



EXAMINATIONS POLICY

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1. Exam entry

1.1 Attendance and completion of coursework:

- The St Marylebone CE School (“the School”) aims to work with pupils and parents to make it possible for all pupils to meet the required entry standard for public examinations. The School aims to enter for external examinations all those pupils who have covered the examination course, have attended 95% of the lessons, and completed to the best of their ability all the necessary coursework by the required date. Those who fall below these criteria may be considered for non-entry.
- Parents will be kept informed of the risk of non-entry and under-achievement through the Profile Reporting System, Parents’ Evenings, discussion with the parents and departmental letters home. It is the School’s aim to work with pupils and parents to achieve the required entry standard and realise the full potential of all pupils. Parents will be provided with at least one written warning of possible non-entry well before a pupil is withdrawn. The final decision will be made by the Director of Sixth Form or the Deputy Head (Curriculum.)
- Heads of Year, Senior Staff and Heads of Department will meet in the January of the examination entry year to discuss the entry of marginal candidates and to decide the appropriate examination load for them. The decisions will be communicated by the Director of Sixth Form or Deputy Head (Curriculum) to the pupils and their parents.
- The decision of staff at the above meeting on the examination entry of individual pupils will be final. Parents will not be able to pay for examination entry at the School if the pupil has not fulfilled the School’s entry requirements as outlined in Point 1 of this Policy.
- The entry for external examinations of pupils who are late entrants to the School and have not covered

the entire course will be decided by the Head of Department in discussion with the pupil's parents and the Head of Year.

2. Access arrangements

2.1 The examination entry of pupils with a Statement of Special Educational Needs or an Education Health and Care Plan (EHCP) will be discussed and agreed at the annual Statement Review Meeting in liaison with Curriculum Leaders.

2.2 The examination entry of pupils with special educational needs who do not have a Statement or EHCP may be discussed with the SENCo before any decisions are made by Curriculum Leaders.

2.3 Any written evidence required for applications for special arrangements must be from formal assessments sanctioned by the SENCo and/or Examinations Officer. In all cases where special arrangements are required, the School's procedure will adhere to the current Joint Council for Qualifications (JCQ) regulations as specified in the document *Access Arrangements and Reasonable Adjustments*.

3. Sixth Form Admissions

3.1 The School's requirement for entry to sixth-form is:

- 5 GCSE subjects or equivalents at grades 9-6
- English and Mathematics GCSE at 9-5 (if these subjects are achieved at 9-6 they may form part of the 5 subjects required as outlined in the above point)

In addition to this, there are also subject specific entry requirements (usually a GCSE grade 6 or above in the chosen A Level subjects). Subject specific requirements can be found in the "subject choices" section on the School website.

3.2 A level pupils will sit a robust internal assessment at an appropriate point in Year 12. In this assessment, pupils will need to gain marks equivalent to a D grade in order to ensure continued study of that subject in Year 13.

3.3 In cases where a pupil who is studying an A level achieves below a D grade in their Year 12 Internal Summer Exam, they will need to be able to demonstrate (through prior assessment data, attendance and consistency in meeting deadlines) that they are capable of achieving a D grade or above in their A level to ensure a recommendation to progress study of that subject into Year 13.

3.4 Pupils will be informed of the school's recommendation to progress from Year 12 to Year 13 as soon as the data is available following internal assessment.

3.5 If a pupil does not meet the progression criteria, they will meet school staff who will provide a recommended pathway that allows the pupil to achieve success at A-Levels.

3.6 Where a pupil wishes to challenge the recommendation that they have not demonstrated sufficiently their suitability to progress in a subject from Year 12 to Year 13, they have recourse to a Governors' Panel. This panel will be convened as required and appropriate. The panel will provide the final recommendation that supports the pupil to achieve success at A level.

4. Payment of exam entries

4.1 The School will pay for all initial examination entries.

4.2 Retakes will be at the candidate's own expense unless the School deems that the initial entry was adversely affected by exceptional circumstances. This is in accordance with the School's *Charges to Parents* policy

4.3 The School will pay for initial home language entries for agreed pupils following registration and assessment by the LCI department.

5. Private candidates

5.1 The School does not ordinarily accommodate private candidates; however, opportunities for former pupils to resit may be considered where they are unable to access these at private centres. Former pupils who resit as private candidates must do so at their own expense, which will include the examination fee as well as a reasonable contribution towards the School's administration and invigilation costs. Entries will not be made until payment has been received.

5.2 The School may also, at its discretion, enter into an agreement on a case-by-case basis with other providers to host external candidates.

6. Pupils sitting exams at other centres as private candidates

6.1 Pupils up to the age of 16 will be requested to provide information regarding any GCSE entries they are sitting as private candidates at other centres, as this will affect the School's performance data.

7. Organisation of public examinations

7.1 The School will organise and administer public examinations in accordance with the current edition of the *Instructions for conducting examinations* published by JCQ.

7.2 All public written exams in the summer session will be held at Blandford Street. Practical examinations will be held in the specialist space most suitable across both sites.

7.3 Public examinations for all GCSE and A level qualifications will take place in the summer session.

7.4 Years 11, 12 and 13 will be given study leave to cover the summer examination period. Year 12 will return for at least the last 4 weeks of term to resume lessons.

7.5 External assessments for vocational qualifications will take place at Blandford Street in the summer or High Street at other times. Examinations will be invigilated by staff not linked to the programme.

7.6 The dates of GCSE Controlled Assessments will be shared with pupils and parents, and these will be set out in the School Academia where possible. Controlled Assessments are subject to the same examination conditions as terminal exams with the exception that if a pupil misses the task-taking part due to illness a second date will be provided, as long as a doctor's medical note has been provided for the absence. The

School will set the second date as close as is practicable to the missed date and this will not be negotiable.

7.7 Coursework assignments, including those that form part of vocational qualifications, should be completed in line with the given guided learning hours. Candidates must adhere to the deadlines set by each department. Candidates who do not meet these deadlines risk having an incomplete coursework portfolio and may not be entered for the qualification.

7.8 Timetable clashes will be resolved, and candidates will be notified of this as part of their final exam timetable. Candidates who require isolation and supervision will also be notified separately by email.

7.9 Supervision during the day

- In exceptional cases where a candidate has a normal variation to their academic day, exams may also be varied. Details of this variation will be agreed by SLT and a formal supervision arrangement signed by the candidate and their parent or guardian. All documents will be held on the inspection file along with supporting evidence.

7.10 Supervision overnight

- In exceptional cases where a candidate has more than 6 hours of Level 3 exams, or 5 ½ hours of Level 2 exams in one day, the candidate will be offered the option of taking one exam on the following day in line with JCQ (Joint Council for Qualifications) regulations. A formal supervision arrangement will be signed by the candidate and their parent or guardian. All documents will be held on the inspection file along with supporting evidence.

7.11 Toilet breaks

- Toilet breaks are not encouraged and will impact on the candidate's exam time.

7.12 Special consideration

- Formal supporting documents may be required before any application for special consideration will be made, in line with JCQ regulations.

7.13 Procedures for non-attendance

- All absences from exams will be reported to the Examination Officer. S/he will then inform a member of staff who will organise a phone call to the candidate's parent/carer.

7.14 Procedures for lateness to an exam

- Candidates arriving more than 30 minutes late may be refused entry to sit the exam at the School's discretion. The centre does not permit additional time for late candidates who have been permitted to enter the exam room except in exceptional circumstances. A report will be made to the awarding body as per JCQ regulations and the candidate will be advised that their exam may not be marked at the Awarding Body's discretion.

7.15 Invigilation

- All public examinations will be staffed by external invigilators. School staff will be used in an 'on call' facility for any unforeseen emergencies. Controlled Assessments will be supervised by teaching staff.

7.16 The School directly employs external invigilators, and will also make use of agency staff as required. The School will ensure that all invigilators are adequately trained and briefed.

8. Internal assessment, moderation and appeals

8.1 Where a qualification includes non-examined components which are internally assessed, departments will follow the marking and moderating procedures specified by the awarding body. They will ensure that staff involved have received sufficient training to carry this out reliably.

8.2 In line with the JCQ guidance *Notice to Centres - Informing candidates of their centre assessed marks*, candidates are entitled to know the marks awarded for internally assessed components, and to appeal for these to be reviewed. Once the moderation process is complete, the School will inform candidates of their marks and set out clearly the deadline and procedure for submitting such an appeal, making available the marked assessment material and assessment criteria.

8.3 Appeals for a review of a centre assessment mark will first be considered by the Headteacher. If the appeal meets the necessary criteria, a review will be carried out in accordance with the procedures specified by JCQ.

9. Malpractice

9.1 Where a candidate attempts to submit plagiarised work for the final draft of coursework, they will not be given the chance to enter other work; hence they will have incomplete coursework and may be withdrawn from that qualification.

9.2 The School will report any candidate caught cheating, attempting to cheat, taking any prohibited materials into the examination hall, or breaking any of the regulations as published by JCQ to the relevant awarding body.

10. Issuing of examination results

10.1 Examination results will be given out from the High Street site on the day they are made public by the boards from 9.30am in the morning.

10.2 If available, the School will opt into the release of results direct to candidates from the awarding bodies.

11. Post-results services

11.1 The School will process and submit requests for a review of marking of externally assessed components. Candidates must request this via the School website, where the deadline will be stated. Requests will not be processed until payment has been received.

11.2 Where candidates have been entered as “centre” candidates, an appeal against the outcome of a review of marking will be submitted only in exceptional circumstances. The decision of the School in this matter shall be final. Private candidates may submit appeals directly to the awarding body. Further information can be found in the JCQ *Post-results services* document.

12. Policies and other School documents to which this policy relates

- Risk Assessment Policy
- Controlled Assessment Policy
- Charges to Parents Policy
- Overnight Supervision Policy
- Exam Duty Document
- Instructions for Conducting Examinations (ICE) and the General Regulations for Approved Centres written by JCQ (Joint Council for Qualifications)
- Reviews of marking – centre assessed marks written by JCQ