

Edstart Specialist Independent School

Exams Policy

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1. The Centre Exams Policy

Edstart Specialist Independent School is committed to ensuring that all examinations are conducted in line with the Joint Council for Qualifications (JCQ) regulations and guidance. This policy sets out the procedures and expectations for the administration of the 2025 GCSE summer series.

2. Qualifications

The school offers a range of GCSE qualifications as set out by the awarding bodies. We are registered to enter candidates for both AQA & Pearson Edexcel examination boards. All qualifications will be delivered in accordance with JCQ requirements and specifications.

3. Exam Series and Timetables

The main GCSE examination series will take place during the summer of 2025. A detailed timetable will be provided to all candidates and parents/guardians in advance. The school will ensure that all necessary arrangements are in place to facilitate a smooth exam period.

4. Entries, Entry Details and Late Entries

The exams officer will oversee all examination entries. Entry details must be submitted by the published deadlines to avoid late entry fees. Any late entries must be justified and approved by the head of centre.

5. Exam Fees

The school will cover the cost of initial exam entries. However, any late entry fees or resit costs will be the responsibility of the local authority or dual registered school should the candidate attend Edstart after the cut off period. Most exam boards have a 100% late entry fee penalty after the February cut off & a 150% very late entry fee from late April which again would be passed on to the relevant party by Edstart.

6. Equality Legislation

Edstart ensures compliance with the Equality Act 2010 and JCQ regulations to make reasonable adjustments for candidates requiring special consideration. Arrangements for access will be made where appropriate.

7. Estimated Grades

Teachers will submit estimated grades where required by the awarding bodies. These will be based on internal assessments and other relevant tracking data.

8. Managing Invigilators

All invigilators will be trained in accordance with JCQ guidelines. The exams officer will manage and allocate invigilators to ensure a fair and controlled examination environment across the whole school.

9. Candidates

Candidates must adhere to all JCQ regulations and school policies. They must arrive on time, bring the required materials if requested (Edstart schools tend to provide the necessary equipment for its pupils) and must conduct themselves in an appropriate manner.

10. Internal Assessments and Appeals

The school has clear procedures for internal assessments and appeals. Candidates may appeal against internally assessed marks following JCQ regulations and school procedures.

11. Results

GCSE results will be released on the official results day in August 2025. Candidates will be informed of collection arrangements in advance.

12. Certificates

Certificates will be available for collection or delivered by recorded post once issued by the awarding bodies. Candidates will let the school know which option they prefer but must sign to acknowledge receipt if collecting. Uncollected certificates will be stored securely for a set period of time in line with JCQ regulations.