



Examinations Policy

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This policy must be read in conjunction with the following policy document available on our website: **Examinations Policy-Appendices**

1. Introduction

Burlington House School is owned and operated by Cavendish Education.

In all Burlington House School policies, the words “Burlington House School” refer to Burlington House Prep, Burlington House Senior and Burlington House Sixth Form.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school’s aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values: that all children can achieve

While this current policy document may be referred to elsewhere in Burlington House School’s documentation, including particulars of employment, it is non-contractual.

In the school’s policies, unless the specific context requires otherwise, the word “parent” is used in terms of Section 576 of the [Education Act 1996](#), which states that a ‘parent’, in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#), considers a ‘parent’ to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to ‘employees’, the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Burlington House School.

The policy documents of Burlington House School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team, that the details of any policy document are still effectively current at a particular moment.

2. Aims

This policy aims to:

- ensure the planning and management of exams is conducted efficiently and in the best interest of candidates
- ensure the operation of an efficient exam 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.

3. Exam responsibilities

Head of Centre & Examinations Officer:

Overall responsibility for the school as an exam centre:

- advises on appeals and remarks
- the Head of Centre is responsible for reporting all suspicions or actual incidents of malpractice. Refer to the JCQ document, *Suspected malpractice in examinations and assessments*

Examinations Officer:

Manage the administration of public and internal exams and analysis of exam results:

- advise the Leadership Team, subject and class teachers and other relevant support staff on annual exam timetables and application procedures as set by the various exam boards
- oversee the production and distribution to staff, governors and candidates of an **annual calendar** for all exams in which candidates will be involved and communicate regularly with staff concerning imminent deadlines and events
- ensure that **candidates** and their **parents** are informed of and understand those aspects of the exam timetable that will affect them
- consult with teaching staff to ensure that the necessary controlled assessment is completed on time and in accordance with **JCQ guidelines**
- provide and confirm detailed data on estimated entries
- receive, check and store securely all exam papers and completed scripts
- administer access arrangements and make applications for special consideration using the JCQ Access Arrangements and Reasonable Adjustments (AARA) regulations
- identify and manage exam timetable clashes
- account for income and expenditures relating to all exam costs/charges
- manage, train and monitor a team of exam invigilators responsible for the conduct of exams
- submit candidates' controlled assessment marks, track, dispatch, and store returned controlled assessment and any other material required by the appropriate awarding bodies correctly and on schedule before returning to HoDs
- arrange for the dissemination of exam results and certificates to candidates and forward, in consultation with the SLT, any appeals/re-mark requests
- maintain systems and processes to support the timely entry of candidates for their exams.
- must advise any person involved in administering, teaching or completing exams that where malpractice is suspected, personal data about them will be provided to the awarding body (or bodies) and may be shared with other awarding bodies in accordance with the JCQ publication *Suspected Malpractice in Examinations and Assessment*.
- must bring to the attention of candidates the JCQ document *Information for candidates – Privacy Notice, General and Vocational Qualifications*. This document is to be distributed to candidates at the start of a course, leading to a vocational qualification or where candidates are following a GCSE qualification and where entries are submitted to awarding bodies for processing.

Deputy Headteacher – Academic:

Contribute to the ongoing delivery of exams through:

- preparing and presenting reports to the SLT (Senior Leadership Team) showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made using baseline data
- organisation of teaching and learning
- external validation of courses followed at key stage 4 / post-16

Heads of Department or Faculty/school/curriculum:

Contribute to the ongoing delivery of exams through:

- analysis of reports showing results achieved in relation to expected grades and comparable data for previous years, indicating where future procedural improvements might be made using baseline data
- offering guidance and pastoral oversight of candidates who are unsure about exam entries or amendments to entries
- involvement in post-results procedures
- accurate completion of controlled assessment mark sheets and declaration sheets
- accurate completion of entry and all other mark sheets, and adherence to deadlines as set by the Examinations Officers

Careers Lead(s)

Contribute to the ongoing delivery of exams through:

- delivery of guidance and careers information to candidates
- linking examinations to progression at KS4 and KS5

Teachers

Contribute to the efficient delivery of exams through:

- the submission of candidates' names to Heads of Department or Faculty/School/curriculum
- preparing pupils for undertaking examinations through ongoing classroom practice

SENCo & Examinations Officer:

Contribute to the efficient delivery of exams through:

- administration of access arrangements
- identification and testing of candidates, requirements for access arrangements
- provision of 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

Invigilators:

Contribute to the efficient delivery of exams through:

- adherence to the invigilation guide as set out by the examinations officer
- attend training sessions as required

Candidates:

Contribute to the efficient delivery of exams through:

- understanding controlled assessment regulations and signing a declaration that authenticates the controlled assessment as their own
- Following JQC regulations as explained to them by the examinations officer **and/or** invigilator when undertaking public examinations

4. The statutory tests and qualifications offered

Burlington House School aims to provide all pupils with access to statutory tests and qualifications from an External Awarding Body. The statutory tests and qualifications offered at this centre are decided by the Heads of Department with LT approval.

The statutory tests and qualifications offered are GCSE, BTEC (*or similar vocational qualification*) and Post 16/18 Enrichment Programmes.

The subjects offered for these qualifications in any academic year may be found in the centre's published prospectus for that year. If there has been a change of syllabus from the previous year, the exam officers must be informed by the first day of the Autumn Term.

Decisions on whether a candidate should not take an individual subject or all NCTs will be taken in consultation with the candidates, parents/carers, SENCO, subject teachers, subject leaders, Deputy Head and Assistant Head – Curriculum.

At Key Stage 3

All candidates will take English, Mathematics, Science and ICT. The school will consider the use of intervention or booster strategies in connection with any candidates who are unlikely to attain the minimum level.

At Key Stage 4

All candidates will be entitled and enabled to achieve an entry for qualifications from an External Awarding Body. The school will consider the use of alternative pathways, such as Entry Level or Functional Skills, in connection with any candidates who are unlikely to attain the minimum level in GCSE assessments.

At Key Stage 5

All candidates will be entitled and enabled to achieve an entry for qualifications from an External Awarding Body, which may include, by agreement, A Level or AS Level, or Level 2 or 3 BTEC or similar alternative qualifications. Support will be given for resits of GCSE level qualifications in English and Maths, where required.

5. Exam seasons and timetables

5.1 Exam seasons:

Examinations are scheduled as follows:

- internal exams are scheduled in June.
- GCSE exams are scheduled in May and June*. However, there are additional external examinations such as Functional Skills, which run throughout the year.
- A Level exams are scheduled in May and June*.
* in the case of exam disruption, the school will refer to government guidance: [What schools, colleges and other centres should do if exams or other assessments are seriously disrupted](#)
- Internal GCSE Mock Examinations are held under external exam conditions in January.

5.2 Timetables:

Once confirmed, the Examinations Officers will circulate the exam timetables for internal exams and external exams.

6. Entries, entry details and late entries

6.1 Entries:

Candidates are selected for their exam entries by the Heads of Department. Candidates, or parents/carers, can request a subject entry, a change of level or a withdrawal. The centre does not accept external entries.

6.2 Late entries:

Entry deadlines are circulated to Heads of Department via email. Late entries are authorised by the Examinations Officer.

7. Exam fees

The centre will pay all normal exam fees on behalf of candidates.

Late entry or amendment fees are paid by the centre.

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.

8. The Equality Act, special needs and access arrangements

8.1 DDA:

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

8.2 Special needs:

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

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.

8.3 Access arrangements:

Making special arrangements for candidates to take exams is the responsibility of the Examinations Officer and SENCo. This section should be read alongside the current JCQ Access Arrangements and Reasonable Adjustments (AARA) regulations, available at: www.jcq.org.uk

Responsibilities:

- The SENCo, who is a suitably qualified assessor, is responsible for identifying candidates' entitlement to access arrangements.
- Assessments are based on the candidate's normal way of working in lessons and timed assessments, supported by relevant testing and teacher evidence.
- The SENCo decides whether a candidate requires extra time (25 % or, in exceptional cases, 50 %), supervised rest breaks, a reader, scribe, prompter, use of a word processor, or other permitted adjustments.
- The Examinations Officer facilitates and organises these arrangements, including:
 - submitting applications to awarding bodies,
 - arranging suitable rooms, seating, and invigilation
 - ensuring invigilators are briefed on candidates' approved adjustments.

Readers, scribes, and prompters:

- A reader or computer reader may be authorised for candidates whose reading difficulty significantly affects their ability to access and engage with exam materials.
- A scribe or speech-recognition software may be authorised where significant writing difficulties are identified.
- A prompter may be used for candidates who struggle to maintain focus or timing.
- All such arrangements must reflect normal classroom practice and be supported by evidence.

Rest breaks and extra time:

- Supervised rest breaks may be authorised where there is a genuine, documented need, and this reflects normal classroom practice. A single rest break must not exceed 30 minutes. Across an examination, rest breaks in aggregate should be managed so as not to unduly extend exam time (i.e. keeping within reasonable bounds).
- As a guide, rest breaks should not exceed 10% of the total time of the examination, although the SENCo's assessment of a candidate's individual needs will determine this.
- Rest breaks are in addition to examination time, with the clock paused, and candidates may not access exam materials during a break.
- Candidates granted extra time may also have supervised rest breaks if justified – this will be closely monitored and is a less common combination
- Our policy seeks to avoid combining rest breaks with 50 % extra time, given the significant extension already provided. Candidates granted 50 % extra time will not normally be entitled to rest breaks, unless there is a clear and exceptional need supported by robust evidence and approved in advance by the SENCo.

All procedures relating to the assessment and application of access arrangement support in exams are aligned with the JCQ regulations stated above.

9. Centre Assessed Grades (including Predicted and Estimated Grades)

Predicted Grades:

The Heads of Department will submit predicted grades to the Examinations Officer in October to be used for Sixth Form application, and then again in February after the Mock Examinations. These should be realistic and valid predictions based on evidence such as Year 10 module results, class assessment and Year 9 MidYIS / GL Assessment data. The Examinations Officers and Head of Centre will validate predicted grades before release to external bodies.

Estimated Grades:

The Heads of Department will submit estimated grades to the Examinations Officer in May; however, these no longer need to be submitted to the Examination Boards. These should be an amendment to the predictions made in October and January, and based on all previous evidence, as well as Controlled Assessment mark submission (if applicable) and January Mock examination results. The Examinations Officers and Head of Centre will validate predicted grades before release to external bodies.

Centre Assessed Grades:

In the summer of 2020 and 2021, schools were required to submit Centre Assessed Grades in lieu of summer examinations. This was done using collated data, including Mock Exam results, working-toward grades and predicted grades. The following is provided for guidance in the event of a similar situation arising for a future examination series:

Evidence for Centre Assessed grades for Summer 2021:

- Year 9 baseline data results for the subject
- Autumn 2020 WTG (Working Toward Grade) – as per Autumn Term Report, with individual comment
- Spring 2021 WTG (Working Toward Grade) – an estimated grade based on classwork evidence, past paper questions in a classroom setting, exemplar exam questions ('Mini Tests') supplied by the Exam Board
- May 2021 CCT Results (Controlled Condition Tests, or 'Mocks') – direct results from the formal assessment, taken in exam conditions and adjusted for content covered
- final GCSE Centre Assessed Grade – derived from a combination of all results and evidence, above, with individual comment

For further information, please see **Appendix 3: Centre Assessment Policy**

10. Managing invigilators and exam day

10.1 Managing invigilators:

External invigilators may be used for external exams.

The recruitment of invigilators is the responsibility of the Leadership Team and Examinations Officers and includes:

- securing the necessary Disclosure and Barring Service (DBS) clearance for new invigilators is the responsibility of the centre administration
- DBS fees for securing such clearance are paid by the centre
- invigilators are timetabled and trained by the Examinations Officer
- invigilators' rates of pay are set by the centre administration

10.2 Exam days:

The Examinations Officer will allocate all exam rooms and make the question papers, other exam stationery and materials available for the invigilator. Exam papers will have a second pair of eyes checked before the exam packet is opened.

If an exam packet has to be split it will be split in the approved Exam Store Cupboard (in PAS) with the door locked and the exam paper resealed before being conveyed to the exam room.

The Examinations Officer will verify the identity of all candidates. As it is a small centre all candidates are known by all staff and will be identified to any external invigilators. No outside candidates are accepted.

The Examinations Officer is responsible for setting up the allocated rooms.

Invigilators will start all exams in accordance with JCQ guidelines.

Where appropriate, in practical exams subject teachers may be on hand in case of any technical difficulties (such as Art and Functional Skills Examinations).

Exam papers must not be read by subject teachers or removed from the exam room before the end of a session. Papers will be distributed to Heads of Department at the end of the exam session, once the papers have been sealed and securely stored in the exam cupboard

11. Candidates, clash candidates and special consideration

11.1 Candidates:

The centre's published rules on acceptable dress, behaviour and candidates' use of mobile phones and all electronic devices apply at all times. Candidates' personal belongings remain their own responsibility, and the centre accepts no liability for their loss or damage.

Disruptive candidates are dealt with in accordance with JCQ guidelines.

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.

The Examinations Officer will attempt to contact any candidate who is not present at the start of an exam and deal with them in accordance with JCQ guidelines.

11.2 Clash candidates:

The Examinations Officer will be responsible, as necessary, for supervising escorts, identifying a secure venue and arranging overnight stays.

11.3 Special consideration:

Should a candidate be ill before an exam, suffer bereavement or other trauma, be taken ill during the exam itself or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the exam invigilator to that effect.

The candidate must support any special consideration claim with appropriate evidence within three days of the exam, for example, a letter from the candidate's doctor.

The Examinations Officer will then forward a completed special consideration form to the relevant awarding body within seven days of the exam.

12. Controlled Assessment and appeals against internal assessments

12.1 Controlled Assessment:

Candidates who have to prepare controlled assessment should do so by the end of the course.

Heads of Department will ensure all controlled assessments are ready for dispatch at the correct time. The Examinations Officer will keep a record of what has been sent, when, and to whom.

Marks for all internally assessed work and estimated grades are provided to the Exams Office by the Heads of Department, upon request.

12.2 Appeals against internal assessments:

The centre is obliged to publish a separate procedure on this subject, which is available from the exams office.

The main points are:

- 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
- candidates may appeal if they feel their controlled assessment has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification
- appeals should be made in writing by 1st April to the Head of Centre (or other nominee), who will decide whether the process used conformed to the necessary requirements
- the Head of Centre's findings will be noted in writing, copied to the Examinations Officer and recorded for awarding body inspection

13. Results, enquiries about results (EARs) and access to scripts (ATS)

13.1 Results:

Candidates will receive individual results slips on results days either in person at the centre, via email (using the candidate's unique address) or by post to their home addresses.

Arrangements for the school to be open on results days are made by the Head of Centre.

The provision of staff on results days is the responsibility of the Head of Centre.

13.2 EARs:

EARs may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking.

If a result is queried, the Examinations Officer, teaching staff, and Head of Centre 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.

13.3 ATS:

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.

GCSE re-marks cannot be applied for once a script has been returned.

See also:

Section 7: Exam fees

Appendix 10: Recall and Review

14. Certificates

Certificates are presented in person or posted by recorded delivery.

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.

Contact Information

For any questions or concerns regarding this policy, please contact the **Headteacher, Nicola Lovell**, via prepoffice@burlingtonhouseschool.com

Approval & Policy Review

This Policy has been reviewed and approved by:

Policy Approver(s)	Burlington House School – Leadership Team Responsible Person(s) Nicola Lovell – Headteacher Matthew Potger – Head of Senior Steve Potger – Head of Sixth Form
Storage Location	Online
Effective Date	September 2025
Next Review Date	September 2026

Revision History

Version	Change	Author	Date of Change
1	<i>Adaptation to a new template</i>	Burlington House School	September 2025
1.1	<i>Clarification of roles & responsibilities regarding access arrangements – 8.3</i>	Burlington House School	September 2025