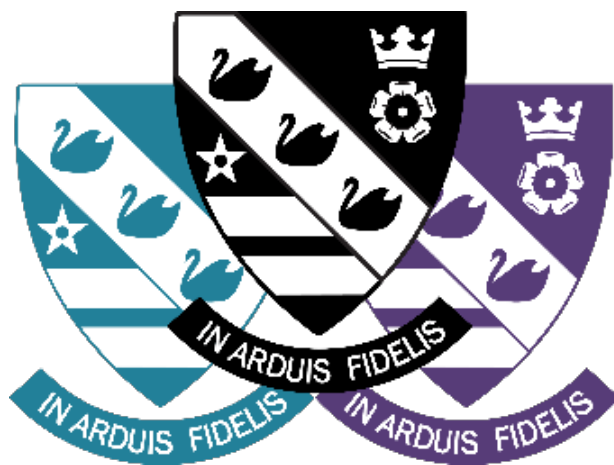


# SELBY HIGH SCHOOL

SPECIALIST SCHOOL FOR THE ARTS AND SCIENCE

## Examinations Policy

Ratified by the Board of Governors



Date April, 2026

Signed Andy Reed

Chairperson Andy Reed

Review: April, 2028

Learning today,  
leading tomorrow

Aspiration  
for all

A caring school at the  
heart of the  
community

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|                                                                                           |           |
|-------------------------------------------------------------------------------------------|-----------|
| Context & Introduction                                                                    | 2         |
| <b>The Equality Act 2010, Special Needs and Access Arrangements</b>                       | <b>2</b>  |
| <b>The Equality Act 2010 – Definition of Disability</b>                                   | <b>2</b>  |
| Special Educational Needs                                                                 | 2         |
| Access arrangements                                                                       | 2         |
| <b>Statutory tests, qualifications, internal examinations and assessments</b>             | <b>3</b>  |
| <b>Charging for examinations</b>                                                          | <b>3</b>  |
| <b>Roles and Responsibilities of staff</b>                                                | <b>3</b>  |
| <b>Conflicts of Interest</b>                                                              | <b>4</b>  |
| <b>Entries and Timetabling</b>                                                            | <b>5</b>  |
| <b>Exam Security</b>                                                                      | <b>5</b>  |
| <b>Cyber Security and Digital Processes</b>                                               | <b>5</b>  |
| <b>Handling of Secure Exam Materials</b>                                                  | <b>6</b>  |
| <b>Conduct of Examinations</b>                                                            | <b>7</b>  |
| <b>What is AI use and what are the risks of using it in assessments?</b>                  | <b>7</b>  |
| <b>Confidentiality and GDPR</b>                                                           | <b>9</b>  |
| Contingencies and Emergencies during examinations                                         | 9         |
| Withdrawing a student from an examination course                                          | 10        |
| Managing invigilators                                                                     | 10        |
| <b>Coursework and appeals against Internal Assessments/Non Examined Assessments (NEA)</b> | <b>11</b> |
| Coursework/Controlled assessment/NEA                                                      | 11        |
| <b>Results, enquiries about results (EARs) and access to scripts (ATS)</b>                | <b>12</b> |
| Results                                                                                   | 12        |
| Enquiries about results                                                                   | 12        |
| Access to scripts                                                                         | 12        |
| <b>Certificates</b>                                                                       | <b>12</b> |
| <b>Monitoring and Review</b>                                                              | <b>12</b> |
| <b>Related Policies and Documents</b>                                                     | <b>13</b> |

## Context & Introduction

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The purpose of this examination policy is to ensure that the planning and management of exams and assessments are conducted efficiently and in the best interest of candidates. This policy will ensure the operation of an efficient examination system with clear guidelines for all relevant staff. It is the responsibility of everyone involved in the centre's exam processes to read, understand and implement this policy. This policy outlines the specific roles and responsibilities of all involved in the examination process.

This exam policy will be reviewed annually by Governors, the Senior Leadership Team (SLT) Line Manager with responsibility for Examinations and the Examinations Manager to ensure ways of working in the centre are accurately reflected and that exams and assessments are conducted to current JCQ (and awarding body) regulations, instructions and guidance.

This policy will be communicated to all relevant centre staff.

## The Equality Act 2010, Special Needs and Access Arrangements

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Selby High School is committed to:

- Fair access for all candidates
- Supporting vulnerable pupils
- Making reasonable adjustments where required

### The Equality Act 2010 – Definition of Disability

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Section 6 of the Equality Act 2010 defines **disability** as a '**physical or mental impairment which has a substantial and long term adverse effect on someone's ability to carry out normal day to day activities**'.

All staff must ensure that the access arrangements and special consideration regulations and guidance are consistent with the law.

### Special Educational Needs

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A candidate's special needs requirements are determined by the SENCO

Working closely with the Examinations Manager, the SENCO will inform subject teachers of candidates with special educational needs who are embarking on a course leading to an exam, and the date of that exam. The SENCO can then inform individual staff of any special arrangements that individual candidates can be granted during the course and in the exam.

### Access arrangements

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Selby High School ensures compliance with JCQ and the Equality Act 2010. Making special arrangements for candidates to take exams is the responsibility of the SENCO.

Submitting completed access arrangement applications to the awarding bodies is the responsibility of the SENCO.

Rooming for access arrangement candidates will be arranged by the Examinations Manager with guidance from the SENCO.

Invigilation and support for access arrangement candidates will be organised by the Examinations Manager with guidance from the SENCO.

### **Process**

- Early identification of need
- Evidence gathered by SENCo
- Applications submitted within deadlines

### **Examples**

- Extra time
- Readers/scribes
- Word processors
- Rest breaks

### **Statutory tests, qualifications, internal examinations and assessments**

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The statutory tests and qualifications offered at this centre are decided by the Principal and SLT as part of the curriculum planning process. However, advice from Curriculum Area Leaders (CALs) will be sought for the most appropriate qualifications to meet the needs of the students. The Examinations Manager will ensure that the school complies with the examination boards' regulations entry requirements as advised by the school leadership team.

### **Charging for examinations**

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An examination entry fee may be charged to parents, carers or guardians if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.

### **Roles and Responsibilities of staff**

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For the examination process to work effectively and efficiently, it is important that everyone at school understands their roles and responsibilities. This includes students as well as staff.

#### **Head of Centre (Principal)**

- Overall accountability for exam provision and compliance
- Ensures adequate staffing, training and resources
- Oversight of results and performance

#### **Exams Manager**

- Manages the administration of all exams
- Ensures compliance with JCQ regulations
- Oversees secure handling of exam materials
- Coordinates entries, timetables and results

### **Data Manager (Nominated Contingency Lead)**

- Provides cover in absence of Exams Manager
- Ensures continuity of operations

### **Assistant Principal, Exams**

- Line management of exams process
- Ensures students are fully aware of their responsibilities in terms of examinations.

### **SENCo**

- Leads on access arrangements and reasonable adjustments
- Ensures evidence is gathered and applications are submitted

### **Teaching Staff**

- Deliver specifications and prepare candidates
- Provide accurate assessment for NEA/coursework

### **Invigilators**

- Conduct exams in accordance with JCQ ICE
- Maintain exam conditions and report incidents

### **Facilities Manager**

- Ensuring the examination rooms are set out appropriately before exam sessions and that furniture is set out according to exam regulations.
- Ensuring the room meets the requirements of the Awarding Bodies.

### **Conflicts of Interest**

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- Exams Manager will send a declaration of interest to all staff at the start of each academic year

This includes

- Staff with relatives sitting exams
  - Staff entering qualifications
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- Evidence will be recorded and stored securely, available for inspection by JCQ
  - Awarding bodies will be notified where necessary according to their guidelines
  - Internal steps will be implemented for key exams office staff with conflict of interest:
    - Secure storage keys will be removed
    - Examination board access will be removed
    - Entry to examination rooms will be prohibited unless authorised and supervised at all times

- Sole access to papers will not be permitted
- Malpractice investigations will not be dealt with by that member of staff where the case involves their relative or other conflict of interest

## Entries and Timetabling

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- Entries are made in line with awarding body deadlines
- Candidates and parents are informed of:
  - Exam timetables
  - Candidate responsibilities
- A **contingency day** (as set by JCQ) must be available for all candidates

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## Exam Security

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Selby High School will ensure:

- Secure storage of exam papers in a locked, access-controlled facility
- Strict logging of access to materials

## Cyber Security and Digital Processes

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The head of centre will ensure that there are procedures in place to maintain the security of user accounts by:

- Ensuring all members of centre staff who access awarding bodies online systems will undertake annual cyber security training.
  - The training will include:
    - the importance of creating strong, unique passwords for all accounts
    - keeping all account details strictly confidential
    - the critical role of Multi-Factor Authentication (MFA) in protecting against unauthorised access
    - how to properly set up and use MFA for both centre and awarding bodies' systems
    - an awareness of all types of social engineering/phishing attempts
    - the importance of staff quickly reporting any suspicious activity, events, incidents and encouraging a safe and supportive reporting culture
  - Certificates of completed staff cyber training will be downloaded and held on file for inspection.
- Mandatory MFA will be implemented for all accounts and systems containing exam related information, including those that interface between awarding body and centre systems, to enhance security and protect sensitive data.
- Security settings will be regularly reviewed and updated to align with current best practices.

- Staff must only access exam systems on secure school devices
- Any passwords that may have been exposed will be updated
- Secure account recovery options will be implemented.
- Accounts will be monitored and regularly reviewed. Any access which is no longer required will be removed in a timely fashion.
- [We will](#) ensure that authorised members of staff securely access awarding bodies' online systems in line with awarding body regulations regarding cyber security and the JCQ document *Guidance for centres on cyber security*

Authorised staff will have access, where necessary, to a device which complies with awarding bodies' multi-factor authentication (MFA) requirements.

- Any actual or suspected compromise of an awarding body's online system will be reported immediately to the relevant awarding body.

### Handling of Secure Exam Materials

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- Electronic question papers will only be handled by members of staff authorised to do so by the head of centre.
- A minimum of two and a maximum of six members of centre staff will be authorised to handle secure electronic materials, one of whom must be the Exams Manager. Other members of centre staff may assist with printing and collation provided they are under supervision.
- Files will only be accessed by the named individual to whom they have been sent. Emails or links to secure materials will never be forwarded or shared.
- By accessing secure material, the individual is accepting personal responsibility for maintaining the security of the material.
- Secure files will be accessed and printed within a secure environment and only authorised members of staff will be authorised entry to this room during such time, e.g. exams office and reprographics staff.
- Once printed, the exam materials will be sealed in a non-transparent envelope marked clearly with the exam details and transferred to secure storage or the examination room.

### Backup procedures for Electronic Coursework

- Where students' work is produced electronically, we will ensure that it is backed-up on two separate devices, one of which will be an off-site back-up via the Cloud. (Appropriate security arrangements will be implemented which protects students' work in the event of IT system corruption and cyber-attacks).
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## Conduct of Examinations

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All exams will be conducted in line with JCQ ICE regulations.

### Candidate Expectations

- No mobile phones, smartwatches or unauthorised materials
- Follow invigilator instructions at all times
- Remain silent and seated unless otherwise permitted

### Malpractice

- Any suspected malpractice (including cheating or disruption) will be:
  - Reported to the awarding body
  - Investigated in line with JCQ procedures

Full details of the exams process and student expectations can be found in our Exams Handbook.

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## What is AI use and what are the risks of using it in assessments?

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AI use in this context refers to the use of AI tools to obtain information and content which might be used in work produced for assessments, which contributes to the award of qualifications.

AI tools include but are not limited to:

- ChatGPT
- Jenni AI
- Jasper AI
- Writesonic
- Bloom AI
- Gemini
- Claude
- Gauth
- Question AI
- Brainly
- Midjourney
- Stable Diffusion
- Daile-E 2
- Soundraw
- Musicfy
- Runway
- LTX Studio

Student work submitted for assessment must be in their own words and not copied or paraphrased from another source such as an AI tool and must reflect their own

independent work. Students must demonstrate their own knowledge, skills and understanding as required for the qualification in question and set out in the qualification specification.

Students must be able to demonstrate the final submission is the product of their own independent work and independent thinking.

AI misuse is where a student has used one or more AI tools but has not appropriately acknowledged this use and has submitted work for assessment when it is not their own. Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing sections of AI-generated content so that the work submitted for assessment is no longer the student's own.
- Copying or paraphrasing whole responses of AI-generated content.
- Using AI to complete parts of the assessment so that the work does not reflect the student's own work, analysis, evaluation or calculations.
- Failing to acknowledge use of AI tools when they have been used as a source of information.
- Incomplete or poor acknowledgement of AI tools.
- Submitting work with intentionally incomplete or misleading references or bibliographies.

### **Detecting AI use**

Identifying the misuse of AI by students requires the same skills and observation techniques teachers are already using to assure themselves student work is authentically their own. There are also some tools that may be used. These different methods are explored below.

### **Comparison with previous work**

When reviewing a given piece of work to ensure its authenticity, it is useful to compare it against other work created by the student. Teachers could consider comparing newly submitted work with work completed by the student in the classroom, or under supervised conditions. Where the work is made up of writing, it is possible to make note of the following characteristics:

- Spelling and punctuation
- Grammatical usage
- Writing style and tone
- Vocabulary
- Complexity and coherency
- General understanding and working level
- The mode of production (i.e. whether handwritten or word-processed)

### **Automated detection**

AI tools like the following listed, may be useful to staff when checking for AI use and plagiarism:

- Copyleaks
- GPTZero
- Sapling
- Turnitin AI writing detection

**Our teachers are also aware that whilst AI is a useful tool for marking students work, they too cannot rely on this as their sole method of marking assessed work. Teachers are best placed to know their students and therefore assess the authenticity of any work submitted.**

If AI misuse is detected or suspected by the centre after the work has been submitted and the declaration of authentication has been signed by the student then it has to be treated as Suspected Malpractice and must be reported to the relevant examination board. Further details on Malpractice can be found in our **Malpractice Policy**.

### **Confidentiality and GDPR**

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Public examinations are a regulated function of Selby High School. As such all members of staff at the school, including the Examinations Manager and Invigilators are required to sign the school's confidentiality declaration.

All exam data is handled in line with UK GDPR.

- Personal data is stored securely
- Access limited to authorised staff
- Retention schedules are followed

### **Contingencies and Emergencies during examinations**

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Selby High School maintains a robust contingency plan for examinations, covering:

- Staff absence (including Exams Manager )
- Student emergency absence
- Site closure or emergency
- IT system failure

Further information regarding contingency planning can be found in our Exams Contingency Plan. Alternative arrangements will ensure exams can proceed or be rescheduled in line with JCQ guidance.

In the event of evacuation:

- Candidates will leave scripts and materials
- Silence must be maintained
- Invigilators will supervise candidates

- Exam time will be recorded and adjusted where appropriate

In the event of examinations not taking place:

- The school will have collated evidence of student performance through regular assessment eg. mock examinations
- February mock examinations will be stored securely with the Exams Manager

Details of the procedures and guidance on emergencies is explained in the 'Emergency Evacuation Policy'.

### **Safeguarding During Exams**

The school will:

- Ensure appropriate supervision ratios
- Support pupils experiencing distress or crisis
- Follow safeguarding procedures where concerns arise

Where necessary, links to the school's safeguarding and behaviour policies will be followed.

### **Withdrawing a student from an examination course**

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The aim of the school is 100% entry for examinations. If a student started a course and has pursued a course of study then that student, and the students' parents, carers or guardians, expect them to be entered for an exam. Candidates, or parents, carers or guardians, can request a subject entry, change of level or withdrawal. Decisions on whether a candidate should not take an individual subject or awards will be taken in consultation with the candidates, parents, carers or guardians, SENCO, subject teachers, CALs and the SLT Line Manager (Examinations). This process will be overseen by the Vice Principal in charge of assessment, who will bring specific cases to the RAG meeting and the final decision will be made by the Principal.

### **Managing invigilators**

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External invigilators will be used for external exams. The recruitment of invigilators is the responsibility of the Examinations Manager and the Assistant Principal line manager- both should have done the safer recruitment training. Securing the necessary Disclosure & Barring Service (DBS) clearance for new invigilators is the responsibility of the Exam Office. DBS fees for securing such clearance are paid by the centre. Invigilators are timetabled and briefed by the Examinations Manager .

- Invigilators are trained in JCQ requirements
- Appropriate ratios are maintained
- Procedures are in place for:
  - Late arrivals
  - Illness during exams
  - Separate room arrangements

### Coursework/Controlled assessment/NEA

The setting, marking, moderation and administration of coursework/controlled assessment/NEA in accordance with JCQ and the examination board guidelines is the responsibility of the CAL and members of the department. Coursework needs to be carefully planned into the overall structure of the course, for any given subject. The Ensuring Progress Team in conjunction with CALs will aim to maximise the marks gained by students.

Students' work will be marked by staff who have appropriate knowledge, understanding and skill, and who have been trained in this activity. The school is committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where a number of subject teachers are involved in the marking of candidates' work, internal moderation and standardisation will ensure consistency of marking.

All candidates will complete and sign the 'Declaration' from the Boards and insert it at the front of their work. All staff must complete and sign a sheet for their department.

The school will ensure that candidates are informed of their centre assessed marks so that they may request a review of the centre's marking before marks are submitted to the awarding body. Students may request copies of materials to assist them in considering whether or not to request a review. Any materials requested will be provided promptly. Time will be factored into sufficient time for this process to be carried out.

### Appeals against internal assessments/NEAs

Appeals against coursework/controlled assessment/NEA grades awarded will be conducted in accordance with the policies, procedures and requirements of the JCQ and Awarding Body concerned.

In all cases the following conditions apply:

- Requests for reviews of internally assessed grades awarded **must** be made in writing, within the timetables required by the Awarding Body.
- The school will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body deadline.
- The school will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The school will ensure that the candidate's mark is consistent with the standard set by the centre.
- The candidate will be notified in writing, by the Principal, of the outcome of the review, copied to the Examinations Manager and recorded for awarding body inspection.

### Results

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Candidates will receive individual results slips on results days either in person at the centre, through Arbor, or by prior arrangement by post to their home addresses (candidates to provide SAE).

Arrangements for the school to be open on results days and ensuring sufficient staff are present are made by the Examinations Manager liaising with the Principal.

### Enquiries about results

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EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The Principal will make final decisions on remarks.

If a result is queried, the Examinations Manager, teaching staff and Principal will investigate the feasibility of asking for a re-mark at the centre's expense. When the centre does not uphold an EAR, a candidate may apply to have an enquiry carried out. If a candidate requires this against the advice of subject staff, they will be charged. No enquiries will be accepted by an Awarding Body without the support of the school. The school reserves the right to withhold support if other candidates may be adversely affected.

A candidate's permission must be sought before a re-mark is requested by the school as marks can go up or down. The school reserves the right to impose an appropriate charge for the return of scripts requested by a candidate, where this is not required for teaching or investigation purposes by the school. GCSE re-marks cannot be applied for once a script has been returned.

### Access to scripts

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After the release of results, candidates may ask subject staff to request the return of papers within three days' scrutiny of the results.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

### Certificates

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Certificates may be collected on behalf of a candidate by a third party, provided they have been authorised to do so. Replacement certificates are only issued if a candidate agrees to pay the costs incurred.

The centre retains certificates for one year, after which they will be disposed of according to the guidelines issued by the Examination Boards.

### Monitoring and Review

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- The Exams Manager and SLT will monitor:
  - Compliance
  - Incident logs
  - Outcomes and trends
- This policy is reviewed annually

## Related Policies and Documents

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- Behaviour Policy
- Safeguarding and Child Protection Policy
- SEND Policy
- Data Protection Policy
- Exams Contingency Plan
- Internal Appeals Procedure (detailed)
- Access Arrangements Policy
- Invigilator Handbook

