



School of Coding & AI

Student First Always

HIGHER EDUCATION

Examination and Invigilation Policy

Policy Owner: Suki Gill

Full Name	Position	Signature	Date	Review Cycle
Suki Gill	Principal		01.09.2025	Annual

School of Coding Limited T/A School of Coding & AI
Company Number: 10808021 Registered in England & Wales
Registered Address: Unit 8-8b, Newton Court, Westrand, Pendeford Business Park,
Wolverhampton, WV9 5HB



Mission Statement

School of Coding is a safe, well ordered and caring environment for learning. It delivers high quality education to all its students and supports them to develop their individual potential for growth, self-worth and self-control.

High quality outstanding teaching, and clear and consistent guidance and support, facilitates students in succeeding in education. Our broad and balanced academic and vocational curriculum will provide students with access to a broad range of accredited qualifications as well as educational and social experiences, which will address their learning and emotional needs (including SEND and Mental Health support). Our purpose is to support every student to develop their true potential, make positive contributions to their families and find fulfillment in employment.



1. Introduction

This Examination and Invigilation Policy sets out the procedures and guidelines for the administration of examinations at School of Coding. The policy is designed to ensure the integrity, fairness, and security of all examinations conducted, in strict compliance with the regulations established by the Joint Council for Qualifications (JCQ) and relevant examination boards.

2. Purpose

The purpose of this policy is to:

- Ensure adherence to JCQ regulations and guidelines throughout the examination process.
- Safeguard the integrity and security of examination procedures.
- Provide clear guidance and expectations for staff, students, and external stakeholders involved in the examination process.

3. Responsibilities

3.1. Head of Examinations:

- The Head of Examinations is responsible for overseeing all aspects of examination administration and compliance with JCQ regulations.
- Duties include coordinating examination timetables, liaising with examination boards, and ensuring appropriate training for invigilators.

3.2. Invigilators:

- Invigilators are appointed by the Head of Examinations to supervise examinations and enforce examination regulations.
- Invigilators must receive comprehensive training on their duties, including identifying and addressing instances of malpractice or misconduct.

3.3. Students:

- Students are required to familiarise themselves with examination regulations and follow instructions provided by invigilators.
- Any concerns or queries regarding examination procedures should be directed to the invigilators or the relevant school staff.

4. Examination Administration

4.1. Timetabling and Scheduling:

- Examinations will be scheduled in accordance with the timetables provided by examination boards, ensuring minimal disruption to teaching and learning activities.
- Rooms and venues will be allocated based on the requirements of each examination, with consideration for accessibility and special arrangements.



4.2. Security and Confidentiality:

- Examination papers and materials will be securely stored and handled at all times, in accordance with JCQ regulations and school policies.
- Protocols for the distribution, collection, and return of examination materials will be strictly enforced to prevent unauthorized access or tampering.

5. Invigilation Procedures

5.1. Training and Briefing:

- Invigilators will receive comprehensive training on their roles and responsibilities, including familiarity with JCQ regulations and examination procedures.
- Prior to each examination session, invigilators will be briefed on specific instructions and protocols relevant to the conduct of that examination.

5.2. Supervision and Monitoring:

- Invigilators will monitor examination venues to ensure compliance with regulations, including the use of electronic devices and adherence to examination instructions.
- Any instances of misconduct or irregularities will be promptly addressed and documented, with appropriate action taken in accordance with school policies and JCQ regulations.

6. Special Considerations and Access Arrangements

6.1. Identification and Support:

- Candidates requiring special considerations or access arrangements will be identified in advance, based on relevant assessments and documentation.
- Special arrangements will be provided as necessary, including additional time, modified papers, or other reasonable adjustments, in accordance with JCQ regulations.

6.2. Confidentiality and Privacy:

- Information regarding candidates' special considerations or access arrangements will be treated with the utmost confidentiality, shared only with relevant staff on a need-to-know basis.

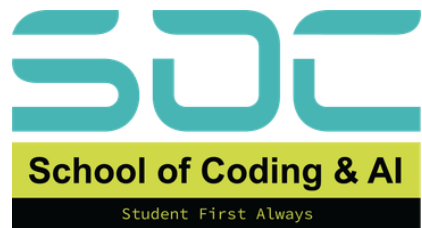
7. Malpractice and Misconduct

7.1. Reporting Procedures:

- Any suspected instances of malpractice or misconduct will be reported to the Head of Examinations immediately, in accordance with JCQ regulations and school policies.
- Detailed records will be maintained of all reported incidents, including statements from invigilators, witnesses, and affected candidates.

7.2. Investigation and Sanctions:

- Reported incidents will be thoroughly investigated, with appropriate measures taken to address and resolve the matter.



- Sanctions for malpractice may include disqualification from the examination, invalidation of results, or other disciplinary action, as determined by examination boards and school authorities.

8. Appeals and Complaints

8.1. Procedures and Protocols:

- Procedures for lodging appeals or complaints regarding examination administration will be made available to candidates, with clear guidelines on the submission and review process.
- All appeals and complaints will be handled promptly and impartially, with opportunities for candidates to present evidence or provide additional information in support of their case.

9. Review and Compliance

This policy will be reviewed annually by the Head of Examinations and relevant stakeholders to ensure continued compliance with JCQ regulations and alignment with best practices in examination administration. Updates and revisions will be made as necessary to reflect changes in regulations or school policies.