



Peacehaven Community School

People Present in the Examination Room Exams Policy

Head of Centre	Rachel Henocq
Date	September 2022
Date for Review	September 2023
Responsibility for Review	Head of Centre

In order to meet the requirements set out in Appendix 8 of the Joint Council for Qualifications 'Instructions for conducting examinations' document –

'Senior members of centre staff approved by the head of centre, who have not taught the subject being examined, may be present at the start of the examination(s).'

- Heads of Departments and subject leaders at Peacehaven Community School will not be permitted to enter the exam room and therefore will not start the exam for the subject they are responsible for.

Members of the Senior Leadership Team will not be permitted to enter the exam venue if they have had any involvement in teaching or preparing candidates for that particular subject.

This policy has been reviewed and authorised by:



Rachel Henocq
Headteacher / Head of Centre