



WINDERMERE
SCHOOL
FOUNDED 1863

IB Examinations Policy

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The purpose of this exams policy is:

- to ensure the planning and management of IB examinations is conducted efficiently and in the best interests of candidates.
- to ensure the operation of an efficient IB examinations system with clear guidelines for all relevant staff.

It is the responsibility of everyone involved in the centre's examination processes to read, understand, and implement this policy. Invigilators of IB examinations will also receive a copy of the Conduct of examinations booklet. The IB examinations policy will be reviewed every year by the IB Coordinator and Examinations Officer.

Examination responsibilities

The IB Coordinator:

- Has overall responsibility for the IB examinations and advises on appeals and re-marks for all IB qualifications.
- Analysis of IB exam results
- Is responsible for reporting all suspected or actual incidents of malpractice.
- Oversees the administration of internal exams and external exams.
- Advises the senior leadership team, exams officer, subject teachers, class tutors and other relevant support staff on annual exams timetables and procedures as set by the IB.
- Oversees the production and distribution to all centre staff and candidates, of an annual calendar for all exams in which candidates will be involved and communicates regularly with staff concerning imminent deadlines and events.
- Ensures that candidates and their parents are informed of and understand those aspects of the exams timetable that will affect them.
- Checks with teaching staff that the necessary coursework, Internal Assessment and/or controlled assessments are completed on time and in accordance with IBO guidelines.
- Provides and confirms detailed data on estimated entries.
- Maintains systems and processes to support the timely entry of candidates for their exams.
- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.
- With the Head of Learning Support, administers access arrangements and makes applications for special consideration following the regulations in the IBO publications for Access arrangements, reasonable adjustments and special consideration.
- Identifies and manages exam timetable clashes.
- Accounts for income and expenditures relating to all exam costs/charges.
- Ensures candidates' assessment marks are submitted, and any other material required by the IB correctly and on schedule.
- Ensures teachers create predicted grades for pupils in a way that follows the IB guidelines.
- Arranges for dissemination of exam results and certificates to candidates and forwards, in consultation with the SLT, any post results service requests.

The Examinations Officer:

- Manages the administration of internal exams and external exams, alongside the IB Coordinator.
- Has oversight of the whole school examination timetable and manages exam timetable clashes.
- Organises the recruitment and training of invigilators responsible for the conduct of exams.
- Manages BTEC and university entrance exams.
- Organises exam venues.
- Assists the IB Coordinator with exam tasks.
- Finalises exam schedules.
- Manages IT requirements for pupils and exams.

- Receives, checks and stores securely all exam papers and completed scripts and ensures that scripts are dispatched as per the guidelines.

Heads of Faculty are responsible for:

- Guidance and pastoral oversight of candidates who are unsure about exams entries or amendments to entries.
- Accurate completion of entry and all other mark sheets and adherence to deadlines as set by the IB Coordinator.
- Accurate completion of coursework / controlled assessment mark sheets and declaration sheets.
- Stores returned coursework / controlled assessments.
- Decisions on post-results procedures.

Teachers are responsible for:

- Supplying information on entries, coursework, internal assessments and controlled assessments as required by the Head of Faculty and IB Coordinator.
- Entering Internal Assessments and Predicted Grades on to IBIS.

The **Head of Learning Support** is responsible for:

- Identification and testing of candidates' requirements for access arrangements and notifying the IB Coordinator in good time so that they are able to process any necessary applications in order to gain approval (if required).
- With the IB Coordinator, administers access arrangements and makes applications for special consideration following the regulations in the IBO publications for Access arrangements, reasonable adjustments and special consideration.
- Working with the IB Coordinator to provide the access arrangements required by candidates in exams rooms.

Invigilators are responsible for:

- Assisting the IB Coordinator and Exams Officer in the efficient running of exams according to IBO regulations.
- Collection of all exam papers in the correct order at the end of the exam and ensuring their return to the IB Coordinator or Exams Officer.

Candidates are responsible for:

- Confirmation of entries.
- Understanding IA controlled assessment regulations and signing a declaration that authenticates the coursework as their own.
- Ensuring the conduct themselves in all exams according to the IBO regulations.

Key Stage 5 Qualifications offered

The types of qualifications offered are International Baccalaureate, BTEC and NCFE. The subjects offered for these qualifications in any academic year may be found in Windermere School's published Sixth Form prospectus.

Informing the IB Coordinator of changes to a specification is the responsibility of the Head of Faculty. Decisions on whether a candidate should be entered for a particular subject will be taken by the IB Coordinator and Heads of Faculty in consultation with the pupils, parents and appropriate subject teachers.

Exam series

IB external examinations are scheduled in the May examination series. The centre may offer IB external examinations in the November examination series. BTEC examinations are scheduled in the January and May/June examination series. Internal examinations are held under external examination conditions.

The IB Coordinator and Examinations Officer decides which examination series are used in the centre.

The centre does offer some assessments and external examinations on an on-demand basis. If offered, the assessments can be scheduled only in windows agreed between the IB Coordinator, Examinations Officer and the Head of Faculty concerned.

Examination timetables

Once confirmed, the IB Coordinator and Examinations Officer will circulate the examination timetables for internal and external examinations at a specified date before each series begins.

Entries, entry details and late entries

Students are encouraged to use the Sixth Form Entry Guidelines when selecting courses. Student progress will be monitored carefully to ensure suitability for their selected courses. If a student continually falls below a pass in their programme, they may be withdrawn from certain subjects. The IB Coordinator, in consultation with the Senior Leadership Team will determine a student's suitability for their programme and students may be moved onto the Diploma Courses route prior to or following the results of the Year 13 mock examinations. Candidates and parents/carers will be consulted prior to any withdrawals.

Entry deadlines are circulated to Heads of Faculty and Subject Teachers via email.

The centre does not accept entries from private candidates, unless approved by the IB Coordinator. The centre does not act as an Examinations centre for other organisations.

Entries and amendments made after the IBO's deadline (i.e. late) require the authorisation, in writing or by email to the IB Coordinator. IB re-sits/retakes are allowed. Re-sit decisions will be made by the pupils in consultation with the IB Coordinator, Heads of Faculty and Subject Teachers.

Examination fees

Candidates or departments will not be charged for changes of tier, withdrawals made by the proper procedures or alterations arising from administrative processes provided these are made within the time allowed by the IBO.

The IB Coordinator will publish the deadline for action well in advance for each examination series. IB entry Examination fees are paid by the candidates. Late entry or amendment fees are paid by the candidates. Re-sit fees are paid by the candidates.

Fee reimbursements are sought from candidates:

- If they fail to sit an examination.
- If they do not meet the necessary assessment requirements without medical evidence or evidence of other mitigating circumstances.

Equality Legislation

All Examination centre staff must ensure that they meet the requirements of any equality legislation.

The centre will comply with the legislation, including making reasonable adjustments to the service that they provide candidates in accordance with requirements defined by the legislation, awarding bodies, and IBO. This is the responsibility of the IB Coordinator and Examinations Officer.

Access arrangements

The Head of Learning Support and the IB Coordinator will inform subject teachers of candidates with special educational needs and any special arrangements that individual candidates will need during the course and in any assessments/examinations.

A candidate's access arrangements requirement is determined by the Head of Learning Support.

Ensuring there is appropriate evidence for a candidate's access arrangement is the responsibility of Head

of Learning Support. Submitting completed access arrangement applications to the awarding bodies is the responsibility of the IB Coordinator with support from the Head of Learning Support, in conjunction with the IBO.

Rooming for access arrangement candidates will be arranged by the Head of Learning Support in conjunction with the IB Coordinator and Examinations Officer.

Invigilation and support for access arrangement candidates, as defined in the IBO access arrangements regulations, will be organised by the Examinations Officer in conjunction with the IB Coordinator and Head of Learning Support.

Contingency planning

Contingency planning for Examinations administration is the responsibility of the SLT in conjunction with the IB Coordinator and Examinations Officer.

Contingency plans are available via email, Teams and briefing meetings and are in line with the guidance provided by the IBO. In the event of the school being unavailable for examinations owing to an unforeseen emergency on the day, pupils and invigilators would relocate.

Private candidates

Managing private candidates is the responsibility of the Examinations Officer and IB Coordinator.

Predicted grades

Subject Teachers are responsible for submitting estimated grades on IBIS when requested by the IB Coordinator. The predicted grade should be based on all evidence of the candidate's work and teacher's knowledge of IB standards.

Managing invigilators

Non-teaching staff will be used to invigilate external examinations. Teaching staff may be used to invigilate external examinations during busy periods.

Recruitment of invigilators is the responsibility of the Examinations Officer. Securing the necessary Criminal Records Bureau (CRB) clearance for new invigilators is the responsibility of the Human Resources Team. CRB fees for securing such clearance are paid by the centre. Invigilators rates of pay are set by the Finance Office.

Invigilators are recruited, timetabled, trained, and briefed by the Examinations Officer.

Malpractice

The IB Coordinator in consultation with the SLT is responsible for investigating suspected malpractice.

Examination days

The Examinations Officer will book all Examination rooms after liaison with other users and make the question papers, other Examination stationery, and materials available for the invigilator.

Site management staff are responsible for setting up the allocated rooms, and will be advised of requirements in advance. The IB Coordinator and/or Examinations Officer will start all Examinations in accordance with IBO guidelines.

Subject staff may not be present at the start of the Examination to assist with identification of candidates. Any staff present must be in accordance with the rules defined by IBO concerning who is allowed and what they can do. In practical assessments subject teachers' availability will be in accordance with IBO guidelines.

Examination papers must not be read by subject teachers or removed from the Examination room before the end of a session. Papers will be distributed to Heads of Faculty in accordance with IBO's recommendations and no later than 36 hours after candidates have completed it.

After an Examination, the IB Coordinator and Examinations Officer will arrange for the safe dispatch of completed examination scripts to the IB, working in conjunction with the front office staff.

Candidates

Candidates are responsible for being at the examination venue at the appointed time. It is recommended that candidates are in the country 48 hours before the examination.

The IB Coordinator will provide written information to candidates in advance of each Examination series. A formal briefing session for candidates will be given by the IB Coordinator. The centre's published rules on acceptable dress and behaviour apply at all times. Candidates' personal belongings remain their own responsibility and the centre accepts no liability for their loss or damage.

In an Examination room candidates must not have access to items other than those clearly allowed in the instructions on the question paper, the stationery list, or the specification for that subject. This is particularly true of mobile phones, smart watches and other electronic communication or storage devices with text or digital facilities. Any precluded items must not be taken into an Examination room.

Disruptive candidates are dealt with in accordance with IBO guidelines. Candidates are expected to stay for the full Examination time at the discretion of the IB Coordinator. Note: candidates who leave an Examination room must be accompanied by an appropriate member of staff at all times. The IB Coordinator is responsible for handling late or absent candidates on Examination day.

Students must be supervised for two hours from the start of all official IB examinations. If an exam is less than two hours in duration, students will be supervised in a separate room to the examination hall. During this time, students will be restricted from using devices and accessing social media, chat groups, or other online platforms.

Clash candidates

The IB Coordinator and Examinations Officer will be responsible as necessary for supervising escorts, identifying a secure venue and arranging overnight stays.

Special consideration

Should a candidate be unable to attend an Examination because of illness, suffer bereavement or other trauma, be ill or otherwise disadvantaged or disturbed during an Examination, then it is the candidate's responsibility to alert the centre's IB Coordinator to that effect.

The candidate must support any special consideration claim with appropriate evidence within five days of the examination. The IB Coordinator will make a special consideration application to the relevant awarding body within seven days of the exam.

Internal assessment

It is the duty of Heads of Faculty to ensure that all internal assessment is ready for upload at the correct time. The IB Coordinator will assist by keeping a record of each upload.

Marks for all internally assessed work are provided by the subject teachers and uploaded onto IBIS.

The IB Coordinator will inform staff of the date when appeals against internal assessments must be made by. Any appeals will be dealt with in accordance with the centre's Internal Appeals Procedure (IAP) document.

Results

Candidates will receive individual result slips on results days,

- in person at the centre
- online using their personal pin code
- emailed to the pupils school email address or that of the parent/guardian.

Arrangements for the centre to be open on results days are made by the Head. The provision of the necessary staff on results days is the responsibility of the SLT.

Enquiries upon Results (EUR)

EURs may be requested by centre staff or the candidate following the release of results. A request for a re-mark requires the written consent of the candidate, a request for a re-moderation of internally assessed work may be submitted without the consent of the group of candidates.

The cost of EURs will be paid by the candidate.

All decisions on whether to make an application for an EUR will be made by individual candidates in conjunction with subject teachers and IB Coordinator.

If a candidate's request for an EUR is not supported, the candidate may appeal and the centre will respond by following the process in its Internal Appeals Procedure (IAP) document or IB Appeal procedure.

All processing of EURs will be the responsibility of the IB Coordinator. For all EURs requests the deadline is 15 September. Processing of requests for EURs will be the responsibility of the IB Coordinator.

Return of externally assessed material

After the release of IB results, candidates may ask the IB Coordinator to request the return of externally assessed material. Centre staff may also request scripts for investigation or for teaching purposes. For the latter, the consent of candidates must be obtained.

Certificates

Candidates will receive their certificates

- Posted (recorded delivery)
- Collected and signed for.

Certificates can be collected on behalf of a candidate by third parties, provided they have written authority from the candidate to do so, and bring suitable identification with them that confirms who they are. The centre retains photocopies of certificates for 25 years. New certificates and transcript of results may be issued by the IB if the candidates submits a request and payment.

Compiled	Version 1	September 2015	S King
Approved	Version 9	May 2016	I A Lavender
Revised	Version 10	February 2017	L Moses
Revised	Version 16	March 2017	S King
Approved	Version 16	March 2017	I A Lavender
Revised	Version 20	August 2020	E Loughlin
Revised	Version 22	June 2022	E Loughlin
Approved	Version 22	August 2022	T Hill
Revised	Version 23	August 2023	E Murphy
Revised	Version 24	August 2024	E Murphy
Revised	Version 25	August 2025	E Murphy
Reviewed	Version 25.1	August 2025	F Thompson

