Beaumont School Examinations Policy	Approved by CTL Committee – June 2025
	Next review – Sept 2027

Aims

- To ensure that examinations and non-examination assessment (NEA) are administered effectively, efficiently and in accordance with JCQ regulations, thus maintaining the integrity and security of the exam/assessment system at all times.
- To ensure that all centre staff involved in the examinations and NEA processes know their roles and responsibilities.

Definitions

- The term 'examinations' in this document refers to any externally set and externally assessed tasks, undertaken in conditions of high control, normally with a time limit, which are required in order to gain a publicly recognised qualification. The usage of the term in this policy does not include internal exams, even though they tend to be known by the same name.
- The term 'non-examination assessment' refers to any internally assessed tasks which are required in order to gain a publicly recognised qualification. Typically these tasks are externally moderated after assessment. Most of these tasks are commonly known as 'coursework'. The degree of control in which these tasks are undertaken varies from qualification to qualification. Some tasks are externally set and some are internally set.

Roles and Responsibilities

- The Headteacher is responsible for employing an Examinations Officer and other staff who are aware of their responsibilities and suitably qualified to carry them out. The Headteacher is accountable for the correct conduct of examinations and NEA in the school.
- The Examinations Officer is responsible for managing the administration of examinations and NEA within the school, being aware of the latest JCQ regulations, ensuring that colleagues are aware of any information relevant to them, and maintaining supplementary procedural documentation in line with JCQ requirements.
- Exams Office staff and Invigilators are responsible for administering examinations and NEA in accordance with the school's procedural documentation and JCQ regulations.
- Heads of Department and other teaching staff are responsible for familiarising themselves with aspects of the school's procedural documentation and JCQ regulations relevant to their role, and for ensuring that they act in accordance with them, especially with regard to the conduct of NEA.

Supplementary Documentation

JCQ regulations for the conduct of examinations and NEA are detailed and change on a frequent basis. It is not possible to cover them in sufficient detail in this policy, so the Examinations Officer is responsible for maintaining more detailed documentation, taking the form of procedures. These procedures will need to be updated on at least an annual basis. Supplementary documents which are particularly relevant are the following:

- Examinations Procedure
- Non-Examination Assessment Procedure
- Conflict of Interest Procedure
- Internal Appeals Procedure
- Access Arrangements Procedure
- Usage of Word Processor Procedure
- Special Consideration Procedure
- Emergency Evacuation and Exam Contingency Plan
- Post-Results Services Procedure
- Exams Archiving Procedure

General Principles

Students who are studying at Beaumont School for a publicly recognised qualification will generally be considered to have an entitlement to sit any examinations and complete any NEA required in order to gain the qualification. These examinations and NEA will be administered in accordance with JCQ regulations in order to ensure fairness and equality for all candidates. There may be circumstances when the school believes it is in the best interests of the student to be withdrawn from a qualification or for the entry to be postponed. This will normally be when, in the professional judgement of the student's teachers, there is little prospect of the student achieving at least a pass, or because it is likely to be detrimental to the student's health. Progression to Year 13 study and entry for Year 13 exams in a subject are dependent on passing the Threshold Exam in Year 12, as outlined in the Admission to the Sixth Form Procedure. Any decision of this nature will be discussed with the candidate and their parents/carers before any action is taken.

Any student or parent/carer who does not feel that these principles have been adhered to should raise the matter by following the steps outlined in the school's Complaints Policy.