



Blue Coat CE Secondary School

Review Date: September 2026

Document History

Version	Status		Date	Author	Summary Changes
V1			September 2023	Kelly Jobson	Updated to Reflect JCQ changes 2023-2024
V2			September 2024	Kelly Jobson	Removal of ALS lead as per JCQ Changes 2024-2025. Changes are highlighted in yellow.
V3			September 2025	Kelly Jobson	Point 15 highlights key changes wording refined throughout to make the policy easier to read

This policy is reviewed annually to ensure compliance with current regulations.

1. Purpose and Scope

This policy outlines the procedures and responsibilities for the administration of examinations at Bluecoat School. It ensures compliance with JCQ regulations and supports the integrity, security, and fairness of all examination and assessment processes.

2. Centre-Awarding Body Agreements (GR 3)

Blue Coat School maintains formal agreements with all awarding bodies whose qualifications are delivered. These agreements confirm the centre's commitment to uphold JCQ regulations and the awarding bodies' standards.

3. Third-Party Agreements and Centre Status

Where third parties are involved in delivering any part of a qualification, Blue Coat School ensures that:

- Agreements are documented and compliant with JCQ requirements.
- The centre retains oversight and responsibility for all assessment-related activities.
- Centre status is maintained through annual review and inspection readiness.

4. Confidentiality and Retention of Candidates' Work

All candidate work is stored securely and retained in line with JCQ timelines. Confidentiality is upheld at all stages of the assessment process, including during moderation and post-results services.

5. Communication Protocols

Clear lines of communication are maintained between the Exams Manager, awarding bodies, staff, and candidates. All instructions from awarding bodies are disseminated promptly and accurately.

6. Centre Management and Governance (GR 5)

The Head of Centre is responsible for ensuring:

- Effective governance of examination processes.
- Oversight of all policies and procedures related to exams.
- Annual review of all JCQ-required policies by senior leadership.

7. Recruitment, Training and Support of Staff

All staff involved in exams receive appropriate training, including:

- Annual CPD for the Exams Manager, SENCo, and access arrangements assessor.
- Induction for new invigilators and administrative staff.
- Updates on JCQ changes and centre-specific procedures.

8. Delivery of Qualifications and Public Liability

Bluecoat School ensures that:

- Qualifications are delivered in accordance with awarding body specifications.

- Public liability insurance is maintained and covers all exam-related activities.

9. Conflicts of Interest

All staff must declare any potential conflicts of interest. These are recorded and managed in line with JCQ guidance to ensure impartiality in assessment and administration.

10. Controlled Assessments, Coursework and NEAs

The centre follows JCQ's Instructions for Conducting NEAs and Coursework guidance. This includes: Secure task setting and issuing.

Supervised task taking and authentication.

Accurate marking and submission of internally assessed components.

11. Security of Assessment Materials

All exam papers and assessment materials are stored in a secure, locked facility. Access is restricted to authorised personnel. Procedures for receipt, storage, and distribution follow JCQ's Instructions for Conducting Examinations (ICE).

12. National Centre Number Register

The centre ensures that all details on the National Centre Number Register are accurate and updated annually. This includes contact details, governance arrangements, and exam delivery locations.

13. Centre Inspections and Policy Availability

All JCQ-required policies are:

- Reviewed annually by SLT.
- Available for inspection upon request.
- Communicated to relevant staff and stakeholders.

14. Data Protection, FOI and Copyright (GR 6)

Bluecoat School complies with:

- UK GDPR and Data Protection Act 2018.
- Freedom of Information Act 2000.
- Copyright laws in relation to candidate work and assessment materials.

15. Cyber Security and Contingency Planning (GR 3.21)

The centre has implemented:

- Annual cyber security training for all staff accessing awarding body systems.
- A comprehensive cyber security policy.
- Robust IT security measures to protect sensitive data and systems.

16. Cyber Security (GR 3.21)

New requirement for annual cyber training for staff accessing awarding body systems.

Centres must have a documented cyber security policy and IT safeguards.

Policy Review (GR 5.3z):

- All JCQ-required policies must be reviewed annually by senior leadership.
- Succession Planning (GR 5.3a):
- Centres must have a written escalation process as part of contingency planning.
- Inspection Readiness:
- Increased emphasis on having policies available and up to date for JCQ inspection visits.

Reviewed by:

Kelly Jobson

September 2025

Next Review Date:

September 2026

Approved by Directors:

1 December 2025

Signed:



Lois Whitehouse
CEO



Nicky Aston
Chair of Standards