



KITE COLLEGE
Kent Inclusive Technical Education

EXAMS POLICY

Date: June 2026	Authorised Principal: Sarah Miller
Review Date:	January 2027
Learning & Inclusion Committee	
Signed: Principal	
Signed: Chair of Trustees	

This plan is reviewed annually to ensure compliance with current regulations



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1. Aims

KITE College is committed to ensuring that exams are managed and administered effectively.

The aim of this policy is to ensure:

- The planning and management of exams is conducted in the best interest of candidates
- Systems for exams administration is efficient and clear, and staff and pupils understand what is required and expected of them
- KITE college complies with requirements and guidance set out by the Joint Council for

Qualifications (JCQ) and awarding bodies

2. Roles and responsibilities

2.1 Everyone

Everyone involved in our exam processes, including staff and pupils, must read, understand and implement this policy.

2.2 Principal of the College

- Has overall responsibility for the College as an exams centre
- Is responsible for ensuring that all suspected or actual incidents of malpractice are reported, in line with the JCQ guidance on suspected malpractice in examinations and assessments.

KITE's Principal/Centre manager for exams is Sarah Miller.

2.3 Exams Officer

The Exams Officer is responsible for ensuring that all examinations conducted by the centre are administered in full compliance with the Joint Council for Qualifications (JCQ) regulations and the requirements of individual awarding bodies. The Exams Officer will work closely with the Senior Leadership Team (SLT), curriculum staff, the SENCo, administrative colleagues, and invigilators to ensure the secure, accurate, and efficient delivery of all examinations.

Leadership, Advice and Communication

- Advise SLT, tutors, and relevant support staff on annual examination timetables, awarding-body procedures, and JCQ regulatory requirements.
- Produce and distribute an annual examinations calendar for all qualifications in which candidates are entered, ensuring all staff, candidates, and parents/carers are informed of key dates, deadlines, and events.



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- Ensure candidates and their parents/carers understand all aspects of the examination timetable and any arrangements that may affect them.

Coursework, Controlled Assessment and NEA Compliance

Liaise with teaching staff to ensure that coursework, controlled assessments, and non-examined assessments are completed on time and in accordance with JCQ guidelines.

- Ensure that all required marks, samples, and supporting materials are submitted accurately and by awarding-body deadlines.

Candidate Entries and Data Management

- Maintain robust systems and processes to support the timely and accurate entry of candidates for all examinations.
- Submit entries, amendments, and withdrawals in accordance with awarding-body requirements and deadlines.
- Ensure accurate candidate data is maintained and communicated to relevant staff.

Access Arrangements and Special Consideration

- Administer access arrangements in collaboration with the SENCo, ensuring all applications are compliant with JCQ regulations and supported by appropriate evidence.
- Process applications for special consideration in line with JCQ guidance and within published deadlines.

Secure Storage and Exam Materials

- Receive, check, and securely store all confidential examination materials in accordance with JCQ Instructions for Conducting Examinations (ICE).
- Ensure completed scripts are checked, packaged, and dispatched securely and within awarding-body timescales.
- Maintain full compliance with JCQ inspection requirements.

Timetabling and Examination Delivery

- Construct, publish, and manage the examination timetable, resolving clashes and ensuring appropriate rooming, invigilation, and access arrangements.
- Oversee the conduct of all examinations to ensure full compliance with JCQ ICE regulations.



Invigilation Workforce Management

- Line-manage, with SLT and the SENCo, the administrative staff supporting examinations.
- Lead the recruitment, induction, training, deployment, and monitoring of the invigilation team.
- Ensure invigilators understand JCQ regulations, emergency procedures, and access-arrangement requirements.

Results, Post-Results Services and Certification

- Arrange for the secure receipt and distribution of examination results and certificates.
- Advise candidates and staff on post-results services, including reviews of marking, access to scripts, and appeals.
- Process post-results applications in accordance with awarding-body procedures.

Malpractice and Compliance

- Report all suspected or actual incidents of malpractice in line with JCQ guidance and centre procedures.

KITE Exams Officer is Susan Waring.

2.4 Heads of Department are responsible for:

- Advising the Exams Officer of any changes to syllabus or assessment details for their subjects
- Advising the Exams Officer of entries for their subjects
- Guidance and pastoral care for candidates who are unsure about exams entries or amendments to entries
- Accurately completing entry and mark sheets, and adhering to deadlines as set by the Exams Officer
- Accurately completing coursework/controlled assessment mark sheets and declaration sheets
- Decisions on post-results procedures.

2.5 Teacher/Tutors are responsible for:

- Supplying information about entries, coursework and controlled assessments as required by the head of department and/or the Exams Officer.



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2.6 The SENCO is responsible for:

- Identifying and testing candidates' requirements for access arrangements and notifying the Exams Officer in good time so that they can put exam day arrangements in place
- Processing any necessary applications in order to gain approval
- Working with the Exams Officer to provide the access arrangements required by candidates in exam rooms.

KITE SENCO is Alison Websper.

2.7 Invigilators

Staff and invigilators involved in the centre's exam process are responsible for reading, understanding and implementing all associated policies and procedures.

Online and Face to Face Training and refreshers will be given to invigilators before exams every year.

3. Qualifications offered:

The College offers GCSE and functional skills Maths and English. The college also offers several Vocational courses. See [Kite College | Independent Specialist College in Sittingbourne](#) for up-to-date courses and awarding bodies.

4. Exam timetables

Once confirmed, the Exams Officer will circulate the exam timetables for internal and/or external exams before each series begins.

5. Entries (including entry details and late entries)

Candidates or parents/carers cannot request subject entry, change of level or withdrawal

Entry deadlines are circulated to Heads of Department via email.

Heads of Department will provide estimated entry information to the Exams Officer to meet JCQ and awarding body deadlines.

6. Equality

The centre is committed to promoting equality, eliminating discrimination, and ensuring fair access to all aspects of the examination process. We will comply with the Equality Act 2010, the JCQ Access Arrangements and Reasonable Adjustments regulations, and all relevant awarding-body requirements.



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- We will ensure that no candidate is disadvantaged or treated less favourably on the grounds of disability, special educational needs, race, gender, religion or belief, sexual orientation, pregnancy or maternity, or any other protected characteristic.
- We will make reasonable adjustments to remove or reduce barriers for candidates with disabilities or additional needs, in line with JCQ requirements and with appropriate evidence.
- Access arrangements will be applied consistently, monitored, and recorded to ensure compliance and fairness.
- All staff involved in the examinations process will receive training on equality, access arrangements, and their responsibilities under the Equality Act 2010.
- The centre will ensure that the physical environment, exam materials, and invigilation practices support equitable access for all candidates.
- Any concerns relating to equality, discrimination, or access will be addressed promptly and in accordance with centre procedures and JCQ guidance.

We will work collaboratively with candidates, parents/carers, teaching staff, and specialist professionals to identify needs early and ensure appropriate arrangements are in place. Adjustments will reflect the candidate's normal way of working and will not compromise the integrity of the assessment.

7. Secure Storage of Examination Materials

The centre will maintain the security of all confidential examination materials in line with JCQ Instructions for Conducting Examinations (ICE).

- All question papers and confidential materials will be stored in the centre's approved secure storage facility, which meets JCQ requirements for fixed, lockable, non-portable, secure storage.
- Access to secure storage is restricted to authorised staff only.
- A log of all access to secure storage will be maintained and retained for inspection.

8. Second Pair of Eyes Check

Before any question paper packet is opened, the centre will complete the mandatory Second Pair of Eyes Check.

- Two authorised members of staff must be present when removing and opening sealed packets of question papers.
- Both staff will verify the correct date, time, subject, tier, and quantity of papers.



- The check will be recorded on the JCQ Second Pair of Eyes form and retained for inspection in accordance with JCQ regulations.

9. Conducting Exams

The centre will conduct all examinations in full compliance with JCQ ICE and awarding-body requirements.

- Examination rooms will be prepared, supervised, and managed in accordance with JCQ regulations.
- Invigilators will be trained annually and briefed before each examination session.
- Candidate identification procedures will be followed consistently and recorded where required. See appendix 1-
- Any incidents, irregularities, or breaches of security will be reported immediately to the Exams Officer and, where required, to the awarding body.

10. Contingency planning

Please refer to Exams Contingency Policy.

11. Malpractice

See Conflict of Interest & Malpractice Policy.

12. Candidates

The Exams Officer will provide written information to candidates in advance of each exam series. A formal briefing session-or candidates may be given by the Heads of Department.

Our published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and we accept no liability for their loss or damage.

In an exam room, candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationary list, or the specification for that subject.

This is particularly true of mobile phones, smart watches and other electronic devices with text or digital facilities.

Any precluded items must not be taken into the exam room.

Disruptive candidates are dealt with in accordance with JCQ guidelines. Candidates are expected to stay for the full exam time at the discretion of the Exams Officer.



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Candidates who leave an exam room must be accompanied by an appropriate member.

13. Private Candidates

KITE College **does not** accept private candidates.

14. Internal assessment

It is the duty of Heads of Department to ensure that all internal assessment is ready for dispatch at the correct time. The Exams Officer will assist by keeping a record of each dispatch, including the recipient details and the date and time sent.

Marks for internally assessed work are provided to the exams office by Heads of Department. The Exams Officer will inform staff of the deadline date for appeals against internal assessments.

Any appeals will be dealt with in accordance with our internal appeals procedure document.

15. Results and certificates

Candidates will receive individual results slips on results days in person at College.

The results slip will be in the form of a centre-produced document.

Arrangements for the centre to be open on results days are made by SLT.

The provision of the necessary staff on results days is the responsibility of the SLT.

Dates of results days each year will be publicised for all candidates through the College website.

16. Appeals against internally assessed marks

See Exams Complaints and Appeals policy.

17. Monitoring and review.

The Exams Officer and SLT are responsible for ensuring that this policy is reviewed every year. At every review, the policy will be shared and approved by the Trust board.



Appendix 1

Procedure for Identifying Candidates on Exam Entry

Purpose:

To ensure a smooth and secure process for learners entering the exam room, confirming their identities, and maintaining the integrity of the examination process.

1. Arrival at the Exam Venue

Time of Arrival:

Learners should arrive at least 30 minutes before the scheduled start time of the exam.

Preparation:

Learners must ensure all personal belongings, such as bags, phones, smart watches, and notes, are left in the designated area outside the exam room.

2. Identity Verification

Before entering the exam room, learners must have their identity verified. This will be done in the following manner:

A. Required Documents

- Each learner must sign in to the college online system using their learner ID.
- A member of the Learner Support Team will identify each candidate as they enter.
- The centre will maintain an exam register containing each candidate's name, candidate number, and photograph.

B. Verification Process

Step 1:

Learners present themselves at the entrance to the exam room for identity checking.

Step 2:

A designated invigilator checks the learner's identity against the exam register to



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confirm they are listed to sit the exam. The register will include a photograph beside each candidate's name.

Step 3:

The invigilator cross-checks the photograph and personal details on the identification system to confirm the learner's identity matches the registration details.

Step 4:

If any discrepancies or issues arise during the verification process, the learner will be asked to step aside for further investigation.

The learner may be allowed to proceed once their identity has been confirmed.

3. Compliance and Record-Keeping

- All identity checks must be completed before candidates enter the exam room.
- Invigilators must record attendance on the official exam register.
- Any identity concerns or irregularities must be logged and reported to the Exams Officer and, where required, the Head of Centre.

4. Special Circumstances

- Candidates who cannot be verified using standard procedures must be verified using an approved alternative method authorised by the Exams Officer.
- Any alternative verification method must be documented and retained for audit purposes.

5. Responsibilities

- **Exams Officer:** Oversees the process, ensures compliance, and maintains secure records.
- **Invigilators:** Conduct identity checks and record attendance.
- **Learner Support Team:** Supports candidate identification and manages pre-exam sign-in.



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- **SLT:** Provides oversight and supports resolution of identity discrepancies.