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2025/2026 Exams – Split Site Policy

Building foundations and providing opportunities to create confident, aspirational, and independent members of our community.

Approved by Governing Body on:	13/11/2025
Signed by Chair of Governors:	<i>P. H. Evans</i>
Executive Head Teacher:	O Flowers
Lead Personnel:	N Brenton
Date of Review:	13/11/2026

1. Introduction

This policy sets out how The Westminster School manages and operates as a split-site provision, ensuring that all activity across its sites — including the Hub (satellite site) — complies fully with JCQ regulations, DfE guidance, and the requirements of awarding organisations such as NCFE and AIM Qualifications and Assessment Group.

The Westminster School supports learners with Special Educational Needs and Disabilities (SEND) to achieve accredited qualifications and work-related outcomes. This policy ensures that standards of quality assurance, safeguarding, assessment integrity, and learner experience are consistent across all delivery locations.

2. Purpose of the Split Site Policy

This policy aims to:

- Ensure that all sites delivering education or assessment under The Westminster School operate to the same standards and are fully compliant with DfE, JCQ, NCFE, and AIM requirements.
- Maintain secure and fair assessment conditions across all venues.
- Safeguard learners and staff, ensuring a consistent application of the school's policies.
- Demonstrate to awarding organisations that effective systems of governance, communication, and quality control are in place across multiple sites.
- Support inclusion by providing accessible, appropriate learning environments that meet the needs of learners with SEND.

3. Sites Covered by this Policy

This policy applies to:

1. Main School Site: The Westminster School, Hawes Lane, Rowley Regis, B65 9AL – registered DfE location.
2. Hub Site: 43 Rowley Village, Rowley Regis, B65 9AS – used for vocational, employability, and qualification-based learning (e.g., NCFE and AIM courses).

4. Governance and Management

- The Headteacher holds overall responsibility for ensuring compliance with all JCQ and awarding body regulations across all sites.
- The Deputy Headteacher (Quality and Curriculum) acts as Centre Quality Nominee (NCFE/AIM) and coordinates internal verification, assessment, and moderation.
- The Examinations Officer ensures JCQ compliance for all examinations and assessments, including the management of secure materials and invigilation.
- Site Leads (e.g., Hub Coordinator or Job Coaches) are responsible for day-to-day operations, site security, and communication with the main site.
- All sites operate under one Centre Number (for JCQ/NCFE/AIM) unless otherwise directed by an awarding organisation.

5. Regulatory Frameworks and Compliance

This policy ensures compliance with:

- DfE Guidance for Split Sites (School Organisation: Maintained Schools, 2016)
- Ofqual General Conditions of Recognition
- JCQ General Regulations for Approved Centres (latest version)
- Awarding Organisation Centre Agreements (NCFE, AIM)
- Health and Safety at Work Act 1974
- Safeguarding Children in Education (KCSIE 2025)

6. Quality Assurance and Internal Verification

- All qualifications delivered at the Hub follow the same internal quality assurance (IQA) systems as the main site.
- Schemes of work, assessment plans, and moderation schedules are centrally approved and monitored by the Quality Nominee.
- Sampling of learner work is undertaken across both sites to ensure parity of standards.
- Staff at both sites are included in standardisation meetings and internal audits.
- External Quality Assurers (EQAs) are informed of the split-site delivery and have access to both locations.

7. Exams and Assessment Integrity (JCQ and Awarding Body Requirements)

- All assessments, both internal and external, are conducted in line with JCQ General Regulations and awarding body-specific instructions.
- The Hub site must maintain:
 - Secure storage for confidential materials (e.g., locked cabinet, restricted access).
 - Controlled assessment rooms that meet JCQ environmental requirements (lighting, noise levels, seating arrangements, etc.).
 - Trained invigilators and assessors who understand SEND access arrangements and reasonable adjustments.
- The Examinations Officer maintains a single Exams Policy and Access Arrangements Register across both sites.
- Any suspected malpractice must be reported immediately to the Exams Officer and Headteacher, following the JCQ Malpractice Policy.

8. Safeguarding and Learner Welfare

- All learners at the Hub are covered by The Westminster School's Safeguarding and Child Protection Policy.
- There is always a Designated Safeguarding Lead (DSL) or Deputy DSL available for consultation during Hub operations.
- Visitors and external trainers are subject to the school's visitor and DBS checking procedures.
- Risk assessments for the Hub and any off-site learning are updated termly.

- Learner welfare, medical needs, and communication preferences are shared between sites via Arbor and learner profiles.

9. Accessibility and SEND Provision

- Learning and assessment at the Hub are adapted to individual learners' needs following EHCP outcomes and access arrangements.
- All physical environments meet accessibility standards (ramps, accessible toilets, visual signage).
- Reasonable adjustments are recorded and applied consistently in both learning and assessment settings.
- Support staff, therapists, and job coaches work collaboratively across both sites to maintain continuity.

10. Data Management and Communication

- All data (attendance, assessment, safeguarding, progress) is recorded on Arbor and managed centrally by the main site.
- Communication between sites occurs via secure channels in line with the Data Protection Policy (UK GDPR 2021).
- Learner records, assessment evidence, and verification reports are accessible to senior leaders and awarding body representatives.

11. Health, Safety, and Premises

- The Hub operates under The Westminster School's Health and Safety Policy.
- Fire, first aid, and evacuation procedures are site-specific and reviewed annually.
- Staff receive induction and annual refresher training on emergency procedures and safe working practices.
- Regular site checks are completed by the Health and Safety Lead.

12. Monitoring and Review

- The Senior Leadership Team (SLT) reviews this policy annually to ensure continued compliance with JCQ and DfE regulations.
- The Governing Body receives an annual report on split-site operations, safeguarding, and qualification delivery.
- Updates are made immediately following any JCQ, Ofqual, DfE, or awarding body regulatory change.

13. Related Policies and Documents

- Examinations Policy
- Safeguarding and Child Protection Policy
- Internal Verification Policy
- Health and Safety Policy
- Equality and Accessibility Policy
- Data Protection and Information Security Policy
- Complaints and Appeals Policy

Review Cycle

Next Review Date: November 2026

Policy Owner: Deputy Headteacher (Quality and Curriculum)

Approved by: Governing Body