

## **EXAMINATIONS ENTRY POLICY**

*Last update: May 2018*

*References are made in this policy to the Joint Council for Qualifications (JCQ). This organisation coordinates examinations the arrangements of the seven major awarding bodies in the UK.*

### **Introduction**

The school aims:

- To ensure the planning and management of examinations is conducted efficiently and in the best interest of candidates
- To ensure the operation of an efficient examination system with clear guidelines for all relevant staff.

This examination policy will be reviewed annually by the examinations officer, Deputy Headteacher (Curriculum) and the governors and should be read in conjunction with the following policy:

- Controlled Assessment/Coursework (including Complaints and Malpractice)

### **Entries**

All students following a course of study timetabled by the school and leading to a public examination will be entered for that examination provided that:

- Their attendance has been sufficient to allow the school or a partner agency to prepare the student for the examination.
- All the necessary aspects of coursework and controlled assessments have been completed.

Under exceptional circumstances, private candidates may be entered for examinations to be taken at the school at the Headteacher's discretion.

### **Entry Amendments**

- Heads of Department are responsible for providing information to the Examinations Officer to enter the students for the correct examination at the correct level.
- All amendments must be submitted to the Examinations Officer by the deadline specified by the Examinations Officer.

### **Fees**

- A student's initial entry will be funded by the school provided the conditions described under 'Entries' above are met.
- Students are liable for the cost of re-sit entries unless: Either the initial absence was due to illness certified by a medical note presented to the Examinations Officer at the time of or as soon as possible after the examination; or the student has attended school for an additional year (Year 14) and has completed a programme of study at the school in this additional year. Sixth Form students will have their entry paid for in GCSE Maths or English if they are eligible under the statutory rules for resit in these examinations.
- If a sixth form student fails to notify the Examinations Officer that they do not wish to sit an examination before the entry withdrawal deadline, they will be liable for the cost of the examination (NB this only applies in the academic year 2018-19) If a student submits a tier change request past the Examination Officer's published entry deadlines, they will be liable for any penalty fee levied by the examinations board.

### **Re-sits**

- Students will be offered the opportunity to re-sit GCSE modules and GCE units whilst they are in full time education at the school.

It is the responsibility of the student/parents or carers to pay the entry fees for re-sit entries unless the initial absence was due to illness endorsed by a medical certificate. The school will pay the cost of entry for GCSE English and/or maths if they meet the criteria noted above under "Fees".

### **Coursework and Controlled Assessment**

- It is the responsibility of students to submit their coursework in time to meet the Heads of Departments' deadline and within the JCQ regulations; a copy of which will be issued to every student at the start of the academic year.
- If a teacher considers that a student's work is not all their own they have the right to submit a zero mark to the awarding body. In which case the student will be deemed to have failed to complete the examination course such that entry to the examination may be denied or the parents/carers will be liable for the cost of the entry.
- In the case of a dispute (prior to final results being published) concerning the marking of a student's coursework the steps described in the school's policy on GCSE and GCE Coursework will be followed.

### **Examination Materials**

All students will be issued with the following examination documentation for each examination session.

- A statement of entry
- An individual timetable
- A notice as to conduct in the examination and other requirements

All students will be issued with the following examination documentation at the start of the academic year.

- A copy of the JCQ regulations concerning the completing of coursework.
- A copy of the JCQ regulations regarding examination conduct and requirements.

### **Examination Regulations**

- The school will ensure that the JCQ regulations are followed at all times.
- The school will make the regulations available to all students who are entered for public examinations.
- It is each student's responsibility to familiarise themselves with the JCQ regulations concerning examination conduct; especially prohibited materials, and ensure that they do not breach these regulations.
- If a student breaches the JCQ regulations, the school is required to report the student to the relevant awarding body.

### **Special Consideration**

- Special consideration may be applicable if a candidate is ill, suffers bereavement or other trauma such that their performance in the examination, coursework or controlled assessment is adversely affected. In such cases, it is the candidate's responsibility to alert the school, or, if the illness is during the examination, an invigilator, to that effect.
- Any special consideration claim must be supported by appropriate evidence within five days of the examination, for example a letter from the candidate's doctor.
- The examinations officer will then process a completed special consideration with the relevant awarding body within seven days of the examination.

### **Special Needs**

The school will support a student's specific examination requirements provided that they are in possession of medical and other documentation as required by the awarding bodies.

The SENCO will:

- Identify and test or arrange for the testing of candidates' requirements for access arrangements.

The Assistant SENCO (Administration) will, in coordination with the Examinations Officer,

- Submit completed access arrangement applications to the awarding bodies
- Coordinate the necessary access arrangements.
- Arrange for the provision of additional support to help candidates with spelling, reading, mathematics, dyslexia or essential skills, hearing impairment, English for speakers of other languages, IT equipment in order to achieve their course aims.
- Arrange the rooming and invigilation required for candidates with SEN or disabilities.

### **Examination Results and Certificates**

- It is the student's responsibility to collect or to arrange for the postage of their own results and or certificates. The school will post results to the student's home address only.
- Results and certificates can only be collected by a third party if they have written authorisation from the student and proof of identity; preferably a photo driving licence or passport.
- Should a student wish to telephone the school for results, this can be done after 11.00am on the day that results are published.
- Results can be emailed on request. Email [lprice@klbschool.org.uk](mailto:lprice@klbschool.org.uk) before the end of the summer term to request this.
- Any results that have not been collected by 12.00 noon on the day following the publishing of results will be posted first class to the home address
- The school will retain uncollected certificates for two years.

### **Results Queries**

- The school will support a student's enquiry about results, request for their script or a copy of their script provided that they are submitted to the Examinations Officer within the awarding body deadlines.
- Enquiries about results or requests for the return of scripts must be agreed with the candidate.
- GCSE and GCE remarks cannot be applied for once the original script (rather than a copy) has been returned.
- A student is responsible for paying for their own results enquiry, request for their script or a copy of their script – payable at the time of the application.
- If the mark awarded is changed as a result of an enquiry and subsequently the grade changes, the enquiry fee will be refunded.
- Details of the enquiry services available and fees will be available on the day results are published and available on the school's website

*Discussed by Governors' Teaching and Learning Committee: 1 May 2018*

*Approvaed by Full Governors: 16 May 2018*