



## Examination Policy 2026-2027

### Key staff involved in the Examination Policy

| Role                       | Name(s)                  |
|----------------------------|--------------------------|
| Head of Centre             | Kate Jackson (Principal) |
| Exams Officer Line Manager | AHT Data and Assessment  |
| Exams Officer              |                          |
| Head of Learning Support   |                          |

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## **1. Purpose and Scope**

King's College Doha is committed to ensuring that all examinations and assessments are administered fairly, securely and efficiently, in full accordance with the regulations published by the Joint Council for Qualifications (JCQ) and the requirements of awarding bodies.

The purpose of this policy is to provide a clear framework for the planning, administration and conduct of all internal and external examinations within the school. It defines the responsibilities of staff involved in the examinations process and outlines the procedures that are in place to maintain the integrity of examinations and assessments from initial planning through to the release of results and post-results services.

The school recognises that examinations play a significant role in the educational experience of pupils and is committed to ensuring that all candidates are given the opportunity to demonstrate their knowledge, skills and understanding in an environment that is secure, equitable and supportive.

This policy applies to all qualifications delivered by King's College Doha, including GCSE, International GCSE, GCE A Level and any vocational or other qualifications approved by awarding bodies.

The policy should be read alongside the following documents:

- Access Arrangements and Reasonable Adjustments Policy
- Emergency Evacuation Procedure
- Complaints and Appeals Procedure
- Data Protection Policy
- Safeguarding and Child Protection Policy

These documents provide operational guidance in specialist areas and should be considered integral to the school's overall examinations framework.

This policy is reviewed annually to ensure continued compliance with current JCQ regulations, awarding body requirements and school procedures.

## **2. Governance and Responsibilities**

### **Head of Centre**

The Head of Centre has overall responsibility for the management and administration of examinations within King's College Doha and is accountable to awarding bodies for ensuring that the school remains compliant with all relevant regulations and requirements.

The Head of Centre is responsible for ensuring that examinations and assessments are conducted securely and fairly, that sufficient staffing and resources are available to support the examinations process, and that all members of staff involved in examinations understand and fulfil their responsibilities. This includes maintaining appropriate accommodation for examinations, ensuring compliance with access arrangements regulations, approving examination-related policies and procedures, and overseeing the school's arrangements for managing risk, malpractice and emergencies.

The Head of Centre is also responsible for completing the annual National Centre Number Register declaration and confirming that the school continues to comply with current JCQ regulations. This responsibility cannot be delegated.

### **Exams Officer**

The Exams Officer is responsible for the operational management of the examinations process and acts as the principal point of contact between the school and awarding bodies.

The role encompasses all aspects of examination administration, including candidate entries, timetabling, secure handling of examination materials, recruitment and training of invigilators, management of results and post-results services, and maintenance of examination records.

The Exams Officer is responsible for ensuring that key deadlines are met, that examination procedures are implemented consistently across the school and that communication with staff, candidates and awarding bodies is timely and accurate.

### **Senior Leadership Team**

Senior Leaders provide strategic oversight of the examinations process and support the implementation of this policy.

They are responsible for ensuring that staff meet internal deadlines, qualifications are delivered in accordance with awarding body requirements and appropriate support is available during examination periods. Senior Leaders also support the management of irregularities, candidate welfare concerns, special consideration applications and emergency situations that may arise during an examination series.

### **Head of Learning Support**

The Head of Learning Support leads the school's arrangements for access arrangements and reasonable adjustments.

This includes identifying candidates who may require support, gathering and maintaining appropriate evidence, overseeing assessments where required, submitting applications to awarding bodies and ensuring that approved arrangements are implemented effectively.

The Head of Learning Support works closely with teaching staff and the Exams Officer to ensure that arrangements reflect candidates' normal way of working and comply with JCQ requirements.

### **Heads of Department and Teaching Staff**

Heads of Department and teaching staff play a key role in ensuring the effective delivery of qualifications and the successful administration of assessments.

They are responsible for meeting examination deadlines, providing accurate entry information, implementing examination regulations within their subject areas and ensuring that internal assessments, coursework and non-examination assessments are conducted in accordance with awarding body requirements.

Teaching staff must ensure that candidates are appropriately prepared for examinations and that they are informed of any centre-assessed marks prior to submission to awarding bodies where required.

### **Invigilators**

Invigilators are responsible for conducting examinations in accordance with JCQ regulations and the school's examination procedures.

They must maintain the security and integrity of examinations at all times, supervise candidates appropriately, record incidents and irregularities, and ensure that examination conditions are maintained throughout each session.

All invigilators are required to complete annual training and sign confidentiality and security agreements.

### **Support Staff**

Reception, administrative and site staff may support aspects of the examinations process where appropriate.

This may include receiving confidential examination materials, preparing examination venues, supporting results days and assisting with the secure movement of examination documentation. All staff involved in examination activities must maintain confidentiality and comply with relevant examination procedures.

## **3. Governance, Compliance and Security**

King's College Doha is committed to maintaining the highest standards of integrity, confidentiality and compliance throughout the examinations process. All examinations and assessments are conducted in accordance with current JCQ regulations, awarding body requirements and relevant legislation, including legislation relating to equality, safeguarding, health and safety and data protection.

The school recognises that the security of examinations is fundamental to maintaining public confidence in qualifications and therefore takes all reasonable steps to ensure that examination materials, candidate work and assessment outcomes are protected from compromise.

The Head of Centre retains overall responsibility for ensuring compliance with regulatory requirements. This includes ensuring that staff involved in examinations are appropriately trained, that suitable accommodation and resources are available, and that all examination procedures are implemented consistently across the school.

The school maintains an annual programme of examination planning and quality assurance to ensure that all key tasks are completed within published deadlines. Staff are expected to familiarise themselves with relevant JCQ publications and awarding body guidance and to participate in any training required to fulfil their responsibilities effectively.

### **Security of Examination Materials**

The school operates a JCQ-compliant secure storage facility for confidential examination materials. Access to this facility is restricted to authorised keyholders approved by the Head of Centre. The number of keyholders will remain within the limits prescribed by JCQ regulations, and all keyholders will receive appropriate training regarding their responsibilities.

Examination papers and other confidential materials are received, checked, stored, distributed and dispatched in accordance with established procedures designed to maintain security at every stage of the process. Appropriate records are maintained to provide a clear audit trail for the movement and storage of confidential materials.

Question papers remain secure until the time they are required for an examination. Any authorised removal of materials from secure storage is recorded, and additional checks are undertaken before examination packets are opened to ensure that the correct materials are being used.

Any actual or suspected breach of examination security, including the loss of confidential materials or unauthorised access to examination papers, will be reported immediately to the relevant awarding body and investigated in accordance with JCQ guidance.

### **Risk Management and Contingency Planning**

The school maintains a proactive approach to managing risks that may affect the administration of examinations and assessments. Appropriate procedures are in place to minimise disruption arising from unforeseen circumstances, including staff absence, severe weather, technical failures, public health emergencies or other events that may impact the conduct of examinations.

In the event of any disruption, the school will follow the guidance and requirements issued by the relevant awarding bodies and the Joint Council for Qualifications (JCQ). Decisions will be made in accordance with published regulations to ensure that the integrity, security and fairness of examinations are maintained at all times.

The school is committed to working closely with awarding bodies, candidates, parents and staff to implement any necessary arrangements and to ensure examinations continue to be administered as effectively and securely as possible during exceptional circumstances.

The school also maintains procedures for managing emergency situations, including lockdowns and evacuations, to support the safe conduct of examinations and the wellbeing of candidates and staff.

### **Conflicts of Interest**

The school recognises the importance of identifying and managing any actual, perceived or potential conflicts of interest that could compromise the integrity of examinations and assessments.

Staff are required to declare any relationships or circumstances that may present a conflict of interest. This includes situations where a member of staff has a close personal relationship with a candidate, is entered for a qualification themselves, or is otherwise involved in circumstances that could be perceived as compromising impartiality.

Appropriate measures will be implemented to manage identified conflicts and records will be maintained in accordance with JCQ requirements. Where necessary, awarding bodies will be informed within the required timescales.

### **Inspections and Monitoring**

King's College Doha will cooperate fully with inspections, investigations and monitoring visits conducted by JCQ, awarding bodies or regulatory authorities.

All examination venues, secure storage facilities, records and supporting documentation will be made available for inspection when required. Staff are expected to support inspection processes and provide information promptly where requested.

The school views inspections as an important part of maintaining high standards and ensuring continued compliance with national and international examination requirements.

#### **4. Access Arrangements and Reasonable Adjustments**

King's College Doha is committed to ensuring that all candidates have fair and equitable access to examinations and assessments. The school recognises its responsibilities under the Equality Act 2010 and seeks to remove unnecessary barriers that may disadvantage candidates with disabilities, learning difficulties or other recognised needs.

Access arrangements and reasonable adjustments are designed to enable candidates to demonstrate their knowledge, understanding and skills without changing the demands of the assessment. The school will ensure that all arrangements are implemented in accordance with JCQ regulations and awarding body requirements.

The Head of Learning Support is responsible for leading the access arrangements process and works closely with teaching staff, candidates, parents and the Exams Officer to ensure that arrangements are identified, assessed and implemented appropriately.

#### **Identification and Assessment**

The school adopts a proactive approach to identifying candidates who may require access arrangements. Evidence may be gathered from a range of sources, including classroom observations, assessment data, specialist reports, teacher feedback and information provided by parents or external professionals. Where formal assessment is required, this will be undertaken by an appropriately qualified assessor in accordance with JCQ requirements. The school will ensure that all necessary evidence is obtained and retained to support applications and inspection requirements.

Access arrangements will only be approved where they reflect a candidate's normal way of working within the school and where sufficient evidence demonstrates a clear need for the arrangement.

#### **Implementation of Access Arrangements**

Where approved, access arrangements may include additional time, readers, scribes, word processors, rest breaks, practical assistants, separate invigilation or other adjustments permitted by JCQ regulations. The school will ensure that suitable accommodation, resources and trained personnel are available to facilitate approved arrangements. Candidates will be informed of the arrangements that have been approved for them and will have opportunities to use these arrangements during internal assessments and examinations where appropriate.

The Head of Learning Support and Exams Officer will work together to ensure that examination timetables, rooming arrangements and invigilation requirements are planned effectively to meet candidates' needs.

## **Separate Invigilation**

Separate invigilation will only be approved where there is clear evidence that it reflects a candidate's normal way of working and where it is supported by a long-term medical, psychological or educational need.

The school recognises that separate invigilation is not intended as a preference or convenience but as a reasonable adjustment that enables eligible candidates to access examinations appropriately.

Decisions regarding separate invigilation will be made on an individual basis and will be supported by appropriate evidence and professional judgement.

## **Word Processors**

The use of word processors in examinations will be managed in accordance with the school's Word Processor Policy and JCQ regulations.

Candidates granted the use of a word processor will normally have demonstrated a consistent need for this support within their usual classroom practice. Appropriate procedures will be followed to ensure that examination security and assessment integrity are maintained at all times.

## **5. Internal Assessment and Non-Examination Assessment**

King's College Doha is committed to ensuring that all internally assessed work is conducted fairly, consistently and in accordance with awarding body requirements.

The school recognises that coursework, controlled assessments and non-examination assessments form an important component of many qualifications and therefore places significant emphasis on maintaining robust procedures for their administration, assessment and quality assurance.

All staff involved in internal assessment are expected to follow awarding body guidance and any relevant JCQ publications. Appropriate training, standardisation and moderation processes will be implemented to ensure consistency and accuracy of assessment decisions.

## **Candidate Responsibilities**

Candidates are expected to complete all assessed work honestly and independently unless collaboration is specifically permitted by the awarding body. They must comply with all guidance relating to plagiarism, artificial intelligence, authentication and academic integrity.

Candidates will be required to authenticate their work where required by awarding body regulations and must understand that malpractice may result in sanctions being applied.

## **Assessment, Standardisation and Moderation**

Heads of Department are responsible for ensuring that internal assessment procedures are implemented consistently within their subject areas. This includes the planning of assessment activities, internal standardisation, moderation and the secure retention of candidate work.

Where awarding bodies require the submission of marks, samples or supporting evidence, departments must meet all internal deadlines established by the Exams Officer to ensure compliance with external deadlines.

Senior Leaders will monitor internal assessment processes to ensure that awarding body requirements are being met and that candidates are assessed fairly and consistently across all subjects.

### **Communication of Centre-Assessed Marks**

Candidates will be informed of centre-assessed marks before they are submitted to awarding bodies where required by regulations.

This process provides candidates with the opportunity to request a review of the centre's assessment process should they believe that published procedures have not been followed correctly. Reviews will focus on the assessment process rather than academic judgement and will be managed through the school's internal appeals procedure.

### **Non-Examination Assessment**

Coursework, controlled assessments and other forms of non-examination assessment will be administered in accordance with the requirements of the relevant awarding bodies and current JCQ guidance. The school will ensure that all assessment activities are conducted fairly, securely and consistently, and that appropriate procedures are in place for authentication, standardisation, moderation, submission and the retention of candidate work.

All staff and candidates involved in non-examination assessment are expected to comply fully with the requirements outlined within that policy and any additional guidance issued by awarding bodies. Appropriate arrangements are in place to ensure that candidate work is stored securely, retained for the required period and disposed of appropriately once retention periods have expired.

## **6. Examination Entries and Candidate Registration**

The school operates a structured and carefully managed entry process to ensure that all candidates are entered accurately and within awarding body deadlines. The Exams Officer is responsible for coordinating the entry process and works closely with Heads of Department, teaching staff and Senior Leaders to ensure that all information submitted to awarding bodies is complete and accurate.

Throughout the academic year, departments are required to provide information relating to estimated entries, final entries and any subsequent amendments. Internal deadlines are established to allow sufficient time for checking and processing before external awarding body deadlines. All staff are expected to meet these deadlines to minimise the risk of errors and avoid unnecessary late fees.

Before final entries are submitted, departments are required to verify the accuracy of candidate information, qualification details and entry tiers where applicable. Following submission, candidates are provided with a Statement of Entry and are expected to check that their personal details and examination entries are correct. Any discrepancies should be reported immediately to the relevant subject teacher or the Exams Officer.

The school recognises that examination entry fees represent a significant financial commitment and therefore seeks to minimise avoidable costs wherever possible. Departments may be required to contribute to late entry fees where delays arise as a result of missed deadlines.

### **Private Candidates**

King's College Doha may accept private candidates at the discretion of the Head of Centre. Applications are considered on an individual basis and are subject to the availability of appropriate staffing, accommodation and resources.

Private candidates are required to complete the school's registration process, provide suitable photographic identification and pay all applicable fees before entries are submitted. Where access arrangements or reasonable adjustments are requested, candidates must provide appropriate evidence and may be required to undertake further assessment through the school. Any additional costs associated with access arrangements may be charged to the candidate.

Private candidates are subject to the same examination regulations and procedures as internal candidates and will receive examination timetables and relevant candidate information prior to the examination series.

### **Examination Fees**

Examination fees are reviewed periodically and communicated to candidates and parents where applicable. Current charges include:

#### **GCSE Examinations**

- QAR 500 per linear examination
- QAR 250 per modular examination

#### **A Level Examinations**

- QAR 250 per unit
- QAR 500 per linear qualification

#### **Review of Results**

- QAR 380 per paper

Additional charges may apply for private candidates, late entries, access arrangements assessments or other examination services where appropriate.

## **7. Pre-Examination Procedures**

Effective preparation is essential to the successful administration of examinations. The school therefore implements a range of procedures to ensure that candidates, staff and examination venues are fully prepared prior to each examination series.

The Exams Officer is responsible for producing examination timetables, coordinating room allocations, arranging invigilation and ensuring that all examination materials are available when required.

Examination information is distributed to candidates in advance and includes individual timetables, JCQ

Information for Candidates documents and guidance relating to examination regulations and expectations.

Candidates are expected to familiarise themselves with this information and seek clarification if they are uncertain about any aspect of the examination process.

### **Candidate Briefing**

Prior to examinations, candidates are informed of the school's expectations regarding attendance, conduct and examination regulations. Guidance is provided regarding authorised materials, prohibited items, examination start times, procedures for illness or absence, and arrangements for results and post-results services.

Candidates are reminded that compliance with examination regulations is their responsibility and that failure to follow instructions may result in sanctions being applied by the awarding body.

### **Timetabling and Rooming**

The Exams Officer is responsible for producing a master timetable for each examination series and ensuring that appropriate venues are available. Examination rooms are selected to ensure compliance with JCQ regulations and to provide a suitable environment for candidates.

Where timetable clashes occur, the school will seek to resolve these through alternative arrangements that maintain examination security and comply with awarding body requirements. The school will only use overnight supervision arrangements where all other options have been exhausted and where such arrangements are permitted by JCQ regulations.

Candidates requiring access arrangements will be accommodated in accordance with their approved provisions, and rooming arrangements will be planned collaboratively between the Exams Officer and Head of Learning Support.

### **Internal Examinations**

Where internal examinations are conducted under formal examination conditions, the school will seek to mirror external examination procedures as closely as possible. This provides candidates with valuable examination experience and supports consistency in examination administration.

Internal examinations may therefore include formal seating plans, examination regulations, invigilation procedures and access arrangements equivalent to those used during external examinations.

## **8. Conduct of Examinations**

All examinations conducted at King's College Doha will be administered in accordance with current JCQ regulations and awarding body requirements. The school is committed to providing a calm, secure and fair environment that enables candidates to perform to the best of their ability.

### **Examination Rooms and Candidate Identification**

Examination rooms will be prepared in accordance with JCQ requirements and will be used exclusively for examination purposes during examination sessions. Seating plans will be produced for every examination and retained as required by regulations.

All candidates must be identifiable before they are permitted to sit an examination. Internal candidates will normally use their school identification cards, while private or transferred candidates will be required to present photographic identification. Appropriate arrangements will be made to respect cultural and religious requirements when verifying identity.

### **Invigilation**

Invigilators play a vital role in maintaining the integrity of examinations and are expected to conduct examinations professionally and consistently. All invigilators receive annual training and updates regarding current regulations and school procedures.

During examinations, invigilators are responsible for supervising candidates, ensuring compliance with regulations, maintaining appropriate examination conditions and recording any incidents or irregularities that occur.

Any concerns regarding candidate conduct, suspected malpractice, illness or disruption will be reported immediately to the Exams Officer.

### **Candidate Conduct**

Candidates are expected to conduct themselves in a manner that supports a positive examination environment and does not disadvantage other candidates.

They must follow all instructions given by invigilators and authorised staff, remain silent when required and avoid any behaviour that could compromise the integrity of the examination.

The Head of Centre, Senior Leaders and the Exams Officer reserve the right to remove a candidate from an examination room where behaviour is disruptive or where examination regulations are not being followed.

### **Food, Drink and Unauthorised Items**

To maintain examination security and fairness, only approved items may be brought into examination rooms.

Candidates may bring clear water bottles without labels into the examination room. Food is only permitted where there is a recognised medical need and prior approval has been granted by the school. Unauthorised items must not be taken into examination rooms. Candidates are responsible for ensuring that prohibited items are stored appropriately before entering the examination venue. Any unauthorised item discovered during an examination will be dealt with in accordance with JCQ regulations and may be reported as suspected malpractice.

### **Candidate Absence and Late Arrival**

Attendance at examinations is the responsibility of candidates and parents. The school will make reasonable efforts to contact absent candidates and support attendance where appropriate.

Candidates who arrive after the published start time of an examination may be admitted at the discretion of the school provided examination security can be maintained. Candidates who are classified as very late may be permitted to sit the examination, but the awarding body will be informed and may decide not to accept the completed script.

Where appropriate, evidence may be requested to demonstrate that examination security has not been compromised.

### **Temporary Absence from the Examination Room**

Candidates may only leave the examination room during an examination when authorised by an invigilator. Any candidate who leaves the room will be supervised at all times by a member of staff who is not the subject teacher for the examination concerned.

Records will be maintained of all temporary absences, including departure and return times. Where appropriate, compensatory time may be awarded at the discretion of the school.

### **Emergency Evacuation and Unexpected Disruption**

The school maintains detailed procedures for managing emergency situations during examinations. In the event of an evacuation or other significant disruption, candidates will be instructed to stop work immediately and follow the directions of invigilators and staff.

Candidates will remain under supervision at all times and every effort will be made to preserve the integrity and security of the examination. Following any incident, the school will determine whether further action is required and will communicate with awarding bodies where appropriate.

### **Malpractice, Irregularities and Special Consideration**

King's College Doha takes all allegations of malpractice and maladministration seriously. Any suspected irregularity involving candidates, staff or other individuals connected with the examinations process will be investigated promptly and reported to awarding bodies where required.

The school maintains procedures for recording and managing examination incidents and irregularities. These procedures are designed to protect the integrity of qualifications while ensuring that candidates are treated fairly and consistently.

Where candidates experience circumstances that may adversely affect their examination performance, the school may apply for special consideration in accordance with awarding body regulations. Applications will only be made where the relevant criteria are met and supporting evidence is available.

The Exams Officer is responsible for coordinating applications, gathering supporting documentation and ensuring that requests are submitted within awarding body deadlines.

## **9. Results and Post-Results Services**

King's College Doha is committed to ensuring that the release of examination results and the administration of post-results services are managed professionally, efficiently and in accordance with JCQ and awarding body regulations. The school recognises the significance of examination outcomes for candidates and therefore seeks to provide appropriate guidance and support throughout the results process.

The Exams Officer, supported by Senior Leaders and Heads of Department, is responsible for coordinating results days and ensuring that candidates have access to accurate information regarding their results and any available post-results services.

### **Release of Results**

Examination results will be released to candidates on the dates and times determined by the relevant awarding bodies. Prior to the publication of results, all examination outcomes will remain confidential and access will be restricted to authorised members of staff.

The school will communicate arrangements for collecting results in advance of results days. Candidates may collect their results in person, authorise another individual to collect results on their behalf, or request that results are shared electronically where appropriate. Suitable identification and authorisation procedures will be followed to ensure compliance with data protection requirements.

Members of the Senior Leadership Team, Heads of Department and other relevant staff will be available on results days to provide advice and guidance to candidates regarding their outcomes, progression routes and any post-results services that may be appropriate.

### **Reviews of Results**

The school recognises that there may be occasions where candidates wish to seek a review of an examination result. Candidates will therefore be provided with information regarding the post-results services available through awarding bodies, including clerical re-checks and reviews of marking.

Candidates are encouraged to discuss their results with subject teachers and Heads of Department before submitting a request. Professional advice will be provided regarding the likelihood of a grade change and any associated risks, including the possibility of grades increasing, decreasing or remaining unchanged following a review.

Where a department supports a review request, the school may choose to cover the associated cost. Where a candidate wishes to proceed without departmental support, the candidate will normally be responsible for the payment of the relevant fee before the request is submitted.

All requests for reviews of results must be submitted within the deadlines specified by the awarding body. The Exams Officer will ensure that requests are processed promptly and that candidates are informed of outcomes once they are received.

### **Access to Scripts**

Candidates may request access to examination scripts in accordance with awarding body regulations. Access to scripts can provide valuable insight into examination performance and may support decisions regarding reviews of results or future examination preparation.

Requests for scripts must be submitted in writing using the appropriate school documentation and within the timescales published by the awarding bodies. Candidate consent will be obtained where required before scripts are requested.

The Exams Officer will coordinate all requests and ensure that confidentiality and data protection requirements are maintained throughout the process.

## **Appeals**

The school operates a transparent and fair appeals process for examination-related matters. Candidates have the right to appeal where they believe that established procedures have not been followed correctly. Appeals relating to internal assessment decisions will be managed through the school's Internal Appeals Procedure. Such appeals will focus on whether the correct procedures have been followed and not on the academic judgement of teachers.

Where a candidate wishes to appeal against a decision relating to post-results services or the administration of examinations, the appeal will be considered in accordance with the school's Complaints and Appeals Procedure.

The Head of Centre will ensure that all appeals are considered fairly, that outcomes are communicated in writing and that appropriate records are maintained for inspection purposes.

## **Analysis of Results**

The school undertakes a detailed review of examination outcomes following each examination series. Analysis of results supports school improvement planning, curriculum review and the evaluation of teaching and learning.

Senior Leaders and Heads of Department will use examination data to identify strengths, areas for development and trends over time. This analysis forms part of the school's wider quality assurance processes and contributes to strategic planning and target setting.

## **Certificates**

Examination certificates are valuable legal documents and will be stored securely by the school following receipt from awarding bodies.

Candidates will be informed when certificates are available for collection and will normally be required to collect them in person. Where a candidate is unable to attend, written authorisation may be provided to allow another individual to collect certificates on their behalf. Suitable identification will be required before certificates are released.

The school will maintain records of certificate collection and will take reasonable steps to contact candidates regarding unclaimed certificates. Replacement certificates may incur charges imposed by awarding bodies and are the responsibility of the candidate.

## **10. Record Retention and Policy Review**

King's College Doha will retain examination records, candidate documentation and assessment materials in accordance with JCQ regulations, awarding body requirements and data protection legislation.

Records relating to examination entries, attendance, seating plans, access arrangements, special consideration applications, malpractice investigations and post-results services will be retained for the required period and disposed of securely once retention requirements have been met.

Candidate work submitted for internal assessment or moderation will be retained and returned, archived or destroyed in accordance with awarding body guidance.

The school is committed to maintaining accurate and secure examination records to support accountability, compliance and effective administration.

This policy will be reviewed annually by the Head of Centre and the Exams Officer to ensure continued compliance with current JCQ regulations, awarding body requirements and school procedures. The policy may also be reviewed at any time in response to regulatory changes, inspection findings or significant operational developments.

The most recent version of this policy will be made available to relevant staff and published through appropriate school channels.

## **11. Monitoring, Review and Approval**

King's College Doha is committed to maintaining high standards in the administration and management of examinations. To ensure continued compliance with regulatory requirements and best practice, the effectiveness of examination procedures will be monitored throughout the academic year by the Head of Centre, Exams Officer and Senior Leadership Team.

The school will regularly review examination processes, outcomes, incidents, candidate feedback, inspection findings and awarding body communications to identify areas for improvement. Where appropriate, actions arising from these reviews will be incorporated into examination procedures, staff training and future planning.

This policy will be formally reviewed on an annual basis to ensure that it remains aligned with current JCQ regulations, awarding body requirements and school procedures. Additional reviews may take place where there are significant changes to examination regulations, organisational structures or operational requirements.

Any amendments to the policy will be approved by the Head of Centre prior to implementation and communicated to relevant staff. The most current version of the policy will be maintained by the Exams Officer and made available to staff involved in the examinations process.

### **Policy Information**

| <b>Document Title</b>     | <b>Examination Policy</b>                                                       |
|---------------------------|---------------------------------------------------------------------------------|
| Policy Owner              | Exams Officer                                                                   |
| Senior Leader Responsible | Assistant Headteacher (Data and Progress)                                       |
| Approved By               | Head of Centre                                                                  |
| Date Approved             | September 2026                                                                  |
| Review Frequency          | Annual                                                                          |
| Next Review Date          | September 2027                                                                  |
| Applicable To             | All staff, candidates and stakeholders involved in examinations and assessments |

This policy should be read in conjunction with all current JCQ publications and awarding body guidance. Where there is any conflict between this policy and current JCQ or awarding body regulations, the most recent JCQ and awarding body requirements will take precedence.

## **Appendix A – Examination Fees**

The school reviews examination fees annually and reserves the right to amend charges in line with awarding body costs and administrative requirements.

The following fees apply for the 2026–2027 academic year:

| <b>Examination Type</b>     | <b>Fee</b>        |
|-----------------------------|-------------------|
| Linear Examination          | QAR 500           |
| Modular Examination         | QAR 250           |
| <b>Examination Type</b>     | <b>Fee</b>        |
| Individual Unit             | QAR 250           |
| Linear Qualification        | QAR 500           |
| Review of Results / Re-mark | QAR 380 per paper |

## **Private Candidates**

Private candidates are responsible for:

- All examination entry fees charged by the awarding body;
- A school administration fee for each examination paper;
- Any additional costs associated with access arrangements, specialist assessments or reasonable adjustments;
- Any post-results service fees requested following the release of results.

The school reserves the right to decline private candidate applications where suitable facilities, staffing or qualification expertise are not available.

## **Late Entries**

Where late entry fees are incurred due to missed departmental deadlines, the school reserves the right to recharge those costs to departmental budgets.

All fees are subject to review and may vary according to awarding body charges.

## Appendix B – Key Examination Contacts

The following members of staff hold key responsibilities within the examinations process.

| Role                                       | Post Holder                                 |
|--------------------------------------------|---------------------------------------------|
| Head of Centre                             | Kate Jackson (Principal)                    |
| Senior Leader Responsible for Examinations | (Assistant Headteacher – Data and Progress) |
| Exams Officer                              |                                             |
| Head of Learning Support                   |                                             |

### Contacting the Examinations Office

The Examinations Office is the primary point of contact for all matters relating to:

- Examination entries;
- Examination timetables;
- Candidate statements of entry;
- Access to scripts;
- Reviews of marking;
- Examination certificates;
- Private candidate applications;
- Examination regulations and procedures.

Candidates and parents should contact the Examinations Office in the first instance for any examination-related queries.

### Escalation of Concerns

Where a matter cannot be resolved through the Examinations Office, concerns should be escalated in the following order:

1. Exams Officer
2. Assistant Headteacher (Data and Progress)
3. Head of Centre

Appeals and complaints will be managed in accordance with the school's Complaints and Appeals Procedure.

### Emergency Contacts During Examination Periods

During public examination periods, members of the Senior Leadership Team, the Head of Learning Support and the Exams Officer will be available to support the administration of examinations, candidate welfare and emergency situations as required.

## **Appendix C – Key References**

### **Joint Council for Qualifications (JCQ) Publications**

The school complies with the most current versions of all relevant JCQ publications. Staff involved in the examinations process are expected to be familiar with the guidance applicable to their role.

General Regulations for Approved Centres (GR)

<https://www.jcq.org.uk/exams-office/general-regulations/>

Provides the regulatory framework governing examinations and assessments within approved centres.

Instructions for Conducting Examinations (ICE)

<https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>

Provides mandatory procedures for the conduct and invigilation of examinations.

Access Arrangements and Reasonable Adjustments (AA)

<https://www.jcq.org.uk/exams-office/access-arrangements-and-reasonable-adjustments/>

Provides guidance regarding access arrangements and reasonable adjustments for eligible candidates.

Suspected Malpractice: Policies and Procedures

<https://www.jcq.org.uk/exams-office/malpractice/>

Provides procedures for investigating and reporting suspected malpractice and maladministration.

Instructions for Conducting Non-Examination Assessments

<https://www.jcq.org.uk/exams-office/non-examination-assessments/>

Provides guidance relating to coursework and non-examination assessment.

A Guide to the Special Consideration Process

<https://www.jcq.org.uk/exams-office/access-arrangements-and-special-consideration/>

Provides guidance on eligibility and application procedures for special consideration.

Post-Results Services

<https://www.jcq.org.uk/exams-office/post-results-services/>

Provides information regarding reviews of marking, clerical checks and access to scripts.

### **Awarding Bodies**

The school currently delivers qualifications through Pearson Edexcel

Staff should refer to the relevant awarding body websites, specifications and administrative guidance for qualification-specific requirements.

### **Legislative and Regulatory Framework**

This policy has been developed with reference to the following legislation and guidance:

- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)

- Data Protection Act 2018
- Relevant safeguarding legislation and guidance
- JCQ regulations and guidance
- Awarding body regulations and requirements

### **Hierarchy of Documentation**

In the event of any discrepancy between this policy and published JCQ or awarding body regulations, the most recent JCQ regulations and awarding body requirements shall take precedence.

The school will update its procedures as necessary to ensure continued compliance with any changes to national or awarding body requirements.