

## Examinations Policy

---

|                                          |                                 |
|------------------------------------------|---------------------------------|
| <b>Staff Member with Responsibility:</b> | Mr J West, Examinations Officer |
| <b>Reviewed by:</b>                      | Board of Trustees               |
| <b>Reviewed Date:</b>                    | Autumn 2015                     |
| <b>Next Review Due:</b>                  | Autumn 2018                     |

---

Management of Examinations, Examination Entries, Examination and Assessment Materials and Controlled Assessment and Coursework (KS5)

**The school will comply with all relevant regulations laid down by Examination Boards and Regulatory Authorities. This process will be overseen by the school's Examinations Officer.**

### GCSE

All students following a GCSE course in Year 11 are expected to sit an examination in that subject. **Concerns regarding the completion of work should not initially effect entry**, the issue should be referred to the appropriate member of the Senior Staff. If there is concern regarding a student the initial entry should be made and then the student withdrawn at a later date.

If a student is at risk of non-entry, the matter should be discussed with the appropriate Curriculum Manager, Year Manager and the parents informed well before the final decision is made.

If a withdrawal is made, the student's parents must be informed in writing and a copy of the letter passed to the Examinations Officer for the appropriate action to be taken.

### Coursework/Controlled Assessments

The school's procedures relating to Controlled Assessments are detailed in a separate policy ('Policy on Controlled Assessments').

Year 10 students will receive a copy of the JCQ (Joint Council for Qualifications) Notification regarding Controlled Assessments at the beginning of the academic year. **All Controlled Assessments must be carried out in conditions that meet the Examination Boards requirements.**

Year 12 students will receive a copy of the JCQ Notification regarding Coursework at the beginning of the academic year.

The Examinations Officer explains the content of these documents to students in Years 10 and 12 in assemblies at the beginning of the academic year.

Marking and assessment of Controlled Assessments and Coursework (A/S and A2) should be carried out in accordance with the relevant criteria issued by individual Examination Boards. If possible, scripts should be annotated to show how grade achievements have been allocated. Students have the right to appeal against the grading of their Controlled Assessments/Coursework and have the right to ask to see the criteria against which it has been assessed.

## **AS & A Level**

### **General Information**

The assessment arrangements are currently under reform. Some subjects are following syllabuses under new regulations and some the old regulations.

Assessment prior to the implementation of changes is as follows:

Most AS Level courses consist of 2 modules. In order to be awarded an AS Level grade the 2 module results must be "cash in" as these AS modules contribute to A2 modules.

If carrying on to A Level 2 more modules must be taken, making a total of 4. These two modules are known as A2 modules. In order for a grade to be awarded an A2 "cash in" must be requested.

Mathematics, Science and Music have 3 modules for both A/S and A2.

The Examination Boards do not restrict the number of times a candidate may sit any particular module and the best mark of the modules sat will count towards the final AS or A Level grade.

Assessment, post to the implementation of changes, is as follows:

Most AS Level courses consist of 2 modules. In order to be awarded an AS Level grade the 2 module results must be "cash in". In general AS module results will not contribute towards A2 results (exception Art and Design).

At A2 students must complete 3 or 4 modules. These must be "cash in" for a final result.

### **Access Arrangements**

The school's procedures relating to Access Arrangements are detailed in a separate policy ('Exam Access Arrangements').

In general, such provision is only made if it is the candidate's usual way of working. Staff who are concerned about a student's needs should discuss this with the Special Needs Co-ordinator (SENCo) who will then contact the students or parents and carry out the appropriate testing as needed. Requests for Access Arrangements will be made online, by the SENCo. Candidates must sign a Permission Form to consent to the exchange of data regarding their needs and test scores.

### **Conduct of Examinations**

The school follows the current JCQ Instructions for the Conducting and Administering of Examinations. Most examinations take place in the school Sports Hall.

Prior to the examinations candidates are issued with a timetable which includes the location of the examination and the seat which has been allocated to them. On the day of each individual examination the candidates are registered before entering the allocated room and reminded of their seat location. A seating plan is produced for each examination. This is used by the Senior Invigilator to check that each student is present for the examination and is correctly seated. On each desk is a card which shows each candidates details and includes their photograph. This information is then transferred to the official register.

## Special Requirements

In general, students who suffer from anxiety prior to the examination will be encouraged to sit their examinations in the allocated room but may be allowed to sit at the side of the room near the exit. Other arrangements will only be accommodated if supporting documentation from a doctor is provided in advance.

In general, the use of a word processor in an examination will only be allowed if it is the candidate's normal way of working. Evidence of this need, in line with the JCQ recommendations, will be provided by the SENCo. In some special circumstances, injury or short term physical disability, the provision may be made for other candidates. In this case supporting evidence from a Doctor must be provided.

## Late Entry and Withdrawal

All students are issued with a Statement of Entry for their examinations. It is the student's responsibility to check this and tell the Examinations Officer of any errors. The Examinations Officer will not make any changes unless requested in writing and agreed by the subject teacher.

Both late entry and withdrawal incurs extra cost. If either of these situations is at the instigation of the student the cost will be passed on to them.

**The deadline for entry amendments is 12<sup>th</sup> February for all the summer externally set examinations. Any entry made after these dates will incur a charge of £30 per change, any withdrawal £15.**

## Post Results Enquiries

A separate document is published both on the website and in the candidates' results packs. This outlines the services available and the procedure to follow. All requests must be paid for, by cheque (cash cannot be accepted), in advance. Students must sign to confirm their consent to any Review of Marking as grades may go down as a result of the process. In general, students should discuss their requests with the relevant subject teacher before submitting it. Only in exceptional circumstances will the cost of enquiries be borne by the school, this will be at the discretion of the Principal. The costs of enquiries are outlined on the information/application sheet enclosed with the students' results and also available on the website.

## Students resitting Examinations

For year 13 students who wish to re-sit AS modules taken at the end of year 12. The school will pay for one re-sit (overall not per subject). The remaining entries must be paid for by the student by cheque (cash cannot be accepted). Application for resits must be made by the students in January.

Sixth form students re-sitting GCSEs in Mathematics and English may have one retake funded by the school the remainder must be paid for. Applications for the November series must be made by the end of September.

## Internal Examinations

Year 10 and Year 11 students (as Mock Examinations) sit centrally organized internal examinations. These examinations usually take place in the Sports Hall.

Mock Examinations follow the same format as the External Examinations.

It is the responsibility of each Curriculum Area to ensure that papers are submitted to the Examinations Office at the appropriate times. If possible, a member of the Senior Staff will be present at the registration of the first examination. Thereafter students will return to the same seat for all remaining examinations.

Curriculum Areas should keep all Mock Examination papers. The Examination Boards may request to see them during the actual examination season, should problems occur.