

EXAMINATIONS POLICY

Rationale

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

Policy

The statutory tests and qualifications offered at Redborne are decided by the Principal in consultation with subject leaders. The subjects offered for these qualifications in any academic year are published in the curriculum booklet relevant to a particular year group.

At KS4 and KS5 all candidates will be entered to sit examinations from an external awarding body, subject to the guidelines below.

The school will adhere to the Equality Act 2010 definition of disability by ensuring that access arrangements and special consideration regulations and guidelines are followed.

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 SL.
- 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 when 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 exams 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 review of marking or other enquiry about results should be made to the exams office as soon as possible after the publication of results. Candidates must pay in advance any fees chargeable for any review of marking 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 Examinations 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 on the procedures to follow 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 applies 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 JCQ guidelines. The Examinations 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 to the Examinations Officer and must be supported by appropriate evidence.
- All internal students have a candidate card on their desk with their name, exam number and their photo on it taken from Sims for identification purposes.
- Any external candidate sitting an exam at Redborne will be asked to produce their passport/driving licence at the time of entry. A copy of their photo id will be taken and an exam card will be generated with their details.

- All students receive post results documents with services, fees and dates in their actual result envelopes. This information is also available on the website and displayed on the exam notice board.

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.
- There is a separate school policy relating to reviews of marking of controlled assessments, coursework and non-examination assessments that have been internally marked; this is available [here](#) and from the exam office.

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 (in certain circumstances, as long as the source is acknowledged, this may be permitted), or that has clearly been wholly or largely written/unduly aided by a third party will be rejected. Where necessary, 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 Principal 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 Principal.

Other policies that have relevance are:

Plagiarism policy
Controlled Assessment policy

Date approved by governors	September 2017
Date to be reviewed	September 2020