

EXAMINATIONS POLICY

Rationale

The governing body wishes to ensure that the planning and management of examinations is conducted efficiently, in the best interests of the students, and with clear guidelines for all relevant staff.

Policy

The statutory tests and qualifications offered at Redborne are decided by the Headteacher in consultation with the subject leaders. The subjects offered for these qualifications in any academic year may be found in the school's prospectus and/or in the published curriculum booklet relevant to a particular year group.

At KS4 and KS5 all candidates will be entitled and enabled to achieve an entry for qualifications from an external awarding body, subject to the guidelines below. The school will adhere to the provisions of the Disability Discrimination Act 2005 by ensuring that the access arrangements and special consideration regulations and guidelines are consistent with the law.

Guidelines

I Entries

- Any initial registration fees and exam entry fees will be paid by the school.
- A student should reasonably expect to be entered for an examination if he/she:
 - has been suitably prepared for the exam by a member of staff and
 - has a realistic chance of success based on evidence provided by mock examinations or other relevant tests and
 - has expressed a wish to be entered
- The level of entry will be determined by the teacher in consultation with the student and his/her parent/carer. The ultimate decision will lay with the head of department.
- Re-imburement will be sought from students who fail either to sit an exam or meet the necessary coursework requirements.
- Any costs incurred through student-initiated changes to entries or tiers of entry after the awarding bodies' closing date must be paid for by the student at the time the change is made. The level of such costs can be obtained from the exam office.
- If a student wishes to re-sit an examination paper the cost must be paid by the student at the time of entry. The level of such costs can be obtained from the exam office.
- If the school considers it to be in the best interests of a student to resit a module or unit and the student is willing to resit, the school will pay the entry fee but may request reimbursement from the parent/carer

- Any request for a remark or other enquiry about results should be made to the exam office as soon as possible after the publication of results. Candidates must pay in advance any fees chargeable for such remarks or other enquiries. The level of these costs can be obtained from the exam office. Any such fees will be repaid in the event of a successful appeal against the grade awarded.
- The school does not normally accept external candidates for exams. Any such request should be made to the Examination Officer who may be prepared to grant an exception at his/her total discretion.
- Certificates are presented in person and signed for by the student. Certificates may be collected on behalf of a student by a third party, provided they have written authorisation to do so. The school does not hold certificates indefinitely - students should arrange to collect any certificates to which they are entitled by the end of the academic year following the exam in question. The school cannot supply duplicate certificates. Any such requests should be made directly to the relevant awarding body who will be able to advise the procedures and costs involved.

2 **Conduct of exams**

- The JCQ rules on the conduct of examinations and sanctions applicable in the event of these rules being broken are published on the exams notice board and are introduced in an assembly prior to the start of the exam season.
- The school's published rules on acceptable dress and behaviour apply at all times. The school reserves the right to deny access to an exam to any student who does not conform to these rules.
- Any student who disrupts an examination will be dealt with in accordance with JCQ guidelines.
- Exam timetables will be published on the exams notice board and each student will be given an individual and personalised timetable. The school will endeavour when and where possible to contact any student who is not present at the start of an exam for which he/she has been entered but the ultimate responsibility for being present, on time, lies with the student and his/her parent/carer.
- Sufficient invigilators will be provided in accordance with Examining Board requirements. The Examination Officer, together with the member of SLT responsible for the oversight of examinations, will ensure that they are properly trained, including who to contact in the event of an emergency and how to contact him/her.
- Should a student be too ill to sit an exam, or suffer bereavement or other trauma it is the responsibility of the student and his/her parent/carer to alert the school to that effect. Any request for special consideration must be made within 5 working days of the exam and must be supported by appropriate evidence.

3 **Internally Assessed Work**

- Candidates who have to submit work for internal assessment must do so by the end of the school-defined date, even where this is in advance of the awarding body's deadline, in order to allow teaching staff sufficient time to assess the work correctly and deal with the necessary administration of the marks.
- The school's procedure for appeals against internal assessment is published separately and is available from the exam office. Appeals will only be considered if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.

4 **Plagiarism**

There is a separate school policy on plagiarism. This is an issue that is taken very seriously by the school and the awarding bodies. Students should be aware that any work which is judged to be copied from another candidate or from a published source such as a book, newspaper or the internet, or that has clearly been wholly or largely written/unduly aided by a third party will be rejected. The relevant awarding body will be informed and this could result in the student's entries in all subjects being withdrawn.

Monitoring, Evaluation and Review

This policy will be monitored annually by the member of SLT responsible for the oversight of examinations and the Examinations Officer and reviewed every three years by the Headteacher and governing body.

Dissemination of the Policy

A copy of the policy is available on request to parents and carers, the LA and Ofsted through the Headteacher.

Other policies that have relevance are:

Plagiarism policy
Controlled Assessment policy

Date approved by governors	November 2010
Date to be reviewed	November 2013