

Examinations Policy

Vision: Grow - Flourish - Succeed

Mission: Together we inspire creative, mindful learners who value diversity, support one another and strive for success.

1. Introduction

The Centre is committed to ensuring that the exams management and administration process is run effectively and efficiently. This exam policy will ensure that:

- The planning and management of exams is conducted efficiently and in the best interests of candidates.
- The operation of an efficient exams 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.

2. People Involved

Head of Centre

Executive and Senior Leadership Team – Executive Principal/CEO/Vice-President Education, Associate Principal, Vice Principal, Manager School Operations, Head of Secondary School, Senior Deputy Head of Secondary School, Deputy Heads of Secondary School, Head of Primary School, Senior Deputy Head of Primary School, Deputy Heads of Primary School, Assistant Principals

Assistant Head Teachers

Heads of Years (HoY)

Heads of Departments

Teaching Staff – All Secondary teaching staff

Assistant Head Teacher - Inclusion

Head of Inclusion Secondary/ Primary

Senior Examinations Officer

Examinations Officer

Invigilators – People in the examination room responsible for conducting a particular examination session in the presence of the candidates.

Reception Staff

Site Staff

Candidates – All students who are enrolled at GFS and are sitting IGCSE, AS and A Level examinations. GFS does not accept private candidates.



3. Roles and Responsibilities

Head of Centre

- Understands the contents, refers to and directs relevant Centre staff to annually updated JCQ including:
 - ✓ [General regulations for approved centres](#)
 - ✓ [Instructions for conducting examinations](#)
 - ✓ [Access Arrangements and Reasonable Adjustments](#)
 - ✓ [Suspected Malpractice in Examinations and Assessments](#)
 - ✓ [Instructions for conducting non-examination assessments](#) (and the instructions for conducting coursework)
 - ✓ A guide to the special consideration process
- Ensures the Centre has appropriate accommodation to support the size of the cohorts being taught including appropriate accommodation for candidates requiring access arrangements for exams and assessments.
- Ensures the relevant senior leader(s), the exams officer (EO) and Head of Inclusion Secondary receive appropriate training and support in order to facilitate the effective delivery of exams and assessments within the Centre and ensure compliance with the published JCQ. (As example, EO networking events and relevant events offered by awarding bodies, MIS providers and other external providers).
- Ensures a named member of staff acts as the Students of Determination Co-Ordinator (SofDCo).
- Ensures that a teacher who teaches the subject being examined, or senior member of teaching staff who has had overall responsibility for the subject department and/or preparing the candidates for the examinations, is not an invigilator during the timetabled written examinations or on-screen tests.
- Ensures Centre staff undertake key tasks within the exams process and meet internal deadlines set by the EO.
- Ensures confidentiality and security within the examination process is compliant with and managed according to JCQ, guidance and instructions including:
 - ✓ The location of the Centre's secure storage facility in a secure room solely assigned to examinations for the purpose of administering secure examination materials.
 - ✓ Appropriate arrangements are in place to ensure that confidential materials are only delivered to authorised members of Centre staff.
 - ✓ Access to the secure room and secure storage facility is restricted to the authorised 2-6 key holders.
 - ✓ The relevant awarding bodies are immediately informed if the security of question papers or confidential supporting instructions is put at risk.
 - ✓ That arrangements are in place to check that the correct question paper packets are opened by authorised members of centre staff.
- Through taking an ethical approach and working proactively to avoid malpractice among students and staff takes all reasonable steps to prevent the occurrence of any malpractice (which includes maladministration) before, during the course of and after examinations have taken place.
- Ensures irregularities are investigated and informs the awarding bodies of any cases of alleged, suspected or actual incidents of malpractice or maladministration, involving a candidate or a member of staff, are reported to the awarding bodies immediately.
- Ensures risks to the exam process are assessed and appropriate risk management processes/contingency plans are in place (that allow the senior leadership team to act immediately in the event of an emergency or staff absence).
- Ensures required internal appeals procedures are in place and drawn to the attention of candidates and (where relevant) their parents/carers.



- Ensures the centre's disability policy demonstrating the centre's compliance with relevant legislation is in place and details the processes followed in respect of identifying the need for, requesting and implementing access arrangements.
- Ensures a complaints and appeals procedure covering general complaints regarding the centre's delivery or administration of a qualification is in place and drawn to the attention of candidates and their parents/carers.
- Ensures the centre has a child protection/safeguarding policy in place.
- Ensures the centre has documented processes in place relating to access arrangements and reasonable adjustments.
- Ensures the relevant awarding bodies are informed of any Conflict of Interest where:
 - ✓ a member of centre staff is taking a qualification at the centre which includes internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
 - ✓ a candidate is being taught and prepared for a qualification which includes internally assessed components/units by a member of centre staff with a personal connection to the candidate
- Maintains records that confirm the measures taken/protocols in place to mitigate any potential risk to the integrity of the qualifications affected by the above, and where:
 - ✓ a member of exams office staff has a personal connection to a candidate being entered for exams and assessments at the centre or at another centre
 - ✓ a member of centre staff is taking a qualification at the centre which does not include internally assessed components/units (taking at the centre as a last resort where unable to find an alternative centre)
 - ✓ a member of centre staff is taking a qualification at another centre.
- Ensures other relevant centre staff where they may be involved in the receipt and dispatch of confidential exam materials are briefed on the requirements for maintaining the integrity and confidentiality of the exam materials.

Executive and Senior Leadership Team

- Are familiar with the contents, refer to and direct relevant Centre staff to annually updated awarding bodies publications including:
 - ✓ General regulations for approved centres
 - ✓ Instructions for conducting examinations
 - ✓ Access Arrangements and Reasonable Adjustments
 - ✓ Suspected Malpractice in Examinations and Assessments
 - ✓ Instructions for conducting non-examination assessments (and the instructions for conducting coursework)
 - ✓ A guide to the special consideration process

Examinations Officer

- Is familiar with the contents of annually updated information from awarding bodies such as:
 - ✓ General regulations for approved centres
 - ✓ Instructions for conducting examinations
 - ✓ Suspected Malpractice in Examinations and Assessments
 - ✓ A guide to the special consideration process
 - ✓ Post-results services



- Manages the administration of internal and external exams.
- Advises the SLT, 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.
- Ensures that candidates and their parents 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 awarding bodies guidelines.
- 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 awarding bodies guidelines.
- Works with the Head of Inclusion Secondary to ensure invigilators supervising access arrangement candidates and those acting as a facilitator supporting access arrangement candidates fully understand the respective role and what is and what is not permissible in the exam room.
- Administers access arrangements and makes applications for special consideration following the regulations in the awarding bodies' publication.
- 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 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.
- Is responsible for reporting all suspected or actual incidents of malpractice - refer to the awarding bodies regulations.

Heads of Department

- Ensures teaching staff undertake key tasks, as detailed in this policy, within the exams process (exam cycle) and meet internal deadlines set by the EO and SofDCo.
- Ensures teaching staff keep themselves updated with awarding bodies' subject and teacher-specific information to confirm effective delivery of qualifications.
- 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 EO.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.

Teaching Staff

- Undertake key tasks, as detailed in this policy, within the exams process and meet internal deadlines set by the EO and SofDCo.
- Keep updated with awarding bodies subject and teacher-specific information to confirm effective delivery of qualifications.
- Supplying information on entries, coursework and controlled assessments as required by the Head of Department and/or EO.



Special Educational Needs Co-Ordinator (SofDCo)

- Understands the contents, refers to and directs relevant centre staff to annually updated JCQ publications including: Access Arrangements and Reasonable Adjustments. Identification and testing of candidates' requirements for access arrangements and notifying the EO 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 EO to provide the access arrangements required by candidates in exams rooms.
- Presents when requested by exam board's Centre Inspector, evidence of the assessor's qualification.

Invigilators

- Attend/undertake training, update, briefing and review sessions as required.
- Provide information as requested on their availability to invigilate.
- Sign a confidentiality and security agreement and confirm whether they have any current maladministration/malpractice sanctions applied to them.
- Assisting the EO in the efficient running of exams according to awarding bodies regulations.
- Collection of exam papers and other material from the Exams 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 Exams office.

Reception Staff

- Support the EO in the receipt and dispatch of confidential exam materials and follow the requirements for maintaining the integrity and confidentiality of the exam materials.

Site Staff

- Support the EO in relevant matters relating to exam rooms and resources.

Candidates

- Checking their exam 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 awarding bodies regulations.
- To arrive punctually, a minimum of 30 minutes prior to the published starting time for all scheduled examinations and to be adequately equipped with the correct stationery/equipment for the examination.

4. Qualifications Offered

- The qualifications offered at this Centre are decided by the SLT and Heads of Departments.
- The types of qualifications offered are IGCSEs, International AS and A Levels.
- The subjects offered for these qualifications in any academic year may be found in the Centre's course choice information. If there is to be a change of specification for the next year, the exams office must be informed by JULY prior to the commencing of the new academic year.
- Informing the EO of changes to a specification is the responsibility of the Head of Departments.



- Decisions on whether a candidate should be entered for a particular subject will be taken by SLT in consultation with the Head of Departments.
- **Payment of the examination entry invoice constitutes acceptance that GEMS Founders School reserves the right to withdraw or amend students' entries to external examinations should any candidate be unable to demonstrate minimum academic standards in mock examinations/ submitted coursework/ continuous assessment.**

5. Exam series

- Internal (termly assessments) scheduled at the end of terms 1 & 3.
- External exams and assessments are scheduled in November/January and May/June.
- Internal exams (termly assessments) are held under external examination conditions.
- International benchmarking (e.g. TIMSS, PISA, PBTS).

6. Exam cycle

The exams management and administration process that needs to be undertaken for each **exam series** is often referred to as the **exam cycle** and relevant tasks required within this grouped into the following stages:

1. Planning
2. Entries
3. Pre-exams
4. Exam time
5. Results, post-results and certificates

This policy identifies the roles and responsibilities of centre staff within this cycle.

6.1 Planning

Head of Centre

- Directs relevant Centre staff to annually updated JCQ publications.

Examinations Officer

- Signposts relevant Centre staff to awarding bodies publications and documentation relating to the exams process that has been updated.
- Signposts relevant Centre staff to awarding bodies information that should be provided to candidates.
- As the Centre administrator, approves relevant access rights for Centre staff to access awarding bodies secure extranet sites.
- Undertakes an annual information gathering exercise in preparation for each new academic year to ensure data about all qualifications being delivered is up to date and correct.
- Collate all information gathered into one central point of reference.
- Research awarding bodies guidance to identify administrative processes, key tasks, key dates and deadlines for all relevant qualifications.
- Produces an annual exam plan of key tasks and key dates to ensure all external deadlines can be effectively met; informs key Centre staff of internal deadlines.
- Collects information on internal exams to enable preparation for and conduct of internal assessments.



Head of Department

- Responds (or ensures teaching staff respond) to requests from the EO on information gathering.
- Meets the internal deadline for the return of information.
- Informs the EO of any changes to information in a timely manner minimising the risk of late or other penalty fees being incurred by an awarding body.
- Notes the internal deadlines in the annual exams plan and directs teaching staff to meet these.

SofDCo – Access Arrangements

- Assesses candidates to identify access arrangements requirements.
- Gathers **evidence** to support the need for access arrangements for a candidate.
- Liaises with teaching staff to gather evidence of **the normal way of working** of an affected candidate.
- Determines candidate eligibility for arrangements or adjustments that are centre-delegated.
- Submitting completed access arrangement applications to the awarding bodies is the responsibility of the Head of Inclusion. The Head of Inclusion will be supported by the EO.
- Keeps relevant paperwork and evidence on file for inspection purposes.
- Ensures staff appointed to facilitate access arrangements for candidates are appropriately trained and understand the rules of the particular arrangement(s) and keeps a record of the content of training provided to facilitators for the required period.
- Provides and annually reviews of a Centre policy on the **use of word processors** in exams and assessments.
- Rooming for access arrangement candidates will be arranged by the EO and Inclusion team.
- Invigilation and support for access arrangement candidates, as defined in the awarding bodies access arrangements regulations, will be organised by Head of Inclusion in consultation with the EO.

Executive and Senior Leadership Team, Head of Department, Teaching Staff

- Support the SofDCo in determining and implementing appropriate access arrangements.

Invigilators

- Internal invigilators will be used to invigilate exams.
- These invigilators will be used for external exams.
- Recruitment of invigilators is the responsibility of the EO who collects information on new recruits to identify if they have invigilated previously and if any current maladministration/malpractice sanctions are applied to them.
- Any invigilators present must have completed the relevant safeguarding training and be compliant with GEMS safer recruitment procedures.
- Invigilators' rates of pay are set by the Principal and/or Manager of School Operations for Fridays only.
- Invigilators are recruited, timetabled, trained, and briefed by the EO.



6.2 Entries

Estimated entries

Examinations Officer

- Requests estimated or early entry information, where this may be required by awarding bodies, from Head of Departments in a timely manner to ensure awarding bodies external deadlines for submission can be met.

Head of Department

- Provides information requested by the EO to the internal deadline.
- Informs the EO immediately of any subsequent changes to information.

Final entries

Examinations Officer

- Requests final entry information from Head of Departments in a timely manner to ensure awarding bodies external deadlines for submission can be met.
- Informs Head of Departments of subsequent deadlines for making changes to final entry information without charge.
- Confirms with Head of Departments final entry information that has been submitted to awarding bodies.
- Ensures as far as possible that entry processes minimise the risk of entries or registrations being missed reducing the potential for late or other penalty fees being charged by awarding bodies.

Head of Department

- Provides information requested by the EO to the internal deadline.
- Informs the EO immediately, or at the very least prior to the deadlines, of any subsequent changes to final entry information, which includes:

- ✓ changes to candidate personal details;
- ✓ amendments to existing entries;
- ✓ withdrawals of existing entries

- Checks final entry submission information provided by the EO and confirms information is correct.

Entries and amendments made after an awarding bodies' deadline (i.e. late) will be charged to parents/carers should they have failed to complete the process by the confirmed deadline.

Entry fees

- Examination entry fees are paid by the candidate.
- The EO will publish the deadline for actions well in advance for each exams series.
- 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.

Late entries

Examinations Officer

- Has clear entry procedures in place to minimise the risk of late entries.



Head of Department

- Minimises the risk of late entries by:
 - ✓ Following procedures identified by the EO in relation to making final entries on time.
 - ✓ Meeting internal deadlines identified by the EO for making final entries.

Re-sit entries

- Re-sits/retakes will be made on an individual basis in consultation with Head of Department and SLT using appropriate tracking data.

Private candidates

- The Centre does not accept entries from private candidates under normal circumstances.

Candidate Statements of Entry

Examinations Officer

- Provides candidates with statements of entry for checking.

Teaching Staff

- Ensure candidates check statements of entry and return any relevant confirmation required to the EO.

Candidates

- Confirm entry information is correct or notify the EO of any discrepancies.

6.3 Pre-exams

Briefing candidates

Examinations Officer

- Issues individual exam timetable information to candidates and informs candidates of any contingency day awarding bodies may identify in the event of national or local disruption to exams.
- Where relevant, issues relevant awarding bodies information to candidates.
- Issues Centre exam information to candidates including information on:
 - ✓ Exam timetable clashes
 - ✓ Arriving late for an exam
 - ✓ Absence or illness during exams
 - ✓ What equipment is/is not provided by the Centre
 - ✓ Food and drink in exam rooms
 - ✓ Wrist watches in exam rooms
 - ✓ When and how results will be issued and the staff that will be available
 - ✓ The post-results services and how the centre deals with requests from candidates
 - ✓ When and how certificates will be issued.

Internal Assessment

- It is the duty of Heads of Department to ensure that all internal assessments are ready for dispatch at the correct time. These deadlines are issued by the relevant examination boards and completely



inflexible, therefore, must be adhered to at all times. The EO will confirm such deadlines to Heads of Department via email as well as assisting by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for all internally assessed work are provided to the Exams office by the Head of Department. The EO 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 document.

Estimated grades

Head of Department

- Ensures teaching staff provide estimated grade information to the EO by the internal deadline (where this still may be required by the awarding bodies).

Examinations Officer

- Submits estimated grade information to awarding bodies to meet the external deadline (where this may still be required by the awarding bodies).
- Keeps a record to track what has been sent.
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Security of Exam Materials

Examinations Officer

- Has a process in place to demonstrate the receipt, secure movement and secure storage of confidential exam materials within the Centre.
- Ensures a log is kept at the initial point of delivery recording confidential materials received and signed for by authorised staff within the Centre and that appropriate arrangements are in place for confidential materials to be placed in the secure storage facility.
- Ensures the secure storage facility contains only current and live confidential material (including live confidential exam stationery provided by the awarding bodies for the use of candidates in their assessment).

Reception Staff

- Follow the process to log confidential materials delivered to/received by the Centre to the point materials are issued to authorised staff for placing in the secure storage facility.

Timetabling and Rooming

Examinations Officer

- Produces a master centre exam timetable for each exam series.
- Identifies and resolves candidate exam timetable clashes according to the regulations (only applying overnight supervision arrangements in rare and exceptional circumstances and as a last resort).
- Identifies exam rooms and specialist equipment requirements.
- Allocates invigilators to exam rooms (or where supervising candidates due to an exam timetable clash) according to required ratios.



- Liaises with site staff to ensure exam rooms are set up according to awarding bodies requirements.
- Liaises with the SofDCo regarding rooming of access arrangement candidates.

SofDCo

- Liaises with the EO regarding rooming of access arrangement candidates.
- Liaises with other relevant Centre staff to ensure appropriate arrangements, adjustments and adaptations are in place to facilitate access for disabled candidates to exams.

Site Staff

- Liaise with the EO to ensure exam rooms are set up according to awarding bodies requirements.
- Liaises with teaching staff to make appropriate arrangements for access arrangement candidates.
- Refer to specific requirements to JCQ.

Exams Clashes

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

6.4 Exam time

Conducting Exams

- The EO will book all exam rooms after liaison with other users and make the question papers, other exam stationery and materials available for the invigilator.
- Site management staff are responsible for setting up the allocated rooms and will be advised of requirements in advance.
- The SLT or EO will start and finish all exams in accordance with JCQ.
- Subject staff may be present at the start of the exam to assist with the identification of candidates. Any staff present must be in accordance with the rules defined by JCQ and who is allowed in the exam room and what they can do.
- In practical exams, the 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 earlier than 24 hours after candidates have completed them.
- After an exam, the EO will arrange for the safe dispatch of completed examination scripts to awarding bodies, working in conjunction with the senior invigilator.

Candidates

- The EO will provide written information to candidates in advance of each exam series. A formal briefing session for candidates may be given by the Head of Department.
- The Centre's published rules on acceptable dress and behaviour apply at all times.
- Candidates' personal belongings remain their own responsibility and the Centre accepts no liability for their loss or damage. It is recommended that the only items the students bring to examinations is those that are required to complete the examination.
- In an exam room candidates 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.

- Emirates ID must be available for all candidates.
- Statement of Entry must be displayed.
- Disruptive candidates are dealt with in accordance with JCQ. Candidates are expected to stay for the full exam time.
- Note: candidates who leave an exam room must be accompanied by an appropriate member of staff at all times.
- The Senior Invigilator is responsible for handling late or absent candidates on exam day.

Exam papers and materials

Examinations Officer

- Organises exam question papers and associated confidential resources in date order in the secure storage facility.
- Attaches erratum notices received to relevant exam question paper packets.
- Collates attendance registers and examiner details in date order.
- Regularly checks mail or email inbox for updates from awarding bodies.
- In order to avoid potential breaches of security, ensures prior to question paper packets being opened that another member of staff or an invigilator checks day, date, time, subject, unit/component and tier of entry if appropriate, immediately before a question paper packet is opened.
- Where allowed by the awarding bodies, they only release exam papers and materials to teaching departments for teaching and learning purposes after the published finishing time of the exam, or until any timetable clash candidates have completed the exam.

Exam Rooms

Head of Centre

- Ensures that on the day of the exam, relevant internal tests, mock exams, revision or coaching sessions for the exam candidates will not be held in the designated exam room(s).
- Ensure only authorised centre staff are present in exam rooms.
-

Examinations Officer

- Ensure exam rooms are set up and conducted as required in the regulations.
- Provides invigilators with appropriate resources to effectively conduct exams.
- Briefs invigilators on exams to be conducted on a session by session basis (including the arrangements in place for any transferred candidates and access arrangement candidates).
- Ensures sole invigilators have an appropriate means of summoning assistance.
- Ensures invigilators understand how to deal with candidates who may need to leave the exam room temporarily.
- Provides authorised exam materials which candidates are not expected to provide themselves.
- Ensures invigilators and candidates are aware of the emergency evacuation procedure.
- Ensure invigilators are aware of arrangements in place for a candidate with a disability who may need assistance if an exam room is evacuated.



Executive and Senior Leadership Team

- Ensure a documented emergency evacuation procedure for exam rooms is in place.
- Ensure arrangements are in place for a candidate with a disability who may need assistance if an exam room is evacuated.

Site Staff

- Ensure exam rooms are available and set up as requested by the EO.
- Ensure grounds or centre maintenance work does not disturb exam candidates in exam rooms.
- Ensure fire alarm testing does not take place during exam sessions.
- Ensure relevant standards apply relating to JCQ and Cambridge Assessment International Education

Invigilators

- Conduct exams in every exam room as instructed in training/update events and briefing sessions.

Candidates

- Are required to remain in the exam room for the full duration of the exam.
- No food or drink (except water) is permitted in the examination room during an examination. Water may be taken into the examination room but must be in clear plastic bottles, free of any packaging or labels.

Irregularities

Head of Centre

- Ensures any cases of alleged, suspected or actual incidents of malpractice or maladministration before, during or after examinations/assessments (by Centre staff, candidates, invigilators) are investigated and reported to the awarding bodies **immediately**, by completing the appropriate documentation.
- The Head of Centre in consultation with the EO is responsible for investigating suspected malpractice.

Managing behaviour

Executive and Senior Leadership Team

- Ensure support is provided for the EO and invigilators when dealing with disruptive candidates in exam rooms.
- Ensure that internal disciplinary procedures relating to candidate behaviour are instigated, when appropriate.

Examinations Officer

- Provides an exam room incident log in all exam rooms for recording any incidents or irregularities.
- Actions any required follow-up and reports to awarding bodies as soon as practically possible after the exam has taken place.



Invigilators

- Record any incidents or irregularities on the exam room incident log (for example, late/very late arrival, candidate or Centre staff suspected malpractice, candidate illness, disruption or disturbance in the exam room, emergency evacuation).

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's exams office to that effect.
- Should the candidate have any medical needs, then it is the candidate's responsibility to alert Centre's exams office to that effect.

Examinations Officer

- Processes appropriate requests for special consideration to awarding bodies.
- Gathers evidence which may need to be provided by other staff in Centre or candidates.
- Submits requests to awarding bodies to the external deadline.

Candidates

- Provide appropriate evidence to support special consideration requests, where required.
- The candidate must support any special consideration claim with appropriate evidence **within 5 days of the exam**.

6.5 Results and post-results: roles and responsibilities

Managing Results Day(s)

Candidates will receive individual Statement of provisional results on results days on the following way:

- collected in person at the Centre and signed for.

Should the candidate wish Statement of provisional results emailed to designated email address provided, Centre will do that at earliest, however Centre cannot assure that email will be sent on the day results are realised.

Executive and Senior Leadership Team

- Identify Centre staff who will be involved in the main summer results day(s) and their role.
- Ensures senior members of staff are accessible to candidates after the publication of results so that results may be discussed and decisions made on the submission of any requests for post-results services and ensures candidates are informed of the periods during which centre staff will be available so that they may plan accordingly.



Examinations Officer

- Works with SLT to ensure procedures for managing the main summer results day(s) (a results day programme) are in place.

Site Staff

- Ensure the Centre is open and accessible to Centre staff and candidates, as required for the collection of results.

Accessing Results

Head of Centre

- Ensures results are kept entirely confidential and restricted to key members of staff until the official dates and times of release of results to candidates.

Examinations Officer

- Inform candidates in advance of when and how results will be released to them for each exam series.
- Accesses results from awarding bodies under restricted release of results, where this is provided by the awarding body.
- Resolves any missing or incomplete results with awarding bodies.
- Issues statements of results to candidates on issue of results date.
- Provides summaries of results for relevant Centre staff on issue of results date.

Post-Results Services

- Enquiries about results may be requested by 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 not be submitted without the consent of the group of candidates.
- The cost of post-results services will be paid by the candidate.
- All decisions on whether to make an application for a post-results service will be made by the candidate. Heads of Department will provide advice where requested. It is strongly recommended that students liaise with the relevant Head of Department on this matter.
- Candidates must be aware that following a review of marking, **grades can decrease, increase or remain the same**. Should the overall grade increase then the candidate is eligible for a refund of the post-result services fee.
- All processing of post-results services will be the responsibility of the EO, following awarding bodies guidance.

Head of Centre

- Ensures an **internal complaints and appeals procedure** is available where candidates disagree with any Centre decision not to support a clerical check, a review of marking, a review of moderation or an appeal.



Examinations Officer

- Provides information to candidates and staff on the services provided by awarding bodies and the fees.
- Publishes internal deadlines for requesting the services to ensure the external deadlines can be effectively met.
- Provides a process to record requests for services and collect candidate informed consent (**after** the publication of results) and fees where relevant.
- Submits requests to awarding bodies to meet the external deadline.
- Tracks requests to conclusion and informs candidates and relevant Centre staff of outcomes.
- Updates Centre results information, where applicable.

Teaching Staff

- Meet internal deadlines to request the services and gain relevant candidate informed consent.

Candidates

- Meet internal deadlines to request the services.
- Provide informed consent and fees, where relevant.

Certificates

- Certificates are provided to the centres by awarding bodies after results have been confirmed. Candidates will receive their certificates on the following way:
 - ✓ collected and signed for.
- 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. **Should there be any outstanding fees on the students account then GEMS Founders School, Dubai reserves the right to withhold these certificates until accounts are settled.**
- The Centre retains certificates for 1 year. This is an awarding body's ruling.
- A new certificate will not be issued by an awarding body. A transcript of results may be issued if a candidate agrees to pay the costs incurred.

8. Monitoring and review

This policy is reviewed annually to ensure ways of working in the Centre are accurately reflected and that exams and assessments are conducted to current Joint Council for Qualifications (JCQ), Cambridge Assessment International Education and awarding bodies regulations, instructions and guidance.

The Examinations Policy will be reviewed by the Associate Principal, Head of Secondary and Senior Examinations Officer.

This policy will be available to all Centre's staff on MS Teams/ GFS All Staff AY2022-2023/Secondary Communication/Files/Examinations/Examinations Policies folder.



Signed *[Signature]*
Senior Examinations Officer

Date 24-SEP-2024

Signed *[Signature]*
Head of Secondary/ Head of Centre

Date 25/9/24

Signed *[Signature]*
Vice Principal

Date 25/9/24

Signed *[Signature]*
Associate Principal

Date 25/9/24

Signed *[Signature]*
Executive Principal/CEO
Senior Vice President- Education

Date 27/9/2024

Policy review date: September ²⁰²⁵~~2024~~ *[Signature]*