

PRINCIPLES

We aim to:

- provide an examination regime which allows all students to reach their full potential as they progress through a personalised curriculum;
- meet all statutory requirements;
- preserve the integrity of the examination system;
- ensure equal opportunity for all;
- provide timely opportunities for students to sit examinations;
- administer controlled assessment and coursework within exam board regulations in a classroom environment;
- use examination results to further improve teaching and learning;
- balance the maximising of opportunities for students with efficient use of the school exam budget when making entry decisions;
- ensure the integrity of internal examinations and therefore their value in preparing students for public examinations.

Date of Review	August 2021			
Reviewed by	Faye Mulholland Deputy Head			
Date of Approval	<i>Pending</i>			
Approved by	Governing Body			
Date of Next Review	Summer 2022			
Location	L:drive	✓	Website	

PRACTICE

1. EXAM RESPONSIBILITIES

- 1.1. The Head of Centre (the Academy Head) has overall responsibility for the school/college as an exam centre. The Head of Centre:
 - 1.1.1. advises on appeals and reviews of marking;
 - 1.1.2. is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document 'Suspected malpractice in examinations and assessments'.
- 1.2. The Leadership Team member in charge of curriculum and assessment sets the curriculum plan for the academic year and is responsible for:
 - 1.2.1. Liaising with the Head and Head of Centre to devise a curriculum plan;
 - 1.2.2. Communicating the curriculum plan to the Registrar;
 - 1.2.3. Analysing examination results and providing detailed breakdowns of results to the Head of Centre, Leadership Team and teachers;
 - 1.2.4. Preparing and presenting reports to the relevant leaders showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made;
 - 1.2.5. Quality assuring the entry submissions of Leaders of Subject to assist with accuracy of entries;
 - 1.2.6. Quality assuring the work of the Registrar in making accurate entries;
 - 1.2.7. Working with the Registrar in projecting spending on examination entries and monitoring expenditure;
 - 1.2.8. Overseeing the administration of the examination season and thereby quality assuring the Registrar's work in administering examinations.
- 1.3. Examinations Officer / Registrar acting as Examinations Officer:
 - 1.3.1. Manages the administration of public and internal examinations and downloading of examination results in association with the Leadership Team member in charge of examinations and assessments;
 - 1.3.2. Advises the Leadership Team, relevant leaders, teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards;

- 1.3.3. Oversees the production and distribution to staff, governors and candidates of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events;
- 1.3.4. Makes entries for all GCSE, BTEC, Diploma and GCE examinations through the SIMS Exams Organiser system;
- 1.3.5. Ensures that candidates and their parents are informed of and understand those aspects of the exam timetable that will affect them;
- 1.3.6. Consults with teaching staff to ensure that necessary coursework and controlled assessment is completed on time and in accordance with JCO guidelines;
- 1.3.7. Provides and confirms detailed data on estimated entries;
- 1.3.8. Receives, checks and stores securely all exam papers and completed scripts, including those relating to controlled assessment or coursework;
- 1.3.9. Administers access arrangements and makes applications for special consideration using the JCO 'Access arrangements and special considerations regulations' and Guidance relating to candidates who are eligible for adjustments in examinations;
- 1.3.10. Identifies and manages exam timetable clashes;
- 1.3.11. Accounts for income and expenditures relating to all exam costs/charges. Agrees with the budget holder (Leadership Team member in charge of Curriculum) about any unusual expenditure such as late fees before these entries are made;
- 1.3.12. Organises the recruitment, training and monitoring of a team of exams invigilators responsible for the conduct of exams;
- 1.3.13. Line manages the senior exams invigilator(s). Through this line management relationship and, where necessary, directly manages the day-to-day running of examinations throughout the exam season;
- 1.3.14. Submits candidates' coursework/controlled assessment marks, tracks despatch required by the appropriate awarding bodies correctly and on schedule;
- 1.3.15. Stores returned coursework/controlled assessment and any other material. Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the Leadership Team, any appeals/re-mark requests.
- 1.4. BTEC quality assurance lead
 - 1.4.1. Ensure that vocational courses such as BTECs are successfully externally validated and the administration relating to these courses is properly completed.
- 1.5. Relevant leaders of subjects

- 1.5.1. Provide accurate details of courses being taught (including Board, specification and candidate details) to the Registrar and Leadership Team member in charge of Curriculum;
 - 1.5.2. Provide entry lists of candidates to the Registrar so that they may be entered for exam;
 - 1.5.3. Give support to candidates who are unsure about exam entries or amendments to entries;
 - 1.5.4. Have involvement in post-results procedures such as EARs;
 - 1.5.5. Accurately complete coursework/controlled assessment mark sheets and declaration sheets. Dispatch coursework/controlled assessment as required by the examining boards;
 - 1.5.6. Sign off entry sheets created by the Registrar with regards to examinations;
 - 1.5.7. Adhere to deadlines as set by the Registrar.
- 1.6. Teachers
- 1.6.1. Notify the SENCO/Registrar with regards to the possible need for access arrangements (as soon as possible after the start of the course).
 - 1.6.2. Advise leaders of subject on entry tiers and any other supplementary information required for examination entry.
- 1.7. SENCO
- 1.7.1. Administer access arrangements and liaise with the Registrar to ensure that they are put in place for examinations;
 - 1.7.2. Identify and test candidates' requirements for access arrangements;
 - 1.7.3. Provide additional support — with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment — to help candidates achieve their course aims.
- 1.8. Lead invigilator/invigilator
- 1.8.1. Create seating plan and register;
 - 1.8.2. Maintain the exam log book;
 - 1.8.3. Delegate other invigilator tasks as necessary;
 - 1.8.4. Collect exam papers and other material from the Registrar before the start of the exam;

- 1.8.5. Collect all exam papers in the correct order at the end of the exam and oversee their secure return to the Registrar;
 - 1.8.6. Complete the exam register;
 - 1.8.7. The Lead Invigilator should delegate an invigilator to take names of late or absent students to the Attendance Officer and to assist in locating those students;
 - 1.8.8. The Lead Invigilator should oversee dispatch of scripts;
 - 1.8.9. The Lead Invigilator should ensure that invigilators are positioned such that they are spread equally around the room.
- 1.9. Attendance Officer
 - 1.9.1. Ensures that the names of late or absent students are received;
 - 1.9.2. Helps the Registrar to contact those late or absent students.
 - 1.10. Candidates
 - 1.10.1. Are responsible for checking their own individual timetables and alerting the Registrar's Office to any mistakes;
 - 1.10.2. Are responsible for understanding coursework/controlled assessment regulations and signing a declaration that authenticates the coursework/controlled assessment as their own.

2. THE STATUTORY TESTS AND QUALIFICATIONS OFFERED

- 2.1. The statutory tests and qualifications offered at this centre are decided by the Leadership Team and the rationale for offering those qualifications is contained within the school's Curriculum Policy.
- 2.2. The statutory tests and qualifications offered are GCSE, GCE and, when deemed appropriate, BTEC.
- 2.3. The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year or the school's options booklet. If there has been a change of specification from the previous year, the Registrar and Leadership Team member in charge of curriculum must be informed by the end of September in that academic year.
- 2.4. All candidates will be entitled, and enabled, to achieve an entry for qualifications from an external awarding body. Decisions on whether a candidate should not take an individual qualification will be taken in consideration with candidates, parents/carers, SENCO, relevant leaders and the Leadership Team member in charge of curriculum.
- 2.5. Any withdrawals from exam entry at KS4 and KS5 will have to be authorised by the Leadership Team member in charge of examinations and assessment.

3. EXAM SEASONS

- 3.1. Internal exams are scheduled in accordance with the school's calendar.
- 3.2. External exams are scheduled in May and June by exam boards.
- 3.3. All internal exams are held under external exam conditions when they take place in a central examination venue such as the Main Hall or Sports Hall where possible and where not, in classrooms.
- 3.4. The Registrar will circulate the exam timetables for both external and internal exams once these are confirmed. Provisional external exam timetables will go to candidates two weeks in advance of Board deadlines for checking purposes. Final external exam timetables will be circulated after Board deadlines.
- 3.5. The Registrar will make exam season timetables available to all staff through the Twenty Twenty-One / Twenty Twenty-Two

4. ENTRIES, LATE ENTRIES, EXTERNAL/PRIVATE CANDIDATES

- 4.1. The examinations budget for the following year will be agreed by the Academy Head. This will include a contingency of 5-10% for changes to the curriculum during the financial year, resits and new qualifications becoming available or known to the school. The uncertainty of the need for resits and the ever changing nature of national policy on qualifications make this contingency a justified part of the examination budget.
- 4.2. The school's policy on re sitting qualifications is:
 - 4.2.1. The school will not pay for resits of GCSEs that do not count in performance tables in normal circumstances, however exceptional circumstances may be agreed by the Leadership Team member in charge of assessment.
 - 4.2.2. The school will not support A Level resits in normal circumstances, however exceptions circumstances may be agreed by the Leadership Team member in charge of assessment.
 - 4.2.3. The school will not support students seeking to resit qualifications that require admission into an academic Year 14.
 - 4.2.4. Entry for a school funded re-sit will be a decision taken in the first instance by relevant leaders but will require approval from the Leadership Team member in charge of assessment before the entry is made and the student is informed.
- 4.3. Where examinations are available in tiers (for example, a higher and foundation paper) it is the responsibility of the relevant leaders to decide which tier students are to be entered for. This decision must take into account target grade information as well as current attainment.
- 4.4. It is the responsibility of relevant leaders to provide the Registrar with lists of students to be entered for specific exams, tier information and forecast grades. It is the responsibility of the Registrar to submit this information accurately and before the exam board deadline.

- 4.5. All entries must reach the Registrar within the deadline set by the Registrar (always at least three weeks before the Board deadline to allow students to study timetables and any mistakes to be made known). It is the responsibility of the Registrar to inform relevant leaders of this deadline.
- 4.6. The Registrar will only communicate with those leading subjects regarding examination entries. Teachers are not expected to make examination entries. It is the responsibility of the leader of subject to collate all examination entries (taking guidance from teachers where necessary, for example regarding tier of entry).
- 4.7. Where a relevant leader or student wishes to make a withdrawal from an A level examination, the approval of the Leadership Team member in charge of Sixth Form and the Leadership Team member in charge of curriculum must be sought.
- 4.8. 'Late Entries' (entries made on the day of the examination) will only be accepted by the Registrar with the approval of the Leadership Team member in charge of assessment. Leaders should make every reasonable effort ensure that all tier changes/late entries are communicated to the Registrar within set deadlines.
- 4.9. The centre does not accept entries from external candidates (regardless of whether or not they used to be on roll at the school), overseas/visiting students or other educational institutions.
- 4.10. The school does not permit students to sit any qualification at an alternative test centre under normal circumstances. Under exceptional circumstances, permission may be sought from the Leadership Team member in charge of assessment.

5. INTERNAL EXAMS PRACTICE

- 5.1. For internal exams, it is the responsibility of relevant leaders to provide a list of exams to be taken, students who will be taking the exam and the paper to be taken by the deadline set by the Leadership Team member in charge of assessment. It is the responsibility of the Leadership Team member in charge of assessment to create and publish an exam timetable.
- 5.2. At GCSE and A-Level, practice exam papers should be actual exam papers from previous years, or they should replicate the exam board format as closely as possible where a past paper is not available or it is judged to be in the best interests of students to use alternative material. Unless there are exceptional circumstances that make it impractical, the number of papers taken by students should be the same as the number of papers which will be taken in the series they are practising for. Where this is not possible individual approval for other forms of examination should be sought from the Leadership Team member in charge of assessment.
- 5.3. At Key Stage 3, it is the responsibility of leaders of subject to ensure that the papers set are appropriately rigorous and are accompanied by mark schemes that aid consistent grading.

- 5.4. No teacher or student should be informed of the content of any internal examination before it is taken by candidates. Papers and their content should remain confidential to the Leadership Team.
- 5.5. Where internal examinations take place in a non-classroom venue (The Main Hall, The Sport Hall, The Dance Studio) then access arrangements will be implemented as recommended by the SENCO. Where examinations take place in class rooms, access arrangements will still be implemented. It is the responsibility of the SENCO to ensure that access arrangements are implemented during internal examinations.
- 5.6. The Centre may use teacher invigilators for practice exams, who should, as far as reasonably possible, comply with national exams practice.
- 5.7. Relevant leaders or designated representatives and the Registrar with overall LT support, will discipline students in cases of misbehaviour or malpractice. Sanctions will comply with the school's Discipline Policy
- 5.8. Where internal examinations take place in classrooms, it is the responsibility of the class teacher to ensure that appropriate exam conditions are maintained.

6. EXAM FEES

- 6.1. GCSE initial registration and entry exam fees are paid by the centre.
- 6.2. A Level initial registration and entry exam fees are paid by the centre.
- 6.3. BTEC registration fees are paid for by the centre.
- 6.4. Late entry or amendment fees are paid by the departments or candidate except in the case of casual admissions whereby the centre will pay.
- 6.5. Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies.
- 6.6. Changes of tier, withdrawals and late entries will not be paid for by the school except in exceptional circumstances, the approval of the Head of Centre must be given before the school pays such fees.
- 6.7. Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
- 6.8. This fees reimbursement policy will be communicated in writing to candidates and parents/carers in the summer in which final specification entries are made.
- 6.9. Retake fees are paid for by the centre if the entry is approved by the relevant leaders and the Leadership Team member in charge of assessment.
- 6.10. The centre will pay fees for enquiries about results provided these amount to no more than 5% of total entries for a course.

- 6.11. Candidates must pay the fee for an enquiry about a result, should the centre not uphold the enquiry and the candidate insists on pursuing the enquiry.

7. THE EQUALITIES ACT, SPECIAL NEEDS AND ACCESS ARRANGEMENTS

7.1. Equalities

The Equalities Act 2010 extends to general qualifications. All exam centre staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

7.2. Special needs

7.2.1. A candidate's special needs requirements are determined by the SENCO and the educational psychologist / specialist teacher.

7.2.2. The SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam.

7.2.3. The SENCO can then inform individual staff of any special arrangements that individual candidates may be granted during the course and in the exam.

7.3. Access arrangements

7.3.1. Making special arrangements for candidates to take exams is the responsibility of the SEND team.

7.3.2. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SEND team.

7.3.3. Rooming for access arrangement candidates will be arranged by the Registrar.

7.3.4. Invigilation and support for access arrangement candidates will be organised by the Registrar and SEND team.

- 7.4. In accordance with the DDA, the school will work towards the needs of students, staff and invigilators wherever possible.

8. MANAGING INVIGILATORS AND EXAM DAYS

8.1. Managing invigilators

8.1.1. External invigilators and associate staff will be used for exam supervision. They will be used for all national exams.

8.1.2. The recruitment of invigilators is the responsibility of the Registrar and the Director of Human Resources.

- 8.1.3. Securing the necessary Disclosure and Barring Service (DBS) -clearance for new invigilators is the responsibility of the Director of Human Resources.
- 8.1.4. DBS fees for securing such clearance are paid by the centre.
- 8.1.5. Invigilators are timetabled and briefed by the Registrar or senior invigilator. They are expected to arrive promptly at all exams (this includes teacher invigilators in the case of practice exams).
- 8.1.6. Invigilators' rates of pay are set by the Director of Human Resources.
- 8.1.7. The point of liaison for invigilators is the Registrar.
- 8.2. Exam days
 - 8.2.1. The Registrar will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
 - 8.2.2. Site management is responsible for setting up the allocated rooms.
 - 8.2.3. All exams will be started and run in accordance with JCQ guidelines.
 - 8.2.4. Subject staff may not enter the examination venue except under exceptional circumstances (for example, a medical emergency). Members of the Leadership team may enter the examination venue but must adhere to JCQ rules at all times.
 - 8.2.5. In practical examinations subject teachers may be on hand in case of any technical difficulties. They may not 'help' candidates with exam questions.
 - 8.2.6. Examination papers must not be read by subject teachers or removed from the examination room before the end of a session. Blank copies of papers may be distributed to heads of department/faculty at the end of the exam day.

9. CANDIDATES, CLASH CANDIDATES AND SPECIAL CONSIDERATION

- 9.1. Candidates
 - 9.1.1. The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times.
 - 9.1.2. It is the responsibility of the candidate to be at the relevant examination site at 8.30am for a morning exam and 1.00pm for an afternoon exam. Students arriving after 9.10am and 1.10pm respectively may not be permitted to sit the exam. The Leadership Team member in charge of Curriculum or the Head of Centre should be consulted as to whether a candidate might sit an examination as long as the centre has discretion within JCQ rules. Candidates must advise the school if they are going to be absent from an exam, or, if an incident occurs that may delay their arrival.

- 9.1.3. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage when left unattended outside the examination hall. All precious possessions should be left at home.
- 9.1.4. Disruptive candidates are dealt with in accordance with JCQ guidelines.
- 9.1.5. Candidates may leave the exam room for a genuine purpose requiring an immediate return to the exam room, in which case a member of staff must accompany them.
- 9.2. Clash candidates
 - 9.2.1. The Registrar will be responsible for arranging supervision, identifying a secure venue and arranging supervision if necessary.
- 9.3. Special consideration
 - 9.3.1. Should a candidate be too ill to sit an exam, suffer bereavement or other trauma or be taken ill during the exam itself, it is the candidate's responsibility to alert the centre, or the exam invigilator, to that effect. Where possible the exam invigilator should be alerted prior to the exam.
 - 9.3.2. Any special consideration claim must be supported by appropriate evidence within five days of the exam, for example a letter from the candidate's doctor.
 - 9.3.3. The Registrar will then forward a completed special consideration form to the relevant awarding body within seven days of the student's final exam. It will not be possible to do this either without the appropriate documentation, or, after seven days of the final exam.
- 9.4. The Registrar (Examinations, Admissions and Attendance) will ask Subject Leaders for evidence to support special consideration claims when a candidate has been unable to sit an exam. For this purpose it is likely that the examining board will require practice/mock exam papers taken under the secure conditions. Departments should retain students' completed 'unseen' practice exam papers for this purpose.

10. COURSEWORK/CONTROLLED ASSESSMENT AND APPEALS AGAINST INTERNAL ASSESSMENTS

- 10.1. Coursework/controlled assessment
 - 10.1.1. In accordance with JCQ policy, exam specifications now define the degree to which any centre assessed units take place in controlled conditions. These controlled assessments replace coursework for all subjects. In controlled assessment, the levels of control are specified at three key control points: task setting, task taking and task marking. In addition, the level of control at each of these key control points falls into one of three categories – limited, medium or high.
 - 10.1.2. It is the responsibility of relevant leaders to provide the Registrar with lists of students to be entered for specific controlled assessments and forecast grades.

It is the responsibility of the Registrar to submit this information accurately and before the exam board deadline.

- 10.1.3. All entries must reach the Registrar by the deadline set by the Registrar (which is always in advance of Board deadlines to allow students to view entries and to rectify any entry mistakes). It is the responsibility of the Registrar to inform relevant leaders of this deadline.
- 10.1.4. Where a course requires a high level of control in task setting, the task will be sent to the school by the exam board once entries are made by the Registrar. It is the responsibility of the Registrar to store the controlled assessment papers securely until the assessment begins. Relevant leaders must be allowed access to the controlled assessment for planning purposes in accordance with exam board regulations.
- 10.1.5. Where an assessment requires a low level of control in task setting, it is the responsibility of the relevant leaders to formulate the controlled assessment tasks in accordance with exam board guidance. It is the responsibility of the Registrar to submit the proposed task to the exam board within the set deadlines.
- 10.1.6. Where an assessment requires a high level of control in task taking, it is the responsibility of the relevant leaders to ensure that the supervising member of staff (usually the class teacher) understands the requirements of this level of control and enforces them in the classroom. High levels of control in task taking require very strictly controlled access to resources and no communication between students during the task. It is not the responsibility of the Registrar to provide invigilation for this type of controlled assessment.
- 10.1.7. Where an assessment requires a medium level of control in task taking, it is the responsibility of the relevant leaders to ensure that the supervising member of staff (usually the teacher) understands the requirements of this level of control and enforces them in the classroom. Medium levels of control in task taking may allow teacher guidance, some student communication and access to a clearly defined, but reasonably broad, set of resources.
- 10.1.8. Where an assessment requires a low level of control in task taking, it is the responsibility of the teacher to ensure that all students under their supervision keep an accurate diary of time spent on the assessment and the sources used.
- 10.1.9. Where an assessment requires a high level of control in task marking, it is the responsibility of the relevant leader to provide the Registrar with all assessments. It is the responsibility of the Registrar to ensure that all assessments are stored securely until they are sent to the exam board for external marking.
- 10.1.10. Where an assessment requires a low level of control in task marking, it is the responsibility of the leader of subject to ensure that teachers are well briefed in exam board marking guidance, that robust internal moderation procedures are in place and that assessment marks are submitted to the Registrar by the set

deadline. It is the responsibility of the Registrar to submit these marks to the exam board.

- 10.1.11. All students are expected to be present during controlled assessments. Unless there is a genuine medical reason or bereavement students will pay the cost of their entry into that controlled assessment should they fail to attend it. If a student is absent during a controlled assessment then it is usually possible, within exam board regulations, for the relevant leader to make arrangements for that student to complete the task taking when they return. Where this is not possible (usually where task taking is high control) then special consideration can be applied for.
- 10.1.12. All relevant supporting paperwork (coversheets and candidate records) must be completed at the time the controlled assessment or coursework is completed. This includes the gathering of candidate signatures.
- 10.1.13. All coursework/controlled assessment must be annotated as required by the exam board.
- 10.1.14. It is the responsibility of the Leader of Subject to arrange robust internal moderation of coursework and controlled assessment. Once work has been moderated, it must be submitted to the Leadership Team member in charge of Curriculum who will arrange for secure storage until the work must be submitted.
- 10.1.15. It is the responsibility of the relevant Leader of Subject to ensure that all coursework and controlled assessments are retained until the November following the season they were submitted. This is in case of appeals and is compliant with JCQ regulations.
- 10.1.16. Controlled assessment and coursework should be set out as stipulated by the guidance for teachers in the Staff Planner.
- 10.1.17. All internal controlled assessment must be completed and moderated by the February half term. This is ahead of the published exam board deadline to allow appropriate administration time. It is the responsibility of class teachers in association with subject leads to ensure this deadline is met.

10.2. Appeals against internal assessments

The Centre is obliged to publish a separate procedure on this subject, which is available from the Registrar.

The main points are:

- 10.2.1. Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded internally.
- 10.2.2. As per the JCQ regulations, candidates must be told the mark given by their centre for a centre assessed component/unit. This applies to legacy and new GCE and GCSE qualifications, and Project qualifications.

- 10.2.3. Candidates may appeal if they feel their coursework/controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- 10.2.4. Students must be given at least 5 days to appeal.
- 10.2.5. Appeals should be made in writing to the Leader in charge of assessment who will decide whether the assessment process requires review. Parents will be notified in writing if the procedure is to be carried out. If it does, the published procedure will be followed.
- 10.2.6. The outcome of the investigation, if carried out, will be recorded in writing and forwarded to the students' parents.

11. RESULTS, ENQUIRIES ABOUT RESULTS (EARS) AND ACCESS TO SCRIPTS (ATS)

11.1. Results

- 11.1.1. Candidates will receive individual results slips on results days by email with the candidate's permission and verification of a valid email address. It is students' responsibility to ensure that the Registrar has an up-to-date email address so that results can be sent.
- 11.1.2. The provision of staff on results days is the responsibility of the Leadership Team member in charge of Curriculum.
- 11.1.3. The Centre aggregates at the end of Year 13 for A Level grades.

11.2. Enquiries About Results: EARS

- 11.2.1. All EAR requests must be submitted using the correct form and accompanied by a candidate consent form. All forms are available on the shared drive.
- 11.2.2. EARs may be requested by Centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.
- 11.2.3. When the centre does not uphold an EAR, a candidate may still apply but they will be charged.
- 11.2.4. EAR outcome letters will be provided to candidates within the appropriate deadline for external appeals.

11.3. Access to Scripts (ATS)

- 11.3.1. After the release of results, candidates may ask subject staff to request the return of papers (for candidates whose place at a HE institution is dependent on the results, there is a priority service for the recall of scripts).

- 11.3.2. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- 11.3.3. Reviews of marking cannot be applied for once a script has been returned.
- 11.3.4. All access to scripts orders must be paid for by relevant leaders or candidates (depending on the origin of the request).

12. CERTIFICATES

- 12.1. Certificates are collected and signed for. Certificates are available for collection in the Registrar's Office from mid-November each year.
- 12.2. Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so.
- 12.3. The Centre retains certificates for two years. Certificates not collected will be destroyed.