



The Marlborough Science Academy

The Marlborough Science Academy EXAMINATIONS POLICY GP 29	
Responsible Governing Body Committee:	Curriculum Committee
Policy type:	Statutory
Date of Origin:	April 2009
Adopted by:	
Author:	Andrew Stanton
Location:	
Filename:	

Review Due Date	Review Completed	Amendments Y/N
June 2011	June 2011	
June 2013	June 2013	
June 2015	June 2015	Y
June 2017	May 2016	
May 2017	May 2017	Y
March 2018	April 2018	Y
March 2019	May 2019	Y
March 2020	February 2020	N
March 2021	May 2021	Y
March 2022	October 2022	Y
October 2023	October 2023	Y
October 2024	October 2024	N
October 2025	November 2025	Y
October 2026		

Relationship to other policies/procedures

- Acceptable Use of AI Policy
- Charging and Remission Policy
- Controlled Assessment Policy
- Exams Procedures Document

Purpose:

To enable students to achieve their best in all internal and external examinations.

Implementation:**Students will:**

- Sit summative examinations in Years 7 and 8 in the core subjects during the summer term
- Sit pre public examinations in Years 9, 10, 11, 12 and 13
- Sit public examinations during and at the end of Key Stage 4 and Key Stage 5
- Sit all summative and pre public examinations in conditions that mirror external examinations

The School will:

- Ensure that all staff follow the agreed exams procedures which have been produced and are kept up to date in line with JCQ requirements
 - Ensure all staff and students follow the guidance and procedures set by the JCQ regarding the use of Artificial Intelligence (AI) in assessments and examinations. Any misuse of AI tools, or failure to follow JCQ procedures, will be treated as malpractice and managed in line with JCQ requirements and the school's own malpractice procedures.
 - Enter all students for examinations in subjects they are being taught where appropriate
 - In principle fund the first sitting of any examination for each student
 - The school will normally meet the cost of examination entries for subjects taught within the school. In cases where candidates have failed to meet the school's entry criteria, but still wish to be entered, they may be asked to pay entry fees. The school will use its discretion in collaboration with students' parents regarding payment for resits/remarks depending on circumstances.
 - Ask parents/carers to pay:
 - a deposit against examination fees before examination entries are submitted and/or
 - the cost of an examination entry where a student has not submitted any required controlled assessment (s)
- in appropriate circumstances. Additionally, should a student be found to be in breach of the exam board regulations during an exam, the school reserves the right to charge for the cost of the entry of that exam. Examples of when this could happen include if a student is found to have a phone or smart watch on (or near) their person during an exam.
- For post 16 students, should their individual attendance fall below 90% and there is no valid reason for this (for e.g. long term illness) then the school reserves the right to charge for their exam entries. If this is the case, then parents will be notified accordingly
 - Ensure all staff and students follow the examination and assessment procedures set by the Joint Council for Qualifications and the awarding bodies
 - Prepare students for external examination
 - Ensure pre public examinations take place prior to any external examinations
 - Publish information from the awarding bodies to candidates and their parents/carers as required
 - Train all staff involved in the examination process
 - Monitor all examination processes
 - Ensure appropriate measures are taken for students with special educational needs in line with awarding body guidance and regulations

- Apply to the awarding bodies for Special Considerations for students that are disadvantaged during the examination assessment process.
- Apply for a review of marking in cases where the school feel a student may have been disadvantaged by the marking process.

Who/What Was Consulted

- Examination Officers
- Joint Council for Qualifications
- Senior Leadership Team

Monitoring and Evaluation

Inspection by Joint Council for Qualifications

To be ratified at the FGB Meeting December 2025