



HARROGATE
GRAMMAR SCHOOL
EXCELLENCE FOR ALL

Exams Policy

2025-26

Member of Staff Responsible

Alison Meacher

Approved on:

14 May 2026

Review date:

March 2027

Signed off by:

Kirstie Moat

Examinations at Harrogate Grammar School

Internal exams are scheduled annually, and conducted under external exam conditions at the following times:

- Y11 - November and March (English, Maths and Science)
- Y13 – January
- Y10 and Y12 – Late June

External exams are scheduled by awarding bodies in November, January, May, and June.

Key Staff

The **head of centre** at Harrogate Grammar School is Kirstie Moat, they are the individual who is accountable to the awarding bodies for ensuring that the centre is always compliant with the published JCQ regulations and awarding body requirements in order to ensure the security and integrity of the examinations/assessments. They must have the authority to deploy the necessary resources to ensure that the centre is always compliant in meeting those published JCQ regulations and awarding body requirements.

The **examinations manager** is Alison Meacher, they are the person appointed by the head of centre to act on behalf of, and be the main point of contact for, the centre in matters relating to the general administration of awarding body examinations and assessments.

The head of centre cannot also be the examinations manager. A head of centre and an examinations manager are two distinct and separate roles.

This policy sets out how the different aspects of examinations are managed at Harrogate Grammar school

Entries collection and submission procedure

- Faculty Leaders decide exam entries for candidates in consultation with teaching staff.
- Entries are indicated on a subject spreadsheet by the Faculty Leader.
- Entries are input into Arbor by the Exams Manager and submitted to the awarding bodies in an EDI file using A2C.
- Entries are checked, printed out, and given to Faculty Leaders by the Exams officer for checking and signing off.
- Parents/carers may request a subject entry, change of level or withdrawal, however the final decision rests with the Faculty Leader.
- Candidates may be withdrawn from a qualification if they have not satisfied attendance and/or internal assessment requirements.

Entry fees

- External exam entry fees are paid by HGS. Late entry or amendment fees are paid by HGS or the candidate depending on the circumstances.
- Candidates or Faculties/Subjects 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.

- Fee reimbursements are sought from candidates who decide to sit an exam after the late entry/withdrawal deadline; fail to sit an exam; or do not meet the necessary internal assessment requirements without medical evidence or evidence of other mitigating circumstances.
- BTEC, Cambridge National, and Cambridge Technical qualifications: HGS will pay for the first re-sit attempt, subsequent attempts will be paid by the candidate.
- Post-certification re-sit fees for first and subsequent attempts are paid by candidates except for GCSE English and Maths where the candidate has yet to achieve a grade 4.
- All resit attempts for Functional Skills will be paid by HGS.

Private candidates

- HGS will accept Private Candidates only if they were a previous student of the school. In addition to the exam entry fees, they will be charged a £30 fee to cover administrative costs associated with the processing of entries and results in addition to the exam entry fee costs.

Seating and identifying candidates in exam rooms

- Photograph ID cards will be on desks to enable invigilators to identify all candidates. KS4 candidates will also be identified by Year Managers/SLT before entering the hall, 6th form students will be wearing a school ID badge which they will be asked to take off and place on the desk.
- Private candidates will have their ID checked upon arrival at the school to prove that they are the same person who entered/registered for the examination/assessment, e.g. passport or photographic driving licence

Overnight supervision arrangements

- Overnight supervision will only be applied as a last resort once all other options have been exhausted. This will only be available for candidates who have three or more exams timetabled in one day and the total duration of the papers is over 6 hours (GCE) or 5½ hours (GCSE).
- Candidates will be identified at the entries stage by the Exams Manager/ Exams Officer who will discuss the options with the candidate.
- Where overnight supervision is necessary the candidate will be required to sign a declaration form along with a parent carer who agrees to take responsibility for the candidate and ensure that there is no breach in the security of the exam.
- On the day of the exam the candidate will be supervised at all times whilst on the premises and this supervision will end when the candidate is collected by their parent/carers who will then take on this responsibility.
- The candidate will be asked to hand their phone in to the Exams Office and will not be allowed access to any form of electronic communication (including TV and radio) or meet/communicate with anyone who may have knowledge of the content of the exam.
- The following morning the candidate must be accompanied into school by their parent/carers and handed over to a member of the Exams Office and will remain supervised until they have completed their exam.

Alternative site arrangements/home supervision

- Alternative site/home supervision will only be considered as a last resort once all other options for students to take their exams at the centre have been exhausted. Home supervision will only be available for candidates who have an identified diagnosed medical need and are unable to attend school.
- Prior visits to the home will be made by the Examinations Manager and where possible the invigilator involved to check the suitability of the accommodation and outline the regulations and requirements to the candidate and their parents with regards to both the running of the examination and the safeguarding of both the candidate and invigilator.
- Only once the accommodation is deemed appropriate following this visit will an alternative site request be submitted to JCQ.
- Invigilators will be required to collect the papers from the school prior to the exam session, and these will be locked in a secure box for security when being transported to the alternate site.
- Once the exam is complete the exam paper and candidate script will be returned to the Exams Office in school using the lock box for transportation.

Candidate absence

- A candidate will be considered absent from an examination if they are not present when the attendance register is completed, when the candidates are seated and have started the examination.
- Once a candidate is identified as absent from an examination, the following action will be taken:
 - The candidate will be contacted immediately as to their whereabouts and as far as possible arrangements made to ensure their immediate arrival
- If a candidate fails to sit an examination, the following action is taken:
 - A confirmed candidate absence is clearly recorded on the attendance register which is sent to the examiner/marker
 - The candidate absence is marked on the seating plan
 - If the candidate has a genuine reason for missing their exam and can provide evidence for this (e.g. doctors note, self-certification form) it may be possible to apply for special consideration for the exam that was missed.

Candidate late arrival

- A candidate who arrives after the start of the examination will be allowed to enter the examination room and sit the examination. A note of the start and finish time will be made by the lead invigilator. The candidate will be allowed the full time for the examination.
- A candidate who arrives very late (one hour or later after the official exam start time) for the exam will be allowed to sit the exam and be given the full amount of time however they must be supervised from the time they enter the school building until they enter the exam room.

- An account will be taken of the circumstances resulting in the very late arrival by the Exams Officer and this will be submitted to the awarding body. The candidate will be informed that the awarding body may not accept their script.

Food and drink in exam rooms

- No food or drink is allowed in the exam room except for water. Water bottles must be transparent, have no writing or logos on them and must have labels removed. Chewing gum is not allowed.
- Aluminium water bottles will not be allowed.
- If students require water bottles refilling this will be done by the invigilator/roving invigilator.
- If candidates require food for medical reasons this must be arranged with the exams office prior to the exam and left with the invigilator during the exam. If the candidate requires the food during the exam they will need to ask the invigilator for this.

Candidates leaving the exam room temporarily

- Any candidate who needs to leave the exam room temporarily will be accompanied by an invigilator/roving invigilator or member of the exams office. They will not be able to leave the exam room until one of the aforementioned is available.
- Candidates may leave the room temporarily either to go to the toilet or to deal with a medical condition e.g. nosebleed, fainting, diabetes etc.
- No time compensation will be allowed for a toilet break (unless a student has a medical condition which makes this more likely). Time compensation will be given if a candidate leaves the room for medical reasons.

Emergency evacuation policy

- During Exams: If the alarm is sounded during an exam period, the alarm will be immediately validated by SLT/Site teams to determine if it is a false alarm.
- Main School - If evacuation is needed, students undertaking exams will evacuate in silence, supervised by invigilators and will assemble on the far side of the astro-turf pitch away from other students in silence. Exam conditions must be maintained throughout.
- Sixth Form – as above however students will assemble on the near side of the Tennis Courts away from other students in silence.
- The exam invigilators will assist in escorting students out of the school buildings and provide a copy of the exam seating plan (including registered attendees) to the Year Manager/Student Support Manager. The exam seating plan will denote any absentees. The Year Manager(s) / Student Support Manager will cross check and register the students back to the exam seating plan to ensure all exam attendees are present and safely left the building. The Year Manager(s) / Student Support Manager will then report back to the Headteacher/Associate Headteacher/Deputy Head.

Managing behaviour in exam rooms procedure

- Any candidate who is being disruptive in an examination room will be warned by the invigilator that they may be removed from the examination room and that the Awarding Body will be informed and may disqualify them.
- If the disruption persists and is disturbing other candidates, invigilators will contact the exams office who will inform the Head of Centre and if necessary, remove the student from the room.
- All incidents of disruption must be recorded by the invigilator in the exam room incident book and the EO will inform the Awarding Body.

Unauthorised materials

- A bag room is provided where candidates can leave all unauthorised materials, phones, watches etc.
- If a candidate inadvertently brings unauthorised materials to the exam room they can hand them to an invigilator before the exam starts and the item will be placed in an envelope for collection from the main office after the exam has finished. All phones must be turned off when handed in.
- If candidates are found with any unauthorised items which have not been handed in during the exam they will be subject to the school's malpractice procedures and reported to the awarding body.

Resilience arrangements (GR 3.16-19)

In the unlikely event that the government determines that examinations cannot go ahead, Harrogate Grammar School will need evidence of candidate assessment performance, such as mock examinations, to enable alternative methods of awarding grades.

The process for gathering and securely retaining evidence of candidate performance for this purpose in line with the published guidance¹ is as follows:

- All students sitting exams in the summer term from years 11-13 will sit at least one mock examination in each subject covering a wide range of content, under exam conditions i.e. students:
 - should not know the questions in the assessment beforehand
 - should work independently and without assistance (other than as required for a reasonable adjustment)
 - should not have access to books or revision notes
 - should be supervised during the assessment,
 - should be assessed under timed conditions equivalent to those under which they would expect to complete the assessment (or part of an assessment) during their exam (Ofqual)
- Students will also undertake CAT tests under formal conditions throughout their final year of study.

¹ *Guidance on collecting evidence of student performance to ensure resilience in the qualifications system - GOV.UK (www.gov.uk)*

- Wherever possible, all students who are taking a particular qualification will be assessed using the same material at the same time or using different materials at different times. Where this is not possible, it will be indicated on the student's script, and it will not be included as evidence.
- Assessments will provide students with opportunities to demonstrate their knowledge and understanding in ways that cover the assessment objectives for the qualification.
- Students should be made aware that any assessment evidence collected and retained under this guidance would be used to determine grades only in the unlikely situation that exams and formal assessment could not go ahead. Students should also be told, where possible, before taking any assessment, whether their performance in the assessment would be used as part of evidence to determine a grade for them if exams cannot go ahead as planned.
- Access arrangements and reasonable adjustments will be made for students who require them for all CAT and mock assessments.
- If a teacher is satisfied that a student's performance in one or more of the assessments was affected by an event that was outside of the student's control at the time of, or immediately before, the assessment, such as illness or family bereavement, the teacher should mark the assessment as normal but record the issues so that these could be taken into account when determining a grade, should that be necessary.
- The assessments will be marked by school staff using published mark schemes and guidance where possible and the original copy of the work will be retained by Harrogate Grammar School and held securely until it may be needed.

Notification of Results

- Results for the November and January Exam series will be e-mailed to students on the day they are released.
- Results for the May/June (Summer) series are made available for collection on the respective GCE and GCSE results days. For students who are unable to collect their results these will be e-mailed to them.

Post Results Services

- Where a Head of Faculty/Subject has concerns about a cohort and believes there has been an error in marking then a Review of Mark may be requested through the Exams Office in accordance with the JCQ regulations on post-results Services. The Review of Mark will be funded by HGS however the Head of Faculty/Subject must obtain the candidates consent before it is requested.
- If a result is queried, a candidate may request a Review of Mark at their own expense through the Exams Office in accordance with the JCQ regulations on post-results Services. If the grade increases, then the candidate will be reimbursed the fee.
- After the release of results, candidates may request through the Exams Office the return of papers up to the deadline set by the exam boards. HGS staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.
- Results guidance sheets will be available when students collect their results this will include a link to an online request form, the different post results services available, information regarding fees and deadlines for the submissions of requests.

- Exams office staff, 6th Form Management Team and Heads of Faculty will be available on results day to advise candidates on the different services available to both staff and students.
- Reviews of moderation cannot be requested by individual candidates and where it is deemed appropriate will be submitted by the school.
- Completed forms must be signed and submitted to the exams office with proof of payment prior to the deadline given on the form for the service requested. All forms submitted by the deadline will be processed by the exams office. Payments should be made via the schools' website.
- Results of review/ATS requests will be e-mailed to the address given on the request form.
- If a student wishes to appeal the result of their review, they must contact the Exams Office who will issue them with the appropriate forms. Guidance will be sought from the Faculty Leader as to the appropriateness of an appeal.
- If teaching staff wish to make an access to scripts request for use in the classroom for teaching and learning purposes, they must first obtain written permission from the candidate to use their scripts. The candidate will also be able to request that the scripts be anonymised before they are used in the classroom.
- If a candidate wishes to appeal the outcome of a review, they must put their reasons in writing to the Head of Centre who will then decide whether the centre will support the appeal based on the grounds provided.

Certificates

- Certificates are provided to centres by awarding bodies after results have been confirmed. Once certificates arrive in School, they will be checked on receipt before informing leavers by e-mail of where and when they can collect them and current students will receive certificates via form tutors.
- Certificates are presented in person and a signature collected. Candidates must provide ID when collecting their certificates.
- A record is kept of all certificates issued when they are collected and by whom.
- Certificates will only be posted to candidates on receipt of signed authorisation from the candidate and the payment of a fee to cover the cost of the postage.
- All certificates that are posted will be sent via a tracked delivery service.
- Certificates are not withheld from candidates who owe fees.
- Any certificates requested by the awarding bodies will be returned as they remain the property of the awarding bodies.
- Certificates may be collected by someone other than the candidate providing they have signed authorisation from the candidate to do so and provide proof of ID.

Retention of certificates

- Certificates will be held by the exams office for a minimum of 2 years after which time they will be destroyed. See exams archiving policy.

Transcripts

- A transcript of results can be provided to a candidate subject to a completed request form and receipt of a £10 fee.

Additional Documentation

In addition to this policy there are a number of additional policies and documents available which cover all aspects of external examinations and assessments at Harrogate Grammar School. All the documents are available on the school website and The Nest. The following policies and procedures required by JCQ for inspection will be confirmed by the Head of Centre as part of their declaration.

- a **child protection/safeguarding policy**, including Disclosure and Barring Service (DBS) clearance, which satisfies current legislative requirements – [RKLTSafeguarding and Child Protection Policy](#)
- a **complaints policy** covering general complaints regarding the centre’s delivery or administration of a qualification which is drawn to the attention of candidates and their parents/carers - see [HGS Complaints Policy \(Exams\)/ RKLTS Complaints Policy](#)
- a **conflict-of-interest policy** – [HGS Conflict of Interest Policy \(Exams\)](#)
- an **escalation process** – [HGS Escalation Process \(Exams\)](#)
- a **data protection policy** – [HGS Data Protection Policy \(Exams\)](#) and [RKLTPrivacy Notice](#)
- an **equalities policy** – [HGS Equalities Policy \(Exams\)](#)
- a **contingency plan** which covers all aspects of examination/assessment administration and delivery – [HGS Exam Contingency Plan](#)
- an **internal appeals procedure** which must cover at least appeals regarding internal assessment decisions, access to post-results services and appeals, and centre decisions relating to access arrangements and special consideration – [HGS Internal Appeals Procedures](#)
- a **malpractice policy** detailing how candidates are informed and advised to avoid committing malpractice in examinations/assessments, how suspected malpractice issues should be escalated within the centre and reported to the relevant awarding body. It must also acknowledge the use of AI (e.g. what AI is, when it may be used and how it should be acknowledged, the risks of using AI, what AI misuse is and how this will be treated as malpractice). – [HGS Malpractice Policy Exams](#)
- a policy regarding the management of non-examination assessments including controlled assessments and coursework which includes details on how candidates’ work will be authenticated – [HGS NEA and ICC Policy](#)
- a **whistleblowing policy** – [HGS Whistleblowing Policy \(Exams\)](#)
- a policy on the use of **word processors** – [HGS Word Processor Policy Exams](#)
- a written emergency evacuation policy – [HGS Emergency Evacuation Policy Exams](#)
- a **Cyber security** policy including annual certificated cyber security training | developing and maintaining a comprehensive cyber security policy for the centre | implementing and enforcing robust security measures – [HGS Cyber Security Policy](#)

Other Supporting Documents

In addition to the required policies above Harrogate Grammar School also has the following documents in place to support the exams process:

- **Access Arrangements Policy**– [HGS Access Arrangements Policy](#)
- **Shelter in place/lockdown policy**
- **Special Consideration policy**
- **Exams archiving policy**

All the documentation is reviewed annually to reflect any changes in regulations or provision.