

## EXAMS POLICY

### 1 EXTERNAL EXAMINATIONS ENTRIES

- \* All students need to have an aim and it is traditional and still entirely appropriate that the aim for the end of Key Stage 4 should be an external examination that has the necessary approval from the organisations that represent the Secretary of State.
- \* The large majority of every student's timetable at KS4 is given over to following subjects that will be examined by an approved exam board.
- \* The overwhelming majority of students therefore will be entered for the appropriate external exam during their final two years at this school.
- \* In circumstances where it is suggested that after following a two year course of study, a student is not to be entered for the appropriate external examination, then this situation will be examined on its merits, conclusions will be drawn and reasons given for the conclusions. In reaching its conclusions the Subject Leaders may well want to discuss the matter with the Subject Teacher, the Form Tutor, the Head of Year and any other person with relevant information.
- \* It should be noted that anticipation of a student achieving a grade below that which they are capable of (e.g. through lack of work), even if that grade is a U, will not normally be considered as adequate grounds for a non entry.
- \* Where Directors of Faculty decide to advise candidates of their internally assessed marks, candidates should be aware that these marks are provisional and are subject to external moderation. Such moderation frequently changes the marks awarded for internally assessed work and this is outside the control of Saint Aidan's Church of England High School.
- \* In the case of candidates entered for modular GCSE exams who do not attend the examination, the fee for entry to re-sit that module will be met by the candidate, unless the absence is supported by a Doctor's note.
- \* Where candidates may wish to make an enquiry about results, the fee for that enquiry will be met by the candidate. If, as a consequence, the grade awarded goes up then the fee will be refunded by the Examining Board to the candidate.
- \* It is anticipated that there will be exceptions to the situation described in this Policy. These exceptions will be extremely rare and will always be subject to attention from the Head.
- \* Where students are entered for a GCSE examination in the January series and they obtain their target, or above, grade, they will not be re-entered for the same examination in the June series.

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### Enquires About Results (Re-marks)

In cases of enquiries about results, where the school does not uphold a request for such an enquiry, the student may normally pay to have an enquiry carried out. Where the student wishes to challenge the decision not to hold an enquiry or consequent appeal, a similar procedure to that mentioned above will be carried out.

## **2 EXAMS APPEALS : APPEALS AGAINST INTERNAL ASSESSMENT OF WORK FOR EXTERNAL QUALIFICATIONS**

Saint Aidan's Church of England High School is committed to ensuring that whenever staff assess students' work for external qualification, this is done fairly, consistently and in accordance with the specification for the qualification concerned. Assessments should be conducted by staff who have the appropriate knowledge, understanding and skills, and who have been trained in this activity. Students' work should be produced and authenticated according to the requirements of the examinations board. Where a set of work is divided between staff, consistency should be assured by internal moderation and standardisation.

If a student feels that this may not have happened in relation to his/her work, s/he may make use of this appeals procedure. Note that appeals may only be made against the process that led to the assessment and not against the mark or grade.

This procedure is available from the School's website.

- a) Appeals should be made as soon as possible, and must be made at least two weeks before the end of the last externally assessed paper in the examinations series. (So the appeal must be made before a date in mid-June for the summer series as presently timetabled).
- b) Appeals should be made in writing to the examinations officer who will investigate the appeal. If the examinations officer was directly involved in the assessment in question, the Head will appoint another member of staff of similar or greater seniority to conduct the investigation. Likewise if the examinations officer is not able to conduct the investigation for some other reason.
- c) The examinations officer or other member of staff will decide whether the process used for the internal assessment conformed with the requirements of the awarding body and the examinations code of practice of the QCA. This will be done before the end of the series. (Currently the end of June for the summer series).
- d) You will be informed in writing of the outcome of the appeal, including any correspondence with the board, any changes made to the assessment of your work, and any changes made to improve matters in future.

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- e) The outcome of the appeal will be made known to the Head. A written record of the appeal will be kept and made available to the awarding body at their request. Should the appeal bring any significant irregularity to light, the awarding body will be informed.

After work has been assessed internally it is moderated by the awarding board (examinations board) to ensure consistency between centres. Such moderation may occasionally change the marks awarded for internally assessed work. This is outside the control of Saint Aidan's Church of England High School and is not covered by this procedure. If you have concerns about it, please ask the examinations officer for the copy of the appeals procedure of the relevant examinations board.

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