issuing of examination results and storage of certificates**

9.1 Examination results will be given out on the school site on the morning of the day they are made public by the examination boards. The exact time will be communicated to students before the end of the summer term.

9.2 If available, the School will opt into the release of results direct to candidates from the awarding bodies.

9.3 If a candidate is unable to collect results in person, they may appoint a proxy such as a family member to collect the results. The school will make candidates aware of the procedure for appointing such a proxy during the school term in which the exams are taken.

9.4 The school will expect to receive certificates from awarding bodies in the November following a summer examination season.

9.5 Candidates should make arrangements with the school to collect their certificates in person, or to elect a suitable proxy in accordance with the school's requirements.

9.6 The school will retain candidates' certificates securely for a minimum of two years, after which they may be destroyed. In this case, candidates should seek replacement certificates directly from the awarding body.

## **10. Post-results services**

10.1 The School will process and submit requests for a review of marking of externally assessed components. Candidates must request this in writing using a form, where the deadline will be stated. Candidates should be aware that a review of marking carries the risk of a negative change to their mark.

10.2 Reviews of marking will usually be at the candidate's own cost, and requests will not be processed until payment has been received.

10.3 Where pupils have been entered as "centre" candidates, an appeal against the outcome of a review of marking will be submitted only in exceptional circumstances. The decision of the School in this matter shall be final. Private candidates may submit appeals directly to the awarding body. Further information can be found in the JCQ Post-results services document.