

September 2024

EXAMINATION PROTOCOLS

From September 2024, the following members of staff will be responsible for/involved in examinations at the school:

Role	Name(s)
Head of centre	Richard Wilkin (Headteacher)
Exams officer line manager (Senior Leader)	Andrew Shaw
Exams officer	Catherine Mitchell
Exams assistant	Carlie Gibbon
SENCo	Theresa Orritt

The will impact upon the examination related policies/documents listed below:

- Examinations Policy
- Examination Contingency Plan
- Examination Appeals Procedure
- Internal Appeals Procedure (centre assessed marks)
- Non-Examination Assessment policy
- Post Results Services Procedure
- Access Arrangements Policy
- Emergency Evacuation (Examinations) Policy
- Identification of Exam Candidates Procedure
- Special Consideration Policy
- Procedures:
 - Exams Archiving & Retention of Certificates
 - Opening Exam Packages
 - Storage of Completed Examination Question Papers