



# Greenfields School Exam Policy 2025-2026

<b>Implemented</b> June 2025	<b>By Whom</b> R.Hill	<b>Last Review</b> March 2026	<b>By Whom</b> R. Redman and C.Singh	<b>Next Review</b> March 2027
---------------------------------	--------------------------	----------------------------------	--	----------------------------------

Document History (last 3 versions)			
Date of Issue	Version No.	Person(s) responsible for change	Nature of Change
03/10/25	2	Creslyn Singh	Review and update
12/03/26	3	Creslyn Singh	Reviewed

*This policy aligns with the ALN Code (Wales) 2021, the Equality Act 2010, the UNCRC, the Independent School Standards (Wales) Regulations 2024*

### **Mission Statement:**

We aspire to prepare young people for the future by providing a sustainable outstanding educational experience where all learners realise, pursue and achieve their full potential, enabling them to thrive as adults.

### **The purpose of this exams policy is:**

- to ensure the planning and management of exams is conducted efficiently and in the best interests of candidates;
- to ensure the operation of an efficient exams system with clear guidelines for all relevant staff. Provide all learners with the opportunity to achieve their full potential by the most appropriate and direct route. This policy is underpinned by the Curriculum for Wales (2022) and supports the development of *Ambitious, Capable Learners*.  
Access arrangements, reasonable adjustments and learner entitlement follow the Additional Learning Needs and Education Tribunal (Wales) Act 2018.
- Ensure policy is based on the concepts of equality, diversity, clarity, consistency and openness.
- Implement assessment processes in a way which is fair and non-discriminatory.

It is the responsibility of everyone involved in Greenfields School exam processes to read, understand and implement this policy. The exams policy will be reviewed every year. The exams policy will be reviewed by the examinations officer. Where references are made to JCQ regulations/guidelines, further details can be found at [www.jcq.org.uk](http://www.jcq.org.uk)

### **Exam responsibilities**

#### **The Headteacher:**

- has overall responsibility for the school/college as an exam centre and advises on appeals and re-marks.
- is responsible for reporting all suspected or actual incidents of malpractice - refer to the JCQ document *suspected malpractice in examinations and assessments*.

#### **Examinations officer:**

This is the individual to whom the Headteacher has delegated responsibility for the administration of exams in their centre. Rhys Redman is the delegated Examinations Officer for Greenfields School and is responsible for:

- managing the administration of both internal and external examinations.
- advises the senior leadership team, subject and class tutors, and other relevant support staff on annual exams timetables and procedures as set by the various awarding bodies.
- oversees the production and distribution, to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- ensures that candidates and their parents/carers are informed of and understand those aspects of the exams timetable that will affect them.
- checks with teaching staff that the necessary coursework and/or controlled assessments are completed on time and in accordance with JCQ guidelines.
- provides and confirms detailed data on estimated entries.
- maintains systems and processes to support the timely entry of candidates for their exams.
- receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

- administers access arrangements and makes applications for special consideration following the regulations in the JCQ publication *A guide to the special consideration process*.
- identifies and manages exam timetable clashes.
- accounts for income and expenditures relating to all exam costs/charges.
- line manages the senior exams invigilator in organising the recruitment, training, and monitoring of a team of exams invigilators responsible for the conduct of exams.
- ensures candidates' coursework / controlled assessment marks are submitted, and any other material required by the appropriate awarding bodies correctly and on schedule.
- tracks, dispatches, and stores returned coursework / controlled assessments.
- arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

**Subject teachers are responsible for:**

- guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- accurate completion of entry and all other mark sheets and adherence to deadlines as set by the exams officer.
- accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- decisions on post-results procedures.

**Teachers are responsible for:**

- supplying information on entries, coursework and controlled assessments as required by Subject Coordinators and/or exams officer.

**The ALNCO is responsible for:**

- identification and testing of candidates' requirements for access arrangements and notifying the examinations officer in good time so that they are able to put in place exam day arrangements
- process any necessary applications in order to gain approval (if required).
- working with the exams officer to provide the access arrangements required by candidates in exams rooms.

**Invigilators are responsible for:**

- assisting the exams officer in the efficient running of exams according to JCQ regulations.
- collection of exam papers and other material from the exam's office before the start of the exam.
- collection of all exam papers in the correct order at the end of the exam and ensuring their return to the exam's office.

**Candidates are responsible for:**

- confirmation and signing of entries.
- understanding coursework / controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- ensuring they conduct themselves in all exams according to the JCQ regulations.

## The Use of Word Processors in Examinations

### Purpose

This section outlines the conditions under which candidates may use a word processor during examinations, in accordance with current JCQ regulations. The aim is to ensure fair access arrangements while maintaining the integrity and security of the assessment process.

The school follows the regulatory expectations set by Qualifications Wales, JCQ, WJEC and AQA when administering examinations.

### Eligibility

A word processor may be permitted for a candidate when:

- It is their normal way of working within the centre.
- There is a demonstrable need due to:
  - a medical condition or physical disability;
  - fine motor skill difficulties;
  - processing or writing speed difficulties;
  - a learning difficulty that impacts handwriting legibility;
  - temporary injury that affects handwriting.

Permission is not granted solely on the basis of poor handwriting unless it is illegible or significantly slows the candidate.

### Approved Use

Where approved, a candidate may use a word processor for:

- Typed answers only, with spelling and grammar check functions disabled unless the candidate has an approved arrangement for a spell-checker.
- Video, audio or internet access must be fully disabled.
- Only centre-provided and centre-controlled devices may be used.

### Conditions and Controls

To maintain exam security, the following must be ensured:

- The device is cleared of all files, templates, predictive text logs, and non-permitted software before use.
- Access to network drives, email, cloud storage or online resources is fully disabled.
- Candidates must save work regularly, following centre procedures (e.g., saving to a secure USB or local drive).
- Printing must occur immediately after the exam, supervised by an invigilator.
- Printed work must be clearly labelled with the candidate's name, number, centre number and date; and attached securely to any additional answer booklets.

Greenfields, Forge Road, Bassaleg, Newport, NP10 8AT

The Cambian Group

V3.0, Reviewed September 2025 (Next Review September 2026)

## Responsibilities

- ALENCo: Identifies candidates requiring access arrangements and maintains evidence of need.
- Exams Officer: Ensures devices meet JCQ requirements and are prepared before each exam.
- Invigilators: Monitor use during the exam, ensure compliance with restrictions, and supervise printing.

## Misuse

Any attempt to access prohibited functions, files, or online resources will be treated as malpractice and reported in line with JCQ procedures.

## **Examination Organisational Chart**

### **Creslyn Singh**

*Headteacher / Head of Centre / ALNCo*

Exams role: responsible/accountable for ensuring compliance with all JCQ/awarding bodies regulations. Responsible for reporting malpractice to JCQ/awarding bodies. Responsible for all access arrangements are applied for and administered in accordance with JCQ/awarding body guidelines.

### **Rhys Redman**

Deputy Headteacher / Examinations Officer

Exams role: Exam role: Managing all aspects of examinations at the centre in accordance with the awarding body regulations.

Reports malpractice and other exam issues to the Head of Centre.

### **Gavin Williams**

Examinations Officer

Exams role: Exam role: Managing all aspects of examinations at the centre in accordance with the awarding body regulations.

Reports malpractice and other exam issues to the Head of Centre.

## Qualifications offered

The qualifications offered at Greenfields School are decided by the Headteacher in conjunction with subject teachers.

The types of qualifications offered are Entry Level Pathways, Functional Skills and GCSE's from both AQA and WJEC awarding bodies. Where appropriate, learners may be entered for WJEC Welsh-medium qualifications or bilingual assessment materials, in accordance with learner need and curriculum entitlement.

If there is to be a change of specification for the next year, the examinations officer must be made aware by the subject teacher responsible. Informing the examinations officer of changes to a specification is the responsibility of the subject teacher. Decisions on whether a candidate should be entered for a particular subject will be taken by head of centre in consultation with the subject teachers.

## Exam series

Internal exams (mock or trial exams) and assessments are scheduled in 2025/2026. External exams and assessments are scheduled in 2025/2026. Internal exams are held under external exam conditions when appropriate. The Headteacher in conjunction with subject teachers *decides* which exam series are used in Greenfields School.

## Exam timetables

Once confirmed, the exams officer will circulate the exam timetables for internal and external exams at a specified date before each series begins.

## Entries, entry details and late entries

*Candidates or parents/carers can request a subject entry, change of level or withdrawal, yet the decision will remain with the head of centre.*

- *The centre does not accept entries from private candidates.*
- *The centre does not operate an exams centre for other organisations.*
- Entry deadlines are circulated to heads of department via email. Deadlines will also be clearly communicated in staff meetings. It is the examination officer's duty to ensure all staff have been notified of the examination timetable.
- Subject Coordinators/teachers will provide estimated entry information to the exams officer to meet JCQ, AQA and WJEC awarding body deadlines.
- Entries and amendments made after an awarding organisation's deadline (i.e. late) require the authorisation of the head of centre.
- *GCSE re-sits are allowed.*
- *Functional skills re-sits are allowed.*
- Re-sit decisions will be made by the subject teacher *in* consultation with the Headteacher.

## Exam fees

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.

- The exams officer will publish the deadline for actions well in advance for each exams series.
- *GCSE entry exam fees are paid by the centre if deemed appropriate.*
- *AS entry exam fees are not applicable.*
- *A level entry exam fees are not applicable.*
- *WJEC entry level exam fees are paid by the centre.*
- *AQA Functional skills entry exam fees are paid by the centre.*
- Late entry or amendment fees are paid by the centre.
- Fee reimbursements are not sought from candidates:
- Re-sit fees are paid by the centre.

## Equality Legislation

All exam centre staff must ensure that they meet the requirements of any equality legislation.

Greenfields School will comply with the legislation, including making reasonable adjustments to the service that they provide to candidates in accordance with requirements defined by the legislation, awarding bodies, and JCQ. This is the responsibility of the head of centre and examinations officer.

## Safeguarding Compliance

Greenfields School complies with the Social Services and Well-being (Wales) Act 2014, the Wales Safeguarding Procedures (2019) and Keeping Learners Safe (2022).

Examination arrangements take account of safeguarding risk assessments, supervision ratios, and learner vulnerabilities.”

## Access arrangements

The ALNCo will inform subject teachers of candidates with additional learning needs and any special arrangements that individual candidates will need during the course and in any assessments/exams.

A candidate's access arrangements requirement is determined in line with their Individual Development Plan (IDP) as required under the [ALNET \(Wales\) Act 2018](#). Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of ALNCo. Information for this is detailed in the access arrangements file.

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

Rooming for access arrangement candidates will be arranged by the examination officer. Up to three rooms are available for examinations, should separation of candidates be required. Invigilation and support for access arrangement candidates, as defined in the JCQ access arrangements regulations, will be organised by ALNCo and the examinations officer.

## Contingency planning

Contingency planning for exams administration is the responsibility of the head of centre and the examinations officer.

Contingency plans are detailed in the examinations folder and will be made available to staff by email. Contingency plans are in line with Qualifications Wales, JCQ, WJEC and AQA guidance.

## Estimated grades

Subject teachers are responsible for submitting estimated grades to the examinations officer when requested.

## Managing invigilators

External staff will not be used to invigilate examinations.

All staff taking part in invigilation will receive appropriate training as set out in the JCQ regulations. This will be the responsibility of the examinations officer.

## Malpractice

The Headteacher in consultation with the examinations officer is responsible for investigating suspected malpractice.

### Staff Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by staff with regards to portfolio-based qualifications. This list is not exhaustive:

- Tampering with candidates work prior to external moderation/verification
- Assisting candidates with the production of work outside of the awarding body guidance
- Fabricating assessment and/or internal verification records or authentication statements

The following are examples of malpractice by staff with regard to examinations

- Assisting candidates with exam questions outside of the awarding body guidance
- Allowing candidates to talk, use a mobile phone or go to the toilet unsupervised
- Tampering with scripts prior to external marking taking place.

Investigations into allegations will be coordinated by Creslyn Singh (Headteacher) in consultation with Rhys Redman (Deputy Headteacher, Examinations Officer) who will ensure the initial investigation is carried out within five working days. The person responsible for coordinating the investigation will depend on the qualification being investigated. The investigation will involve establishing the full facts and circumstances of any alleged malpractice. It should not be assumed that because an allegation has been made, it is true.

Where appropriate, the staff member concerned and any potential witnesses will be interviewed and their version of events recorded on paper.

The member of staff will be:

- informed in writing of the allegation made against him or her
- informed what evidence there is to support the allegation
- informed of the possible consequences, should malpractice be proven
- given the opportunity to consider their response to the allegations
- given the opportunity to submit a written statement
- given the opportunity to seek advice (as necessary) and to provide a supplementary statement (if required)
- informed of the applicable appeals procedure, should a decision be made against

him/her

- informed of the possibility that information relating to a serious case of malpractice will be shared with the relevant awarding body and may be shared with other awarding bodies, the regulators Ofqual, the police and/or professional bodies including the GTC/EWC.

### Staff Malpractice Sanctions

Where a member of staff is found guilty of malpractice, Greenfields School may impose the following sanctions:

- 1) Written warning: Issue the member of staff with a written warning stating that if the offence is repeated within a set period of time, further specified sanctions will be applied
- 2) Training: Require the member of staff, as a condition of future involvement in both internal and external assessments to undertake specific training or mentoring, within a particular period of time, including a review process at the end of the training
- 3) Special conditions: Impose special conditions on the future involvement in assessments by the member of staff
- 4) Suspension: Bar the member of staff in all involvement in the administration of assessments for a set period of time
- 5) Dismissal: Should the degree of malpractice be deemed gross professional misconduct, the member of staff could face dismissal from their post

### Appeals

The member of staff may appeal against sanctions imposed on them. Appeals will be conducted in line with the organisations Appeals Policy.

## **Candidate Malpractice**

### Introduction

This sets out to define the procedures to be followed in the event of any dispute or allegation regarding candidate malpractice in the assessment of internally marked qualifications (such as ASDAN CoPE) and also regarding examinations marked externally.

### Examples of Malpractice

Attempted or actual malpractice activity will not be tolerated. The following are examples of malpractice by candidates with regards to portfolio-based qualifications. This list is not exhaustive:

- Plagiarism: the copying and passing of as the candidate's own work, the whole or part of another person's work
- Collusion: working collaboratively with other learners to produce work that is submitted as the candidate's only
- Failing to abide by the instructions of an assessor – this may refer to the use of resources which the candidate have be specifically told not to use
- The alteration of any results document.

If a teacher suspects a candidate of malpractice, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate accepts that malpractice has occurred, he/she will be given the opportunity to repeat the assignment. If found guilty of malpractice following an investigation, the teacher may decide to re-mark previous assignments and these could also be rejected if similar concerns are identified. The awarding body will be kept informed as required.

#### Malpractice by candidates with regards to examinations:

The school adhere to all JCQ regulations regarding examination conduct. All trained invigilation staff in conjunction with Rhys Redman (examinations officer) make clear to learners what the expected conduct is during all examinations.

If a teacher suspects a candidate of malpractice during an examination, the candidate will be informed and the allegations will be explained. The candidate will have the opportunity to give their side of the story before any final decision is made. If the candidate is found guilty of malpractice, the Awarding Body will be informed and the candidate's examination paper will be withdrawn. It is unlikely that the candidate will have the opportunity to repeat the examination.

#### Appeals

In the event that a malpractice decision is made, which the candidate feels is unfair, the candidate has the right to appeal in line with the Appeals Policy.

#### Reporting to the exam body

All instances of staff and candidate malpractice will be reported to the appropriate exam board. The centre's responsibilities as outlined in ASDAN's Malpractice and Maladministration policy and procedure Section 3.2 will be adhered to.

## **Exam days**

The examinations officer will arrange the exam rooms as appropriate for each exam. Examinations officer will place learners in up to three rooms for exams. The examinations officer will make this decision based on potential behaviour issues and any existing anxiety issues that may affect a learner's ability to receive a fair examination. Access arrangements will also affect where a learner is placed.

The examinations officer is responsible for setting up the allocated rooms, ensuring the rooms used are set up in accordance with JCQ guidelines.

The examinations officer will start and finish all exams in accordance with JCQ guidelines.

Subject staff may not be present at the start of the exam or at any time during the exam. Any staff present must be in accordance with the rules defined by JCQ concerning who is allowed in the exam room and what they can do.

In practical exams, subject teachers' availability will be in accordance with JCQ guidelines.

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 in accordance with JCQ's recommendations and no later than 3 hours after candidates have completed them.

After an exam, the examinations officer will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with head of centre.

When learners are taking externally set formal examinations, the school will allow learners to return home as soon as their final examination for the day is finished. This is to ensure anxiety and pressure are kept to a minimum and to promote engagement.

## **Exam contingency**

In the event that the assigned examination site (Greenfields School main building) is not able to be used due to unforeseen circumstances (for example fire, flooding or emergency evacuation) then the contingency plan is as follows. The pod nurture room which is adjacent and separate to the main school building will be used as an alternative examination room. This will be set up on the examination day to ensure a smooth transition for the candidate should this be required. If the pod also cannot be used due to the unforeseen circumstances, then the head office building opposite Greenfields main school building will be the final alternative to host the examination. A room has been set aside above the main office and this will host the examination.

## **Cyber Attack**

Where it is identified that a cyber-attack may compromise any aspect of the delivery of examinations. Exams Officer will work with IT and contact the relevant Awarding Body to seek further guidance. Senior Leaders will monitor the situation and take any action required as directed by the Awarding Bodies



## Greenfields School Newport

### Emergency evacuation procedure for examinations

When dealing with emergencies you **must** be aware of any instructions from relevant local or national agencies.

This procedure will operate in conjunction with Newport City Council emergency procedures, and the school's Fire Safety and Lockdown policies.

In an emergency such as a fire alarm or a bomb alert, the invigilator must take the following action:

- stop the candidates from writing;
- collect the attendance register (in order to ensure all candidates are present) and evacuate the examination room in line with the instructions given by the appropriate authority;
- advise candidates to leave all question papers and scripts in the examination room. Candidates must be advised to close their answer booklet;
- ensure the candidates leave the room in silence;
- ensure candidates are supervised as closely as possible while they are out of the examination room so that there is no discussion about the examination;
- make a note of the time of the interruption and how long it lasted;
- allow the candidates the remainder of the working time set for the examination once it resumes;
- if there are only a few candidates, consider the possibility of taking the candidates (with question papers and scripts) to another place to finish the examination;
- make a full report of the incident and of the action taken and send to the relevant awarding body.
- All staff will adhere to Greenfields emergency procedure, exiting the building and congregating next to the external gate to allow staff to ascertain that all learners and staff have exited the building.

### Candidates

The examinations officer will provide written information to candidates and parents/carers in advance of each exam series. A formal briefing session for candidates may be given by the subject teachers and examinations officer.

Greenfields School rules on uniform and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. In an exam room candidate must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the examinations officer in accordance with the invigilator.

Note: candidates who leave an exam room must be accompanied by an appropriate member of school staff at all times. Any care staff that are on site during examinations will not be permitted to accompany candidates if they leave an exam room, unless the examination has finished or the candidate has had permission to leave the examination room.

The examinations officer is responsible for handling late or absent candidates on exam day.

### **Clash candidates**

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

### **Special consideration**

Should a candidate be unable to attend an exam because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an exam, then it is the candidate's responsibility to alert the centre to that effect.

The candidate must support any special consideration claim with appropriate evidence within 7 days of the exam.

The exams officer will make a special consideration application to the relevant awarding body within 7 days of the exam.

### **Internal assessment**

It is the duty of the subject teachers to ensure that all internal assessment is ready for dispatch at the correct time. The examinations officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent. Any controlled assessments that take place will be held in accordance with regulations described by the relevant exam board, overseen by the examinations officer.

Marks for all internally assessed work are provided to the examination's office by each subject teacher. The examinations officer will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

### **Internal Moderation/Verification**

The purpose of the internal moderation policy is to ensure that assessment methods are consistent from all teachers and assessors and that outcomes are fair to all learners. The

policy must also ensure that all examination boards requirements are being adhered to within this process.

All staff involved in the moderation process must ensure:

- that reliable records are kept for external moderation and for audit purposes
- that auditable record-keeping systems are in place
- they attend relevant meetings and submit marked candidate work as requested
- they undertake any necessary training to ensure they are able to partake in the moderation process
- that any assessments set are valid and appropriate
- they understand and adhere to the school's appeals process, in any matter

All assessment evidence that has been internally moderated must be kept on site until after the external moderation. The work remains the property of the candidate and can be returned to the candidate according to the requirements of the relevant awarding organization.

The internal moderation process will take place between relevant subject staff. This process will be overseen by Creslyn Singh (head of centre), who will quality assure the process,

ensuring that all aspects of the internal moderation process have adhered to school policy and exam board requirements.

The internal moderation policy will be reviewed and updated annually.

## **Access to Fair Assessment**

### Statement of Assessment

- we aim to provide a variety of qualifications which provide all learners with the opportunity to achieve their full potential by the most appropriate and direct route
- our Assessment Policy is based on the concepts of equality, diversity, clarity, consistency and openness
- we will endeavour to ensure that the assessment processes are implemented in a way which is fair and non-discriminatory.

### Access

- Learners are made aware of the existence of this policy and have open access to it. It can be found in the Introduction to ASDAN section in tutor and learner ASDAN files
- teachers are made aware of the contents and purpose of this policy. This policy is reviewed annually and may be revised in response to feedback from learners, tutors and external organisations.

### Learners will:

- be fully inducted onto a new course and given information that can be shared with parents and carers
- be given learning outcomes, performance criteria and other significant elements of learning and assessment at the outset of the course and when assignments are set.
- be given appropriate assessment opportunities during the course with feedback provided on the quality of the work.
- receive work within two weeks of submission. Where equivalents and exemptions can be applied, we will ensure this is pursued with the relevant awarding body.

We aim to ensure that all assessment of work is carried out fairly and in keeping with the awarding body's requirements. All portfolio-based work will be assessed fairly against the qualification standards and teachers involved will be fully trained. Internal assessments will be carried out fairly and according to awarding body instructions. Externally marked tests and exams will be administered according to the requirements of the awarding body.

Any cheating and plagiarism that is potentially identified during the delivery/moderation processes will be reported to the relevant exam board, in accordance with JCQ guidelines.

## **Results**

Candidates will receive individual results slips on results days,

- in person at the centre, if possible.
- alternatively, by post to their current address

The results slip will be in the form provided by the awarding body secure website. Arrangements for the centre to be open on results days are made by the head of centre and examinations officer.

The provision of the necessary staff on results days is the responsibility of the Headteacher.

### **Cyber Attack**

SLT has considered the potential for a cyber-attack and are formulating a policy response. The school will follow the National Cyber Security Centre for Wales and Hwb Cymru Online Safety guidance when responding to cyber incidents affecting examination integrity.

### **Enquiries about Results (EAR)**

EARs may be requested by centre staff or the candidate following the release of results. A request for a re-mark or clerical check requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

#### **The cost of EARs will be paid by the centre.**

All decisions on whether to make an application for an EAR will be made by the Headteacher.

If a candidate's request for an EAR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document.

All processing of EARs will be the responsibility of the examinations officer under the JCQ guidance.

### **Access to Scripts (ATS)**

After the release of results, candidates may ask subject staff to request the return of written exam papers within one day of the receipt of results (if needed for priority appeal consideration), or within 40 days if needed for teaching and learning purposes.

Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained. An EAR cannot be applied for once an original script has been returned. The cost of EARs will be paid by the centre. Processing of requests for ATS will be the responsibility of the examinations officer

### **Appeals Process**

#### **Appeals against Internal Assessment of Work for External Qualifications**

Greenfields School is committed to ensuring that whenever its staff assesses learners' work for external qualification; this is done fairly, consistently and in accordance with the specification for the qualifications concerned. Assessments are conducted by staff who have appropriate knowledge, understanding and skills and who have been trained in this activity. The school is committed to ensuring that assessment evidence provided by candidates is produced and authenticated according to the requirements of the relevant specifications of each subject. Where a set of work is divided between staff, internal moderation and standardisation will ensure consistency.

If a learner feels that this may not have happened in relation to his/her work, then he/she may make use of this appeals procedure. Note that appeals may only be made against the

Greenfields, Forge Road, Bassaleg, Newport, NP10 8AT  
The Cambian Group

V3.0, Reviewed September 2025 (Next Review September 2026)

process that led to the assessment and not against the mark or grade submitted by the school for moderation by the awarding body.

- Appeals should be made as early as possible and at least two weeks before the end of the last externally assessed paper in the examination series
- The candidate's parent/guardian must make the appeal in writing to the Examinations Officer, who will investigate the appeal with at least two other members of staff who have not been involved in the internal assessment decision
- The purpose of the appeal will be to decide whether the process used for the internal assessment conformed to the published requirements of the awarding body and the examinations code of practice of the JCQ.
- The candidate will be informed in writing of the outcome of the appeal including any relevant correspondence with the awarding body and any changes made to the procedure relating to internal assessment.
- If the candidate is not happy with the written report they have received, they may request a personal hearing before an appeals panel. This must be within two working days of receipt of the written reply to the original appeal.
- The appeals panel will consist of a senior member of staff, the Achievement Leader and a school governor. The candidate will be given at least two days' notice of the hearing date and will be given a breakdown of the marks awarded in advance of the appeal. The candidate (plus a parent/guardian if requested) and teacher(s) involved will be present at the hearing.
- The outcome of the appeal will be made known to the Headteacher and will be logged as a complaint. A written record will be kept and made available to the awarding body upon request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally, it is moderated by the awarding the body to ensure consistency between centres. Such moderation frequently changes the marks awarded for internally assessed work. Each awarding body has its own appeal procedure which is available from the Examinations Officer.

### **Enquiries about External Assessment Marks**

Where a candidate is unhappy with the mark awarded for a particular exam unit (e.g. written exam, coursework, practical assessment etc) a clerical check or re-mark may be requested via the examinations officer. The candidate will be required to acknowledge that his/her grade may be confirmed, raised or lowered. Where the school does not support the request, the candidate will be responsible for paying the relevant fee. The decision as to whether to support an enquiry will be made by the school on the basis of several factors, including knowledge of the exams system and professional judgement.

### **Certificates**

Candidates will receive their certificates

- in person at the centre, if possible
- by post to their most current address
- through the post to their most current educational establishment if requested

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are. Greenfields School retains certificates until the candidate moves to another educational provision, at which point the certificates will be posted on. A new certificate will not be issued by an awarding organisation. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

This policy should be read in conjunction with the following school policies, strategies and documents:

Curriculum policy  
Qualification & Accreditation policy  
Teaching & Learning policy  
Assessment policy  
Additional Learning Needs Policy  
And other relevant policies.  
Safeguarding & Child Protection Policy  
[Additional Learning Needs and Education Tribunal \(Wales\) Act 2018](#)  
[Diversity and inclusion | Qualifications Wales](#)  
[Online safety policies and procedures - Hwb](#)

<b>Headteacher:</b>	Creslyn Singh	<b>Date:</b>	22 <sup>nd</sup> October 2025
<b>Proprietor:</b>	Rob McConomy	<b>Date:</b>	22 <sup>nd</sup> October 2025