



Maria Fidelis
Catholic School FCJ

Examinations Policy	
Committee	Curriculum
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The FCJ Schools' Vision

Our vision is that FCJ schools are communities of personal and academic excellence.

Strong in companionship, the unique giftedness of every person in these faith communities is recognised, nourished and celebrated.

Our hope and expectation is that, through God's grace working in us all, each young person grows into their best self, with zest for life and the generosity and confidence to use their talents and gifts in the service of others.



Vision Statement

The vision for Maria Fidelis is to create an inclusive school equipped for the 21st Century which will enable all young people to maximise their potential in order that they leave school as educated, confident and courageous Catholics, prepared to challenge injustice and care enough to 'live life to the full'.

Aim

The aim of the Examinations Policy is to ensure that the external and internal assessment process is organised in an efficient and effective way which meets the requirements of statutory bodies, examination boards and supports the needs of each student.

Policy

1. It is the responsibility of the Director of Learning to:
 - ensure that the entries from that department/faculty are made efficiently, effectively, in good time and in accordance with this policy.
 - keep a record of which students have been entered and for which tier.
 - make sure that they check that the papers for their subject have arrived with the examinations officer.
 - ensure that all coursework correspondence goes through the Exams Officer. Where examiners and moderators communicate directly with departments, the Director of Learning should give the Examinations Officer a copy of the correspondence.
 - organise the administration of coursework in accordance with the syllabus being studied and to prepare the necessary samples for posting.
 - inform the Exams Officer of any obvious errors and clashes in the published Examinations Timetable.
2. Any department planning to run a new course in the following academic year must notify the Exams Officer in writing of the course to be introduced and the relevant syllabus codes by 15th July.
3. Each department should decide its entry for public exams for every student who may possibly sit the examination. Group lists will have been provided for this purpose 2 weeks beforehand by the Exams Officer.
4. It is the responsibility of Heads of Department to ensure that the correct syllabus and unit/module codes are passed to the Exams Officer.
5. Entries for each examination must be with the Exams Officer by the date indicated below
6. Entries may be withdrawn up to the date published by the exam boards at no penalty to the subject department.

7. The tier of entry may be changed up to the up to the date published by the exam boards at no penalty to the subject department. Entry changes must be requested on the appropriate change of entry form available from the Exams Officer.
8. Late entries, withdrawals or changes of tier which will incur a fee and are to be paid for from the Examinations Budget must be requested in writing to the Exams Officer and authorised by the Head teacher.
9. Late entries, withdrawals or changes of tier which will incur a fee and are not authorised as above will be recharged to the Departmental Budget of the department concerned.
10. Initial examination entry lists will be circulated to departments as soon as possible after the deadline. It is important that these lists are checked thoroughly and any inaccuracies notified to the Exams Officer within one week.
11. The examination timetable will be published as soon as possible and it is the responsibility of the Head of Department to check for inaccuracies or clashes are report these to the Exams Officer within one week.
12. It is the responsibility of the Head of Department to ensure that the samples of work requested are packed up and prepared for posting according to the syllabus being studied.
13. The package of coursework should then be passed to the Examinations Officer who will record the package in the school log and pass the package to the premises officer for posting. A certificate of posting must be obtained and kept in the event of a query.
14. The examiners/moderators report on coursework which arrive after the examination results are known will be stored centrally and a copy given to the Head of Department and the Line Manager for that Department.

Deadlines

15th September

Advise SEN department of any students for whom you wish to apply for extra time.

15th January

Exams Officer distributes entry pro formas for courses that have run previously or that have been advised of above

30th January

Return completed pro formas to Exams Officer indicating entry.

15th April

Deliver coursework samples as described in this policy to Exams Officer for posting.

30th April

Advise Exams Officer of any late entries, tier changes or withdrawals using the appropriate changes form.

15th July

Advise Exams Officer of new courses due to start in the following academic year, and the syllabus and unit codes for those courses.

Advise Exams Officer of estimated numbers of entry for courses for next academic year (where this is not calculated by board automatically)

Maria Fidelis Catholic School FCJ
Exams Disability Discrimination Policy



Vision Statement

The vision for Maria Fidelis is to create an inclusive school equipped for the 21st Century which will enable all young people to maximise their potential in order that they leave school as educated, confident and courageous Catholics, prepared to challenge injustice and care enough to 'live life to the full'.

Aim

Maria Fidelis Catholic School (MFCS) is committed to equality and is keen to promote a learning and working environment that is inclusive, celebrates diversity and does not discriminate against any group.

Policy

MFCS will meet the disability provisions under the Equality Act 2010 by ensuring that the exams centre is accessible and improving candidate experience. This is the responsibility of the Head of Centre.

- All main exam rooms are on the ground floor. Chairs will be made available if queuing outside when needed.
- Lifts are available to access venues with stairs.
- There is an appropriate toilet near all venues.
- Emergency evacuation procedures reflect the needs of all candidates.
- All areas have had internal risk assessments carried out.
- If any candidate needs to take regular medication, invigilators will make this possible. The Exams Officer should be notified if there are any exceptional health issues.
- Any specialist equipment will be provided.
- Invigilators will be briefed of any exceptional issues concerning communication or other factors which may affect the candidate.
- Recruitment of invigilators will follow normal school policy with regards to disabled applicants.
- All invigilators will either receive group training, including disability issues, or will work alongside an experienced invigilator.
- The SENDCO will make the Exams Officer aware of any issues concerning individuals who will be sitting examinations.
- The SENDCO/Exams Officer will take the lead in making access applications based on their close knowledge of the needs of students under their care. They will produce a list of the students involved together with their access arrangement. This list will be available on file in the relevant venue.

Type of Disability or Disadvantage	Centre Solution
Wheelchair user	The main exam rooms are on the ground floor. There are lifts available to access venues with stairs.
Use of crutches for broken leg or other lower limb complaint	The main exam rooms are on the ground floor. There are lifts available to access venues with stairs.
Broken arm / collar bone / finger or other such complaint	The Centre will arrange for candidates to have a Scribe, laptop and/or extra time for the exam.
Generally feeling unwell	The Centre may be able to arrange for the candidate to sit the exam in a room on their own (invigilation staff permitting) and candidates will be allowed rest breaks if required.
Visual disability	All exam rooms in the Centre are well lighted. Candidates are permitted the use of their coloured film overlays as required.
Hearing disability	Candidates may have the use of a live speaker for pre-recorded exam components, or a sign language interpreter. Candidates will be accommodated in a room on their own.
Long term illness or disability	Candidates with long-term illness or disability that makes travel to the Centre difficult may be allowed to sit their exams at home with permission from the individual Exam Boards and/or the school as required, invigilation staff permitting, and with relevant evidence as identified by the Exams Officer.
Learning disabilities	Candidates within the Centre are assessed and permitted the use of a Laptop, Scribe, Reader and/or Extra Time as recommended by the Centre's SENDCO.

Any complaints made by candidates with disabilities should be directed in writing to the Examinations Officer who will initiate an enquiry.



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Aim

The aim of the Examinations Policy is to ensure that the conduct of the external assessment process is organised in an efficient and effective way which meets the requirements of statutory bodies, examination boards and supports the needs of each student.

Policy

1. Check the invigilation board carefully.

For each session of invigilation, the member of staff in left most column for each venue is "in charge" of the exam. This includes organising and the distribution of the papers, marking the attendance sheet and collection of the papers at the end.

2. Arrive in good time.

The first invigilator(s) must arrive in good time to set out the papers and deal with administrative matters. Morning examinations begin at 9:00 am and afternoon examinations begin at 1.45 pm. It is expected that invigilators collect the papers at least 15 minutes in advance from the exam's office.

3. Location of exam papers.

Exam papers are kept in the secure store which can be accessed by the Examinations Officer or a member of the Leadership Team.

4. Seating of candidates.

The candidates are set out in candidate number order in a "snake" going up and down the rows. DO NOT CHANGE the seating without prior consultation.

Where the candidate numbers are not given to the candidates, then they must sit according to register order.

Candidates are to sit in the correct venue in accordance with the seating plan, unless moved by a member of staff.

All candidates, whether they are internal, external or private, must be identified at the start of the assessment or exam. Candidates can be identified in one of the following ways:

- Candidates' identity can be confirmed by a member of staff working at Maria Fidelis Catholic School;
- Student photo identification card;
- Candidate ID card;
- Passport or photographic driving licence;
- Any other documentary evidence containing name, surname and photograph.

Where a candidate wears religious clothing, such as a veil, thereby making it difficult to positively identify them, the candidate should be approached by a female member of staff and taken to a private room where they should be politely asked to remove their veil for identification purposes. Once the candidate has been identified, the candidate should replace the veil and proceed as normal to sit the exam.

If a candidate is unable to be identified in any of the aforementioned ways or they refuse to reasonably co-operate with a member of staff they may be disqualified from sitting their assessment or exam at Maria Fidelis Catholic School.

5. Control of entry.

Candidates must enter the examination room in complete silence and remain silent until after they have been dismissed at the end. This includes the time when the papers are being collected.

Candidates' mobile phones, watches, and any other web enabled devices must be switched off and not on their person.

Candidates should leave their belongings in the area of the room indicated by the member by the invigilator in charge.

A member of the Leadership Team will normally be on hand to assist with a controlled entrance.

6. Before the start of the exam

Candidates' desks should be checked for unauthorised materials; these should be removed and placed with the candidate's belongings.

Any SEN pupils sitting the paper elsewhere should have their papers collected from the examination room.

The exam rubric should be checked to see if there are any special instructions.

7. Starting the exam

A prayer should be said by the lead invigilator.

The lead invigilator should read aloud the Invigilator's Announcement.

The centre number, exam title and duration, and start and finish times should be clearly displayed on the board at the front of the exam room.

The attendance mark list should be done shortly after the beginning of the exam. **DO NOT MARK IN ABSENT** students until near the end of the examination in case they arrive late.

Invigilator Communication

8. Invigilators should always face the students they are monitoring and not communicate with other invigilators whilst the exam is in progress. Regular circulation of the exam centre is essential by all invigilators.

9. Late candidates

may be allowed to the exam but no extra time can be given unless authorised by the examinations officer or the Head teacher or Deputy Head Teacher

10. Breach of the Regulations of the Exam

Any breach of the Regulations of the Exam should be reported immediately to a member of the Leadership Team and recorded on the appropriate form.

11. Ending the exam

At the end of the exam the papers should be collected in **CANDIDATE NUMBER ORDER**. Please be aware that some students are entitled to extra time. There is a note naming these students on the attendance register.

When collecting the paper, count the number of candidates present and count the number of papers. Make sure that the number of papers is equal to the number of candidates. Write down on the attendance sheet the number of pupils and number of papers collected.

All papers and other materials are to be returned to the Examinations Officer.

Candidates should be dismissed by the Lead Invigilator in an orderly fashion, one row at a time. The exit of the exam room should be controlled to ensure prompt and silent departure by the candidates.

12. What to do in the event of a fire alarm or other emergency evacuation.

- Note the time that the fire alarm went off and how long the examination has been going on.
 - All examination questions and answer papers and materials should be left on the candidates' exam desk and NOT taken out with them. No bags or personal belongings should be taken out of the venue with the candidates.
 - Tell the students to remain calm and ask them to leave their belongings and papers on their desk and leave by the nearest fire exit.
- **IMPORTANT – BEFORE** the students exit the Venue, remind them that they are still under examination board conditions and under **NO CIRCUMSTANCES** should talk to one another, use a mobile phone or any other electronic device. Remind them that a breach of regulations could mean disqualification from their examination.

The invigilator/s must leave with the group as quickly and quietly as possible and take the registers with them. Invigilators should take a roll-call, to ensure that all students are present and accounted for.

IMPORTANT - the students should assemble at the fire assembly point outside the front entrance of the school and must be kept apart from other students. Please line up the students according to the examination taken e.g. 1 line for GCE Maths, 1 line for GCSE French etc.

Keep radio contact with the Exams Officer and ask them to check with the Caretaker whether you have the all clear for re-entering the Venue.

Note the time of re-starting the examination and change the finish time. Inform the Exams Officer of the incident, so that a Special Consideration Form can be produced.



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Aim

This policy details how the School manages and administers the use of word processors in examinations and assessments.

Policy

Introduction

This policy on the use of word processors in examinations and assessments is reviewed and updated annually, on the publication of updated JCQ regulations and guidance contained in the publications **Access Arrangements and Reasonable Adjustments (AA)** and **Instructions for Conducting Examinations (ICE)** booklets.

At Maria Fidelis Catholic School candidates who require a word processor for their examinations are provided with computers and /or laptops which comply with JCQ regulations:

“Centres are allowed to provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off) to a candidate where it is their normal way of working within the centre.”

Principles for using a Word Processor

- The use of word processors is allowed in order to remove barriers for candidates who would otherwise be placed at a substantial disadvantage as a consequence of persistent and significant difficulties
- The use of word processors is only permitted whilst ensuring that the integrity of the assessment is maintained, at the same time as providing access to assessments for a disabled candidate
- The use of a word processor is not granted where it will compromise the assessment objectives of the specification in question
- Candidates may not require the use of a word processor in each specification. As subjects and their methods of assessments may vary, leading to different demands on our candidates, the need for the use of a word processor is considered on a subject-by-subject basis
- The use of a word processor is considered and agreed where appropriate at the start of the course. Candidates are subsequently aware that they will have the use of a word processor for examinations and controlled assessments/coursework
- Candidates are made aware that they will have the use of a word processor for examinations and non-examination assessments (including controlled assessments/coursework)
- The use of a word processor for candidates is only granted if it reflects the support given to the candidate as their 'normal way of working', which is defined as support:
 - in the classroom; or
 - working in small groups for reading and/or writing; or

- literacy support lessons; or
- literacy intervention strategies; and/or
- in internal school tests and mock examinations

The only exception to this is where an arrangement may need to be put in place as a consequence of a temporary injury or impairment at the time of an exam or assessment.

Particular types of candidates may benefit from using a word processor, for example a candidate with:

- a learning difficulty which has a substantial and long-term adverse effect on their ability to write legibly
 - a medical condition
 - a physical disability
 - a sensory impairment
 - planning and organisational problems when writing by hand
 - poor handwriting
- (this list is not exhaustive)*

It is our policy that candidates must show proficiency in the use of a word processor before using it for examinations, except in the case of temporary injury or impairment at the time of the examination.

The use of a word processor

We will:

- provide a word processor with the spelling and grammar check facility/predictive text disabled (switched off)
- only grant the use of a word processor to a candidate where it is their normal way of working within the centre
- only grant the use of a word processor to a candidate if it is appropriate to their needs (for example, the quality of language significantly improves as a result of using a word processor due to problems with planning and organisation when writing by hand)

(The above also extends to the use of electronic brailers and tablets)

- provide access to word processors to candidates in non-examination assessments (including controlled assessments or coursework) as standard practice unless prohibited by the specification
- allow candidates to use a word processor in an examination to type certain questions, i.e. those requiring extended writing, and handwrite shorter answers
- in all cases, ensure that a word processor cover sheet is completed and included with each candidate's typed script

A word processor will not be granted to a candidate simply because he prefers to type rather than write or can work faster on a keyboard, or because he uses a laptop at home.

Word processors and their programmes

Maria Fidelis Catholic School will ensure that:

- word processors are used as a type-writer, not as a database, although standard formatting software is acceptable
- word processors have been cleared of any previously stored data, as must any portable storage medium used

- unauthorised memory sticks are not used by candidates
- where required, candidates are provided with a memory stick, which has been cleared of any previously stored data, by a nominated member of centre staff, usually the Exams Officer
- word processors are in good working order at the time of the examination
- word processors are accommodated in such a way that other candidates are not disturbed and cannot read the screen
- where a candidate using a word processor is accommodated separately, a separate invigilator is used
- word processors are either connected to a printer so that a script can be printed off, or have the facility to print from a portable storage medium
- documents are printed after the examination is over
- candidates are present to verify that the work printed is their own
- word processed scripts are inserted in any answer booklet which contains some of the answers
- word processors are used to produce scripts under secure conditions, and if they are not then the centre is aware that they may be refused by the awarding body
- word processors are not used to perform skills which are being assessed
- word processors are not connected to an intranet or any other means of communication
- candidates are not given access to other applications such as a calculator (where prohibited in the examination), spreadsheets etc. when using a word processor
- graphic packages or computer aided design software is not included on a word processor unless permission has been given to use these
- predictive text software or an automatic spelling and grammar check is disabled unless the candidate has been permitted a scribe or is using voice recognition technology (the script must have a completed scribe cover sheet included), or the awarding body's specification permits the use of automatic spell checking
- voice recognition technology is not included on word processors unless the candidate has permission to use a scribe or relevant software
- word processors are not used on the candidate's behalf by a third party unless the candidate has permission to use a scribe

At the end of the examination:

- The Exams Officer/ Invigilator will provide the computer and / or laptop user with a memory stick to save their work. At the end of the exam the candidate, together with his laptop and memory stick, is taken to the Exams Office by the Invigilator
- Documents are printed by the Exams Officer with the candidate present, and the candidate is supervised whilst signing each printed page to verify that the work printed is theirs
- Word Processor cover sheets are signed as appropriate

- The candidate is allowed to leave and the laptop and memory stick are cleared of all work by the Exams Officer

Candidates using laptops are seated close to wall sockets and their laptops are plugged in for the duration of the exam.

Exam computer and laptops have software installed with the spellcheck and grammar check functions disabled. The software allows candidates to insert headers and footers and candidates will be reminded to:

- insert their details on in a header or footer on each page – i.e. Name, Candidate Number, Centre Number (10245) and the examination unit/component code
- appropriately number each page
- use a minimum 12pt font and double spacing
- continually save their work

Accommodating word processors in examinations

Candidates using laptops are internally accommodated in the following manner:

- Candidates are seated at the back of exam venues
- Power connectors are set up by the Exams Officer / Invigilator for each laptop before the start of an exam
- Where necessary additional space/extra desk will be provided if required (e.g. candidate with broken arm or wrist; candidate with enlarged examination paper)

Invigilation arrangements relating to the use of word processors include the following:

- Invigilators will assist or summon help from the Exams Officer in the case of a technical fault
- Invigilators are instructed to record stop times for a laptop candidate in the case of a technical fault and to adjust the candidate's finish time in such instances; candidates will be clearly informed of the new finish time

Other arrangements relating to the use of word processors include:

- Exam-ready laptops are stored for the duration of the exam series in the Exam safe.
- A small number of exam-ready laptops are kept securely by the Exams Officer in case they are needed at short notice in any other exam venues
- The Exams Officer will ensure that all exam computers and / or laptops are set-up and working properly, and check that all data is cleared, before the start of each exam

Responsibilities and Tasking

- Exams officer and SENDCO will regularly review the number of available suitable laptops and ensure the optimum number are held in the exam's office
- SEND department will provide details to the Exams Officer of all candidates who need to use laptops in examinations

- Staff using exam laptops for classroom assessments etc. will ensure their return at the end of each school day
- IT manager and Exams Officer will ensure laptops and software complies with AA and ICE instructions. This also extends to memory sticks
- Exams officer will provide training for invigilators covering their role in upholding this policy

Maria Fidelis Catholic School FCJ
Examinations Transfer of Process Policy



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Aim

This policy confirms the main duties and responsibilities to be transferred should the head of centre, or a member of the senior leadership team with oversight of examination administration, be absent.

Policy

Before examinations (Planning)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to activity prior to examinations will be transferred to Deputy Headteacher.

To support understanding of the regulations and requirements, the following JCQ publications will be referenced:

- General Regulations for Approved Centres
- Instructions for conducting examinations
- Access Arrangements and Reasonable Adjustments
- Instructions for conducting coursework
- Instructions for conducting non-examination assessments
- Suspected Malpractice – Policies and Procedures
- A guide to the special consideration process

Main duties and responsibilities relate to:

- Centre status
- Confidentiality
- Communication
- Recruitment, selection and training of staff
- Internal governance arrangements
- Delivery of qualifications
- Public liability
- Conflicts of interest
- Controlled assessments, coursework and non-examination assessments
- Security of assessment materials
- National Centre Number Register
- Centre inspections

Additional JCQ publication for reference:

- Centre Inspection Service Changes

- Policies

Specific JCQ publications for reference:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (section 25)
- Access Arrangements and Reasonable Adjustments (section 5)

- Personal data, freedom of information and copyright

Additional JCQ publication for reference:

- Information for candidates – Privacy Notice

Before examinations (Entries and Pre-exams)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to entries and exam preparation will be transferred to Deputy Headteacher.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)
- Instructions for conducting examinations (sections 1-15)
- Access Arrangements and Reasonable Adjustments (sections 6-8)

Main duties and responsibilities relate to:

- Access arrangements and reasonable adjustments
- Entries

Additional JCQ publications for reference:

- Key dates in the examination cycle
- Guidance Notes for Transferred Candidates
- Alternative Site guidance notes
- Guidance notes for overnight supervision of candidates with a timetable variation

- Centre assessed work

Additional JCQ publication for reference:

- Guidance Notes – Centre Consortium Arrangements

- Candidate information

Additional JCQ publications for reference:

- Information for candidates' documents
- Exam Room Posters

During examinations (Exam time)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to during exam time will be transferred to Head of Key Stage 4 and/ or Key Stage 5.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (sections 3, 5)
- Instructions for conducting examinations (sections 16-30)
- Access Arrangements and Reasonable Adjustments (section 8)
- A guide to the special consideration process (sections 2-7)

Main duties and responsibilities relate to:

- Conducting examinations and assessments

Additional JCQ publication for reference:

- Guidance Notes – Very Late Arrival

- Malpractice
- Retention of candidates' work

After examinations (Results and Post-Results)

In the event of the absence of the head of centre or the member of senior leadership with oversight of examination administration, responsibility for implementing JCQ regulations and requirements relating to after examinations will be transferred to Deputy Headteacher.

To support understanding of the regulations and requirements, sections of relevant JCQ publications will be specifically referenced including:

- General Regulations for Approved Centres (section 5)

Main duties and responsibilities relate to:

- Results

Additional JCQ publication for reference:

- Release of Results notice

- Post-results services and appeals

Additional JCQ publications for reference:

- Post-Results Services
- JCQ Appeals Booklet (A guide to the awarding bodies' appeals processes)

- Certificates

