Exam Policy

School Vision, Mission and Core Values

Our Vision
Providing world-class education

Our Mission
To empower students with a holistic, rigorous and international education for success in an ever-changing world

Core Values
Achievement | Collaboration | Innovation | Integrity | Respect | Responsibility

Adopted: September 2025
Last Revised/Amended: August 2026
Next review: August 2027

CEO/Board	 **Principal**	
 **Head of Primary School**	 **Head of Secondary School**	**Other relevant staff**

Exam Policy

1. Purpose The purpose of this policy and procedure is to ensure:
1.1 That the planning and management of examinations is conducted effectively and in the best interest of candidates.
1.2 The operation of an efficient and secure examination system with clear guidelines for all relevant staff.
1.3 Compliance with the relevant exam board.

2. Scope
The policy and procedure applies to the Secondary school and the conduct of internal and external examinations in Key Stages 4 and 5, and internal examinations in Key Stage 3.

3. Policy Statement

We are committed to developing an environment that upholds the highest standards of integrity, compliance, academic honesty, and rigour. Our Exams Policy is a crucial component in ensuring that all students have an equal opportunity to demonstrate their knowledge and skills in a fair and consistent manner. This policy outlines our expectations for students, parents and staff, promoting a culture of academic excellence and ethical conduct. We are committed to operating in the strictest of compliance and adhering to the regulations of the relevant Examination Boards. We uphold confidentiality throughout the exam process. We prioritise the security of all examination materials, ensuring their safekeeping before, during, and after the exams. Strict protocols are in place to prevent any unauthorised access, tampering, or leakage of exam content. We expect all students, parents and staff to uphold these security measures and report any breaches or suspicious activities promptly. Our school community, including students, parents, and staff, are expected to comply with all relevant policies and procedures related to examinations. These policies are designed to maintain fairness, transparency, and consistency, and any violations will be addressed with appropriate disciplinary measures.

4. Procedural Guidance

4.1 Qualifications

4.1.1 The qualifications offered are I/GCSE, IAS/A-Level/GCE, BTEC Certificate Level 2 and Level 3 and are decided by the Head of Centre. These may vary from year to year depending on factors such as student numbers, student choices, staffing and space.

4.1.2 The subjects offered for these qualifications in any academic year may be found in the centre's published options booklets for that year.

4.1.3 If there has been a change of specification from the previous year, the Examinations Officer must be informed by the first week of the autumn term by the relevant Subject Leaders, via the Head of Secondary.

4.1.4 Decisions about whether a candidate should be entered for a particular subject will be taken in consultation with the candidate /parents and the Head of Secondary. Decisions on resit entries will be at the discretion of the Head of Secondary. The Head of Secondary will seek advice from Subject Leaders, teachers and the SENCo as applicable. The school will decide on appropriate Tiers of entry if applicable. Late withdrawals may not be refunded.

4.3 Timetables

4.3.1 The mock exam timetables will be shared with parents via the weekly newsletter. It will be shared with the students via the Head of Year in MS Teams. Students are responsible for being present at least 15 minutes before the start time. Students that are absent will not necessarily be able to resit exam papers.

4.3.2 Once confirmed, the Examinations Officer will circulate the external examination timetables for external examinations directly with the candidates on Teams/ISAMs. Parents may view their children's entries and personalized timetables via ISAMs.

4.3.3 The Examinations Officer and the SENCO will ensure that students have the correct access arrangements reflected in the timetable and seating plans

4.3.3 The Examinations Officer will ensure that clashes are identified, managed and clearly communicated to all relevant parties as identified.

4.3.4. 4.3.4 Teaching staff, Access Arrangement invigilators, Heads of Faculty, SLT, Students, Parents, Maintenance, Security, Cleaning Staff, Admin, and external ECA providers all need to be aware of the Examinations schedule. This goes across Primary and Secondary. The Examinations Officer will provide this information.

4.4 Entries, entry details and late entries

4.4.1 Candidates are selected for their examination entries by the Subject Leaders, confirmed by the Head of Secondary. This information is confirmed to the candidates in advance of the examination deadline.

4.4.2 Candidates may be invited to sit exams in their mother tongue. This will be at the discretion of the Head of Secondary and is dependent on whether we have a suitably qualified teacher in house.

4.4.3 Candidates are responsible for managing their timetables. Students will receive the full timetable via Teams and their individual ones via ISAMs. Parents may access their child's exam entry details and timetables via ISAMs.

4.4.4 The centre does not accept exam candidates once they have been de-registered from the Ministry.

4.4.5 The centre does not act as an examination centre for other organisations.

4.4.6 Entry deadlines are circulated by the Examinations Officer to Subject Leaders via email and Teams.

4.4.7 Late entries will not be authorized.

4.4.8 Re-sit decisions will be made through consultation between the Head of Secondary and Subject Leaders and in accordance with examination board regulations. Any cost incurred is borne by the family.

4.4.9 Once the exam entry deadline has been reached no changes can be made to entries.

4.5 Examination fees

4.5.1 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.

4.5.2 All external examination fees are paid by the parents.

4.5.3 Students are responsible for notifying the exams office of any errors with entry. Failure to report errors will potentially result in fees being charged to the parent.

4.5.4 Fee reimbursements cannot be sought from candidates in the following instances:

- who fail to sit an examination
- who do not meet the necessary coursework requirements without medical evidence or evidence of other mitigating circumstances.

4.5.5 Re-sit fees are paid by the parents.

4.5.6 Additional exams outside of a student's selected subject at RIS will cost extra and these costs will be borne by the parents.

4.6 Access arrangements

4.6.1 It is the parents' duty to submit any access arrangements, documentation or requests to the SENCo by the end of term in December for these arrangements to be in place for the summer series of exams (May/June). The school is committed to supporting parents by providing guidance if the school believes access arrangements would support the student's needs. Any access arrangements implemented in exams need to reflect a student's normal way of working.

4.7 Contingency & Emergency planning

4.7.1 Contingency planning for conducting the exams is the responsibility of the Examinations Officer.

4.7.2 It is essential that the guidance and regulations from the relevant Examination Board are known, communicated, and adhered to by all.

4.9 Managing invigilators

4.9.1 Teaching staff are normally used to invigilate Internal and external examinations. They cannot invigilate the course they currently teach or a family member.

4.9.2 All teaching staff must complete the Invigilation training shared by the Exams Officer.

4.9.3 All teaching staff must read the internal exam guidance for GL, NGRT tests, mock exams as well as end of year exams.

4.9.4 Access Arrangements Invigilation is timetabled, and Access Arrangement invigilators are briefed by the SENCo and Exams Officer. Readers and Scribes receive annual externally provided training to accommodate the number of students in KS4 and KS5 requiring Access Arrangements each year.

4.9.4 All external invigilators and their training are the responsibility of the Exams Officer

4.10 Examination days

4.10.1 The Examinations Officer will book all examination rooms after liaison with other users and make the question papers, other examination stationery and all necessary materials available for the invigilator.

4.10.2 Site staff/IT are responsible for setting up the allocated rooms, this includes tables, projectors and whiteboard, following instruction from the Examinations Officer. This must be done in a timely manner to ensure exams run smoothly and on time.

4.10.3 The lead invigilator will start all examinations in accordance with the examination board guidelines. This may be the Exams officer, member of the SLT, Middle Leader or Teacher. The lead invigilator for each exam will be identified on the invigilation schedule.

4.10.4 In accordance with school policy and in conjunction with examination board regulations:

- Staff that currently teach the exam subject can be present outside the examination room to supervise candidates' entry into the examination. However, they are not permitted inside the examination room.
- Candidates who are allowed to leave the exam room must be accompanied by a member of staff. This must not be the candidates' teachers or a subject specialist.
- If a candidate finishes their exam early, they are not allowed to leave the exam hall until the official exam end time.
- In practical examinations subject teachers have to be on hand in case of any technical difficulties. Practical exams include Art & Design, Computer Science and language listening.
- Examination papers must not be removed from the examination room before the end of a session. Papers will be collected by the lead invigilator and returned to the Examinations Officer or secured exams storage room.
- Other procedures are those detailed by the examination board and must be followed.

4.10.5 Where a student turns up late for an examination, the lead invigilator in consultation with the SLT on call will make the decisions as to whether or not the student is permitted entry. Students that are late may not be allowed to sit for the exam or may be disqualified by the exam board if they write late. Students are expected to be lined up at the exam hall at least 15 minutes prior to the start time of the exam.

4.11 Candidates

4.11.1 Candidates must follow school uniform rules for examinations. Students can be refused entry to sit the examination if they are not in the correct uniform. Please note PE kit is not acceptable for exams.

4.11.2 Examination board regulations about candidates' use of mobile phones and other electronic devices apply at all times.

4.11.3 Examination equipment (including calculators, rulers and pens) is the responsibility of the candidate.

4.11.4 Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage. Students should place their personal belongings in the cupboards outside of the exam hall.

4.11.5 Disruptive candidates are dealt with in accordance with examination board guidelines.

4.11.6 I/GCSE, GCE and IAS/IA Level candidates are expected to stay for the full examination time. Students who are allocated extra time must sit the exam for the entirety of their extra time.

4.11.7 Candidates may only leave the examination room for a genuine purpose during permitted time frames and are required to return immediately to the examination room. They must be accompanied by a member of staff at all times. Students should not be going to the toilet in the first 30 minutes or final 30 minutes of the exam or during papers of 1 hour 30 minutes or less. Any medical exemptions should be respected and must be communicated to the school in advance. SLT will ensure the relevant staff members are aware. A record is kept of student requests to leave the room and may be refused if it is noted that it becomes a pattern in a student's behaviour.

4.11.8 The Examinations Officer or lead invigilator is responsible for handling late or absent candidates on examination day or subsequently.

4.12 Clash candidates

4.12.1 The Examinations Officer will be responsible as necessary for arrangements to account for examination clashes and communicate this with candidates.

4.12.2 Provision will be made to accommodate and support these pupils in line with the exam's regulations.

4.12.3 The integrity and security of the examinations must be the priority.

4.13 Special consideration

4.13.1 Should a candidate be ill before an examination, suffer bereavement or other trauma, be taken ill during the examination itself or otherwise disadvantaged or disturbed during an examination, then it is the candidate's responsibility to alert the centre, the Examinations Officer, or the examination invigilator, to that effect.

4.13.2 The candidate must support any special consideration claim with appropriate evidence within 24 hours of the incident. Supporting evidence, e.g. a medical certificate, should be given to the Examinations Officer who will complete the necessary paperwork with supporting evidence from a member of SLT/Head of Centre.

4.13.3 The Examinations Officer will forward the completed special consideration application to the relevant examination board as per their regulations. Special considerations are subject to exam board approval.

4.14 Internal assessments and appeals

4.14.1 Internal assessment replaces the largely discontinued term 'coursework'.

4.14.2 It is the Subject Leader's responsibility to ensure that all internal assessments are 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.

4.14.3 Marks for all internally assessed work are provided to the Examinations Officer by the subject leader.

4.14.4 The process for managing appeals against internal assessments is detailed in the regulations of the relevant examination board.

4.14.5 It is the subject leader's responsibility to ensure moderation of all internal assessments are consistent across the department.

4.14.6 It is the responsibility of the subject leader to ensure external moderators are arranged in good time.

4.15 Results

4.15.1 Candidates will receive individual result slips on results days, in person at the school or online for iGCSE and A Levels If they choose. If candidates require replacement certificates it is the responsibility of the candidate to complete the form and make payment through the exam board.

4.15.2 The provision of staff on results days is the responsibility of the Head of Centre in liaison with the Head of Secondary.

4.15.3 Students will be provided with a login to Results Plus once the school clearance form has been completed and handed to the administration office. Students will be able to access their results on results day through Results Plus or through their iSAMs portal. Certificates can be collected from the school once released by the examination board.

4.15.4 Exam certificates will only be held by the school for a year after their release. Students and parents receive dates for certificate arrival from the exams officer and are responsible for collection within a year. Thereafter, the student may enquire from boards directly for the purchase of replacement documents.

4.15.5 Transcripts created to share published exam results will not be created by Raffles International Schools. Students should present their previous Raffles Reports and their exam certificates. Previous RIS reports are available on the portal and will not be printed by Raffles International School. These can be bought into school and be stamped and signed if necessary.

1.15.6 If transcripts request for predicted grades is required by a university, then the request is to come from the university directly to sandraa@rafflesis.com for current Year 12 and 13 students. Transcript requests require at least a 48 hour window to be completed. Transcript requests for students that have left RIS will not be granted. Students should use their previous Raffles School reports and their examination certificates.

4.16 Enquiries about results

4.16.1 All re-marks are at the expense of the pupil / parent. Pupils will be provided with documentation through MS Teams stating that if a request for a re-mark is to be made then:

- The proper document must be completed and returned to the Examination Officer;
- The associated fee must be paid;
- The examination board deadline must be met.

4.16.2 Enquiries about results may be requested by centre staff or candidates if there are reasonable grounds for believing there has been an error in marking. The candidate's consent is required before any enquiries about the result are requested. The consent form will be available in MS Teams.

4.16.3 If a result is queried, the Examinations Officer, relevant Subject Leaders and Head of Secondary will investigate the feasibility of asking for a re-mark. This will be paid for by the parents.

4.17 Access to scripts

4.17.1 The exams officer will share deadlines to request the return of papers.

4.17.2 Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

4.18 Certificates

4.18.1 Certificates are presented in person.

4.18.2 Certificates can be collected on behalf of a candidate by third parties, provided they have been authorized in writing to do so. Certificates will not be sent by courier or in soft copy.

4.18.3 Certificates are withheld from candidates who owe fees.

5. Roles and Responsibilities

The Principal (as Head of Centre)
● Report all suspicions or actual incidents of malpractice.
● Oversee the operation and administration of exams via communication with the Exams Officer and Head of Secondary as needed.

The Examinations Officer
● Organise external examinations within the centre.
● Ensure that entry procedures, fees, conduct of examinations and results and certificates are efficiently dispatched.
● Ensure that all staff understand and comply with exam protocols.
● Ensure staff are trained in the requirements of invigilation.
● Process the release of public examination results.
● Collate and communicate requests and decisions for access arrangements.
● Create and implement a detailed examination timetable for each examination season.
● Liaise with corporate services to ensure ECA providers are informed about exams and make changes as needed.
● Inform the PE department about the use of their space for exams in a timely manner.
● Coordinate with key stakeholders to ensure the smooth running of exams and to support in troubleshooting
● collection of examination papers and other material from the safe before the start of the examination;
● collection of all examination papers in the correct order at the end of the examination and their return to the safe.

The Head of Secondary
● Liaise with the Examinations Officer.
● Delegate responsibilities to the Head of Learning Support and to other Secondary Senior Leaders as appropriate.
● Advise about appeals and re-marks as needed.

Subject Leaders
● Check and confirm candidate entries.
● Check and confirm courses to be examined.

Teachers
● Notify any access arrangements requirements (as soon as possible after the start of the course if not previously recorded in iSAMS).
● Submit candidates' names to the Head for Learning Support.
● Be conversant with, and adhere to, invigilation procedures. ● Support the school in protecting the integrity of the exams process.

Head of Learning Support
● Identify candidates' requirements for access arrangements, ensuring collated external evidence, centre evidence, normal way of working and file notes are all compliant with the JCQ AARA document.
● Organise access arrangements in conjunction with the Examinations Officer
● Ensure that her/his related qualification is current, as well as for those invigilators needing Access Arrangements related qualifications each year, advising when external courses to update the qualification should be provided by the school.

Candidates
● Candidates receive entries via Teams and are asked in writing to contact the Exams Officers if there are errors.
● Regularly check MS Teams and follow instructions and deadlines from the Exams Officer
● Understand coursework regulations and sign a declaration that authenticates the coursework as their own.
● Adheres to exam regulations.
● Follows instructions of invigilators and staff throughout exams and whilst under center supervision.
● Are responsible for attending examinations on time and in full school uniform

Parents
● Liaise with their child to meet deadlines for entry, payment, or remark requests
● Support exam regulations.

IT
● Support with IT and all practical exams as needed.
● Ensure access arrangement laptops, USBs and printers are available and functioning.
● Ensure projectors are available and set up for the time.
● Make sure passwords are communicated to exam staff to log onto computers and laptops.

BTEC Quality Assurance Nominee
- Make all registrations by the deadline
- Liaise with Pearson external verifiers on sample assessment
- Raise all BTEC-related with Pearson directly
- Submit all claims by the end of each academic year
- Take responsibility for BTEC learner certificates