Cardiff Academy

POLICY /// ACADEMIC QUALITY AND STANDARDS

Examinations Policy

How Cardiff Academy runs external examinations for A-Level, GCSE and other qualifications under Joint Council for Qualifications (JCQ) rules – responsibilities, candidate entries, access arrangements, conduct of examinations, security, contingency plans, results and post-results services.

REFERENCE	**CA-ACA-10**	VERSION	**1.0 (Approved)**
POLICY OWNER	**Head of Centre (with the Examinations Officer)**	APPROVED BY	**Board of Governors**
ISSUE DATE	**October 2026**	APPROVAL DATE	**October 2026**
REVIEW CYCLE	**Annual**	NEXT REVIEW DUE	**October 2027**
APPLIES TO	**All staff involved in examinations; candidates; parents**	PUBLISHED	**Website; candidate handbook; staff portal**

RELATED POLICIES CA-ACA-04 Assessment, Marking, Moderation and Feedback; CA-ACA-05 Academic Integrity and Misconduct; CA-ACA-06 Extenuating Circumstances and Reasonable Adjustments; CA-ACA-07 Academic Appeals; CA-ACA-11 Non-Examination Assessment; CA-WEL-06 Equality, Diversity and Inclusion; CA-GOV-04 Business Continuity

LEGAL ENTITY Cardiff Education Group Ltd, trading as Cardiff Academy (Company No. 14569122). Registered office: 168 City Road, Cardiff CF24 3JE. Teaching premises: 8 Drake Walk, Cardiff CF10 4LG

1 Purpose

Cardiff Academy is a JCQ examination centre. This policy makes sure that external examinations are run securely, fairly and in full compliance with the JCQ General Regulations for Approved Centres, the JCQ Instructions for Conducting Examinations (ICE), and the requirements of each awarding body.

It also tells candidates and parents what to expect, and what is expected of them.

2 Scope

This policy covers all externally assessed qualifications taken at the Academy, including A-Levels, GCSEs, International GCSEs and any other qualification run under JCQ rules. It applies to the Head of Centre, the Examinations Officer, senior leaders, invigilators, teachers, administrative and IT staff, and candidates.

3 Responsibilities

ROLE	RESPONSIBILITIES
Head of Centre	Overall responsibility for the centre's compliance with JCQ and awarding body rules; makes sure staff, training, accommodation and secure storage are adequate; reports malpractice and serious incidents to awarding bodies
Examinations Officer	Manages entries, timetables, rooming and seating; receives and stores confidential materials; recruits, trains and deploys invigilators; despatches scripts; manages results and post-results services; keeps records for JCQ inspection
Senior leaders	Support the Examinations Officer; provide cover and emergency decisions; communicate with candidates and parents during disruption
Teachers	Advise on entries and tiers; prepare candidates; identify candidates who may need access arrangements; never access live papers or assist candidates during examinations
Invigilators	Conduct examinations exactly as set out in ICE; complete seating plans and incident logs; report any irregularity at once
Candidates	Follow the JCQ Information for Candidates; arrive on time with correct equipment; never take unauthorised items, including phones or smart watches, into the examination room

4 Entries and fees

The Examinations Officer publishes internal entry deadlines each year. Entries are made on the advice of teachers and confirmed with each candidate. Late entry and re-sit fees charged by awarding bodies are passed on to the candidate unless the late entry was caused by the Academy. Private candidates may be accepted at the Head of Centre's discretion and pay the published fees.

5 Access arrangements

The Academy follows the JCQ Access Arrangements and Reasonable Adjustments regulations. Candidates with a disability, a learning difficulty, a medical condition or a temporary injury should tell the Examinations Officer as early as possible. Arrangements are based on evidence, reflect the candidate's normal way of working, and are approved through the awarding body where required. English as an additional language is not, on its own, a reason for access arrangements, but the use of a bilingual translation dictionary may be permitted where the awarding body allows it.

6 Conduct of examinations

- Examinations are held in suitable rooms that meet JCQ requirements for spacing, visibility of the clock and the centre number, and freedom from disturbance.
- Trained invigilators supervise every examination. There is at least one invigilator for every 25 candidates and never fewer than one per room.
- Candidates' identities are checked. Candidates must follow seating plans and invigilators' instructions.

- Mobile phones, smart watches and other unauthorised items must be handed in before entering the room. Possession of an unauthorised item is malpractice, even if it is switched off.
- Candidates who arrive late may be allowed to sit the examination in line with JCQ rules; their work may not be accepted if they arrive after the published deadline.

7 Security of examination materials

Confidential materials are stored in a secure room that meets JCQ requirements, with access restricted to authorised staff and a log of every access. Electronic materials are kept only in awarding body systems or secure Academy accounts. Completed scripts are kept secure until despatch, and are despatched promptly by the method each awarding body requires.

8 Contingency arrangements

The Academy keeps a contingency plan for disruption to examinations, in line with JCQ guidance and CA-GOV-04 Business Continuity. It covers:

- absence of the Examinations Officer (a trained deputy takes over) or of invigilators (a reserve list is kept)
- fire alarms and evacuation, following the ICE emergency procedure and keeping candidates under examination conditions as far as possible
- severe weather, transport disruption, loss of power or IT, and public health incidents
- late, missing, lost or damaged question papers, reported at once to the awarding body
- candidate illness before or during an examination, including applications for special consideration

Candidates and parents are told about any changes by email, phone and the Cardiff Academy app.

9 Malpractice

Suspected malpractice by candidates or staff is investigated and reported to the awarding body in line with the JCQ Suspected Malpractice: Policies and Procedures and CA-ACA-05. Penalties are decided by the awarding body.

10 Special consideration

Candidates who are affected by illness, injury, bereavement or another serious event at the time of an examination should tell the Examinations Officer straight away. The Academy applies for special consideration to the awarding body where the candidate is eligible.

11 Results and post-results services

Results are issued on the published results days. Candidates may ask the Academy to request a review of marking, a review of moderation, or access to their marked script, within the awarding body deadlines and on payment of the fee, which is refunded if the grade changes. Candidates can appeal against a decision by the Academy not to support a review in line with CA-ACA-07 Academic

Appeals. Certificates are issued once received from the awarding bodies and must be collected or forwarded within 12 months.

12 Equality

The Academy runs examinations without discrimination and makes reasonable adjustments in line with the Equality Act 2010 and CA-WEL-06.

13 Review

This policy is reviewed every year, after each examination series where needed, and whenever JCQ issues new regulations.

APPROVED ON BEHALF OF THE BOARD	SIGNATURE	DATE
Chair of the Board of Governors		October 2026