

Ysgol Hendrefelin



Whole School Exam Policy and Contingency Plan

MONITORING AND EVALUATION OF POLICY

Policy Type:	School
Review Cycle:	Annually
Last Review Date:	March 2026

Whole school exam policy and contingency plan

Head of Centre: Ryan Duford (Centre Nos. 68808 and 68844)

Exams Officers:

- Ceri Kretzschmar (Centre No. 68808 – Bryncoch Site)
- Angelina Lewis (Centre No. 68844 – Velindre Site)

ALNCo: Cerian Flannery

Ysgol Hendrefelin operates across two sites (68808 and 68844). As one school, both sites adhere to the same policies and procedures.

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Purpose

This policy ensures that:

- The planning and management of exams is efficient and in the best interests of candidates.
- The operation of an effective exam system with clear responsibilities is maintained.
- The centre has a consistent and effective response to major disruptions in examinations.

All staff involved in exams are required to read, understand, and implement this policy.

Review: Annually by Headteacher, Deputy Headteacher, Exams Officer and Governors.

1. Exam Responsibilities

Head of Centre (Headteacher)

- Overall responsibility for the centre as an exam centre.
- Reports all suspicions or actual incidents of malpractice (JCQ: *Suspected Malpractice in Examinations and Assessments*).
- Ensures knowledge of JCQ General Regulations is current.
- Appoints an Exams Officer (cannot appoint self as Exams Officer).

Exams Officer

- Manages administration of GCSE, Entry Level, Entry pathways, Essential Skills Wales, SWEET, NFER, and **any other relevant external qualifications**.
- Advises on appeals, EARs, and access arrangements.
- Oversees annual exam timetables, communicates deadlines to staff.
- Receives, checks, and stores securely all exam papers and completed scripts.
- Administers access arrangements in collaboration with ALNCo.
- Makes online applications and retains inspection-ready records.
- Identifies and manages timetable clashes.
- Accounts for all exam-related income and expenditure.
- Ensures sufficient trained invigilators and prepares invigilator handbook.
- Tracks despatch and return of coursework/controlled assessments/non-exam assessments.
- Disseminates results, coordinates appeals/remarks, and maintains exam records.
- Updates Exam Entries/Exam Day Contingency Plan annually.

Subject Teacher

- Provides guidance and pastoral oversight for exam entries.
- Inputs marks accurately to awarding bodies' secure systems.
- Ensures coursework/controlled assessments/non-exam assessments are prepared, stored securely, and ready for moderation.
- Notifies Exams Officer of access arrangements and candidate entries.

Careers Adviser

- Provides guidance and careers information to candidates.

ALNCo

- Identifies candidates for access arrangements (JCQ: *Access Arrangements and Reasonable Adjustments*).
- Provides relevant assessment information to Exams Officer for applications.

Invigilators

- Maintain up-to-date knowledge of JCQ ICE rules.
- Collect exam papers/materials from Exams Officer and return securely after exams.

Candidates

- Confirm and sign entries.

- Understand and authenticate coursework/controlled assessment/non-exam assessment work.
 - Comply with exam conditions.
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2. External Qualifications and Statutory Tests

The centre offers qualifications decided by the Senior Leadership Team and subject teachers:

Qualification	Year Group
GCSE	Year 10/11
Entry Level	Year 10/11
Entry Pathways	Year 11
Essential Skills Wales	Year 10/11
SWEET	Years 9–11
NFER Statutory Testing	Years 1–9

Subjects offered are flexible depending on individual pupil needs.

All Key Stage 4 candidates are entitled to an entry for **any relevant external qualification**.

3. Exam Seasons and Timetables

3.1 Exam Seasons

- External exams: May–June.
- Internal exams: Conducted under formal exam conditions.

3.2 Timetables

- Exams Officer circulates timetables once confirmed.
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4. Entries, Entry Details, Late Entries, and Retakes

4.1 Entries

- Subject teachers of Ysgol Hendrefelin select candidates for exams.
- Headteacher/deputy decides on entry changes or withdrawals.
- External candidates accepted with Headteacher agreement.

4.2 Late Entries

- Deadlines circulated by Exams Officer.
- Late entries authorised by Headteacher/deputy.
- Extra charges apply for late entries.

4.3 Retakes

- Year 10 candidates may resit modules; Year 11 cannot resit.
 - Decisions made with Headteacher, subject teacher, and candidate.
 - Candidates may be charged for resits.
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5. Exam Fees

- Exam fees for single registration pupils met by Ysgol Hendrefelin.
 - Dually registered pupils: fees met by Ysgol Hendrefelin; reimbursed by base school.
 - Late entry/amendment fees covered by school/base school.
 - Reimbursement may be sought if candidate fails to attend without good reason.
 - EARs fees paid by candidate if centre does not support request.
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6. Equality Act, Special Needs, and Access Arrangements

6.1 Equality Act

- Extends to all general qualifications.
- Centre staff ensure compliance in all arrangements.

6.2 Special Needs

- ALNCo determines special needs in consultation with specialists.
- Subject teachers informed of arrangements for each candidate.

6.3 Access Arrangements

- ALNCo/subject teacher identify needs.
 - Exams Officer submits applications with supporting evidence.
 - Records stored securely for JCQ inspection.
 - Rooming and invigilation arranged by Exams Officer/deputy.
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7. Managing Invigilators and Exam Days

7.1 Managing Invigilators

- Only school staff of Ysgol Hendrefelin are used as invigilators.
- Allocated by Exams Officer/deputy.

7.2 Exam Days

- Exams Officer books rooms, prepares materials.
- Rooms set up by Exams Officer/caretaker.
- Packs checked by two staff.

- Exams started per JCQ guidelines.
 - Subject teachers may assist with candidate ID but cannot advise on answers.
 - Practical exams: teachers may provide technical support only.
 - Secure documents returned to Exams Officer.
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8. Candidates, Clash Candidates, and Special Consideration

8.1 Candidates

- Follow centre rules on dress, behaviour, and electronic devices.
- Personal belongings are candidate responsibility.
- Disruptive behaviour handled per JCQ.
- Candidates may leave for a genuine purpose, supervised.

8.2 Clash Candidates

- Exams Officer arranges supervision and rescheduling.

8.3 Special Consideration

- Candidates notify Exams Officer/invigilator of illness or trauma.
 - Evidence (e.g., doctor's note) may be required.
 - Applications made electronically where possible within seven days.
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9. Coursework/Controlled Assessments/Non-Exam Assessments and Appeals

9.1 Coursework/Controlled Assessments/Non-Exam Assessments

- Candidates complete work by course/centre deadline.
- Subject teachers prepare and despatch work; Exams Officer records.
- Marks submitted to awarding bodies electronically or via secure delivery.

9.2 Appeals Against Internal Assessments

- Separate published procedure available from Exams Office.
 - Appeals only for **process**, not marks.
 - Must be made in writing by 30 June.
 - Headteacher investigates and reports in writing; records kept for awarding body inspection.
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10. Results, Enquiries About Results (EARs), and Access to Scripts (ATS)

10.1 Results

- Candidates receive results in person or by post.
- Headteacher ensures school open and staff available on results day.

10.2 EARs

- Requested by centre staff or candidates if error suspected.
- If centre does not support EAR, candidate may proceed at own cost.
- Forms completed to allow Exams Officer to submit requests.

10.3 ATS

- Candidates may request scripts within three days of results release.
 - Staff may request scripts for teaching purposes with candidate consent.
 - GCSE scripts cannot be remarked once returned.
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11. Certificates

- Collected in person with signature or posted second-class with proof.
 - Cannot be collected by third party without written permission.
 - Cannot be withheld for unpaid fees.
 - Retained securely for at least 12 months.
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12. Exam Contingency

Principles:

- Deliver assessments and results to published timetables.
- Comply with regulatory requirements.

a. Disruption of teaching time

- Alternative learning methods implemented.
- Modular exams may be deferred to next series.

b. Learners unable to take exams

- Liaise with awarding bodies for alternative venue.
- Apply for special consideration if criteria met.

c. Centre unable to open

- Inform awarding bodies promptly.
- Consider opening for exams only or alternative venues.
- Apply for special consideration as appropriate.

d. Disruption to exam script transportation

- Scripts posted 1st class with proof.
- Secure storage maintained; awarding body consulted for alternative transport.

e. Unable to distribute results

- Access results from alternative site.
- Coordinate post-results services from alternative location.
- Share facilities with other centres if needed.

f. Exams Officer absent at critical stage

- Consult Exams Officer at alternative site.
- Follow Exam Entries/Exam Day Contingency Plan.
- Liaise with awarding bodies.
- Key holders:
 - Bryncoch: Ceri Kretzschmar, Ryan Duford, Paul Thomas, Cerian Flannery
 - Velindre: Angelina Lewis, Nick Lloyd, Sam Comptom

13. Cyber-Attacks and Security

- Report incidents promptly to awarding bodies.
 - Back up and store candidate work securely on HWB Cymru / IT systems.
 - Protect work from corruption and mitigate cyber risks.
 - Follow NCSC advice; use Web Check and Mail Check services.
 - Guidance: [Gov.uk Cyber Security Standards for Schools](#)
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Whole school exam policy and contingency plan

Policy Review Record:

Policy Review		Signature	Signature
Date approved by Governors	28/03/2023	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	19/04/2024	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	08/04/2025	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	08/04/2025	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)
Date Reviewed	17/03/2026	<i>Mr R. Blank</i> (Chair of Governors)	<i>Mr L. Lewis</i> (Headteacher)

