



St Peter's Catholic High School & Sixth Form Centre

Exams policy

Purpose of the policy

In order for young people to do well and realise their potential, examinations must be conducted in accordance with our core values; the atmosphere must be respectful, the opportunity must be maximised, a sense of togetherness and fairness should be evident and any special consideration must be dealt with through kindness. Our examinations will also be conducted in a way that satisfies external regulators in order that they are fair. This promotes justice and ensures that examinations taken at St Peter's are sat under a system that has an inbuilt integrity.

The centre is committed to ensuring that the exams management and administration process is run effectively and efficiently and in compliance with the published JCQ regulations and awarding body requirements.

This exams policy will ensure that:

- all aspects of the centre's exam process are documented, supporting the exams contingency plan, and other relevant exams-related policies, procedures and plans are signposted to;
- the workforce is well informed and supported;
- all centre staff involved in the exams process clearly understand their roles and responsibilities;
- all exams and assessments are conducted according to JCQ and awarding body regulations, guidance and instructions, thus maintaining the integrity and security of the exam/assessment system at all times;
- exam candidates understand the exams process and what is expected of them.

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 JCQ (and awarding body) regulations, instructions and guidance. This policy will be communicated to all relevant centre staff. This policy is held in the school portal in the policy folder for all staff to access. They will be made aware of the policy at the beginning of each academic year. It is the

St Peter's Catholic High School & Sixth Form Centre - Policy

Date of Approval: January 2026

Review Date: January 2027

Committee Responsible: Full Governing Board



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responsibility of everyone involved in the Centre's exam processes to read, understand and implement this policy.

This policy replaces the existing Exams policy, Malpractice policy and Exams Appeals policy for the 2024-25 academic year.

The Policy

St. Peter's will follow and comply with all aspects of the JCQ exam guidance each year which will include the running of exams, the storage and postage of exam papers, any malpractice concerns and processing exams results.

The JCQ guidance is updated annually with any changes made highlighted to centres. St. Peter's will then implement these changes on an annual basis.

Personnel

The Personnel responsible for the operational running of exams will be the exams officer, supported by the exams assistant and overseen by the SLT member responsible for exams.