



CHELTENHAM

MUSCAT

Examinations Policy

Policy History

Date of Adoption of this Policy	November 2025
Date of Review	November 2025
Date of Next Review	August 2027
Reviewed By (Owner)	Deputy Head
Policy owner (SLT)	Deputy Head

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Purpose

This policy outlines the procedures, expectations, and responsibilities related to internal and external examinations at Cheltenham Muscat. It ensures fairness, consistency, academic integrity, and compliance with the regulations of Cambridge Assessment International Education (CAIE) and Pearson Edexcel.

Scope

This policy applies to all students, parents, teachers, invigilators, and staff involved in formal assessments, including:

- Grade 6 and 8: Cambridge Checkpoint Exams
- Grade 10: IGCSE Exams (Cambridge or Pearson)
- Grade 12: International A Levels (Cambridge or Pearson)
- All mock examinations and internal assessments that prepare students for these external qualifications.

Examination Principles

- All students have the right to access fair and secure assessment conditions.
- Examinations follow CAIE and Pearson regulations.
- Academic honesty is always expected.
- Reasonable adjustments are provided for eligible students with documented additional learning needs.
- Confidentiality, security, and integrity of examination materials are maintained throughout.

Roles and Responsibilities

Senior Leadership Team (SLT)

- Ensures compliance with CAIE and Pearson exam regulations.
- Approves exam timetables and policy updates.
- Oversees training for invigilators and staff.

Examinations Officer

- Acts as the main liaison with CAIE and Pearson.
- Manages candidate entries, timetables, access arrangements, and communication with parents.
- Ensures secure storage and handling of exam materials.
- Leads invigilation training and ensures correct conduct during examinations.
- Coordinates result release and post-results services.
- Communicates and set up requirements to the operations and ICT team

Heads of Department

- Ensure curriculum coverage in line with exam specifications.
- Prepare students for examination formats and expectations.
- Provide accurate candidate information for entries.

Teachers

- Deliver syllabus content using approved schemes of work.
- Prepare students through class assessments and mock examinations.
- Inform students of assessment expectations and academic integrity rules.

Operations and ICT

- Prioritise examinations as a critical school function
- Maintain confidentiality, security, and integrity at all times
- Plan proactively to minimise risk and disruption
- Respond promptly to issues that could impact an examination
- Work closely with the Exams Officer and Senior Leadership Team

Students

- Attend all scheduled examinations unless medically excused.
- Follow all examination regulations and instructions from invigilators.
- Bring only allowed materials (pens, calculators, IDs) as per exam regulations.
- Uphold academic honesty at all times.

Parents

- Support students' preparation and well-being.
- Ensure punctual attendance during the examination period.
- Understand fees, deadlines, and regulations.

Examination Entry and Fees

Entry Process

Step 1: Termly Communication of Process (Beginning of Each Term)

Responsibility: Exams Officer

At the beginning of each academic term, the Exams Officer shares:

- The external examination entry process
- A standardised data collection document/template
- The Exams Officer internal deadline for submission of entries
- This information must be shared with all Heads of Department via email and/or the staff shared drive.
- The Exams Officer deadline must be set to be at least one full working week (5 school days) before the official exam board entry deadline.

Step 2: Department-Level Data Collection

Responsibility: Heads of Department

Heads of Department are responsible for collecting and checking examination entry information for students in their subject(s).

HoDs must ensure the following information is accurately completed on the Exams Officer template:

- Student full name (as per passport / official school records)
- Candidate number (if applicable)
- Date of birth
- Examination subject and level
- Syllabus / specification code
- Examination series (e.g. May/June, October/November)
- Access arrangements (where applicable and approved)

Heads of Department must:

- Check accuracy against school records
- Ensure all eligible students are included
- Confirm that syllabus codes are correct

Step 3: Submission to Exams Officer

Responsibility: Heads of Department

Completed templates must be submitted to the Exams Officer on or before the Exams Officer internal deadline.

Late submissions may result in:

- Late entry fees charged by the exam board
- Students not being entered for examinations
- Any changes after submission must be clearly highlighted and emailed directly to the Exams Officer.

Step 4: Verification and Exam Board Entry

Responsibility: Exams Officer

Upon receipt, the Exams Officer will:

- Review all submissions for completeness and accuracy
- Query any missing or unclear information with the relevant HoD immediately

The Exams Officer will then:

- Register students with the relevant examination boards
- Ensure all entries are submitted before the official exam board deadline

Step 5: Finance Notification and Charges

Responsibility: Exams Officer and Finance Department

Once entries are confirmed, the Exams Officer will share relevant information with the Finance Department, including:

- Student names
- Subjects and examination levels
- Entry fees and any late fees (if applicable)

The Finance Department will:

- Arrange invoicing or internal charging as per school policy
- Communicate any payment-related queries to parents or departments where required

Step 6: Confirmation of Entries

Responsibility: Exams Officer

The Exams Officer will:

- Provide Heads of Department with a summary confirmation of entries
- Flag any issues, amendments, or late entries

Heads of Department should:

- Check confirmations carefully
- Report any discrepancies immediately

Key Deadlines (Summary)

- Beginning of term: Exams Officer shares process, template, and deadlines
- Exams Officer internal deadline: At least 1 full working week before exam board deadline
- Exam board deadline: Final deadline – no changes without penalty after this date

Accountability

Heads of Department are accountable for the accuracy and timeliness of student entry information.

The Exams Officer is accountable for meeting exam board deadlines and coordinating with Finance.

SLT will oversee the process and address repeated late or inaccurate submissions.

Deadlines

Deadlines follow CAIE and Pearson schedules.

Late entries or amendments may incur additional fees.

Fees

Examination fees are charged to parents and must be paid before final entry submission.

Non-payment may result in the withdrawal of entries.

Exam Timetables

The Examinations Officer is responsible for producing, managing, and sharing all examination timetables and invigilation schedules to ensure smooth and compliant examination delivery. Responsibilities include:

Examination Timetables

- Produce a complete examination timetable for all internal and external examinations.
- Publish the overall timetable on the school calendar for transparency and planning.
- Share individual timetables with students and parents in advance, ensuring all necessary details (dates, times, rooms, and any special arrangements) are included.
- Provide the full examination calendar to all staff, highlighting sessions relevant to their teaching or invigilation responsibilities.

Invigilation Timetables

- Prepare and share invigilation schedules as soon as examination dates are confirmed, ensuring all examination sessions are adequately staffed.
- Distribute the schedule to all teaching staff involved, Senior Leadership Team (SLT), and other relevant staff.
- Ensure the schedule is easily accessible to all staff via briefing notes and SharePoint, allowing staff to review assignments and responsibilities in advance.
- Review invigilation assignments on the morning of examinations with the Cover Manager to manage any staff absences or last-minute changes.
- Ensure invigilators receive the necessary guidance and materials prior to each examination session.

Communication and Accuracy

- Confirm all timetables are accurate, consistent with examination board requirements, and communicated in a timely manner.
- Ensure changes are communicated promptly to staff, students, and parents as required.

Contingency Planning

- Be prepared to adjust timetables and invigilation assignments to account for staff absence, room changes, or other unforeseen circumstances, while maintaining compliance with examination regulations.
- This ensures that examinations run efficiently, staff are informed, and students receive clear guidance on their examination schedules.

Exam Day Responsibilities

Examinations Officer

The Examinations Officer must ensure that all examination requirements are communicated clearly and in good time to the Operations and ICT Teams. This includes examination timetables, rooming and seating requirements, site access and security arrangements, furniture, equipment and signage needs, ICT and system requirements for computer-based examinations, printing and secure storage arrangements, staffing and timing requirements, contingency planning, and any exam board-specific regulations that affect operations or technology. The Examinations Officer is responsible for setting clear deadlines, providing sufficient notice, confirming arrangements prior to examination periods, and promptly communicating any changes that may impact examination delivery.

Operations Team

Examination Environment and Facilities

The Operations Team will:

- Ensure examination rooms are:
 - Quiet, clean, well lit, and adequately ventilated
 - Free from unauthorised materials, displays, or signage
 - Set up rooms in accordance with exam board regulations, including:
 - Desk spacing
 - Seating plans
 - Candidate number displays and clocks
 - Ensure secure storage is available for examination papers before and after exams

Site Access, Security, and Timing

The Operations Team will:

- Ensure examination rooms are unlocked, prepared, and ready well in advance of exam start times

- Manage site access to minimise noise and disruption during examinations

Coordinate with security staff to:

- Control movement near examination rooms
- Respond immediately to any security concerns
- Support contingency arrangements in case of room changes or emergencies

Furniture, Equipment, and Resources

The Operations Team will:

- Provide and check all required furniture and equipment, including:
 - Desks and chairs
 - Examination signage (silence notices, warning posters)
 - Clocks and noticeboards
 - Ensure contingency resources are available (spare desks, chairs, stationery)
 - Support the Exams Officer with room changes or additional sessions if required

Emergency and Contingency Planning

The Operations Team will:

- Be familiar with emergency procedures specific to examinations
- Support evacuation or incident management in line with exam board guidance
- Ensure backup rooms are identified where possible
- Communicate immediately with the Exams Officer if an issue arises during an exam

ICT Team

Systems and Technology Readiness

The ICT Team will:

- Ensure all exam-related systems are fully operational, including:
 - Internet connectivity (where permitted)
 - School MIS and exam management systems
 - Printing and scanning facilities
 - Complete checks in advance of examination periods to identify risks
 - Prioritise examination-related ICT issues above routine requests

Computer-Based and Online Examinations

The ICT Team will:

- Prepare and test devices for computer-based examinations, ensuring:
 - Correct software versions are installed
 - Required lockdown browsers or secure modes are enabled
 - User accounts and permissions are correctly set
 - Ensure devices are:
 - Fully charged (where applicable)
 - Configured to prevent unauthorised access or communication
 - Be available (or on-call) during computer-based exams to respond to issues immediately

Data Security and Compliance

The ICT Team will:

- Ensure examination data is stored securely and access is restricted
- Support secure transfer of examination materials where required
- Follow strict protocols for:
 - Data protection
 - User access
 - System logging and monitoring
- Report any suspected breaches or technical irregularities immediately to the Exams Officer and SLT

Printing, Access, and Technical Support

The ICT Team will:

- Ensure printers used for examination materials are:
 - Secure
 - Functional
 - Supplied with sufficient paper and toner
 - Support the Exams Officer with time-sensitive printing or scanning needs
 - Respond immediately to technical faults that could impact an examination session

Joint Expectations (Operations and ICT)

Communication and Coordination

Both teams will:

- Attend pre-examination briefings where required
- Maintain clear communication with the Exams Officer before and during exam periods
- Escalate issues immediately where exam integrity or timing may be affected
- Avoid non-essential works, testing, or system changes during examination windows

Professional Conduct and Confidentiality

Both teams will:

- Treat all examination information as confidential
- Avoid discussing examination materials or incidents outside authorised staff
- Act calmly and professionally during high-pressure examination situations

Accountability

The Operations Team is accountable for the physical environment, safety, and readiness of examination spaces.

The ICT Team is accountable for the reliability, security, and readiness of all examination-related technology.

The Exams Officer retains overall responsibility for exam administration and compliance, supported by Operations and ICT.

Examination Conduct

Attendance

Students must arrive at least 30 minutes before the scheduled start time.

Absence due to illness requires a same-day medical certificate.

No alternative papers will be provided if the exam board does not permit it.

Behaviour

Talking, disruptive behaviour, or academic dishonesty may result in disqualification.

Mobile phones, smart watches, electronic devices, and notes are prohibited.

Identification

Students must bring school or national ID for all examinations.

Materials

Only permitted materials, as per exam board guidelines, may be used.

Calculators must meet CAIE/Pearson compliance.

Access Arrangements

Students with documented learning needs may receive adjustments such as:

- Extra time
- Use of a reader or scribe
- Laptop use
- Rest breaks
- Modified papers

Requests must:

- Meet CAIE or Pearson eligibility criteria
- Be supported by current diagnostic evidence
- Be submitted before board deadlines
- The school cannot approve arrangements not permitted by the awarding body.

Security of Examination Materials

Question papers and confidential materials are stored securely in locked facilities compliant with awarding body regulations.

Only authorised personnel may access these materials.

Papers are opened in the exam room in front of candidates unless specified otherwise.

Internal Examinations (Mocks & Checkpoints)

The school conducts mock exams to prepare students for external assessments:

- Grade 8: Internal Checkpoint-style assessments prior to official exams
- Grade 10: IGCSE mock examinations
- Grade 12: A Level mock examinations

Mocks follow external exam conditions and may inform predicted grades where relevant.

Results and Certificates

Release of Results

Results are released on official dates set by CAIE and Pearson.

Students may receive results electronically or via hard copy.

School staff may not release results earlier than authorised.

Enquiries About Results (EAR)

Parents may request:

- Clerical checks
- Script re-marking
- Access to scripts (where allowed)
- Fees apply and must be paid before services are submitted.

Certification

Certificates are issued by CAIE/Pearson several months after results.

Students must collect certificates within the school's specified timeframe.

Lost certificates must be replaced directly through the exam board (fees apply).

Contingency and Emergencies

In line with CAIE and Pearson guidance, contingency plans are in place for:

- Unexpected school closures
- Exam room disruptions
- Student medical emergencies
- Adverse weather
- Security breaches

The Examinations Officer will communicate alternative arrangements as appropriate.

Malpractice and Misconduct

Any form of cheating, unauthorised materials, or breach of regulation will be reported to CAIE or Pearson.

Sanctions may include warnings, disqualification, or loss of grades.

The school will cooperate with all investigations.

Appendix A: Annual Examination Timeline

August–September

Confirm exam offerings for the academic year with HODs

Notify students and parents of key dates and fees

Submit access arrangement requests (Pearson/CAIE deadlines vary)

October–November

Begin Grade 10 and Grade 12 mock exam planning

Confirm candidate entries for January/February sessions (if applicable)

Staff training for invigilation and exam security

January

Grade 10 and Grade 12 mock examinations

Candidate entry checks and amendments

February–March

Deadline for Cambridge and Pearson IGCSE/A Level exam entries

Submission of access arrangements evidence

Final exam timetable published to students and parents

April - May

Grade 8 Checkpoint exams

Distribution of individual candidate timetables

Invigilation schedule finalised

May–June

Main examination season: IGCSE and International A Levels

Secure storage monitoring and compliance checks

August

Results release for IGCSE and A Levels

Post-results services (re-marks, script access)

October

Release of Cambridge Checkpoint results

Certificates arrive; parents notified for collection

Appendix B: Prohibited Items List

The following items must not be brought into any examination room (in accordance with CAIE and Pearson regulations):

- Electronic Devices
- Mobile phones
- Smart watches and fitness trackers
- Tablets, laptops, e-readers
- Wireless earbuds or Bluetooth devices
- Any device with internet capacity or storage
- Other Prohibited Items
- Printed notes, textbooks, revision materials
- Correction fluid/tape
- Calculator cases or covers
- Pencil cases (unless transparent)
- Bags, purses, wallets
- Food (unless approved for medical reasons)

Allowed Items

- Black or blue pens (as required)
- Clear pencil case
- Water in a clear, unlabelled bottle
- Relevant mathematical instruments
- Approved calculators

Failure to comply may result in a report of malpractice to the exam board.

Appendix C: Calculator Compliance Rules

Only calculators that meet CAIE and Pearson Edexcel requirements may be used.

Calculators MUST:

- Be non-programmable
- Have no internet, Wi-Fi, Bluetooth, or data storage
- Have no alphabetical keyboard (A–Z)
- Be silent
- Be self-powered (solar or battery)

Calculators MUST NOT:

- Store formulae or notes
- Have symbolic algebra manipulation (CAS)
- Have a language translator
- Have retrieval functions for text or images
- Be part of a mobile phone or smart device

Examples of Generally Acceptable Models (Subject to final board approval)

- Casio FX-82MS / FX-82ES / FX-991ES
- Sharp EL-W531 series
- Texas Instruments TI-30 series

Students are responsible for checking that their calculator is compliant. Invigilators may remove calculators that do not meet the regulations.

Appendix D: Examination Day Procedures

Before the Examination

- Students must arrive 30 minutes before the scheduled start time.
- Students line up outside the exam room in designated areas.
- Belongings (bags, phones, watches) are stored in the supervised holding area.
- Students enter the room silently when instructed by invigilators.
- ID checks are carried out; desk numbers are assigned.

During the Examination

- The invigilator will read the exam board–approved script.
- Students must check they have the correct paper and version.
- No communication with other candidates is permitted.
- Students may raise their hand to ask a question related to procedure.
- Bathroom breaks are supervised and recorded.

Finishing the Examination

- Students must stop writing immediately when instructed.
- Papers, answer sheets, and materials are collected systematically row by row.
- Students remain seated until dismissed.
- Students exit silently and may not discuss the paper near the examination area.

Illness or Emergencies

- Students who feel unwell must notify an invigilator immediately.
- If a student is unable to attend, a medical certificate must be provided.
- Serious incidents are documented and reported to the Examinations Officer.

Appendix E: Access Arrangements Documentation Requirements

To apply for access arrangements, parents must provide recent, professional evidence aligned with board requirements.

Acceptable Evidence Includes:

- Educational Psychologist report (within last 2–3 years)
- Specialist teacher diagnostic assessment
- Medical reports for long-term conditions
- Occupational therapy or speech–language therapy reports

School-Based Evidence:

- History of need
- Evidence of normal way of working
- Teacher reports and classroom samples
- Internal assessment data

Possible Adjustments:

- Extra time (25% or above if approved)
- Reader or reading software
- Scribe or typing access
- Prompter
- Rest breaks
- Modified papers (large print, braille)

All requests must meet CAIE/Pearson criteria and be submitted by published deadlines.